

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

Deoghat Jhalwa, Allahabad- 211011 (U.P.) India

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Ref No: IIITA/DR(E)/ 682/2014

Date: 07.07.14

Extension of date of Tender Notice for Hiring of light Motor Vehicles

(Two Bid system)

The Indian Institute of Information Technology Allahabad intends to hire good condition vehicles like Indica, Tavera, Innova and Indigo for IIIT-A, Jhalwa Campus. The tenders are invited from the competent and legally eligible suppliers who are capable to make the arrangement of vehicles. Rate quoted for each and every category of vehicles be given separately inclusive of all taxes. Tenders be submitted in the prescribe proforma with the cost of tender, earnest money etc.

- 1) **Place of Work** : **IIIT-A, Jhalwa Campus**
- 2) **Tender Processing Fee** : **Rs. 1,000.00**
- 3) **EMD** : **Rs. 10,000.00**
- 4) **Last Date of submission**
(Technical & Financial Bid) : **10.07.2014 (05:00 PM)**

The details of terms and condition are available on the website of IIIT-A, www.iiita.ac.in which can be downloaded and tender documents may be submitted in prescribed format along with full details to the undersigned. The same is also available at the security counter of IIIT-A, **Jhalwa Campus** between **9:00 A.M. to 6:00 P.M. from 08.07.14 to 09.07.14.**



(Dr. Seema Shah)
Deputy Registrar (E)

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

(Deemed University)

(A Center of Excellence in I.T., established by Ministry of HRD, Govt. of India)

Name of the Work: Tenders for Hiring good condition Moter Vehicles Indica, Tavera, Innova and Indigo for IIIT-A Campus.

1. One complete set of blank form of tender can be obtained from the Institute on any working day. It can also be downloaded from the website of IIIT-A www.iiita.ac.in and be submitted along with Rs.1000/- cost of tender in the form of DD in favour of **"IIIT-Allahabad"**.
2. Tenders duly sealed should be dropped in the tender box placed in the office of the Deputy Registrar (E) on or before **05:00 P.M., 10-07-14**. Tenders received after **05:00 P.M., 10-07-14** will not be considered.
3. The tender should be submitted along with a F.D.R. of nationalized bank of **Rs. 10,000/-** as Earnest Money duly pledged **in favour of "IIIT-Allahabad" with 180 days /6months validity.** Tender without proper earnest money shall not be considered. No Cheque shall be accepted. Earnest Money deposited earlier, if any, shall not be considered. The FDR should be drawn from the account of tendering firm otherwise the same shall be rejected. FDR/TDR issued in personal name shall not be accepted.
4. Tender must be submitted in prescribed form signed by the contractor on all the pages issued from the office containing the bill of quantities. The rate should be clearly filled both in figures and words.
5. Over writings and erasures are not permissible. Any cancellation or cutting should be signed by the contractors.
6. Conditional tenders are liable to rejection.
7. Unit rates as quoted in the bill of quantities should be carefully studied. Rates as given by the contractors shall remain unchanged and any modification will not be allowed when the tenders are opened.
8. The tenders will be opened in presence of the tenderer or their authorized representative, if they desire so. Tender opening date will be inform by telephonically.
9. Power is reserved with the Institute to reject any or all the tenders or to split up or to distribute work in any manner among two or more contractors without assigning any reason. The contractors will have no option to refuse such splitting up.
10. If the tenderer deliberately gives wrong information leading to the acceptance of his tender the Institute reserves the right to cancel the contract at any later stage without assigning any reason there for.
11. By submitting a tender for the work a tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the work that the rates quoted by him in the tender will be adequate to complete such work according to requirements and conditions attached thereto and he has taken into account all conditions and difficulties that may be encountered and to have quoted labour rate.

12. Acceptance of the tender will be intimated to the successful tenderer through a letter of acceptance/work order. The contractor shall then be required to execute an agreement within the time specified in the letter of acceptance/work order. In the event of failure on the part of the contractor to sign the agreement within the specified time, the acceptance of his tender shall be considered as withdrawn. The cost of Stamp Fee for the agreement is to be borne and paid by the Contractors.
13. The tendered rates shall be valid upto 30 days from the date of opening tenders.



Deputy Registrar (E)

TECHNICAL BID

(On letter head of the Firm & in a separately sealed envelope)

PROFORMA FOR APPLICATION

1. Name of the firm (As registered):-.....

2. Address of the firm:-.....

.....

.....

3. Phone Number: -

4. Proprietor's Name:-.....

5. Address of Proprietor:-.....

6. Proprietor's Phone No.:-.....

7. Details of the firm:-

(a). Date from which the firm is operating:-.....

(b). Turnover of the firm during: -

FY 2012-13(Rs.).....

FY 2013-14(Rs.).....

