



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institute under Ministry of Human Resource Development, Govt. of India)
Transit Campus: Sree Rama Engineering College Campus, Karakambadi Road,
Mangalam B.O., Tirupati – 517 507, Andhra Pradesh, India.

IISERT/Vehicles_NIQ/07/2019

July 19, 2019

NOTICE INVITING QUOTATIONS

Sealed quotations are invited for transport services on contractual basis for hiring of Maruti Suzuki Dzire 2019 (A/c) make & 52 Seater Bus (Non-A/c) with drivers as per requirements of the Indian Institute of Science Education and Research, Tirupati on monthly basis mentioned in the schedule below.

SCHEDULE

S. No.	CATEGORY	No. of vehicles required
01	Non A/c 52 seater bus to be used on monthly basis subject to a maximum use of 1500 Kilometers in a month	01
02	Maruti Suzuki Dzire 2019 (A/c) make to be used on monthly basis subject to a maximum use of 2000 Kilometers in a month	01

The sealed quotations for the above mentioned requirement must be placed in an envelope super scribed “Quotation for Hiring of vehicle in IISER Tirupati” should reach **The Registrar, IISER Tirupati, Sree Rama Engineering College Campus, Rami Reddy Nagar, Karakambadi Road, Mangalam (B.O.), Tirupati – 517507** latest by 1500 hours on **27.07.2019**. The quotations will be opened at **1530** hours on the **29.07.2019** in the presence of bidders, who may like to be present at **IISER Tirupati**.

The Terms & Conditions for submitting the quotations are also annexed with this notice.



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Annexure

TERMS & CONDITIONS

- 1) The agency/firm/company should have valid statutory sanctions/registrations/permits required to run the business and the same is to be produced as and when required. All Tax liabilities i.e. Road-Tax, GST, Insurance, Pollution control certificates etc. will be borne by the service provider. Any violation would be attended by pro-rata deduction of charges.
- 2) The sealed quotations should be submitted before **1500** hours on **27.07.2019**. Late submission of quotations will be rejected summarily.
- 4) The vehicles should be in proper running condition and well maintained and should be of latest model i.e., 2019 make. The vehicles should also be in excellent condition mechanically as well as getup wise i.e. outer look / upholstery etc. should be decent looking. Good Quality suitable seat covers is to be given at the time of deployment. **The vehicle should have a Yellow Board Number Plate.**
- 5) The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of IISER.
- 6) Alternative suitable vehicle should be provided in case of breakdown of the bus (or) car so provided. In case of failure to provide alternative suitable vehicle, IISER Tirupati has the right to hire a vehicle from any supplier from the open market and the additional cost incurred by the office will be borne by the Vehicle provider/Contractor (service provider), which will be deducted from the sum payable to him.
- 7) The contracting agency/firm/company and the IISER shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Tirupati. The resultant contract will be interpreted under Indian Laws.
- 8) All charges towards supply of vehicle, repair / servicing, fuel, insurance any other incidental expenses on operations & maintenance of the vehicles deployed on IISER site shall be borne by the successful agency / firm / company.
- 9) **However, the salary admissible to the Drivers for vehicles deployed on monthly basis must be paid by the contractor as per the Minimum Wages Act.**



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- 10) The driver who is being deployed must be same throughout the contract, charges if any will be permissible only once with prior approval of the Competent Authority.
- 11) The transporter must not deploy any driver:
 - a) who has not completed eighteen years of age, or
 - b) who does not possess a valid driving license, or
 - c) has experience of less than three years,
 - d) who has been prosecuted for any accidents/criminal charges.
- 12) The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules / regulations and city roads / routes as well as security instructions. A copy of the driving license of the drivers deployed at IISER Tirupati is to be provided to Administration.
- 13) Each driver employed by the firm must have a cell-phone duly activated.
- 14) The timings of the driver will be from 0600 hrs to 2200hrs (in two shifts). However, the vehicle will be at the disposal of IISER Tirupati.
- 15) Each driver should wear full white uniform while on duty. Each driver provided to the institute along with the vehicle should have police verification. A copy of police verification must be submitted to administration before commencement of contract.
- 16) Punctuality will have to be ensured and log book shall be maintained by the drivers for this purpose. The driver should not leave the office without prior permission of the attached with concerned officer in any case.
- 17) A list of drivers who would be deployed on duty along with their valid driving license nos. has to be provided to the Institute.
- 18) The successful agency / firm / company shall display IISER Tirupati placard to receive IISER Tirupati staff / guests / user/ traveller/ officials from the Airport / Railway Station.
- 19) The Transporter must ensure that driver(s) is/are not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Institute reserves the right to check randomly the drivers for the alcohol contents through breath analyzer. Smoking is strictly prohibited inside vehicles. The Transporter should ensure that the drivers should not play cards, gambling, or any antisocial activities during duty hours and such activities are prohibited in the parking area even after duty hours. They shall not use unparliamentary language inside the vehicles and at the Institute.



