



TENDER DOCUMENT

FOR

TRANSPORT SERVICES

Tender Reference No: IISERT/Transport Services/09/2021

INDEX

SR. NO.	PARTICULARS	PAGE NO.
1	TENDER NOTICE	3
2	INSTRUCTIONS FOR ONLINE BID SUBMISSION	6
3	TECHNICAL BID	9
4	ANNEXURE-I: TERMS AND CONDITIONS	13
5	ANNEXURE-II: FINANCIAL BID FOR MONTHLY BASIS	22
6	ANNEXURE-III: DRAFT AGREEMENT	23
7	ANNEXURE-IV: AFFIDAVIT	33
8	ANNEXURE-V: BID SECURING DECLARATION FORM	34
9	ANNEXURE-VI: NO RELATIONSHIP CERTIFICATE	35
10	ANNEXURE-VII: ACCEPTANCE CERTIFICATE	36
11	ANNEXURE-VIII: DRAFT FORMAT OF CLIENT CERTIFICATE	37
12	ANNEXURE-IX: DETAILS OF VEHICLES DEPLOYED	38

TENDER NOTICE

Tender Reference No. IISERT/Transport Services/09/2021

TENDER FOR TRANSPORT SERVICES

Indian Institute of Science Education and Research Tirupati is a Premier Autonomous Institute of National Importance under the Ministry of Education, Government of India.

The Director, IISER Tirupati invites online bids (**e-Tender in two bid system**) for **Transport Services** as per the below requirement on a contractual basis.

S. No.	CATEGORY	Color of the vehicle	No. of vehicles required
01	Non-A/c 17 to 21 - individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	White	01
02	Non-A/c 30 to 34 - individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	White	01
03	Non-A/c 50 to 55- individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	White	01
04	A/c 17 to 21 - individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	White	01
05	A/c 30 to 34 - individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	White	01
06	A/c 40- individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	White	01

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website www.iisertirupati.ac.in and the bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender. No manual bids will be accepted.

Technical Bid and **Financial Bid in excel sheet** should be submitted in the E-procurement portal. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

Important Dates of Tender

Sr.	Particulars	Date	Time
1	Date of Online Publication / Download of Tender	17/09/2021	17:30 Hrs.
2	Pre-Bid Meeting	21/09/2021	15:30 Hrs.
3	Bid Submission Start Date	22/09/2021	15:00 Hrs.
4	Bid Submission Close Date	28/09/2021	15:00 Hrs.
5	Opening of Technical Bids	29/09/2021	15:30 Hrs.

Pre-Bid Meeting: In view of Covid-19, IISER Tirupati will be conducting a Pre-bid conference through Google Meet on. **21/09/2021** from 03:30 PM to 04:30 PM (IST). All prospective bidders are requested to kindly send their queries through email purchase@iisertirupati.ac.in so as to reach the latest by **20/09/2021**. Clarifications to all the queries received before the due date will be given during the Pre-Bid Meeting and only the queries which remain unclarified (or) the queries which have an impact on the change in tender terms and conditions will be mentioned in the minutes of the pre-bid meeting and the same will be uploaded on our website and CPPP portal. No queries will be entertained after the Pre-bid meeting. In the event of all queries received being clarified during the pre-bid & if there are no changes in the tender terms and conditions then the NIL report will be uploaded in the website and CPPP portal.

The Google Meet id will be personally sent via email to the vendors interested in attending the Pre-Bid conference upon their request. Vendors interested must send a request for access to the Pre-Bid conference at purchase@iisertirupati.ac.in. Bidder attending Pre-Bid conference via Google Meet must ensure of active and uninterrupted high-speed internet connection with a working microphone and camera from their end. In case of frequent disconnection (or) bad connection, IISER Tirupati will not be responsible for the same and no further correspondence will be entertained post the date of the Pre-Bid meeting.

Amendment to Bidding Documents:

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have downloaded the Tender Document should visit the Institute website regularly for the changes / modifications in the Tender Document. The



changes/modifications would also be hosted on the website of the Institute and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

The Director, IISER Tirupati reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, IISER Tirupati in this regard shall be final and binding on all.

REGISTRAR

INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website www.iisertirupati.ac.in. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION :

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their account.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS / nCode/ eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrolment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS:

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with a black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.
5. Financial Bid for Annexure-II is to be submitted as per BOQ (excel sheet)

SUBMISSION OF BIDS:

1. Bidder should log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
4. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
5. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
6. Kindly add scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

ASSISTANCE TO BIDDERS

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**.

