

**INDIAN INSTITUTE OF TECHNOLOGY PATNA**  
**BIHTA, PATNA – 801 106 (Bihar)**  
**Phone: (0612) 3028771, 3028784**



**ESTABLISHMENT OF TRAVEL DESK FOR PROVIDING VEHICLES ON CALL  
BASIS AS WELL AS FOR STATIONED VEHICLE ON MONTHLY BASIS**

**AT**  
**INDIAN INSTITUTE OF TECHNOLOGY PATNA**  
**KANPA ROAD, BIHTA**  
**PATNA-801 106**

**WEBSITE: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.iitp.ac.in](http://www.iitp.ac.in)**  
**EMAIL: [drgenadmin@iitp.ac.in](mailto:drgenadmin@iitp.ac.in)**

**LAST DATE OF SUBMISSION: 21.08.2020**

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IITP/Admin/Travel Desk/E-Tender-Vehicle/2020-2021/1

Dated: 22.07.2020

**Notice Inviting E-tender**

E-tender for hiring commercial vehicle is invited on behalf of **the Director, IIT Patna**, Bihta, Patna- 801106 in Two bid system i.e. Technical bid and Financial bid for hiring of registered commercial vehicle on monthly basis and on call basis not older than **January 2015 model**.

<b>Schedule of Tender</b>		
<b>S. No.</b>	<b>Activity Description</b>	<b>Schedule</b>
<b>1.</b>	Tender No.	IITP/Admin/Travel Desk/E-Tender-Vehicle/2020-2021/1 <b>Dated 22 .07.2020</b>
<b>2.</b>	Start date of submission of bid online	<b>22 .07.2020, 15:00 hrs.</b> The tender document is available only on the e-Procurement portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> which may be downloaded by using bidder login credentials.
<b>3.</b>	Pre-bid Meeting	<b>07.08.2020, 15:00 hrs.</b> <b>Through online mode such as webex (cisco)/TEAMS (Microsoft)/MEET (Google)</b> <b>*Prospective bidder may submit their intent to participate in pre-bid meeting to <a href="mailto:drngenadmin@iitp.ac.in">drngenadmin@iitp.ac.in</a></b> <b>Meeting details will be sent to the interested firms through e-mail.</b>
<b>4.</b>	Time and last date of submitting bid online	<b>21.08.2020 at 15:00 hrs.</b>
<b>5.</b>	Time and Date of Opening of Technical Bid	<b>22.08.2020 at 15:30 hrs.</b>
<b>5.</b>	Validity of tender offer	<b>90 days from the date of opening</b>
<b>6.</b>	Estimated cost of tender	<b>Rs. 25,00,000/-</b>
<b>7.</b>	Amount of EMD to be deposited	<b>Rs. 50,000/-</b>
<b>8.</b>	Cost of Bid Document	<b>No Fee</b>
<b>9.</b>	Likely date for commencement of contract	<b>01.09.2020</b>

The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on the same terms and conditions for a period of not more than **six months** at a time (up to a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office.

The requirement of vehicles shall be as under:-

S. No.	Description	Model	Quantity
1.	Vehicle on monthly basis	Tata Sumo/Mahindra Scorpio/Xylo or Similar size vehicle. Equivalency to be decided on Engine Capacity	1
2.	On Call Vehicles (AC) (Need Basis)	Hatchback/Sedan/SUV etc. (Tentative List of Vehicles listed below)	On Need Basis

Hatch Back	Sedan	SUV
Tata Indica / Maruti Celerio / Ford Figo or equivalent in terms of Engine Capacity (cc) etc.	Tata Indigo/Maruti Dzire/ Honda Amaze / Honda City or equivalent in terms of Engine Capacity (cc) etc.	Mahindra Scorpio/ Toyota Innova/ Mahindra Xylo/ Tata Safari / Maruti Ertiga or equivalent in terms of Engine Capacity (cc) etc.

- i. The intending and eligible bidders may submit the tenders online at <http://eprocure.gov.in> in two bids systems {i.e. (i.) Technical Bid and (ii.) Financial Bid} in the prescribed proforma. **Tender is to be submitted online** only using the e-procurement portal <http://eprocure.gov.in>
- ii. The Bidders who have not enrolled/registered in e-procurement portal should enroll/register before participating through the website <https://eprocure.gov.in>. The portal enrolment is free of cost.
- iii. Interested bidders may submit their quotation online on <https://eprocure.gov.in> as per the tender document in the websites <https://eprocure.gov.in/eprocure/app>. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded on <https://eprocure.gov.in/eprocure/app>. Tender sent by any other mode shall not be accepted. Any corrigendum/addendum regarding this tender will be available on the above said website only.
- iv. The bidders have to deposit **Rs. 50,000/- (Rupees Fifty Thousand only)** as Earnest Money through Demand Draft in favour of " The Registrar, IIT Patna, Payable at Patna **OR** EMD can be directly deposited in the Institute's account using i-collect of State Bank of India. The instructions may be seen on the following web page: <https://www.iitp.ac.in/index.php/services- and-amenities/stores-and- purchase.html>

- v. The duly filled-in tender documents shall not be accepted if they are not accompanied by the scanned copy of proof of the payment of EMD amount.
- vi. The Technical Bids will be opened online on **22.08.2020 at 15:30 hrs** by a Tender Opening Committee of this Office. At the first stage, the technical bids shall be evaluated by the Tender Evaluation committee (TEC) constituted for the purpose by the office. At the second stage, the Financial Bids of only those bidders who qualify in the technical bid will be opened for which the date and time will be intimated later on. The Tender Evaluation Committee (TEC), after evaluation of the Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the Members of the TEC.
- vii. This Office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the **Director, IIT Patna**, in this regard shall be final and binding on all.
- viii. Bidders are expected to read all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result into rejection of the bid.

**-Sd-**  
**Registrar**  
**IIT Patna**  
**Kanpa Road, Bihta**  
**Patna, Pin-801106**

## **SECTION - II**

### **INSTRUCTIONS FOR ONLINE BIDDERS**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement are at <https://eprocure.gov.in/eprocure/app>: The bidders must carefully follow the instructions:

- 1** Possession of valid Digital Signature Certificate (DSC) and enrolment/ registration of the contractors/ bidders on the e-procurement/ e-tender portal is a pre-requisite for e-tendering.
- 2** Bidder should do the enrolment in the e-Procurement site using the “Click here to Enroll” option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/true information including valid e-mail-id. All the correspondence shall be made directly with the contractors/bidders through e-mail-id provided.
- 3** Bidder need to login to the site through their user ID/ password chosen during enrolment/ registration.
- 4** Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by NIC/SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on e-Token / Smart Card, should be registered.
- 5** The DSC that is registered with the portal only should be used by the bidder and should ensure safety of the same.
- 6** Contractor / Bidder may go through the tenders published on the site and download the required tender documents/ Annexures for the tenders he/she is interested.
- 7** After downloading /getting the tender document/ Annexures/ Appendices, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8** If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum/Addendum published, if any, before submitting the bids online.
- 9** Bidder then logs into the site through these cured login by giving the user-id/ password chosen during enrolment/registration and then by giving the password of the e-Token/ Smart Card to access DSC.
- 10** Bidder selects the tender which he/ she is interested in by using these arch option & then moves it to the “my tenders” folder.