(Please attach documentary evidence)

i.e Income Tax return copy/ any other Document

(c) PAN No.:-.....

(d) TAN No.:-

(e) CST No/UPIT No.:-.....

(f) Service Tax Registration No.:-.....



(g). Details of Experience with documentary evidence:-

Sl. No.	Name of office/place where services rendered:	Contract, Phone no. & Addresses of such place where services were rendered	Period from and to of services rendered
1			
2			
3			
4			
5			
6			

Note: Please attach customer satisfaction certificate for the above works.

.....
Seal and signature of the Proprietor

Authorized Representative



FINANCIAL BID

(To be given in a separately sealed envelope on letter head of the Firm)

Bill of Quantity and Tender Rate Form

Sl. No	Type of Vehicle	AC/Non AC	Per km rate for plying within Allahabad. (@80km./8 hrs. day or 2400 km. per month)	Per day rates for plying outside Allahabad			
				On 200 kms. 8 hrs. day basis	Extra charge for per km. plying.	Extra charge per hrs. duty of driver after eight hrs.	Night Charges, if any
1	Indica	AC					
		Non AC					
2	Tavera	AC					
		Non AC					
3	Indigo	AC					
		Non AC					
4	Innova	AC					
		Non AC					

Note:

1. The above rates are inclusive of fuel, taxes, Driver charges, repairing involved during the hiring period.
2. All vehicle to be less than 1 year of age.
3. All vehicle's Drivers should be duly licensed as per motor vehicle Act. in force.
4. Toll taxes/check post fee etc. shall be payable in extra as per actual by the Institute on submission of original bill for the same, **but to be paid by Driver on site.**
5. Break down of services in any case shall be viewed very seriously and suitable penalty shall be imposed.

.....
Seal and signature of the Contractor



CONDITIONS OF CONTRACT

1. The vehicle deputed to the Institute shall be of good condition and having all the legal registration and compliances as per Motor vehicle Act in force.
2. All the Drivers should have a valid driving license as per motor vehicle Act in force with sufficient experience of driving vehicles.
3. All the rates inclusive of fuel, taxes, Driver charges repairing involved during the hiring period.
4. All vehicles to be less than 1 year of age.
5. Toll taxes/check post fee etc. shall be payable in extra as per actual, but to be paid by Driver on site.
6. In the event of any accident or damages while vehicle is on IIIT-A duty, IIIT-A shall be completely free from any liability of the nature connected with the accident/damages. The contractor himself will be fully and exclusively responsible for any damage of vehicle(s) or any injury to driver or any other person in employment of contractor including any third party claims. However, if damage or loss is incurred by IIIT-A and/or its employees, as a result of any accident or any other reason involving failure of vehicle(s)/driver, sustain any damage, contractor shall be reimbursed on demand and without any demur the compensation/damages.
7. All the Drivers should be clean, proper dressed, well mannered, soft spoken, and have a good behavior with guests of the Institute.
8. The performance will be assessed by the In-charge of the Vehicles from the Institute side and his/her observation shall be final. Any complaint shall be viewed very seriously and suitable penalty may be imposed at the discretion of the Director IIIT-Allahabad as per clauses of the contract, the decision of whom shall be final.
9. The vehicle shall also be deputed out-side the periphery of Allahabad and the drivers /staff deputed should have sufficient infrastructure like money, clothing/ fuel etc. to execute the requirement of the Institute.



10. All the Drivers shall be provided mobile by the supplier along with their number, drivers Name, Vehicle number to which attached be made available well in advance to the in charges of the vehicles from Institute side.
11. The quantity of the vehicles may increase/ decrease as per requirement which the supplier should be competent to manage.
12. It will be the responsibility of the Driver to keep vehicles clean and in fit condition at the cost of the supplier.
13. The person or persons whose tender is accepted (hereinafter called the contractor) shall, within one week after his or their tender has been accepted, deposit earnest money where any security so deposited is not payable to bearer, the contractor shall endorse of transfer it to the said Government in such a manner that the sum represented by it can be realized without the consent or assistance of the contractor. The contractor shall permit Government at the time of making any payment to him for work done under the contract to deduct 10%(ten percent) of all money so payable on account of security deposit until such deduction along with the sum already deposited as earnest money to be adjusted in the last deduction, bill amount.
14. The Institute reserves the right to cancel the tender without assigning any reason and also have the right to divide the work into several contractors in the interest of work.
15. (i) The contractor shall submit all bills on the printed form and at the rates specified in the tender or in the case of an extra work, if any rates as agreed upon mutually.
(ii) Payment shall be made within 7 days on completion of the work after due verification of bills by the work in-charge /authorized officer as per tendered rates.
(iii) Advance payment shall be made on request of the tenderer/contractor in the interest of work; if however, the Director-IIIT-A is satisfied that advance is essential with sufficient proof for completion of the work.
16. The criteria for awarding the tender shall be the credentials submitted along with the tender documents. Merely lowest rate quoted does not entitle as a claim for getting the work.
17. The contractor shall be responsible for:
 - (i.) All injury, losses due to any accident to persons through the person vehicle deputed by him on duty.
 - (ii) All the disputes shall be subject to Allahabad Jurisdiction. The Director IIIT-A as arbitrator has the full rights to settle all the disputes and that shall be binding on both the parties.



