

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI
TENDER DOCUMENT
FOR
HIRING OF BUSES FOR TRANSPORTATION OF STUDENTS
FROM HOSTEL OF IIIT, KALYANI AND BACK

Tender No.	IIITK/Tender/26-27/02
Date	18.09.2026
Period of Service	30 Days which may be further extended as per the decision of the Competent Authority
No. of Buses Required	4 Nos.

NOTICE INVITING TENDER

Indian Institute of Information Technology, Kalyani invites quotations from eligible and experienced Bus Operators for providing 4 Nos. of buses for transportation of students from designated hostels to IIIT Kalyani and back for a period of 30 days.

Interested and eligible Bus Operators are requested to submit their offer in the prescribed Technical Bid and Financial Bid formats.

Particular	Details
Last Date & Time for Submission	28.09.2026 upto 3:00 PM
Date & Time of Opening	28.09.2026 at 4:00 PM
Submission Address	Registrar, IIIT Kalyani, Webel IT Park, opposite Kalyani Water Treatment Plant, Block B, Kalyani, Nadia, W.B. – 741235

1. ELIGIBILITY / TECHNICAL REQUIREMENTS

The bidder shall submit the following documents along with the Technical Bid:

Sl. No.	Documents Required
1	PAN Card of the firm/proprietor.
2	GST Registration Certificate, if applicable.
3	Proof of experience in providing commercial/passenger/bus transport services to any Government Department/PSU/Educational Institution/Organization.
4	RC/Registration Certificate of each bus offered.
5	Valid Fitness Certificate of each bus offered.
6	Undertaking regarding non-blacklisting and acceptance of the tender terms and conditions.

In case a bus is not owned by the bidder, a valid lease/authorization document for use of the offered bus shall also be submitted.

Only bidders fulfilling the above essential requirements shall be considered for opening of the Financial Bid.

2. SCOPE OF WORK

- The successful bidder shall provide 4 Nos. of buses for transportation of students from designated hostels to IIIT Kalyani and back.
- Each bus shall have a minimum seating capacity of 40 passengers.
- The buses shall be registered under the applicable commercial/passenger category and shall be in good, sound and roadworthy condition.
- The route and timing shall be as decided by IIIT Kalyani and may be changed as per Institute requirement.
- The driver provided by the contractor shall possess a valid driving licence and shall comply with all applicable statutory requirements.

3. SPECIAL TERMS AND CONDITIONS

1. The buses provided by the Contractor shall be in perfectly sound working condition and shall possess valid statutory documents.
2. Private/non-commercial vehicles shall not be accepted.
3. Driver shall carry valid Driving Licence and other documents required by the concerned Government authorities.
4. The driver shall be sober, courteous, punctual, properly dressed, route-aware and shall obey lawful official directions communicated by or on behalf of the Institute. Smoking, consumption of alcohol or intoxicants, abusive conduct, solicitation of tips, unauthorized passengers, private errands and disclosure of official movements or conversations are prohibited.
5. The Contractor shall be responsible for compliance with applicable RTA/transport, traffic and other statutory requirements.
6. The Contractor shall be responsible for any challan/penalty arising due to violation of traffic rules attributable to the Contractor/driver.
7. The Institute reserves the right to change the route and timing as per operational requirement.
8. The rates quoted shall remain fixed for the complete service period.
9. The Contractor shall be responsible for routine maintenance, repairs, servicing, engine oil, gear oil, brake oil and all other maintenance/operational expenses relating to the buses.
10. The Institute may inspect the buses and service at any time during the period of engagement.
11. The Institute reserves the right to reject any bus not meeting the prescribed requirements and require replacement with a suitable bus.
12. The Institute reserves the right to impose penalty for deficiency in service or non-compliance with the tender conditions.
13. The Institute reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason.

4. FINANCIAL / PAYMENT TERMS

- The bidder shall quote the monthly dry charge separately for each bus.
- Diesel charges shall be paid separately based on approved consumption norms and submission of relevant supporting documents.
- For calculation/reimbursement of diesel consumption, the following minimum fuel efficiency shall be considered: 40-seater bus – 4 km/litre; bus above 40 seats – 3 km/litre.
- Payment shall be made through online mode against submission of bill and required supporting documents.

5. PERIOD OF ENGAGEMENT

The arrangement shall be valid for 30 days from the date of commencement of service. Any extension, if required, shall be subject to approval of the competent authority.

**Registrar
IIIT Kalyani**

ANNEXURE – I
TENDER FORM – TECHNICAL BID
Sub: Tender for "Hiring of Buses"

1. Name of the Tenderer/Concern: _____
2. Address with Telephone/Mobile/Email: _____
3. PAN: _____ GST No. (if applicable): _____
4. Name & Contact No. of Authorized Representative: _____

5. DETAILS OF BUSES OFFERED

Sl. No.	Bus Registration No.	Seating Capacity	RC	Fitness Certificate
1			Yes / No	Yes / No
2			Yes / No	Yes / No
3			Yes / No	Yes / No
4			Yes / No	Yes / No

6. EXPERIENCE

Details of relevant experience (attach supporting document):

Name of Organization	Period	Nature of Service

7. CHECKLIST OF DOCUMENTS

Sl. No.	Document	Submitted (Yes/No)
1	PAN Card	
2	GST Registration Certificate, if applicable	
3	Experience proof	
4	RC of offered buses	
5	Valid Fitness Certificate of offered buses	
6	Lease/authorization document, if applicable	
7	Undertaking	

8. UNDERTAKING

I/We certify that the information furnished above is true and correct. I/We have carefully read and understood the tender terms and conditions and undertake to abide by the same. I/We further declare that the firm is not blacklisted by any Government Department/PSU/Educational Institution/Organization.

Date: _____

Place: _____

(Signature & Seal of the Tenderer)

ANNEXURE – II
QUOTATION FOR HIRING OF BUSES
(FINANCIAL BID)

Name of Service Provider: _____

Sl. No.	Particulars	Seating Capacity	Monthly Dry Charge per Bus (₹)
1	Bus 1		
2	Bus 2		
3	Bus 3		
4	Bus 4		

Total No. of Buses Offered: _____

Total Monthly Dry Charge: ₹ _____

GST: As applicable

Total Amount in Words: _____

TERMS OF FINANCIAL BID

1. The bidder may offer one, two, three or four buses depending upon availability.
2. Each bus offered shall have a minimum seating capacity of 40 passengers.
3. The monthly dry charge shall be quoted separately for each bus based on its seating capacity.
4. Diesel charges shall be paid separately as per the applicable consumption norms and supporting documents.
5. The quoted dry charge shall include routine maintenance, repairs, servicing, engine oil, gear oil, brake oil and all other maintenance/operational charges relating to the bus.
6. No additional charges towards the above items shall be payable over and above the quoted dry charge.
7. The financial bid shall be unconditional.

Date: _____

Place: _____

(Signature & Seal of the Service Provider)