



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY,  
SARANG**

**TENDER DOCUMENT FOR HIRING OF VEHICLES FOR THE YEAR  
2019-20 FOR IGIT , SARANG ON KILO METER BASIS.**

1	Period of Contract	One Year
2	Last date and time of submission of Tender documents	05.08.2019 by 4.00 PM
3	Date, Time, and Venue of opening of Technical Bid	05.08.2019, 04.30 PM, TRAINING & PLACEMENT CELL, IGIT, SARANG
4	Date, Time, and Venue of opening of Financial Bid	07.08.2019, 04.30 PM, TRAINING & PLACEMENT CELL, IGIT, SARANG
5	EMD (Refundable)	Rs.50,000.00 in shape of DD in favour of 'Principal IGIT Sarang', payable at SBI, IGIT, Sarang.
6	Tender Cost (Non-Refundable)	Rs. 1000.00 in shape of DD in favour of 'Principal IGIT Sarang', payable at SBI, IGIT, Sarang.

Tender document can be referred to at and downloaded form IGIT's official website i.e., [www.igitsarang.ac.in](http://www.igitsarang.ac.in)

**1. INVITATION OF BIDS.**

(a) Sealed tenders (Two bid system) are invited from reputed travel agencies/ fleet owners for engaging vehicles like TATA Indica, Indigo, Scorpio, Ford Ikon, Ford Fiesta, Maruti Dezire, Bolero, Tavera, Honda City, Innova etc. of 2014 onwards model and Bus (For Study Tour purpose) having valid fitness certificate. The vehicle will be hired on **kilometer basis** as and when required by IGIT, Sarang. However the Institute is not **supposed to detain the vehicle through out the year.**

(b) Tenderers/bidders are advised to go through the tender document carefully before submitting the tender form. It will be presumed that the tenderer/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in

respect of acceptance/rejection of the tender.

**BIDS MUST BE UNCONDITIONAL.**

(c) This is a "Two Bid" system. Separate bids are prescribed in Annexure-I and Annexure-II in shape of "Technical Bid" i.e., details of the Agency and "Financial Bid" respectively.

(d) The tender form is non-transferable.

(e) The following documents should be attached with Technical Bid only,

(i) Self attested copy of PAN card.

(ii) Self attested copy of Service Tax Registration Certificate.

(iii) Self attested copy of Registration Certificate of the Agency.

(iv) EMD of Rs.50,000/-in shape of Demand Draft/Banker's Cheque in favour of "Principal IGIT Sarang", payable at SBI, IGIT, Sarang, should also be kept in Technical Bid. All these should be kept in an envelope superscribed as 'Technical Bid for HIRING OF VEHICLES at IGIT, Sarang.

(v) Tender Cost of Rs. 1000/- (Non-Refundable) in shape of DD in favour of "Principal IGIT Sarang", payable at SBI, IGIT, Sarang, should also be enclosed in Technical Bid .

(vi) Vehicles provided to the Institute should have valid registration certificate, Insurance, pollution certificate and fitness certificate etc.

(vii) Terms and conditions duly accepted/signed with seal of the prospective bidders,

(viii) Proof to the effect that the tenderer has experience of providing similar work during last three years and refer Cl. No.03 of Eligibility criteria.

(ix) The tender document with the signature of authorized person of the Firm with seal and date in each page,

(x) Undertaking to the effect that the firm has not been blacklisted by the Government or any other organization (Annexure-III).

(xi) Annual Turnover for last three years along with the Income tax Clearance certificates for the last three years.

## **2. PROCEDURE FOR SUBMISSION OF BIDS**

- (a) The tender should be submitted in the prescribed format only.
- (b) As this is the two bid system, the Technical Bid along with requisite documents should be packed in one sealed envelop which will be superscribed as "Technical Bid". The Financial Bid should be in another sealed envelope superscribed as "Financial Bid". These two separate sealed envelopes should be kept in a third single sealed envelop super- scribed as **"Tender for Hiring of Vehicles for the year 2019-20 on Kilo Meter Basis"**.
- (c) Tender documents can be download from the institute website <http://www.igitsarang.ac.in> and must reach the office of the undersigned on or before **05.08.2019** , either by Registered/ Speed post / Postal service under Indian postal service only by addressing to "The Director, Indira Gandhi Institute of Technology, Sarang, Dhenkanal-759146 which should reach IGIT, Sarang by the scheduled date and time. Tenders received beyond the scheduled date and time will be summarily rejected. The tenderer should mention his exact postal address on all envelopes in order to facilitate the return of the bids as such wherever necessary. No hand delivery will be entertained.