"It is certified that I agree to the terms and conditions as specified above and bind myself to follow and comply with them. I have gone through all the conditions and understood the same."

.....

Seal and signature of the Proprietor/

Authorized Representative



CONTRACT BOND

This AGREEMENT made thisday of..... Yearbetween the IIIT-Allahabad (herein after called the Government) represented by the on the one part and M/s (Herein after called the contractor) on the other part,

WHEREAS the IIIT-Allahabad is undertaking the construction of following works for on District Uttar Pradesh (hereinafter called the Work)

AND WHEREAS the contractor has agreed to undertake the execution of the said works as per conditions of contract, technical provision and drawing hereafter. NOW THEREFORE it is agreed between the parties as follows:

ARTICLE I - SCOPE OF WORKS The contractor shall perform faithfully everything required to be performed and shall furnish all the labour, materials, tools and equipment required to perform and complete in a workman like manner all the work covered by the contract documents in strict accordance with the drawings and conditions of contract, technical provision including annexure and list of corrections and amendments to drawing and conditions of contract and technical provision which are part of this contract, and in strict compliance with the contract documents shall do everything required by this contract and the other documents constructing a part thereof.

ARTICLE II - Payments: - The IIIT-Allahabad will have sufficient funds in Indian Currency except in case of Imported items where high seas procurements of goods is involved for the execution of the works and will pay the contractor in Indian currency for the satisfactory performance of this contractor and in accordance with the provision embodied in the documents made a part of this contract.

ARTICLE III - Time of completion: - The work to be performed under this contract shall be commenced by the contractor within.....days of the date of receipt of notice with the works and shall be diligently prosecuted and completed ready for handing over to the Engineer in charge before.....from the date of notice to commence work..

ARTICLE IV - Component part of the contract: - This consists contract of the following component part all of which are as fully a part of this contract as it here in setout verbatim or if not attached as if here to attached.

Part I - (I) Contractors warranty.

(II)Schedule of quantities and bids.

Part II - Conditions of contract.

Part III - Technical provision & specification.

Part IV - Drawing:- As stated technical specification and provision. Witness: -

1.....

2.....

Signed by Contractor

Witness:-

1.....

2.....

Signed by

For and on behalf of the Director

IIIT-Allahabad

AGREEMENT

An agreement made this _____ day of _____ between Dy. Registrar (E), Indian Institute of Information Technology, Allahabad _____ (herein referred to as Employer) of the part and M/s _____ (herein referred as the Contractor of the other part).

Whereas in response to call for tender for the _____ as per tender paper at _____ hereto contractor has submitted a Tender as per Annexure 'A' hereto and whereas the said Tender of the contractor has been accepted the total estimated contract value of Rs. _____ as per copy of letter of acceptance of Tender No. _____ Dated _____ completed with enclosures at the accepted rates and agreed deviations from Tender Papers as per annexure hereto. Now this agreement witness that consideration of premises and the payment to be made by the Employer to the contractor provided for herein below the contractor shall supply all equipments and materials and executed and perform all works for which the said Tender of the contractor has been accepted strictly according to the various provisions in Tender papers hereto and upon such supply execution and perform to the satisfaction of the Employer, the employer shall pay to the contractor at the several rates accepted as per the said annexure and in terms of provisions herein.

In witness whereof the parties have hereunto set and subscribed their respective hands and /or seals the day and years respectively mentioned against their respective signatures.

Signed and delivered at _____ by Sri _____

For and on behalf of M/s _____

the contractor within named in the presence.

(Authorized Signatory)

Witness:

1. Signature

Name in Block Capitals _____

Address _____

2. Signature

Name in Block Capitals _____

Address _____



Signed and delivered at _____ by
Sri _____ Dy. Registrar (E), for Indian Institute of Information
Technology, Allahabad in the presence of:

Dy. Registrar (E)

Witness:

1. Signature

Name in Block Letter _____

Address _____

2. Signature

Name in Block Letter _____

Address _____



RELATIONSHIP CERTIFICATE

This is to certify that none of my relatives is an employee of Indian Institute of Information Technology, Allahabad.

Signature of Contractor

**Authorized Signatory
of IIIT-Allahabad**

A handwritten signature in blue ink, appearing to be a stylized 'S' or 'J' followed by a horizontal line.