TECHNICAL BID
TENDER FOR TRANSPORT SERVICES
PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE
OF THE TENDERING AGENCY / FIRM / COMPANY

Ref.: Advertisement for Tender on the Institute website and CPP Portal dated 17/09/2021 in connection with providing Transport Services for IISER Tirupati on contractual basis for hiring of vehicles on monthly basis under Terms & Conditions as per **Annexure-I**.

Sr.No	Particulars	Details
1	Name of the agency / firm / company	
2	Address of the Office of the agency/firm/company Land Line No Mobile No Email	
3	Legal status – Individual / proprietary / partnership firm / limited company / corporation, etc.) (Submit a copy of the appropriate registration certificate)	Submitted / Not Submitted
4	Name, designation, and details of the contact person. Land Line No Mobile No Email	
5	Month and Year of commencement of transport service business.	

6	<p>Statutory details of agency/firm/company (Relevant Photocopies to be submitted):</p> <p>1] In the case of the company, registration number issued by Registrar of Companies. (or) 2] Registration number of the firm (Issued under Andhra Pradesh Shops & Establishment Act, 1988) 3] Permanent Account Number (PAN). 4] Goods and Service Tax - Registration number. [These documents are mandatory for the bids to be considered]</p>	
7	<p>Agency/firm / company should have an annual turnover of at least Rs. 25 lakhs in the Transport Service business alone in each of the three previous financial years. Relevant supporting documents duly certified by the Chartered Accountant to be submitted.</p> <p>Submit copies of the audited Balance Sheets duly certified by the Chartered Accountant and income tax returns filed for all the financial years 2018-2019, 2019-2020 & 2020-2021</p> <p>[These documents are mandatory for the bids to be considered]</p>	<p>Financial Year - 2020-2021: Rs. _____ Financial Year - 2019-2020: Rs. _____ Financial Year - 2018-2019: Rs. _____</p> <p>Submitted / Not Submitted</p>
8	<p>Agency/firm/company should have at least 3 years of continuous experience in providing a minimum of 2 Buses a single contract towards transport services in Central / State Government Organizations / Government funded Autonomous Bodies / Government</p>	<p>Yes / No</p>

	<p>funded Academic Institutions / Five Star Hotels/ MNC's & above in any of the last three financial years as mentioned above in point No.07.</p> <p>Submit name (s) of the Organization(s) along with a certificate on their letterhead in the format provided (Annexure-VIII) certifying that the applicant firm has executed the contract satisfactorily for continuous three (03) years or more and where two (02) or more buses were deployed.</p> <p>Also, submit details of present and past clients on a letterhead in the prescribed format provided (Annexure-IX) in this tender along with photocopies of the relevant work orders, extensions (if any), Client Certificates and agreement which must clearly give full details about the contract period, category of vehicles provided and its number.</p> <p>(ILLEGIBLE, IRRELEVANT & INCOMPLETE CERTIFICATES/DOCUMENTS WILL NOT BE ACCEPTED, AGREEMENTS WILL NOT BE CONSIDERED AS EXPERIENCE CERTIFICATE) [These documents are mandatory for the bids to be considered]</p>	<p>Submitted / Not Submitted</p> <p>Submitted / Not Submitted</p>
9	Specifically mention the number, type and age of vehicles presently owned by the agency/firm/company on their letterhead duly signed & stamped.	Mentioned / Not Mentioned
10.	In case the tender is signed by the person other than the sole proprietor/owner, authorization given by the Executive	Submitted / Not Submitted / Not Applicable

	Body authorizing the officer / partner for signing the tender documents for this tender to be submitted on letter head duly signed & stamped.	
11.	Submit details regarding financial resources, fixed and movable assets on letter head duly signed & stamped.	Submitted / Not Submitted
12.	Submit affidavit in the prescribed format (Annexure-IV) on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate / Notary Public.	Submitted / Not Submitted
13	Submit acceptance (Annexure-VII) certificate on a letter head in the prescribed format.	Submitted / Not Submitted
14	Submit all pages of the tender document that are signed by the tenderer	Submitted / Not Submitted
15	Submit all pages of the draft agreement (Annexure-III) that are signed by the tenderer	Submitted / Not Submitted
16	Submit Bid Securing Declaration form placed under (Annexure-V) on a letter head in the prescribed format.	Submitted / Not Submitted
17	Submit No Relationship Certificate placed under (Annexure-VI) on a letter head in the prescribed format.	Submitted / Not Submitted
18	Any other information relevant to the Tender	

Place: _____

Date: _____

Signature of Tenderer
Name, Address rubber stamp

Annexure-I

TERMS AND CONDITIONS OF TENDER.