## **3. ELIGIBILITY:**

- (a) The tenderers should have minimum 03 no. of work orders during last three years in any of the Govt. Departments/Autonomous Institutions/Universities/Boards/PSUs/Municipalities/Companies/Corporations/Educational Institutions. Proof to this effect to be attached with Technical Bid.
- (b) The agency should have valid Registration Certificate of its own, Service Tax, Registration Certificate , GST registration No. and PAN.
- (c) The agency should have not been blacklisted by any Government or other organizations.

#### **4. TERMS AND CONDITIONS:**

(a) The tenderer should take care that no column in the tender should be left blank which would otherwise make the tender liable for rejection. If any column has to be left blank, it should be filled as 'Not Applicable'. All the pages of the tender document, technical and financial bids are required to sign by the tenderer or the authorised representative on behalf of the tenderer along with seal of the firm and date.

(b) Any act or effort on the part of the tenderer to influence any body in the Institute is liable for rejection of tender.

(c) The tender document shall become part and partial of the contract with the successful bidder. In no case, the agency shall engage any sub-contractor or transfer the contract to any other person/ firm/agency in any manner.

(d) Tender not conforming to the requirements of the Institute will be rejected and no correspondence there of shall be entertained what-so-ever.

(e) No person who is in Government service should be partner /member of the agency or should have any interest with the business of the agency.

(f) The Institute shall not be held responsible whether financially or otherwise for any injury or loss to the driver or person deployed by the tenderer during the course of performing duties. On the other hand the agency will remain liable for and indemnify the Institute against any injury, loss/damage caused to the user officers/employees due to negligence of the driver or any other person deployed by the agency while executing the work.

(g) The rates are inclusive of all charges/taxes like cost of fuel and lubricant, cost of driver, road tax, insurance charges, cost of repair & maintenance (minor and major), service charges etc. but exclusive of service tax.

(h) The period of contract for hiring of vehicles can be curtailed/extended by the Institute. Either party can terminate the contract with 60 days prior notice.

(i) GST will be paid extra as applicable over and above the rates quoted,

(j) In no case the rate will be revised during the period of contract with the revision of cost of fuel, labour etc. if any.

(k) The drivers are required to maintain duty slips The duty slips will be

counter-signed by the officers.

(l) The time/mileage of journey will be recorded from office or where from the journey actually starts by the Institute officials and will be terminated at the end of the journey.

(m) Vehicles provided by the tenderer should bear commercial registration numbers and should have comprehensive insurance and drivers so provided should have valid commercial driving license.

(n) The Institute recognizes no employer-employee relationship between the Institute and the personnel deployed by the agency and there will be no legal obligation on the part of the Institute to provide employment to any of the personnel of the agency.

(o) All the vehicles provided to the Institute should be in good running condition and having valid fitness certificate.

**(p) The agency shall provide vehicles as per requirement of the Institute as and when required in KM based.**

(q) In case of break down of vehicles en-route, the tenderer shall replace the vehicles immediately failing which the Institute has the right to hire vehicles from any other source at the expenses of the agency.

(r) The Institute has the right to ask the agency for removal of driver in case found incompetent, disorderly or indiscipline,

(s) All the disputes shall be subject to the jurisdictions of Hon'ble Kamakhyanagar Court of Odisha.

(t) The EMD deposit will be forfeited in the following conditions,

(u) If at any stage, any of the information,

(i) declaration given by the bidder is found false or incorrect,

(ii) In case of any lapse/default in honouring the terms and conditions at anytime after submitting the tender.

(iv) The Financial Bid of the unsuccessful bidder while evaluating the Technical Bid shall not be opened and shall be kept in the file with the signature of all Committee members with a remark "Not opened because of disqualification in the Technical Bid". The EMD of the un successful bidders shall be returned after the successful bidder enters into contract with the Institute.

(w) Penalties:

(i) Up to Rs. 1,000/- for not providing vehicles in time,

(ii) Up to Rs. 1,000/- for miss-behaviour of driver.