- 11** From my tender folder, he/ she selects the tender to view all the details indicated.
- 12** It is construed that the bidder has read and agreed all the terms and conditions before submitting their offer. Bidder should go through the tender Annexure and appendices carefully and upload the documents as called for; otherwise, the bid will be rejected.
- 13** Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/Annexure and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded, through online for the tenders, should be less than 2MB. If any document is more than 2MB, it can be reduced through zip/ rar and the same can be uploaded, if permitted. Bidder's Bid documents may be scanned with 100 dpi with black and white option. However if the file size is less than 1 MB the transaction uploading time will be very fast.
- 14** Bidder should take into account the corrigendum / Addendum published from time to time before submitting the online bids.
- 15** The Bidders can update, well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16** Bidder should submit the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the same should be uploaded as part of the offer.
- 17** While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18** The bidder has to select the payment option as offline to pay EMD as applicable and enter details of the instruments.
- 19** The details of the DD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.
- 20** The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General Terms & Conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

- 21** The bidder has to upload the relevant files required as indicated in the covered content. In case of any irrelevant files, the bid will be rejected.
- 22** If the price bid format is provided in a spread sheet file like **BoQ\_xxxx.xls**, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/ BOQ template must not be modified /replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23** The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 24** After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25** The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the E tender system. The bidders should follow this time during bid submission.
- 26** All the data entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by anyone until the time of bid opening.
- 27** Any bid document that is uploaded on then server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28** The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29** The bidder should log out of the tendering system using the normal log out option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30** Filling all the fields in both technical and financial bids is mandatory. Incomplete bid will summarily be rejected at the discretion of the Institute.
- 31** All the communications from this office to the bidders regarding every stage of tender processing activity will be sent through email registered in CPP by the bidder. Therefore the bidders are requested to regularly check their email.



**32** For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Simultaneously for any further queries, the bidders are asked to contact over phone: 1800-3070- 2232 or send an email to—[cphp-nic@nic.in](mailto:cphp-nic@nic.in).

## **SECTION - III**

### **GENERAL TERMS AND CONDITIONS**

- 1. Parties:** - The parties to the Contract are the Contractor (the tenderer to whom the work is awarded) and the Registrar, IIT Patna.
- 2. Addresses:** - For all purposes of the contract including arbitration there under, the address of the Contractor mentioned in the tender shall be final unless the Contractor notifies a change of address by a separate letter sent by registered post to the Registrar, IIT Patna. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 3. Earnest Money Deposit (EMD):**
  - a) The bidders have to deposit **Rs. 50,000/- (Rupees Fifty Thousand only)** as Earnest Money through Demand Draft in favour of " The Registrar, IIT Patna, Payable at Patna **OR** EMD can be directly deposited in the Institute's account using i-collect of State Bank of India. The instructions may be seen on the following web page: <https://www.iitp.ac.in/index.php/services-and-amenities/stores-and-purchase.html>.
  - b) The Earnest Money of the tenderer will be refunded without interest within reasonable time after final decision of the tender, normally within six months from the date of opening of tenders.
  - c) Request for transfer of any previous deposits such as previous earnest money or security deposit or payment of any pending bill for transfer towards earnest money shall not be entertained.
  - d) Tenderer shall not be permitted to withdraw his/her offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates the aforesaid amount of earnest money will be forfeited.
  - e) The tenders without Earnest Money Deposit will be summarily rejected.
  - f) No claim shall lie against IIT Patna in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- 4. Period of validity of Bid:** Bid shall be valid for atleast 90 days after the date of opening of bids.
- 5. Period of Contract/Duration:** The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than six months at a time (up to a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office.

## 6. Preparation and Submission of Tender:

The tender has been invited under **two bid systems i.e. Technical Bid and Financial Bid.**

The necessary documents should be uploaded on <https://eprocure.gov.in/> portal as per the guidelines mentioned in the portal.

### **TECHNICAL AND FINANCIAL DOCUMENTS TO BE UPLOADED ON** **<https://eprocure.gov.in/cppp/>**

The Online bids (complete in all respect) must be uploaded in Two Covers as explained below:-

Sl. No.	<b>COVER – I</b> (Following documents to be provided as PDF file)		File types
	Documents	Content	
01.	<b>Technical Bid</b>	Scanned Copy of valid Registration for Tour/ Travel Operator Service of the bidding firm from Appropriate Authority/ Scanned copy of valid Trade License for operating Tour/ Travel Service.	.PDF
02.		Scanned copy of EMD Submission Proof.	.PDF
03.		Scanned copy of GST Return of last 3 quarters and PAN details.	.PDF
04.		Scanned copy of Income Tax Return for last three years	.PDF
05.		Scanned copies of the <b>Annexure – I to VIII).</b>	.PDF
06.		Scanned copy of Registration certificate of <b>Minimum 3 commercial vehicles of model not older than January 2015 along with valid Fitness, PUC and Insurance Certificates.</b>	.PDF
07.		Scanned copy of credentials of vehicles provided to other Govt. department/ autonomous organization (Enclose copy of performance certificate/ work order/ Rate contract with Govt. Dept. during last 2 years.	.PDF
<b>Cover – II</b>			
01.	<b>Financial Bid</b>	Price bid (BOQ) to be filled (Format given in Section V) in .XLS format and uploaded in CPP Portal.	.XLS
02		Price Bid to be filled in .PDF format (Annexure-IX) and to be uploaded on CPP Portal.	.PDF

## **7. Signing of Tender:**

Individual signing the tender or other documents connected with contract must specify whether he/she signs as

- a. A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
- b. A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c. Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a Company.

## **8. Technical Bid:**

- a) The Technical bid should be submitted online in cover-1 mentioned above.
- b) All documents asked must be uploaded as part of Technicalbid.

## **9. Financial Bid:**

- a) The Financial Bid should be submitted online in cover-2 mentioned above. The Financial Bids of those bidders, who are found technically qualified, will be opened on a specified date and time to be intimated to the respective bidder by e-mail registered by them in CPPP. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids.
- b) The rates quoted shall be firm and final for the entire period of contract.
- c) Terms of payment as stated in the Tender Document shall be final.
- d) At the time of payment of bills, the income tax and other taxes, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

## **10. Opening of Tender:**

The bidder is at liberty either to be present himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the bidder should bring with him a letter of authority from the bidder as per the format at Annexure-II and proof of identification.

## **11. Criteria for Evaluation of Tenders:**

The evaluation of the tenders will be made first on the basis of technical information furnished in the form given in Cover-1 and then on the basis of Financial information furnished in the

form given in Cover-II. The Financial Bid of such firms found short listed based on technical parameters (as per Cover-I) will be opened on the date, time and venue to be announced after evaluation of the Technical Bid. It must be kept in view that no decision will be given by the Tender Evaluation Committee or any inference drawn during the meeting of this Committee by the tenderers or the representatives will be their own view and IIT Patna will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to terms and conditions of tender.

- a) Bid shall be evaluated to determine whether it is complete, whether documents have been properly signed and are generally in order.
- b) TOC/ TEC will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive may be rejected.
- c) TOC (Tender Opening Committee) /TEC (Tender Evaluation Committee shall evaluate and compare the substantially responsive bids and comparison of bids shall be on the rate quoted (inclusive all levies and taxes) as indicated in the rate schedule of the bid document.
- d) Financial Bids shall be evaluated based on the evaluation formula described at Section-VII.

**12. Right of Acceptance:**

- a) The Director, IIT Patna reserves the right to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind it to accept the lowest or any specific tender. The decision of the Director, IIT Patna in this regard is final and binding.
- b) Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice the tenderer's quotation.

**13. Communication of Acceptance:**

Successful Bidder will be informed of the acceptance of his tender through email by CPP (Central Procurement Portal).

**14. Security Deposit:**

- a) The successful tenderer will have to deposit a performance security (security deposit) for an amount of 10% (Ten percent) of the value of the contract in the form of a Bank Guarantee for the validity period of 15 months. The Security Deposit will not be adjusted against any payment due to the firm from the Institute. In case of extension of the contract, the validity of the BG should be extended further for corresponding period plus three (03) months.

- b) The Security Deposit can be forfeited, wholly or partly, by order of the Competent Authority in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by IIT Patna sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
- c) A letter of intent will be issued to the successful bidder/bidders. Successful bidder shall have to submit a performance security bond within 14 (fourteen) days from the issue of the letter of intent, from scheduled bank as per the format given in Annexure-VII.
- d) The final work order will be issued only after the production of the performance security bond and EMD of successful bidder shall be refunded within a week of the receipt of the performance security bond.