- 1) The service provider should be proprietorship/partnership/registered firm/company and the vehicle(s) should be registered in **ANDHRA PRADESH ONLY.**
- 2) The service provider should have a minimum of 3 years of experience in providing vehicles to any government department and relevant documents to be substantiate the same should also be submitted with technical bid.
- 3) The contract for providing vehicles will be given to the lowest bidder (L 1) who fulfills all the terms and conditions given in the tender document. In case of multiple tenderers emerging as the lowest bidder (L 1), the contract shall be then awarded to the L 1 who with the highest average annual turnover of the last 3 years work based on the certificate of experience submitted along with tender and performance record at other sites.
- 4) The service provider 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, which will be deducted from the sum payable to the agency.**
- 5) The quotations should be submitted online only. Late submission of quotations will be rejected summarily.
- 6) The vehicles should be in proper running condition and well maintained and should be of the latest model i.e., 2021 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 are to be given at the time of deployment. **The vehicle should have a Fast tag and Yellow Board Number Plate.**
- 7) This office reserves the right to revise/MODIFY/AMEND the requirements of vehicles being hired.

- 8) The service provider shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without the prior written consent of IISER.
- 9) The tenderer should ensure that after getting the contract the vehicle deployed by their registered agency/firm/company is brand new of 2021 make having clean, hygienic and well-equipped interiors.
- 10) Vehicles should be comprehensively insured and should carry necessary permits/clearance from the Transport Authority or any other concerned authority.
- 11) The vehicles should also carry necessary pollution certificates issued by the competent authority.
- 12) **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 Contractor.**
- 13) Undertaking with reference to compliance of all the tender terms and conditions is to be submitted by the tenderer along with technical bid.
- 14) The Institute shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider and the institute shall be indemnified from all such claims or losses etc.
- 15) The Service Provider shall undertake to indemnify the Institute against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

- 16) The service provider 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.
- 17) All charges towards the supply of the vehicle, repair/servicing, fuel, insurance any other incidental expenses on operations & maintenance of the vehicles deployed on the IISER site shall be borne by the service provider.
- 18) **The successful bidder should provide every year the following items for the drivers deployed:**
- Four pairs of full pure white uniform of good make & quality for each driver.**
 - Four sets of pure white cloth gloves of good make & quality for each driver.**
 - Two white driver caps good make & quality for each driver.**
 - Four pairs of black shoes for each driver.**
 - Every day, four 3-ply surgical masks for each driver deployed**
- The service provider shall replace the same in case of any wear & tear, at any time during the contract period.**
- 19) **The working hours for the drivers deployed is from 08:00 hrs to 20:00 hrs.**
- 20) All vehicles should be equipped with filled sanitizer bottles all the time and a fumigation machine with good quality disinfectant to be always present in all the vehicles. **(Sanitizer and disinfectant to be used must be 3M/ Diversey only)**
- 21) Fumigation of the vehicles has to be **done every day** in the presence of the Institute Transport Supervisor.
- 22) 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's premises except when sent for maintenance.
- 23) Planned / Preventive maintenance should be done on Sundays / holidays.

- 24) The vehicle deployed on the IISER Tirupati site **should be insured** in all respect by the service provider. In case of any accident or theft etc., all the claims arising out of it will be met by the service provider. IISER Tirupati shall not be liable in any matter whatsoever.
- 25) 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 the report, as the case may be. There will be no dead mileage for vehicles deployed on monthly basis. The kilometers for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the time vehicle reaches IISER Tirupati premises to the vehicle leaves IISER Tirupati premises.
- 26) 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.
- 27) **Penalty @ INR 1000/- per person per day will be charged from the contractor, if the uniforms/shoes/cap/gloves are not given within thirty days of award of the contract. Penalty shall be levied from the day following the day of completion of thirty days.**
- 28) **In the event of the driver coming to duty without uniform/gloves/cap/shoes/shabbily dressed, he would be sent back and not allowed for duty for that day. The Institute shall levy a penalty of INR. 1000/- plus hire a separate bus for that day and the charges towards the same along with penalty shall be recovered from the service provider Performance Bank Guarantee.**
- 29) Vehicle deployed by the service provider will be regularly inspected by the designated official of IISER Tirupati and in case of **non-compliance of any of the above conditions**, if brought to the notice of the designated official by the users, **a penalty of Rs.1000/- on each fault** will be imposed.
- 30) **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 service provider shall not have any objection to it.**

