



Tender Ref No.: IIITK/Tender/26-27/03

DATE: 27.10.2026

Tender for Monthly Basis Cab and Taxi Hiring Service – Without Fuel (One AC Petrol Sedan with Driver)

SECTION I - NOTICE INVITING SEALED QUOTATIONS

1.1 Indian Institute of Information Technology Kalyani, hereinafter referred to as “IIIT Kalyani” or “the Institute”, an Institute of National Importance under the Indian Institutes of Information Technology (Public-Private Partnership) Act, 2017, invites tenders from eligible and experienced agencies for providing vehicles on a hiring basis to meet the official transportation requirements of the Institute, in accordance with the terms and conditions stipulated in this Tender Document.

1.2 The hired vehicle(s) shall be deployed for official duties of the Institute as and when required. The selected service provider shall ensure the availability of the prescribed vehicle(s), along with valid registration, insurance, fitness certificate, pollution under control certificate, permits and other statutory documents, as applicable. The vehicles shall be maintained in roadworthy condition, and the service provider shall comply with all applicable statutory requirements and the terms specified in this Tender Document.

1.3 The objective of this tender is to engage a reliable and competent service provider capable of providing the required vehicle-hiring services in a timely, safe and efficient manner, at the rates quoted and accepted by the Institute. The selected service provider shall be responsible for ensuring uninterrupted service, proper maintenance of the vehicle(s), deployment of eligible drivers and compliance with the prescribed service conditions throughout the contract period.

1.4 The complete Tender Document, containing the scope of work, eligibility criteria, terms and conditions, and prescribed formats for submission of the Technical Bid and Financial Bid, shall be available on the Institute’s official website. Interested bidders are required to submit their bids in the manner and within the timeline specified in the tender notice. The Institute reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason, in accordance with the applicable rules and the terms of this Tender Document.

SECTION II - IMPORTANT DATES AND SUBMISSION PARTICULARS

Event	Date / Time
Publication and issue of Tender Document	27.10.2026
Last date for seeking written clarification	29.10.2026
Last date and time for receipt of tenders	06.11.2026
Opening of Technical Bids	06.11.2026
Opening of Financial Bids	To be communicated to technically qualified bidders
Tender validity	90 days from the last date of receipt of tenders
Indicative Estimated Cost	Rs. 5,00,000 (Rupees Five Lakh only).
Mode of Submission	Sealed physical tender under the two-envelope system

Note: The estimated cost indicated above is for reference and shall not constitute a guaranteed contract value. The award of work shall be subject to evaluation of bids, reasonableness of rates and approval by the competent authority in accordance with the applicable rules and the terms of this Tender Document.

2.1 Clarifications

Written requests for clarification, if any, may be addressed to the Registrar, IIIT Kalyani, at registrar@iiitkalyani.ac.in within the stipulated period. Any clarification or corrigendum issued by the Institute shall be published on its official website and shall form part of this Tender Document.

2.2 Quick Guide for Submission of Tender

Step 1 – Prepare two separate sealed envelopes

- ENVELOPE I – TECHNICAL BID: Include the duly completed Technical Bid form and all required supporting documents as prescribed in the Tender Document.
- ENVELOPE II – FINANCIAL BID: Include only the duly completed Financial Bid form, indicating the quoted rates in the prescribed format.

Step 2 – Superscribe each envelope

Each envelope shall clearly indicate the tender number, name of the work, name and complete address of the bidder, and the words “Technical Bid” or “Financial Bid”, as applicable.

Step 3 – Place both envelopes inside one sealed outer envelope

The two sealed envelopes shall be placed inside a single sealed outer envelope. The outer envelope shall be superscribed:

“Tender for Monthly Basis Cab and Taxi Hiring Service – Without Fuel (One AC Petrol Sedan with Driver)”

Step 4 – Address and submit the outer envelope

The sealed outer envelope shall be addressed to:

The Registrar

Indian Institute of Information Technology Kalyani

IIIT/A-23, Kalyani, Nadia – 741235, West Bengal

(On Kalyani–Barrackpore Expressway)

The tender may be submitted by depositing it at the designated tender box at the Institute or through Registered Post, Speed Post or a recognised courier, as permitted under the tender notice.

The tender must physically reach the Institute on or before the prescribed date and time. The date of dispatch shall not be considered for determining timely submission. Tenders received after the stipulated deadline shall be treated in accordance with the provisions of this Tender Document.