(iii) Up to Rs. 2,000/- for not providing vehicles when required,

(iv) Thrice the value of damaged property or Rs. 5,000/- whichever is higher for causing damage to public property.

(v) Termination of contract

(vi) Termination of contract and blacklisting for persistent breach or unsatisfactory services.

**(x) Payment terms:**

(i) Payment will be made on submission of the bills in triplicate after satisfactorily completion of the work assigned at approved rates after deducting penalties if any.

(ii) No advance will be paid,

(iii) Payment is subject to ITDS under Section 194C of Income Tax Act, 1961 at the prevailing rate.

(z) Rates quoted should be without any condition from the tenderer.

Conditional offer will be rejected,

(z-a) The Institute is not bound to accept the L-1 bidder. More than one bidder may be selected for respective vehicles for which each has quoted lowest rate,

**(z-b) Vehicle (cars & Buses) are required to be deployed at IGIT, Sarang as and when required.**

(z-c) The vehicles should conform to the pollution norms prescribed if any, by the Transport Department of Government,

(z-d) The duty slip/ log book should contain information about the driver like name, age, mobile number etc.

(z-e) The driver running the vehicle should have valid driving license. The drivers must follow traffic and safety rules and other regulations prescribed by the Government to this effect from time to time.

(z-f) Bids once submitted shall not be allowed to be withdrawn.

(z-g) The drivers must observe all the etiquette and protocol while performing

the duty. He must be neatly dressed, and carry a mobile phone of his own or provided by the agency for which no additional payment shall be made by the Institute.

(z-h) The vehicles shall be kept neat and clean and in perfect running condition and should be provided with basic neat and clean seat covers and curtain.

**ANNEXURE-I**

**INDIRA GANDHI INSTITUTE OF TECHNOLOGY,  
SARANG  
TECHNICAL BID (DETAILS OF THE AGENCY)**

1	Tender No. and Date		
2	Name and address of the Agency		
	Telephone No./Email ID		
4	Name of the Proprietor/ Managing Partner/Director		
5	Regn. No. of the Agency		
6	Permanent Account No (PAN)		
7	Service Tax Regn. No		
8	Number of vehicles owned		
9	Category of vehicles along with number allotted by RTO		
10	IT Clearance of last three years		
11	Whether the agency has been Black-listed by any Govt. or other organizations		Yes/No (Strike out which is not applicable)
12	Whether the terms and condition of the tender duly accepted.		Yes/No (Strike out which is not applicable)
13	Details of Tender Cost of <b>Rs.1000/-</b>		DD No.                      date: Bank.
14	Details of EMD :		Amount Rs. 50,000/- DD No . date: Bank:
15	List of References		1.NameTel/Mob. No. 2.Name Tel/Mob. No.
16	GST Registration No.		
	Experience (Ref. Cl. No.3 of a)		

This is to certify that I/we have carefully read the all above contents of the tender document and fully understood the terms and conditions there in and undertakes my self/our selves to abide by the same.

Place:  
Date:

Name of the tenderer:  
Name of the Signatory:  
Signature with seal:



## ANNEXURE-II

**SCHEDULE OF RATE FOR VEHICLES**

Sl.No	Type of vehicle	Daily charges 12 Hrs	Detention charges ( Beyond 12 Hrs)Local	Detention charges for outstation journey	Kilometer charge for outstation
	Non A/c Indica or Equivalent				
	A/c Indica or Equivalent				
	A/c Indico or Equivalent				
	Tata Sumo/ Tavera/ Bollero Non-A/c Indigo A/c or Equivalent				
	Tata Sumo/ Tavera /Bollero A/c or Equivalent				
	Scorpio /Innova/Honda city or Equivalent				
	Bus A/C (Minimum 60 Seats capacity)				
	BUS Non-A/c (Minimum 60 Seats capacity)				
	Mini bus A/C (Minimum 30 Seats capacity)				
	MINI BUS Non-A/c (Minimum 30 Seats capacity)				

GST to be mentioned by the tenderer

Signature of the bidder  
With stamp

**INDIRA GANDHI INSTITUTE OF TECHNOLOGY,  
SARANG**

**UNDERTAKING**

This is certified that my firm/agency/company has never been blacklisted by any of the Government or other Organization and no criminal case pending against the said firm/agency/company.

Place:

Name of the Tenderer :

Name of the Signatory:

Signature: Seal:

Date:     /     /201