- 31) **All the required documents of the vehicle(s) should be kept inside the respective vehicle(s) all the time.**
- 32) In case the service provider provides a vehicle, which is of a higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicles of a lower class than the demanded type of vehicle shall not be accepted.
- 33) The number of hired vehicles may increase or decrease in the 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 service provider should be in a position to supply additional vehicles on short notice as and when required.
- 34) The service provider shall submit the bills as per the agreed rates immediately after completion of each calendar month to IISER Tirupati in the Administration section latest by 02nd of every month along with duly signed duty slips and certified photocopy of the extract of the logbook.
- 35) Payment against Bill shall be made only after satisfactory services is 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.
- 36) IISER Tirupati shall not be responsible for payments for the services provided by service provider to the staff on their personal requests.
- 37) The service provider shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IISER Tirupati to concerned tax collection authorities from time to time as per extant rules and regulations on the matter and no inconvenience shall be caused to the officials or guests of the Institute on account of non-compliance with any statutory requirements pertaining to the vehicle.
- 38) 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 Tirupati to the service provider. Proof of payment of appropriate GST will be required to be submitted to this Office.

39) In the event of the service provider not submitting bills within the financial year, no bill shall be entertained after the end of financial year.

40) In case, the service provider 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.

41) 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. The Performance Bank Guarantee (PBG) shall be forfeited in all such cases.

42) 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 service provider.

43) Initially the contract shall be for a period of one year and extendable on mutual agreed terms and conditions, subject to performance review and actual need for the services.

44) It will be solely, the discretion of the Institute to use the said hired vehicle for any official purpose including on Saturdays, Sundays and holidays wherever & whenever necessary.

45) In case, the condition of vehicle is / are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided in 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.

46) 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.

- 47) The Vehicle accepted for hiring should be parked at all times in the premises of IISER Tirupati / wherever desired by the Competent Authority.
- 48) The Competent Authority, reserves the right to reject any quotation without assigning any reason whatsoever.
- 49) **The successful bidder should be able to provide the vehicle (s) within 15 days from the date of finalization of tender. The exact number of vehicles required will be intimated later depending upon the actual requirement.**
- 50) The successful bidder among the quotations received will have to execute an agreement with IISER Tirupati broadly covering the 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 bidder.
- 51) 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 **90 days beyond the period 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.
- 52) The successful service provider 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 Tirupati's vehicle requirements.
- 53) 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-VII) enclosed herewith along with the Quotation form/Financial Bid (Annexure-II) 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.

54) Jurisdiction:

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

55) Termination

1. On giving one month's 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 standards prescribed for the services.

OR

4. On the 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.

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

- i. 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, the Contractor shall forfeit the bank guarantee held with the Institute.
- ii. 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.



6. At present, the vehicle is to be deployed at the below mentioned address: -
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, TIRUPATI
Transit Campus: C/o. Sree Rama Engineering College Campus,
Mangalam B.O., Tirupati – 517 507, Andhra Pradesh, India.

56) No conditional bids shall be entertained by this Office and all conditional bids will be summarily rejected.

57) **ILLEGIBLE, IRRELEVANT & INCOMPLETE CERTIFICATES/DOCUMENTS WILL NOT BE ACCEPTED, AGREEMENTS WILL NOT BE CONSIDERED AS EXPERIENCE CERTIFICATE.**

58) In case of any dispute of any kind and in any respect whatsoever, the decision of the Institute shall be final and binding.

59) This Institute reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.

ANNEXURE -II

Basic rates (including applicable taxes) in rupees for hiring following vehicles along with drivers on monthly basis. (Payment for the Drivers to be considered while quoting figures as to be paid by the service provider)

Sr.No	Vehicle Type	No.of Qty	For Fixed 3000 KM per Month		For Fixed 6000 KM per Month	
			Rate	Charges for Extra KM	Rate	Charges for Extra KM
1	Non-A/c 17 to 21 - individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	1				
2	Non-A/c 30 to 34 - individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	1				
3	Non-A/c 50 to 55- individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	1				
4	A/c 17 to 21 - individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	1				
5	A/c 30 to 34 - individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	1				
6	A/c 40- individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	1				

DRAFT AGREEMENT
AGREEMENT

This agreement has been signed on this ____ day of _____, 2021 at Tirupati.