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- 20) The transporter shall solely be responsible for accidents, if anything happens. Institute will not be responsible for any litigation whatsoever under any circumstances.
- 21) The operation and function of vehicles and drivers shall be governed by Motor Vehicles Act and these shall be the responsibility of the transporter. Any violation of traffic rules can invite penalty that would be solely borne by the Transporter.
- 22) The operation and function of vehicles and drivers shall be governed by Motor Vehicles Act and these shall be the responsibility of the transporter. Any violation of traffic rules can invite penalty that would be solely borne by the Transporter.
- 23) The vehicles will not be utilized by the Transporter for any other purpose than the requirement of the Institute during the contract duration and will be parked in the Institute premises except when sent for maintenance.
- 24) Planned / Preventive maintenance should be done on Sundays / holidays.
- 25) The vehicle deployed on IISER site should be insured in all respect by the successful agency / firm / company. In case of any accident or theft etc. all the claims arising out of it will be met by the successful agency / firm / company. IISER shall not be liable in any matter whatsoever.
- 26) The hiring charges shall be on the basis of zero based mileage i.e., mileage starting / ending from / at the office / at the place of report, as the case may be. There will be no dead mileage for vehicle deployed on monthly basis. The kilometer age for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the time vehicle reaches IISER to vehicle leaves IISER. No mileage will be allowed to drivers for lunch / breakfast or for filling fuel etc.
- 27) A daily record indicating time and mileage for each vehicle should be maintained in a logbook in the prescribed form and the same must be placed before the Officer in charge of Vehicles and got certified by the Officer.
- 28) The Vehicles deployed shall be at the disposal of IISER Tirupati all the time as and when required. IISER Tirupati shall be free to use the hired vehicles in any manner for carrying officials, material etc. as per its requirements and the contracting agency / firm / company shall not have any objection to it.**
- 29) Vehicle supplied by the agency/firm/company will be regularly inspected by designated official of IISER Tirupati and in case of non-compliance of any of the conditions, if brought to the notice of the designated official by the users, a penalty of Rs.500/- on each fault will be imposed.



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- 30) In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
- 31) The number of hired vehicles may increase or decrease in future depending upon the requirement and that will be intimated to the contractor as and when the situation demands. Once the rates are finalized, no increase will be considered in the rates quoted by the firms in any case during the period of the contract. The contracting agency/firm/company should be in a position to supply additional vehicles on short notice as and when required.
- 32) The agency / firm / company shall submit the bills as per the agreed rates immediately after completion of the calendar month to IISER Tirupati in the Administration section latest by 02nd of every month along with duly signed duty slips, photocopy of the extract of the log book.
- 33) Payment against Bill shall be made only after satisfactory services to be certified by the Administration. No interest will be payable on the non-payment due to delayed submission of bills and non-satisfactory services. No advance payment will be made. The payment will be made by local crossed cheque / bank transfer. Drivers should carry sufficient cash for parking, entry charges & toll taxes. Parking, entry charges & toll fee will be reimbursed to the contractor on actual basis on production of proof of payment along with the monthly invoices.
- 34) IISER Tirupati shall not be responsible for payments for the services provided by agency / firm / company to the staff on their personal requests.
- 35) The agency / firm / company shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IISER to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 36) The Income Tax (T.D.S.) and TDS on GST, if any, shall be deducted at prevailing rate (2% at present) from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by IISER to the agency.
- 37) In case, the agency / firm / company fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IISER Tirupati is put to any loss / obligation, monetary or otherwise, IISER Tirupati shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
- 38) In case of any unsatisfactory service of any kind and in any respect whatsoever, the Contract shall be terminated without any Notice and the decision of the Competent Authority shall be binding and final in this regard.