**15. Penalties:**

- a) Vehicles should be made available 24\*7 at the campus. In case of failure to supply the vehicle, a penalty of Rs.1,000/- will be imposed on each occasion, in addition to the pro-rata deduction of rental in the monthly bill.
- b) The vehicle should report at the specified reporting time. In case of delay in reporting, acceptance of the vehicle will be at the discretion of the controlling officer subject to following conditions:
  - i. If vehicle is accepted after delayed reporting, a penalty of Rs.300/= will be imposed for that day.
  - ii. If the vehicle is not accepted, a penalty as per clause (a) above will be imposed.
  - iii. In case of breakdown, if the vehicle is not replaced within one & half hour, penalty of Rs.200/= per occasion will be imposed, in addition to the pro-rata deduction of rental in the monthly bill.
  - iv. IIT Patna reserves the right to call the vehicles before stipulated duty hour and beyond duty hour. Vehicles should be made available on call basis beyond the office hours in the week days as well as holidays, failing which the penalty of Rs. 500/= will be imposed on each occasion.

**16. Subletting of Work:**

The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing from the Competent Authority, which the Authority will be at liberty to refuse if he thinks fit.

**17. Terms of payment:**

- a) No payment shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of award of work.
- b) The contractor shall submit the monthly bill after compliance of applicable labour laws

in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.

- c) All payments shall be made by RTGS/NEFT using PFMS.
- d) The Competent Authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in this tender.
- e) The term “payment” mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
- f) Wherever applicable all payments will be made as per rate schedule of payments stated in the submitted Commercial bid of the successful bidder.

#### **18. Termination of Contract:**

Competent Authority, without prejudice to any other remedy, for breach of contract, may terminate the contract in whole or in parts.

- a) If the contractor fails to arrange the supply of the vehicle within the period(s) specified in the contract or any extension thereof granted by Competent Authority.
- b) If the contractor fails to perform any other obligation (s) under the General & special conditions of the contract **and all clauses of this tender which are integral part of this tender.**
- c) Competent Authority may without prejudice, to other rights under law or the contract provided get the hiring of vehicles done at the risk and cost of the contractor, in above circumstances.
- d) **Termination for Insolvency:** The Competent Authority may at any time terminate the Contract by giving written notice to the contractor, without compensation to the contractor. If the contractor becomes bankrupt or otherwise insolvent as declared by the Competent Court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the IIT Patna.

#### **19. Agreement:**

The successful bidder will have to enter an agreement initially for a period of one year, further extendable subject to clause 5 of section-III. Cost of execution of agreement shall be borne by the contractor. Final format of agreement shall be issued by Registrar, IIT Patna, at the time of the signing of the agreement with the successful bidder, and that final format shall be binding on the successful bidder. Final work order shall be issued only after execution of the agreement by the successful contractor. Apart from other things, all clauses of this tender document shall form the integral part of the agreement.

#### **20. Arbitration:**

If any difference arises concerning this Agreement, its interpretation on the payment to be made

there under, the same shall be settled by mutual consultations and negotiations. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration the Director, IIT Patna. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. The arbitration proceedings shall take place at Patna, Bihar and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

**21. Set Off:**

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by purchaser and set off the same against any claim of the purchaser for payment of a sum of money arising out of this contract or under any other contract made by contractor with purchaser.

**22. Force Majeure:**

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of god (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the purchaser as to whether the supplies/services have been so resumed or not shall be final and conducive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.



## **SECTION – IV**

### **(TENDER SPECIFIC TERMS & CONDITIONS)**

#### **1. Eligibility:**

Documentary evidence for the under mentioned items should be submitted along with the bid:

- i.** The bidder should own or have on lease minimum of 3 vehicles of model **not older than January 2015** registered as commercial vehicles in their names or firm's name for use as commercial vehicles. The proof of ownership or lease holding should be produced along with the technical bid documents.
- ii.** The vehicle should be registered as a commercial vehicle and the model **not older than January 2015**. The lowest bidder shall make available the vehicle at the place, to be decided by the Institute, for inspection. If the condition of the vehicles is found satisfactory, only then, purchase order shall be awarded to the lowest bidder. If the lowest bidder is not able to provide vehicle(s) in good condition resulting in non-issuance of purchase order, the earnest money of such bidder shall be forfeited.
- iii.** The bidder shall submit the proof of ownership in case of own vehicle or in case of leased/ hold vehicles a power of attorney/affidavit, authorizing the bidder to use the vehicle for hiring, on stamp paper from Notary with details of registration no. of the vehicles. **The vehicles should be registered under transport department in Bihar or Jharkhand**
- iv.** The bidder shall have experience of supplying vehicles to **Central/State Govt. organization/PSU for minimum two years.**
- v.** The bidder must submit at least three certificate of Registration of Commercial Vehicles.
- vi.** The bidder must have registration under Goods & Service Tax (GST).
- vii.** The vehicle must have valid Fitness Certificate, Pollution Certificate and valid Insurance Policy issued by the Appropriate Authorities

#### **2. Services to be provided:**

- a. Provision of registered Commercial vehicles with licensed drivers, on hiring basis for Vehicles on call basis running in state of Bihar. However, if for official purpose, vehicles has to go to adjoining states the arrangements will be made by the contractor. In such case, tax levied by other states for such journey will be reimbursed on production of receipt.
- b. **Period of contracts:** Under normal circumstances, the contract shall be valid for a period of one year from the date of issue of workorder.

- c. IIT Patna may cancel the contract during the contract period without assigning any reason. However, the period of contract can be extended for a further period of one year at the discretion of the Director, IIT Patna. The contract so extended by IIT Patna, will be on the same rate and terms & conditions. After expiry of the extended period the contract will automatically come to an end and no separate notice will be given.
- d. **The successful bidding firm will have to establish a Travel Desk at IIT Patna which will facilitate on call vehicles within shortest possible time say 30 minutes of the requisition. For establishing the Helpdesk, IIT Patna would be providing space on rental basis to the successful bidder.**
- e. **The rental will be as per the prevailing market rates recommended by Institute Market Committee (apprx. 8/- per sqft). The space provided will be approximately 250 sqft. The rates are subject to revision from time to time.**
- f. **The firm would also be required to pay electricity charges as per actual.**
- g. **Normal Duty Hrs:** For monthly rented vehicle, ten hours per day on all days of month except on Gazetted Holidays notified by Govt. However, actual duty hours shall be specified by actual users of vehicles. For vehicles on call basis no such duty hours would be followed.
- h. **Nature of vehicle requirement:** Qualified bidder for starting travel desk at IIT Patna should cater two types of requirement (a) vehicles on monthly rental basis and (b) rented vehicles on call basis. (c) Setting up of a Travel Desk in the campus of IIT Patna.
- i. **Quantity:** For monthly rental basis required number of vehicles is one (Scorpio/ Sumo/ Xylo or equivalent in terms of engine capacity) and for on call basis requirement would vary depending on the demand. The actual quantity ordered will depend on the requirement from time to time. IIT Patna reserves the right to increase or decrease the required quantity without any change in the hiring charges of the offered quantity and other terms and conditions.
- j. Calculation of distance: From garage to garage but chargeable distance in this respect shall not be more than 5 km on each way.
- k. **Accuracy of the meters:** The meter reading should tally the actual distance of run at any instant and authorized officer shall have full power to check up the meter for correctness and to take action accordingly.
- l. **Special requirements:**
- i. Intending bidder must have a telephone number (Landline & Mobile) & E-mail ID, where the requisition of vehicle can be conveyed round the clock (24 hrs) for 365 days. The driver of the vehicle must be provided with mobile telephone so that he may be contacted at any point of time.
  - ii. The Institute will reimburse the Entry taxes and other statutory taxes in case the vehicle is taken to other states.
  - iii. Payment of any government Tax/ Duty in respect of the hired vehicle will be the liability of the contractor.

- iv. Parking and toll charges, if any, may be claimed by producing the parking/toll slips.
- v. Any changes in the vehicle/driver should be informed at least one day before the day of such changes.
- vi. No mileage will be allowed for lunch/breakfast or for filling of petrol/ diesel etc.

**3. Amendment to tender document:**

- a) At any time, prior to the date of submission of bid, purchaser may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- b) The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them. A prospective bidder, requiring any clarification on the Bid document shall notify the purchaser or hirer in writing. The purchaser shall respond in writing to any request for the clarification of bid document which it receives not later than 7 days prior to the date of opening of Tender.

**4. Special conditions of contracts:**

- a) In case the Government of India subsequently declares the date fixed the opening of the bid is holiday, the bid shall be opened on next working day. The contractor/ bidder will have full liability under sections of Motor vehicles Act 1968 and IPC causing death or permanent disability developed by the vehicle supplied by the Contractor. The hiring authority shall have no responsibility and will not entertain any claim in this regard in any circumstances. The contractor/ bidder shall indemnify the purchaser from such incidences.
- b) The engagement and employment of drivers and payment of wages to them as per existing provision of various labour laws and regulations is the sole responsibility of the Contractor and shall indemnify the purchaser. Any breach of such Laws on regulation shall be deemed to be breach of this contract.

- c) The contractor shall supply the **properly sanitized** vehicles that should be properly cleaned from outside and inside. The vehicle from inside should always be dust free. **Seats of the vehicle should have cover of white towels and towels should be washed weekly.** Also, driver should be properly dressed **&well behaved.** The contractor shall properly follow required protocol during **COVID-19** threat.
- d) **Driver and vehicle should not be changed frequently. If in most unavoidable circumstances the change of driver/vehicle is required, prior intimation should be given to the user concerned.**
- e) The contractor should send the vehicle for periodical servicing at the cost of the contractor. IIT Patna will not pay any mileage run for such servicing. The cost of lubricant, repairs, maintenance, Taxes, Insurance etc. will be the contractor liability.
- f) In case of change of vehicle by the contractor during the currency of the contract, the proof of ownership in case of own vehicle or in case of leased/ hold vehicles a copy of power of attorney/affidavit should be submitted within 7 (seven) days of such change for such changed vehicles.
- g) Control of the Vehicle:**
- i.** The vehicle shall be supplied to Registrar, IIT Patna accordingly letter of Intent/work order for the vehicle shall be issued by Registrar, IIT Patna, and other rights & liabilities (during the currency of the contract), as per the agreement to be signed with the successful bidder, with the Registrar, IIT Patna only for the vehicle.
  - ii.** Monitoring of performance of the services to be provided by contractor under this tender shall be responsibility of The Registrar, IIT Patna for the vehicle under his control. In case of any deficiency, Registrar, IIT Patna may take action as per terms & conditions of this tender and agreement to be signed, for the vehicles under their control.
  - iii.** Decision as to whether penalties would be levied or not for violation of terms & condition laid down in this tender shall be taken by IIT Patna for the vehicles under its control. If decided so, penalties shall also be levied by Registrar, IIT Patna for the vehicles under his control.
  - iv.** Registrar, IIT Patna will have the sole rights & responsibilities with respect to arbitration in case of disputes as per clause 20 of Section-IV, extension of contract as per clause 17 of Section-IV, and custodian of performance security deposit.
- h)** In Case IIT Patna is not satisfied with the quality/condition of the vehicle the contractor shall change the vehicle/ make necessary repairs to the satisfaction of IIT Patna.

- i) No hike in rate will be allowed if there is a hike in the price of fuel and or spare parts of vehicle.
- j) The purchaser reserves the right to counter offer price against the price quoted by the contractor.

**5. Payment terms:**

Payment will be made by way of RTGS/NEFT/IMPS using PFMS against the submission of monthly bills (in triplicate) with Log Book duly signed by the designated user(s). Bill shall be prepared as per clause 6 below. The monthly bill shall be paid only after tax deduction at source (TDS) as applicable from time to time.

**6. Rate of hire charges:**

- a) Rates quoted should be inclusive all taxes except Goods Service Tax (GST). Goods Service Tax (GST) will be paid extra as per Govt. rates applicable from time to time. Proof of deposit of Goods Service Tax (GST) to appropriate authority should be submitted monthly long with raised invoice.
- b) **Calculation of distance:** From garage to garage, but chargeable distance in this respect shall not be more than 5 km in each way
- c) The bill should be prepared on the basis of above figures and the amount will be claimed on the basis of kilometers covered including those during holidays, and period of duty beyond office hours & holidays (if vehicles are used on holidays) as overtime.
- d) Number of working days in a week may be increased by the Institute anytime and the supplier will have no extra claim for this.

## SECTION – V

### FINANCIAL BID

- I. The Tenderer shall be required to download BoQ sheet from cover-2 of this tender from CPP Portal and quote the rate in the active columns.
- II. **Conditional bid shall not be considered and will be rejected outright.**
- III. L-1 Bidder will be decided based on the total price quoted which is the sum of quoted price arrived for each item of work. Kindly refer Section VI for evaluation formula.
- IV. Rate along with applicable GST for each item are to be filled in respective active cells. Leaving blank for any item is **NOT** permitted in the financial bid form, in such cases the bid will be treated as non-responsive and will be summarily rejected.

The BOQ format is given below:

PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	BASIC RATE In Figures To be entered by the Bidder in Rs. P	Total GST Amount in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	13	15	53	54	55
1	Total Evaluated Cost (C1) for Vehicle on Monthly basis as per calculation given in Clause A of Section VI and Annexure-IX			0.00	0.00	INR Zero Only
2	Total Sum of all 36 cost components (C2) mentioned in clause B of section VI and Annexure-IX			0.00	0.00	INR Zero Only
3	Total Evaluated Cost (C3) for Vehicle on demand basis as per calculation given in Clause C of Section VI and Annexure-IX			0.00	0.00	INR Zero Only
<b>Total in Figures</b>				<b>0.00</b>	<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>						

I/We have read and understood the tender for supply of registered commercial vehicles on hire basis vide Tender No. IITP/Admin/Travel Desk/E-Tender-Vehicle/2020-2021/1 Dated

**22.07.2020** and other documents issued by you, we hereby quote the rates (inclusive of all taxes & duties **except Goods Service Tax (GST)** as under for supply of registered commercial vehicles on hire basis as detailed below:

**Note:**

- 1.** The bill should be prepared on the basis of above figures and the amount will be claimed on the basis of kilometers covered and period of duty beyond office hours specified in the tender.
- 2.** Number of working days in a week may be increased by IIT Patna anytime and the supplier will have no extra claim for this.
- 3.** Above rates are inclusive of all taxes/duties (Central, State, and Municipal etc. **except Goods Service Tax (GST)**).

Date :

[Signature]

Place :

Seal of the Bidder

## SECTION-VI

### EVALUATION FORMULA:

The following evaluation formula shall be used to determine the lowest bid.

#### A. For Vehicle on Monthly Basis (Tata Sumo/Mahindra Scorpio/Xylo or equivalent in terms of engine capacity):

Sl. No.	Particulars (A)	Approx. Quantity (B) (per month)	Total (AxB) (Rs./month)
1	Rate for one vehicle for first 1200 kms per month & 10 Hrs per day, say Rs. "P"	1	1 x P
2	Rate beyond first 1200 Kms, say Rs. Q per Km	500 Kms	500xQ
3	Extra hours Charges, say Rs. H per hour	20 Hours	20xH
4	Night Halt Charges, say Rs. N per Night	05 Nights	5xN
<b>Total Evaluated Cost (C1) = 1xP + 500xQ + 20xH + 5xN</b>			

#### B. For Small vehicle required on call basis for pick & drop services.

	Particulars	Hatch Back		Sedan		SUV	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
		1	2	3	4	5	6
A	Pick-up from Patna Airport to IIT Patna Bihta campus						
B	Drop from IIT Patna Bihta campus to Patna Airport						
C	Pick-up from Patna Junction to IIT Patna Bihta campus						
D	Drop from IIT Patna Bihta campus to Patna Junction						



	Particulars	Hatch Back		Sedan		SUV	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
		1	2	3	4	5	6
E	Pick-up from Danapur Junction to IIT Patna Bihta campus						
F	Drop from IIT Patna Bihta campus to Danapur Junction						
<b>TOTAL EVALUATED COST (C2) = A +B+C+D+E+F, where</b> <b>A=1+2+3+4+5+6; B=1+2+3+4+5+6; C=1+2+3+4+5+6</b> <b>D=1+2+3+4+5+6; E=1+2+3+4+5+6; F=1+2+3+4+5+6</b>							

**C. For Small vehicle required on call basis**

	Vehicle Category	Rate for 4 hrs/40 kms	Rate for 8 hrs/80 kms	Rate for 12 hrs./120 kms	Rate for 24 hrs./150 kms	Rate per Extra Km	Rate Per Extra Hour	Outstation Rate per km	Driver's allowance (only for outstation Duties.
		1	2	3	4	5	6	7	8
A	Hatch Back (AC)								
B	Hatch Back (Non-AC)								
C	Sedan (AC)								
D	Sedan (Non- AC)								
E	SUV(AC)								
F	SUV (Non-AC)								
<b>TOTAL EVALUATED COST (C3) = A +B+C+D+E+F where</b> <b>A=1+2+3+4+5+6+7+8; B=1+2+3+4+5+6+7+8; C=1+2+3+4+5+6+7+8</b> <b>D=1+2+3+4+5+6+7+8; E=1+2+3+4+5+6+7+8; F=1+2+3+4+5+6+7+8</b>									

\*\*\* The bids will be evaluated item wise i.e. for A, B & C separately. The L1 of each may be different firms. In case of A&B, L1 will be decided after summing of all quoted price. However, for the evaluation of C, L1 will be calculated after summing the rate quoted for each subhead mentioned column 1to 8 i.e. Rate for 4 hrs/40 kms, Rate for 8 hrs/80 kms, Rate for 12 hrs/120 kms, Rate for 24 hrs/150 kms, Rate per extra km, Rate per Extra hour, Outstation rate per km & Driver's allowance.

\*\*\* In column 5 & 7 (i.e. Rate per extra km & Outstation rate per km), rate will be multiplied by 20, whereas, in column 6 (i.e. Rate per Extra hour), rate will be multiplied by 2.

\*\*\* In case of B & C, more than one bidder can be empaneled at the rate of L1 Price Quote.

**Note:** In case of outstation journey, empaneled vendor (successful bidder) shall be paid for minimum 200 km.

The Institute may empanel more than one firm for each category on the lowest rates of the respective category, i.e., A, B & C.

**BID FORM**

**Dated: 22.07.2020**

To

**The Registrar  
IIT Patna,  
Kanpa Road, Bihta  
Patna, Pin- 801106**

**Tender No. : IITP/Admin/Travel Desk/E –Tender-Vehicle/2020-21/01 Dated 22.07.2020**

**Sir,**

1. Having read the terms & conditions of the above-mentioned tender and services to be provided, we undersigned, offer to provide light commercial vehicle in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices uploaded in BoQ.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the bank guarantees from a Scheduled Bank for a sum as mentioned in this tender document for due performance of the Contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.
7. IIT Patna reserves the right to cancel the tender without assigning any reason.
8. IIT Patna reserves the right to reject any or all bids without assigning any reasons whatsoever.

**Dated this .....day of.....2020.**

**Signature of\_\_\_\_\_**

**In capacity of\_\_\_\_\_**

**Duly authorized to sign the bid for and on behalf of.....**

**Signature\_\_\_\_\_**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

(To reach on \_\_\_\_\_ or before date of bid opening)

To

**The Registrar  
IIT Patna,  
Kanpa Road, Bihta  
Patna, Pin- 801106.**

**Subject : Authorization for attending bid opening 22.08.2020 of Tender no: \_\_\_\_\_  
IITP/Admin/Travel Desk/E-Tender-Vehicle/2020-2021/1 Dated: 22.07.2020.**

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in given below.

**Name :**

**Specimen Signature of the authorized person:**

Signature and date with Seal of bidder Or

Officer authorized to sign the bid Documents on behalf of the bidder

**Note:**

- 1** Maximum of one representative will be permitted to attend bid opening.
- 2** Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**DECLARATION**

**FOR NON-TAMPERING OF DOWNLOADED TENDER DOCUMENT FROM  
WEBSITE (<https://eprocure.gov.in>)** -

I... (authorized signatory) hereby declare that the tender document submitted against tender no. **IITP/Admin/Travel Desk/E-Tender-Vehicle/2020-2021/1 Dated 22.07.2020** has been downloaded from the website <https://eprocure.gov.in> and no addition / deletion / correction has been made in the downloaded document.

Place:

Signature of Tenderer/  
Authorized Signatory

Date:

Name of the Tenderer/  
Seal of the Tenderer

**DECLARATION**

**FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING AT IIT PATNA**

I.....s/o.....r/o..... hereby certify that none of my relative(s) as defined in the tender document no: **IITP/Admin/Travel Desk/E-Tender-Vehicle/2020-2021/1**

**Dated 22.07.2020** dated: is/are employed at IIT Patna, Bihta as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, IIT Patna shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

**Signed**\_\_\_\_\_

**Name (in Block Letters)**\_\_\_\_\_

**Position**\_\_\_\_\_

**Date**\_\_\_\_\_

**Seal of the bidder**

The near relatives for this purpose are defined as:

- a) Members of a Hindu undivided family.
- b) They are husband and wife.
- c) The one is related to the other in the manner as father, mother, son(s) and Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law)

**Proforma for TECHNICAL BID**

- I. Name of Tendering Company/Firm/Agency/Individual: \_\_\_\_\_
- II. Nature of the concern : \_\_\_\_\_ (i.e. Sole proprietor or Partnership firm or a company under Company Act,2013)
- III. Full Address of Office of the Company/Firm/Agency/:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- a. Telephone/MobileNo:
- b. FAX No (if any):
- c. E-Mail Address:
- IV. PAN /No. of the Company/Firm/Agency/Individual : \_\_\_\_\_ (Attach attested copy)
- V. Photocopy of income tax returns for late 3 years \_\_\_\_\_ (Attach attested copy)
- VI. Copy of Goods Service Tax (GST) returns of last 3 Quarters : \_\_\_\_\_ (Attach attested copy).
- VII. The Company / Firm / Agency should have at least two years of experience in providing services of supplying vehicles to Central/State Govt. organization / PSUs etc. (Attach the attested or original copies of relevant experience documents).
- VIII. Details of Payment of Earnest Money Deposit of Rs. 50,000/- (Fifty Thousand Only) through Demand Draft or direct payment through SB i-Collect. via link : <https://www.iitp.ac.in/index.php/services-and-amenities/stores-and-purchase.html>
- IX. Whether each page of tender and its annexure have been signed and stamped:.(Yes/No)
- X. Bidder's bank, its address and Bank account no:
- XI. Infrastructure capabilities: Particulars of vehicles available with the Bidder. (please attach the attested copies of the proof of the ownership or lease holding/power of attorney (duly notarized) documents of the vehicles and proof of registration of the vehicles as commercial vehicle):

**XII. Type of vehicles registered with the bidder**

Sl. No.	Type of Vehicles Registered with the bidder or in control of bidder through lease agreement.	
	Hatchback (AC/Non-AC)/ Sedan(AC/Non-AC)/ SUV (AC/Non-AC)	Registration No.

**I/We hereby declare that the information furnished above is true and correct.**

Place:

Signature of Bidder/Authorized Signatory with seal of  
the firm

Date:

Name of the Bidder\_\_\_\_\_

**DECLARATION REGARDING CLEAN TRACK**

Declaration of Clean Track Record (On Company / firm's Letterhead)

To,

Date:

The Registrar,  
I.I.T. Patna,  
Bihta, Patna – 801106.

Sir,

**Ref.: Tender No. IITP/Admin/Travel Desk/E-Tender-Vehicle/2020-2021/1 dated 22.07.2020 for providing on call small vehicles and one vehicle on monthly rental basis reg.**

I/we carefully have gone through the Terms & Conditions contained in the above referred tender. I/we hereby declare that my company/firm is not currently debarred/black listed/convicted by any Government / Semi Government Organizations / Institutions in India and no case is pending under the Drugs and Cosmetics Act and Rules or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully,  
(Signature of the Bidder, with Official Seal)



**Tender Checklist Sheet for Bidders**

<b>S No.</b>	<b>Documents</b>	<b>Upload Status</b>
<b>1</b>	Valid Registration of the bidding firm from the Authority/ Scanned copy of valid Trade License.	
<b>2</b>	EMD Submission Proof.	
<b>3</b>	Scanned copy of GST Return of last 3 quarters and PAN details.	
<b>4</b>	Scanned copy of Income Tax Return for last three years	
<b>5</b>	Scanned copies of the <b>Annexure – I to VIII</b> ).	
<b>6</b>	Scanned copy of Registration Nos. of <b>Minimum 3 commercial vehicles of model not older than January 2015 along with valid Fitness, PUC and Insurance Certificates.</b>	
<b>7</b>	Scanned copy of credentials of vehicles provided to other Govt. department/ autonomous organization (Enclose copy of performance certificate/ work order/ Rate contract with Govt. Dept. during last 2 years.	
<b>8</b>	Financial bid document (BOQ xls. sheet) filled and uploaded	
<b>9</b>	Financial Bid document (PDF Sheet) filled and uploaded ( <b>Annexure- IX</b> )	

**PERFORMANCE SECURITY GUARANTEE BOND**

1. In consideration of the President of India (hereinafter called the Purchaser) having agreed to exempt (hereinafter called „the said contractor(s)) from the demand under the terms and conditions of an agreement/Advance Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for the supply of (hereinafter called “the said agreement”), of security deposit for the due fulfillment by the said contractor(s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for \_\_\_\_\_ we, (name of the bank) \_\_\_\_\_ (hereinafter refer to as “the bank”) at the request of \_\_\_\_\_ (contractor (s)) do hereby undertake to pay to the purchaser an amount not exceeding \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by purchaser by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.
2. We (name of the bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the purchaser by reason of breach by the said contractor (s) of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the purchaser in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding \_\_\_\_\_.
3. We undertake to pay to the purchaser any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.
4. We (name of the bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the purchaser under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till \_\_\_\_\_.

(office/ Department) purchaser certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of 15 months (as specified in P.O.) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank)\_\_\_\_\_ further agree with the purchaser that the purchaser shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the purchaser against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the PURCHASER or any indulgence by the PURCHASER to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s)
7. We (name of the bank)\_\_\_\_\_ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the PURCHASER in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_

for

\_\_\_\_\_

(Indicate the name of the bank)

**Breakup of Financial Bid:****A. For Vehicle on Monthly Basis (Tata Sumo/Mahindra Scorpio/Xylo or equivalent in terms of engine capacity):-**

Sl. No.	Particulars (A)	Approx. Quantity (B) (per month)	Total (AxB) (Rs./month)
1	Rate for one vehicle for first 1200 kms per month & 10 Hrs per day, say Rs. "P"		
2	Rate beyond 1200 Kms, say Rs. Q per Km		
3	Extra hours Charges, say Rs. H per hour		
4	Night Halt Charges, say Rs. N per Night		
<b>Total Evaluated Cost (C1) = 1xP + 500xQ + 20xH + 5xN</b>			

**B. For Small vehicle required on call basis for pick & drop services.**

	Particulars	Hatch Back		Sedan		SUV	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
		1	2	3	4	5	6
A	Pick-up from Patna Airport to IIT Patna Bihta campus						
B	Drop from IIT Patna Bihta campus to Patna Airport						
C	Pick-up from Patna Junction to IIT Patna Bihta campus						
D	Drop from IIT Patna Bihta campus to Patna Junction						

	Particulars	Hatch Back		Sedan		SUV	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
E	Pick-up from Danapur Junction to IIT Patna Bihta campus						
F	Drop from IIT Patna Bihta campus to Danapur Junction						
<b>TOTAL EVALUATED COST (C2) = A +B+C+D+E+F where</b> <b>A=1+2+3+4+5+6; B=1+2+3+4+5+6; C=1+2+3+4+5+6</b> <b>D=1+2+3+4+5+6; E=1+2+3+4+5+6; F=1+2+3+4+5+6</b>							

**C. For Small vehicle required on call basis**

	Vehicle Category	Rate for 4 hrs/40 kms	Rate for 8 hrs/80 kms	Rate for 12 hrs./120 kms	Rate for 24 hrs./150 kms	Rate per Extra Km	Rate Per Extra Hour	Outstation Rate per km	Driver's allowance (only for outstation Duties.
		1	2	3	4	5	6	7	8
A	Hatch Back (AC)								
B	Hatch Back (Non-AC)								
C	Sedan (AC)								
D	Sedan (Non- AC)								
E	SUV(AC)								
F	SUV ( Non-AC)								
<b>TOTAL EVALUATED COST (C3) = A +B+C+D+E+F where</b> <b>A=1+2+3+4+5+6+7+8; B=1+2+3+4+5+6+7+8; C=1+2+3+4+5+6+7+8</b> <b>D=1+2+3+4+5+6+7+8; E=1+2+3+4+5+6+7+8; F=1+2+3+4+5+6+7+8</b>									

\*\*\* The bids will be evaluated item wise i.e. for A, B & C separately. The L1 of each may be different firms. In case of A&B, L1 will be decided after summing of all quoted price. However, for the evaluation of C, L1 will be calculated after summing the rate quoted for each subhead mentioned column 1to 8 i.e. Rate for 4 hrs/40 kms, Rate for 8 hrs/80 kms, Rate for 12 hrs/120 kms, Rate for 24 hrs/150 kms, Rate per extra km, Rate per Extra hour, Outstation rate per km & Driver's allowance.

**\*\*\* In column 5 & 7 (i.e. Rate per extra km & Outstation rate per km), rate will be multiplied by 20, whereas, in column 6 (i.e. Rate per Extra hour), rate will be multiplied by 2.**

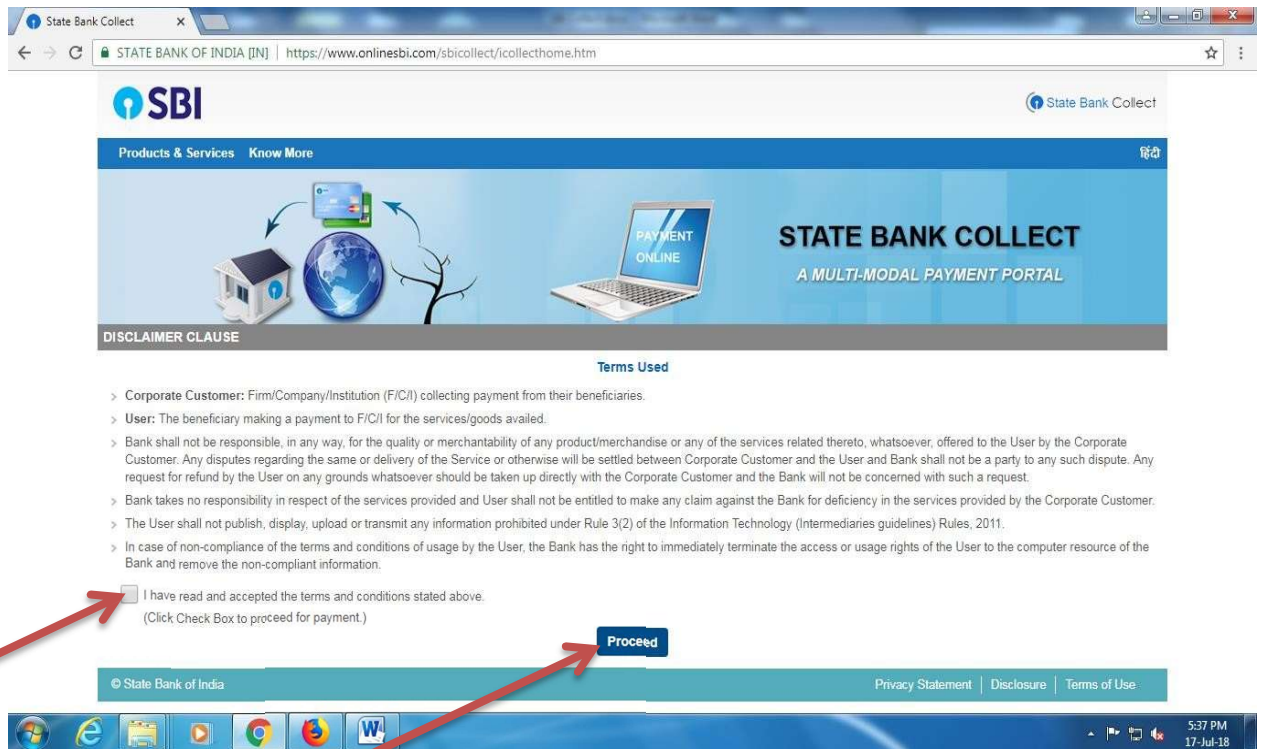
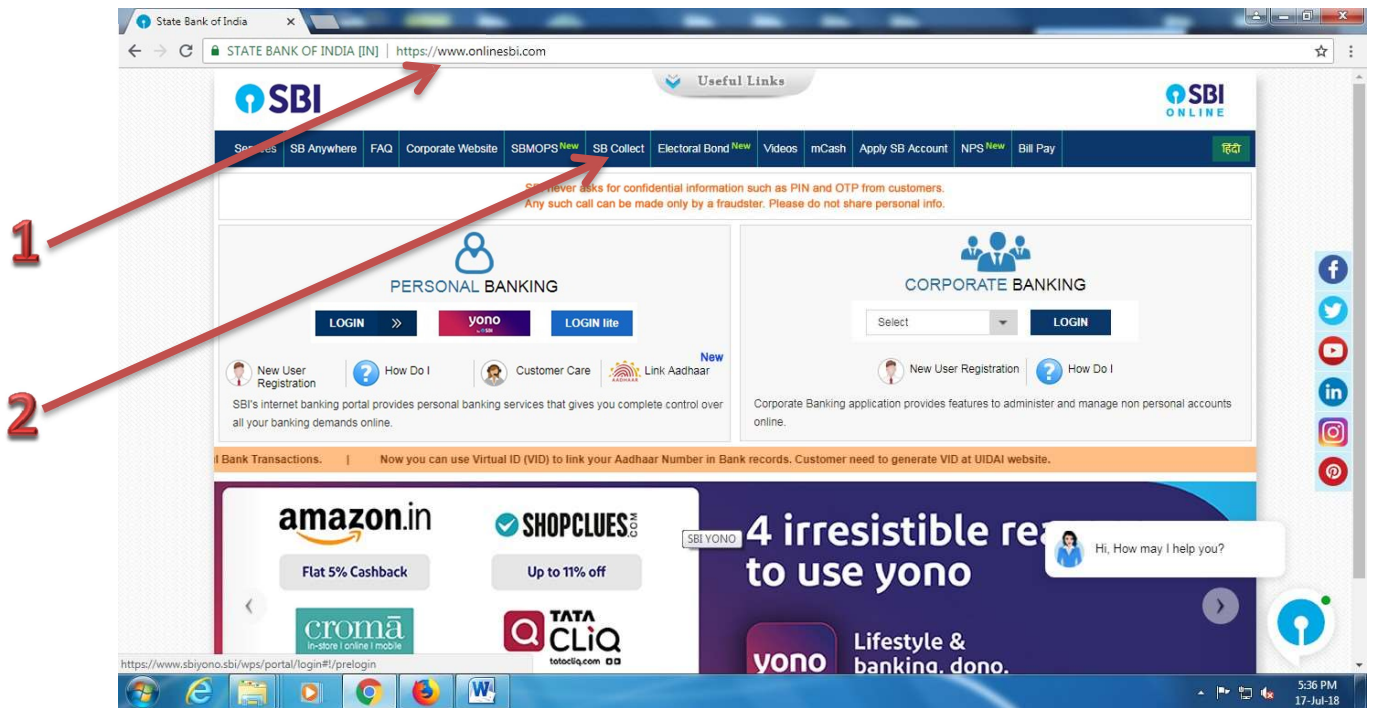
**\*\*\* In case of B & C, more than one bidder can be empaneled at the rate of L1 Price Quote.**

**Note: In case of outstation journey, empaneled vendor (successful bidder) shall be paid for minimum 200 km.**

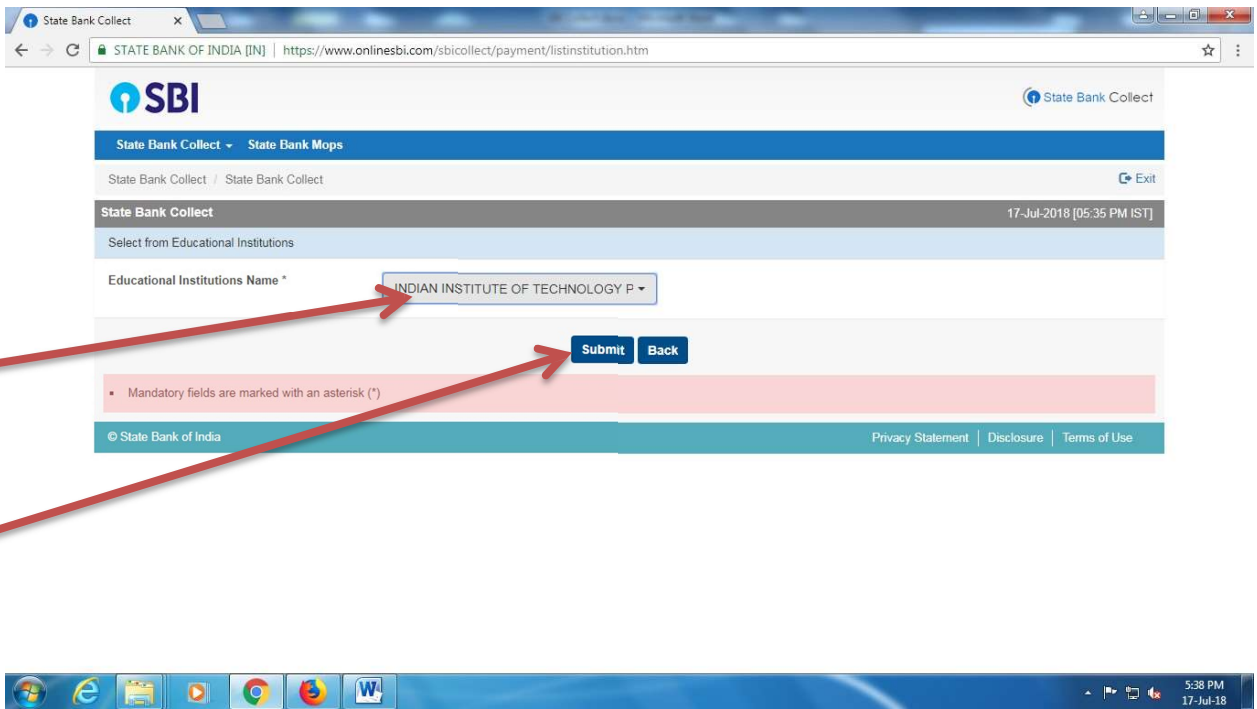
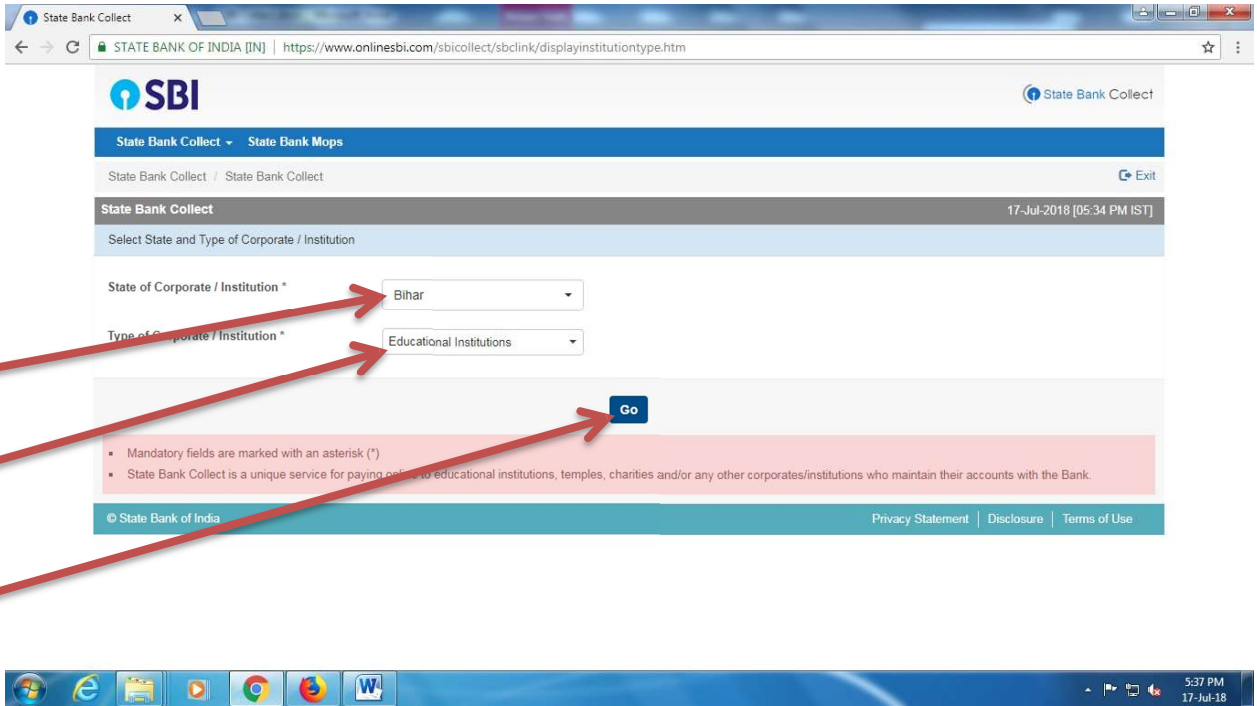
**The Institute may empanel more than one firm for each category on the lowest rates of the respective category, i.e., A, B & C.**

## **Procedure for Payment of EMD and Tender Fees using SBI Collect.**

- 1) Go to **www.onlinesbi.com** – It will open Home Page of SBI.
- 2) Go to the option **State Bank Collect** menu on the top row – It will open a window having terms and condition page. Tick the box and **click on proceed**.
- 3) New Window will open with two options – **First you have to select Bihar State** by scrolling button & then you have to select **Educational Institutions** by scroll button and finally click on **Go Button**.
- 4) Another new window will open & supplier has to select the institution viz **Indian Institute of Technology Patna** and click on **Submit Button**.
- 5) A new window will open and supplier has to select payment category as **EMD or Tender Fee (Store and Purchase)** by scroll button now a Full Page Form will open with key points information and one has to fill the same carefully and click on **Submit Button**.
- 6) A new window will open with **“Verify details and confirm this transaction”**.
- 7) As one will click on **confirm button**, It will open a new window with various option of **ATM Cum Debit Card, Other Bank Debit Cards & Credit Cards** along with **Internet Banking**.
- 8) One has to select accordingly, if you are selecting **Internet Banking Option** then you will have to enter your **User Id & Password**. After login it will ask for confirmation.
- 9) When you click on **confirm button**, a **confirmation code** will be sent on your mobile no. as you put the **same code in the code box** and confirm, your EMD/Fees will be submitted (In case of Internet Banking Only).
- 10) If you are selecting **ATM-Cum-Debit Card, Other Bank Debit Cards, Credit Cards**, it will ask your ATM Card No., Card Holder Name and CVV No. after filling all these information it will ask for confirmation.
- 11) As one will click on **confirm button**, your EMD/Fees will be transferred and receipt window will open.
- 12) Take print out of the receipt for records and **attach a copy with your bid**.
- 13) Generation of e-receipt by the party: By following Step 1 & 2 as above select **"Payment History"** appearing left side under State Bank Collect.







State Bank Collect

STATE BANK OF INDIA [IN] | https://www.onlinesbi.com/sbicollect/payment/showpaymentdetails.htm

SBI State Bank Collect

State Bank Collect / State Bank Collect

State Bank Collect 17-Jul-2018 [05:36 PM IST]

INDIAN INSTITUTE OF TECHNOLOGY PATNA  
IIT PATNA , BIHTA CAMPUS , BIHTA, PATNA-801103

Provide details of payment

Select Payment Category \* EMD (Store and Purchase) ▾

Vendor Name \*

ATE/LTE Reference number \*

Bank A/c no. \*

IFS Code \*

Email ID \*

Mobile No. \*

PAN

Amount \*

Remarks

Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number.  
This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.

Name \*

Date Of Birth / Incorporation \*

Mobile Number \*

Enter the text as shown in the image \*

Submit Reset Back

• Mandatory fields are marked with an asterisk (\*)

- The payment structure document if available will contain detailed instructions about the online payment process.
- Date specified(if any) should be in the format of 'ddmmyyy'. Eg., 02082008

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END OF THE TENDER DOCUMENT

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STATE BANK OF INDIA (IN) https://www.onlinesbi.com/sbcollect/payment/...

SBI State Bank Collect

State Bank Collect - State Bank Mops

State Bank Collect / State Bank Collect Exit

State Bank Collect 17-Jul-2018 [06:02 PM IST]

INDIAN INSTITUTE OF TECHNOLOGY PATNA  
IIT PATNA , BIHTA CAMPUS , BIHTA, PATNA-801103

Provide details of payment

Select Payment Category \* Tender Fee (Store and Purch

Vendor Name \*

Tender Reference No. \*

Amount \* --Select Amount--

Remarks

Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number.  
This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.

Name \*

Date Of Birth / Incorporation \*

Mobile Number \*

Enter the text as shown in the image \*  B79BF

Submit Reset Back

Mandatory fields are marked with an asterisk (\*)

- The payment structure document if available will contain detailed instructions about the online payment process.
- Date specified(if any) should be in the format of 'ddmmyyy', Eg., 02082008

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5:40 PM 17-Jul-18

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