BETWEEN

Indian Institute of Science Education and Research Tirupati having its Office at Sree Rama Engineering College Campus, Rami Reddy Nagar, Karakambadi Road, Mangalam (B.O), Tirupati - 517 507.

(hereinafter referred to as **INSTITUTE**) being “The Party of the First Part”.

AND

M/s _____, having its registered office at

(hereinafter referred to as **CONTRACTOR**) being “The Party of the Second Part”.

WHEREAS **INSTITUTE**, an Autonomous organization, under the Ministry of Education, Govt. of India is desirous of engaging **CONTRACTOR** for **transport** services required at the Institute.

WHEREAS **CONTRACTOR** is providing transport services to Central / State Government Organizations / Government funded Autonomous Bodies / Government funded Academic Institutions / Five Star Hotels/ MNC’s and the **INSTITUTE** having accepted the offer of the **CONTRACTOR** for providing transport on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERE TO AS FOLLOWS: -

TERMS AND CONDITIONS

- 1) Duration of the contract shall be initially for a period of one year with effect from date of deployment of vehicles as given in **Annexure-A**, subject to appraisal and review of the services by the Institute authorities from time to time. Further extension shall be

subject to satisfactory performance and need for services on the same terms and conditions or with some addition/ deletion/ modification.

- 2) Type of vehicle(s) to be used by the Institute **on monthly basis** and its package rates are enclosed to this agreement as “**Annexure-A**”.
- 3) The contractor shall deposit a performance bank guarantee of Rs. _____/- (Rupees_____ Only) 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 90 days beyond the period of contract (up to _____). If at any point of time the monthly bill value exceeds by 25%, fresh PBG of equivalent value shall be submitted by the contractor. Also, if contract is further extended beyond the initial period, the PBG shall have to be renewed for the extended period.
- 4) The **Contractor** shall provide the services continuously as per the terms and conditions of this agreement. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of Competent Authority, etc. the **Contractor** shall be liable for necessary legal action and the **Contractor** shall forfeit his performance bank guarantee.
- 5) The Contractor shall assign a supervisor who shall be responsible for immediate interaction with designated official of the Institute 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 Institute’s vehicle requirements.
- 6) The contracting **Contractor** 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 the **Institute**.
- 7) The **Contractor** 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, which will be deducted from the sum payable to agency.

- 8) The vehicles should be in proper running condition with front & rear Air Conditioner and well maintained and should be of latest model i.e., 2021 make and having clean, hygienic and well-equipped interiors having a sanitizer bottle at all times in all door pockets. Provision for charging of mobile phones and chargers to be always kept in the vehicle. 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 Fast tag and Yellow Board Number Plate.**
- 9) **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 Contractor.**
- 10)The **Institute** reserves the right to revise/MODIFY/AMEND the requirements of vehicles being hired.
- 11)Vehicles should be comprehensively insured and should carry necessary permits/clearance from the Transport Authority or any other concerned authority.
- 12)The vehicles should also carry necessary pollution certificates issued by the competent authority.
- 13)The **Institute** shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the **Contractor** and the **Institute** shall be indemnified from all such claims or losses etc.
- 14)The **Contractor** shall undertake to indemnify the **Institute** against all damages/charges arising on account of or connected with the negligence of the **Contractor** or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public

or any person or in executing the work or otherwise and against all claims and demand thereof.

15)The **Contractor** and the **Institute** 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.

16)All charges towards supply of vehicle, repair / servicing, fuel, insurance any other incidental expenses on operations & maintenance of the vehicles deployed on **Institute** site shall be borne by the service provider.

17)The **Contractor shall provide three placards with IISER Tirupati logo** to be always kept in the vehicle from day one of deployment of the vehicles to display while receiving IISER Tirupati staff / guests / user/ traveller/ officials from the Airport / Railway Station.

18)**The working hours for the drivers deployed is from 08:00 hrs to 20:00 hrs.**

19)**The successful bidder should provide every year the following items for the drivers deployed:**

- a. **Four pairs of full pure white uniform of good make & quality for each driver.**
- b. **Four sets of pure white cloth gloves of good make & quality for each driver.**
- b. **Two white driver caps good make & quality for each driver.**
- c. **Four pairs of black shoes for each driver.**
- d. **Every day, four 3-ply surgical masks for each driver deployed.**

The Contractor shall replace the same in case of any wear & tear, at any time during the contract period.

20)All vehicles should be equipped with filled sanitizer bottles all the time and a fumigation machine with good quality disinfectant to be always present in all the vehicles. **(Sanitizer and disinfectant to be used must be 3M/ Diversey only)**

- 21) Fumigation of the vehicles has to be **done every day** in the presence of the Institute Transport Supervisor.
- 21) The vehicles will not be utilized by the **Contractor** for any other purpose than the requirement of the **Institute** during the contract duration and will be parked in the Institute's premises except when sent for maintenance.
- 22) Planned / Preventive maintenance should be done on Sundays / holidays.
- 23) The vehicle deployed on IISER Tirupati site **should be insured** in all respect by the **Contractor**. In case of any accident or theft etc., all the claims arising out of it will be met by the service provider. **Institute** shall not be liable in any matter whatsoever.
- 24) 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 kilometers for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the time vehicle reaches **Institute** premises to vehicle leaves **Institute** premises.
- 25) 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.
- 26) **Penalty @ INR 1000/- per person per day will be charged from the Contractor, if the uniforms/shoes/cap/gloves are not given within thirty days of award of the contract. Penalty shall be levied from the day following the day of completion of thirty days.**
- 27) **In the event of the driver coming to duty without uniform/gloves/cap/shoes/shabbily dressed, he would be sent back and not allowed for duty for that day. The Institute shall levy a penalty of INR. 1000/- plus hire separate bus for that day and the charges towards the same along with penalty shall be recovered from the service provider Performance Bank Guarantee.**
- 28) Vehicle deployed by the **Contractor** will be regularly inspected by designated official of **Institute** and in case of **non-compliance of any of the above conditions**, if

brought to the notice of the designated official by the users, a **penalty of Rs.1000/- on each fault** will be imposed.

29) **The Vehicles deployed shall be at the disposal of Institute all the time as and when required. Institute shall be free to use the hired vehicles in any manner for carrying officials, material etc. as per its requirements and the service provider shall not have any objection to it.**

30) **All the required documents of the vehicle(s) should kept inside the respective vehicle(s) all the time.**

31) In case contractor 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.

32) 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 **Contractor** should be in a position to supply additional vehicles on short notice as and when required.

33) The **Contractor** shall submit the bills as per the agreed rates immediately after completion of each calendar month to Institute in the Administration section latest by 02nd of every month along with duly signed duty slips and certified photocopy of the extract of the log book.

34) Payment against Bill shall be made only after satisfactory services is 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.

35) **Institute** shall not be responsible for payments for the services provided by service provider to the staff on their personal requests.

36) The **Contractor** shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IISER Tirupati to concerned tax collection authorities from time to time as per extant rules and regulations on the matter and no

inconvenience shall be caused to the officials or guests of the Institute on account of non-compliance with any statutory requirements pertaining to the vehicle.

37)The Income Tax (T.D.S.) and TDS on GST, if any, shall be deducted at the 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 the **Institute** to the **Contractor**. Proof of payment of appropriate GST will be required to be submitted to this Office.

38)In the event of the Contractor not submitting bills within the financial year, no bill shall be entertained after the end of the financial year.

39)In case, the **Contractor** fails to comply with any statutory / taxation liability under appropriate law, and as a result, thereof **Institute** is put to any loss/obligation, monetary or otherwise, **Institute** 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.

40)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. The Performance Bank Guarantee (PBG) shall be forfeited in all such cases.

41)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 service provider.

42)Initially, the contract shall be for a period of one year and extendable on mutual agreed terms and conditions, subject to performance review and actual need for the services.

43)It will be solely, the discretion of the **Institute** to use the said hired vehicle for any official purpose including on Saturdays, Sundays and holidays wherever & whenever necessary.

44)In case, the condition of vehicle is / are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided in time, the **Institute** has the right to hire a vehicle from the market and the additional cost

incurred by the **Institute** will be borne by the **Contractor** which will be deducted from the sum payable to the service provider.

45) 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.

46) The vehicle(s) should be parked at all times in the premises of **Institute** wherever desired by the Competent Authority.

47) Jurisdiction:

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

48) 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 standards prescribed for the services.

OR

4. On the 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.

"Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall continue to discharge his duties, as before, till the expiry of notice period".

5.1. 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, the Contractor shall forfeit the bank guarantee held with the Institute.

5.2. 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.

49) In case of any dispute of any kind and in any respect whatsoever, the decision of the **Institute** shall be final and binding.

50) This **Institute** reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.

51) At present, the vehicle is to be deployed at the below mentioned address: -

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, TIRUPATI
Transit Campus: C/o. Sree Rama Engineering College Campus, Mangalam B.O.,
Tirupati – 517 507, Andhra Pradesh, India.

Registrar

Proprietor

Indian Institute of Science Education and
Research Tirupati

M/s _____

PARTY OF THE FIRST PART-
INSTITUTE

PARTY OF THE SECOND PART-
CONTRACTOR

WITNESS

WITNESS

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Annexure-A

Basic rates (including applicable taxes) in rupees for hiring following vehicles along with drivers on monthly basis. (Payment for the Drivers to be considered while quoting figures as to be paid by the service provider)

Sr.No	Vehicle Type	No. of Qty	For Fixed 3000 KM per Month		For Fixed 6000 KM per Month	
			Rate	Charges for Extra KM	Rate	Charges for Extra KM
1	Non-A/c 17 to 21 - individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	1				
2	Non-A/c 30 to 34 - individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	1				
3	Non-A/c 50 to 55- individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	1				
4	A/c 17 to 21 - individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	1				
5	A/c 30 to 34 - individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	1				
6	A/c 40- individual seater bus, brand new 2021 make (No. of seats calculated on individual seating basis)	1				

Signature

Seal of the Company:

Name



ANNEXURE -IV

(To be furnished on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate/Notary Public)
(To be submitted along with technical bid)

AFFIDAVIT

I/We (Name)_____ Contractor/Partner/Sole Proprietor
(strike out which is not applicable of (Firm) _____ do hereby solemnly affirm and
declare that the individual/firm/company is not black listed by any Government Department
or an autonomous body.

DATE, THE day of 2021

DEPONENT

ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our
knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DATE, THE day of 2021

DEPONENT



ANNEXURE – V

Bid Securing Declaration Form
(To be submitted along with technical bid On Company Letterhead)

Date: _____

Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person whose name and capacity are shown)

in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



ANNEXURE - VI

NO RELATIONSHIP CERTIFICATE

(To be submitted along with technical bid On Company Letterhead)

1. I/We hereby certify that I/We* am/are* related/not related (*) to any officer of IISER Tirupati. (If Related provide the details of the employee)
2. I/We* am/are* aware that, if the facts subsequently proved to be false, my/our* contract will be rescinded with forfeiture security deposit and I/We* shall be liable to make goods the loss or damage resulting from such cancellation.
3. I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:



Annexure-VII

ACCEPTANCE CERTIFICATE

(To be submitted along with technical bid On Company Letterhead)

I..... (Designation)..... of (Name of the Company)

do hereby certify that I have fully read, understood and accept all the terms and conditions of the tender No._____ for providing of Vehicles on hire for Monthly Basis / on call basis to IISER Tirupati.

Signature of Authorized Signatory

Company Seal / Stamp

Date:

Place:



Annexure-VIII

**DRAFT FORMAT OF CLIENT CERTIFICATE
[To be submitted along with technical bid On Client's Letterhead.]**

Date:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s (Name of the Agency) is / was engaged by us for transport services with effect from _____ to _____ and have provided _____ number of buses during the contract period.

Details of the transport services provided by the Agency are as under:

Sr. No	Type of Vehicle	CONTRACT PERIOD (DD/MM/YYYY)		No. of vehicles deployed
		FROM	TO	
1	BUS			
2	CAR			

During the period of contract, services provided by the Agency has been Satisfactory

Signature of Authorized Signatory

Name: _____

Designation: _____

Client Seal / Stamp



Annexure-IX

DETAILS OF VEHICLES DEPLOYED

(To be submitted along with technical bid On Company Letterhead)

Submit photocopies of the relevant work orders, extensions (if any), Client Certificates, agreement which must clearly give full details about contract period, category of vehicles provided and its number.

Sr.No	Name & Address of Client (s) (Do not use abbreviations)	Period of contract From - To dd/mm/yyyy	No. of cars deployed	No. of buses deployed

Signature

Seal of the Company:

Name