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- 39) The Competent Authority also reserves the right to terminate the contract at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- 40) Initially the contract shall be for a period of one year and extendable on mutual agreement subject to performance review and need for services.
- 41) It will be solely, the discretion of the Institute to use the said hired vehicle for any official purpose including Saturday, Sunday and holidays wherever & whenever necessary.
- 42) In case, condition of vehicle is / are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office has the right to hire a vehicle from the market and the additional cost incurred by the office will be borne by the vehicle provider (service provider), which will be deducted from the sum payable to the service provider.
- 43) Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by the Institute whose decision shall be final and conclusive.
- 44) The Vehicle accepted for hiring should be parked in the premises of IISER Tirupati / wherever desired by the Competent Authority.
- 45) The Competent Authority, reserves the right to reject any quotation without assigning any reason whatsoever.
- 46) The successful bidder should be able to provide the vehicle (s) viz. **Maruti Suzuki Dzire 2019 make(A/c) & Non A/c 52 Seater Bus** with effect from August 01, 2019. The number of vehicles required will be known later depending upon the actual requirement.
- 47) The Contractors / representatives may be present at the time of opening of quotation i.e. on **29.07.2019 at 1530 hrs at IISER Tirupati.**
- 48) The successful bidder among the quotations received will have to execute an agreement with IISER Tirupati broadly covering scope of work, requirements, terms and conditions of the services to be provided to the IISER Tirupati on a non-judicial stamp paper of appropriate value, the cost of which will be borne by the successful agency/firm/company.
- 49) The successful bidder will have to deposit a performance security deposit equivalent to one-month bill to be calculated based on the initial deployment of vehicle/s in the form of Performance Bank Guarantee (PBG) of any nationalized Bank in favor of Director, IISER Tirupati. This PBG shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period



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of contract. If contract is further extended beyond the initial period, the PBG shall be renewed for the extended period. If the monthly bill at any time increases by 25%, additional PBG shall be given by the successful bidder.

50) The successful agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with IISER designated official so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays / Sundays also for satisfying IISER vehicle requirements.

51) All the contractors / vendors are requested to clearly go through the complete Terms & Conditions and on acceptance of the Terms & Conditions, shall sign the Acceptance Certificate (Annexure-IV) enclosed herewith alongwith the Quotation form/Financial Bid (Annexure-I) enclosed wherein the basic rates are to be quoted by the Contractors / Vendors in the format given below. All the pages of the Tender Document must be duly signed and stamped by the Contractor. Incomplete or Partially filled quotes shall be summarily rejected. The quote must be given as per the requirement of the Institute mentioned above.

52) Jurisdiction:

This agreement is subject to Tirupati Jurisdiction, in case of any dispute, only Tirupati Courts will have jurisdiction.

53) Termination

1. On giving one months' notice by the Institute.

OR

2. On the expiry of the contract period, without any notice.

OR

3. On giving one month's notice by the Institute at any time during the tenancy of contract; in case the services rendered by the Contractor are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for the services.

OR

4. On Contractor being declared insolvent by the competent Court of Law without any notice.

OR

5. On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third person for sub-letting the whole or a part of the contract to any third person, without any notice.



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“Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period”.

In case of termination of contract on the grounds mentioned at Sr. 3 above (or) in case of Contractor decides to conclude the contract before the expiry of twelve months from the date of commencement of contract, Contractor shall forfeit the bank guarantee held with the Institute.

In case any provision of the Agreement is found violated, the Institute shall be at liberty to terminate this Agreement including the forfeiture of the full said Bank Guarantee absolutely and the Contractor shall not have any claim/right against the Institute in satisfaction of this condition.

54) The vehicle is to be deployed at the below mentioned address:-

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Annexure-I

Basic rates (including all taxes) & driver salary in rupees for hiring following vehicle(s) on monthly basis.

S No	Vehicle type	Fixed Km per month	Monthly Fixed Rate (Rs.) (Inclusive of all taxes & driver salary)	Charges for Extra Km (Rs.)
1	Non A/c 52 Seater Bus	1500		
2	Maruti Suzuki Dzire 2019 make (A/c)	2000		



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Annexure-IV

ACCEPTANCE CERTIFICATE
(To be submitted along with sealed quotation)

I..... (Designation)..... of
(Name of the Company)
have read and understood and hereby accept the terms and conditions of hiring of Vehicle on
Monthly Basis to IISER Tirupati.

Signature of Authorized Signatory

Company Seal / Stamp

Date:

Place: