



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

Autonomous institution under MOE, Govt. of India

&

Department of Information Technology & Electronics, Govt. of West Bengal

WEBEL IT Park, 14 Adivasi Para Kalyani -741235,

West Bengal, Tel : 033 2582 2240, website : www.iitkalyani.ac.in

TENDER DOCUMENT

FOR

HIRING OF BUSES FOR TRANSPORTATION OF STUDENTS FROM

HOSTEL OF IIIT, KALYANI AND BACK

Tender No. IIITK/Tender/24-25/03 Date :- 29-07-2024

NOTICE INVITING TENDER FOR HIRING OF BUSES FOR TRANSPORTATION OF STUDENTS FROM HOSTEL OF IIIT, KALYANI AND BACK

Indian Institute of Information Technology, Kalyani invites Quotations from Bus operators for supply of 4 Nos. of buses on monthly basis for a period of eleven months, which can be extended on the basis of satisfactory performance.

Eligible and competent Bus operators are requested to submit their offer in prescribed application form under two bid systems.

Duly filled in documents, complete in all respects should reach Registrar, IIIT Kalyani, Webel IT Park, opposite of kalyani water treatment plant, Block B, Kalyani, Nadia, W.B. – 741235.

Last date for submission of Tender is 09/07/2024 up to 03.00 P.M.

Tender Opening Date: To be announced later

Pre Qualification Criteria

1. The Tender should have at least three years' experience of running Vehicles i.e Commercial/Passenger/Buses for Govt. of W.B/aided/autonomous bodies/ institution. The proof (self attested) of the same is mandatory.
2. The Tenderer should have average annual financial turnover during the 3 years, ending 31st March of the previous financial years, should be at least Rs. 10.00 lacs. Tenderer to submit balance sheet and profit & loss account statement of last three financial years duly certified by CA. The proof (self attested) of the same is mandatory.
3. The Tenderer should have valid Copy of PAN issued in favour of the firm, GST number, if applicable. The proof (self attested) of the same is mandatory.
4. EMD: Rs. 5,000.00(Rupees Five Thousand Only) in the form of Demand Draft in favour of IIIT Kalyani, Nadia 741235 must be submitted.

SPECIAL TERMS AND CONDITIONS

1. Institute reserves the right to change the route the wherein the total distance may increase/ decrease.
2. Driver & Conductor should be in proper uniform, carry mobile phones, valid Driving License and other required documents/equipments specified by concerned Govt. departments.
3. Buses to be provided by the Contractor should be in perfectly sound Working condition (Fitness certificate of all the buses to be supplied should be submitted).
4. The vehicles registered under Bus categories should be provided.
5. Private vehicles shall not be accepted. Payment of such vehicles will not be made.
6. The Rates once finalized will be fixed for the total contract period including extensions (if any).
7. Contract can be extended upto 3 years on the same finalized terms and conditions at the discretion of the Institute.
8. Rates quoted shall be inclusive of all taxes, duties, driver/conductor, buses etc.

9. The successful contractor to ensure statutory compliance of direction/ norms/ conditions laid down by RTA/ In charge police / ESIC/ PF or related body.
10. The contractor will implement all the Govt. notifications/ orders & Acts issued by the Government time to time.
11. The contractor will be responsible for any challan/ penalty imposed for violation of any traffic rule or under the any Govt. or private body.
12. The contractor will responsible for any type of damage caused due to any reason (fires, accident, riots, strikes, lockouts, etc.)
13. The contractor shall write the name Indian Institute of Information technology, Kalyani on all sides of the bus.

GENERAL TERMS AND CONDITIONS

1. The agreement for hiring of buses shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
2. SECURITY: The selected party has to submit Performance Security @ 5 % of the annual rental value in form of a Demand Draft or Bank Guarantee, valid for 13 months from the date of the order issued.
3. EMD: Rs. 5,000.00(Rupees Five Thousand Only) in the form of Demand Draft in favour of IIIT Kalyani, Nadia 741235.
4. PAYMENT: IIIT Kalyani will only be liable to pay fixed monthly charge (dry charge), diesel charges as applicable for running the vehicles will be paid extra for purchase of diesel as per under mentioned consumption scheduled on submission of documents. Payment will be made by online month wise on submission of bill and documents.
5. PENALTY CLAUSE: The IIIT Kalyani reserves the right to check and inspect the service on regular basis by the authorized Officials / Expert Committee. In case of any deficiency or deviation in services from the clauses mentioned in the Tender/Agreement may impose penalty on the service provider for those deficient services. The penalty will be decided by the expert committee of the IIIT Kalyani and the decision will be binding on the service provider/ Bus operators.
6. TERMINATION: The Agreement may be terminated by giving three months' notice by the either party to the Agreement. However, during such notice period the buses/service along with all ongoing facilities shall remain in the possession of IIIT Kalyani.
7. Eligible and competent Bus operators are requested to submit their offer in prescribed application form under two bid systems in the standard formats prescribed in the Tender documents, displayed as TECHNICAL BID Annexure: 1 & FINANCIAL BID as Annexure :2
8. All the requisite information should be filled up in prescribed form and the filled up application form, relevant information and required document should clearly readable and all the pages of the document should be signed by authorized signatory.
9. PREPARATION OF BIDS: The offer/bid should be prepared in two bid systems (i.e.) in prescribed format as Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions and supporting documents. Financial bid should indicate only price.
10. Technical Bid shall contain papers regarding:

- a. Filled up application for TECHNICAL BID FOR PRE-QUALIFICATION Prescribed as Annexure- “I” duly signed on each page by the authorized signatory of the bidder as a mark of acceptance of all conditions of the Tender.
 - b. Ownership document of the buses or Agreement Copy if the buses are on lease.
 - c. Income Tax /PAN Registration Certificates
 - d. All other requisite documents in support of Bid
 - e. EMD: Rs. 5,000.00(Rupees Five Thousand Only) in the form of Demand Draft in favour of IIIT Kalyani, Nadia 741235.
11. Financial Bid: Financial bid should contain Bus operators name and monthly Rental including all charges to be quoted by bidder. The Financial proposal shall not include any conditions to it and any such conditional financial proposal shall be rejected summarily. The Financial has to be submitted in the format as prescribed TENDER FORM as FINANCIAL BID ANNEXER “II”.
 12. These envelopes should be securely sealed separately and clearly marked as “Envelope No:1– Technical Bid” and “Envelope No:2– Financial Bid” respectively.
 13. The envelopes containing the Technical bid, financial bid, shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and “TENDER FOR BUSES FOR TRANSPORTATION OF STUDENTS FROM HOSTEL OF IIIT, KALYANI AND BACK”. It will also mention the name of the Providers/ Bus operators /Agencies with address & Contact details.
 14. Technical bids submitted by the bidders would be examined and their premises would be inspected by the expert committee constituted by the IIIT Kalyani.
 15. The financial bids of only those bidders will be opened whose premises have been found to comply with the technical requirements and essential features of the hostel.
 16. The tender can be cancelled at any moment with the approval of the competent authority.
 17. If no vendor is available to supply all four buses, then the L2 vendor and others who agreed to the L1 rate will receive the order based on a distribution method.

Registrar
Indian Institute of Information Technology, Kalyani

TENDER FORM-I TECHNICAL INFORMATIONS AND UNDERTAKING

Sub: Tender for "Hiring of Buses"

1. Name of the Tenderer/ Concern: _____
(i.e. Sole proprietor or partnership firm or a Company)(Attach Proof.)
2. Address (with Tel, email & Mob. No.): _____
3. PAN/GST of Tenderer/ Concern: _____
(Attested copy should be attached)
4. Whether each page of Tender Annexure have been signed and stamped. (YES/No)
5. Proof of Average Annual turnover of at least Rs. 10 lacs for last Three financial years (YES/NO)
6. Proof of running passenger Vehicles/ Buses for Govt. of WB/aided/autonomous institution (YES/NO).
7. List of Organizations with address and Telephones number to whom Bus services have been provided during the three years and also work competition certificate issued by concerned dept/ organization.
8. Any other information important in the opinion of the tenderer.

Dated:.....

Place:.....

**(Signature of Tenderer
With stamps of the firm)**

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Indian Institute of Information Technology, Kalyani and shall abide by them.
2. I/We also undertake that I/we have understood all terms and conditions and shall conduct the work strictly as per the parameter.
3. I/We further undertake that the information given in this tender is true and correct to the best of my/our knowledge and belief in all respects and I/we hold the responsibility for the same.
4. I/We undertaking to the effect that the firm is neither court case/police complaint/black listed by any Govt. of WB/aided/autonomous institution nor any criminal case is registered against the firm.

Dated:.....

Place:.....

**(Signature of Tenderer
With stamps of the firm)**

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI**TENDER FOR HIRING BUSES
(FINANCIAL BID)**

Sr. No	Route	Rates on monthly basis for Per Bus	Rates on monthly basis for 4 (Four) Bus
		In Rs. per month	In Rs. per month
1	Hostel to IIT Kalyani Campus distance average five Kilometres (approx).		
	Amount in Words:		

In addition to above charge only diesel charges as applicable for running the vehicles will be paid extra on submission of documents for purchase of diesel as per under mentioned consumption scheduled.

1. Fuel (diesel) : (3 or more) Km should be mentioned against 1 ltr.

Bidder must consider Engine oil, Gear Oil , Break Oil or any other charges along with the dry charge and quote the price accordingly for per month.

The quantity of bus required may be increased or decreased depending upon Institute's requirement.

Dated:.....

(Signature of Tenderer
With stamps of the firm)

Place:.....