SECTION III – CONTRACT DATA SHEET

Sl.	Parameter	Contract Requirement
1	Quantity	One principal vehicle
2	Vehicle category	Air-conditioned petrol sedan
3	Permitted makes/models	Maruti Suzuki Dzire / Hyundai Xcent / Volkswagen Ameo / Nissan Sunny / Toyota Etios / Hyundai Aura
4	Date of Registration	Manufactured and first registered on or after 01 January 2023
5	Odometer at initial deployment (Vintage in Km)	Not exceeding 25,000 kilometres
6	Terrain and indicative use	Plain terrain; Kalyani/local use and regular/occasional Kolkata & Outstation movement
7	Indicative monthly running	Approximately 1,500 kilometres; no minimum running is guaranteed
8	Normal duty timing	Ordinarily 9:00 AM to 7:00 PM; indicative and variable at the Institute's discretion
9	Included monthly deployment	Up to 26 duty days and 260 aggregate vehicle-deployment hours, freely distributable; no daily ceiling
10	Vehicle availability	Exclusively reserved for the Institute on a 24×7×365 standby basis
11	Parking	At the designated place within IIIT Kalyani Campus, save for authorised movement
12	Driver arrangement	One regular driver and one pre-approved reliever driver
13	Fuel	Reimbursable under the verified actual-bill-cum-12 km/l ceiling mechanism in Clause 12
14	Other reimbursables	Verified toll, parking and trip-specific entry taxes only
15	Local operational office	Within 100 km by shortest motorable road distance, or undertaking to establish within the prescribed time
16	Performance Security	5% of annual contract value, excluding reimbursable fuel/toll/parking/entry taxes
17	Estimated bid value	₹5,00,000
18	Initial Contract Period	Twelve months
19	Extension	Up to two further terms of twelve months each (1+1), subject to Clause 22; the monthly dry hiring charge shall increase by 3% at commencement of each extension term
20	Reporting Location	IIIT Kalyani Campus, Kalyani, Nadia, West Bengal – 741235

1. SHORT TITLE, INCORPORATION AND ORDER OF PRECEDENCE

- 1.1 These conditions may be cited as the “Additional Terms and Conditions for Monthly Hiring of One Office Vehicle with Driver – Without Fuel”.
- 1.2 The Tender Document, the applicable terms and conditions, the Special Terms and Conditions/Service Level Agreement, the Additional Terms and Conditions (ATC), the accepted offer, and the formal Work Order/Contract issued by the Institute shall constitute one composite contract and shall be read harmoniously.
- 1.3 In the event of any inconsistency, contradiction or conflict among the terms and conditions forming part of the Contract, the Additional Terms and Conditions (ATC) specified in the Tender Document shall prevail over the other terms and conditions, unless otherwise specified by the Institute in writing.
- 1.4 Nothing herein shall be construed as diluting any higher safety, statutory or service obligation otherwise applicable to the Service Provider.

2. DEFINITIONS

- 2.1 “Authorised User” means any officer or employee of the Institute who requisitions or uses the vehicle and authenticates the corresponding duty slip or journey record. No separate nomination shall be necessary unless the Institute otherwise directs.
- 2.2 “Duty Day” means a calendar date on which the principal vehicle is required to report and is placed at the disposal of the Institute. One reporting date shall count as one duty day, irrespective of the number of journeys or drivers deployed on that date.
- 2.3 “Vehicle-deployment hours” means the elapsed time from the authorised reporting time until final release by the Authorised User, including waiting time while the vehicle remains at the disposal of the Institute. Where more than one driver is deployed during the same continuous period, the hours shall not be multiplied by the number of drivers.
- 2.4 “Official kilometres” means kilometres recorded in the authenticated duty slips and Institute gate records and verified by the Finance & Accounts Section, after excluding garage, workshop, maintenance, personal or other unauthorised movement.

- 2.5 “Principal Vehicle” means the vehicle accepted for exclusive monthly deployment under this Contract.
- 2.6 “Service Provider” means the successful bidder selected through the tendering process, including its lawful successors and duly authorised representatives; provided that all contractual responsibilities shall remain with the successful bidder.

3. SCOPE, COMMENCEMENT AND DURATION

- 3.1 The Service Provider shall provide one exclusively dedicated AC petrol sedan, together with a regular driver and reliever arrangement, for official use of the Institute in accordance with the Contract Data Sheet and these conditions.
- 3.2 The scheduled commencement date shall be as specified in the Work Order issued by the Institute or such other date as may be mutually agreed upon in writing. The initial tenure shall be twelve months from the actual date of commencement of services.
- 3.3 The vehicle shall be available for local, Kolkata, outstation and such other lawful official journeys as may be directed. The indicative monthly running of 1,500 kilometres is merely an estimate and shall confer no right to minimum kilometres or minimum utilisation.
- 3.4 The Institute shall pay the accepted monthly hiring charge, together with only those reimbursements expressly permitted herein. No other charge, allowance, fee or incident of expenditure shall be payable.

4. MINIMUM ELIGIBILITY AND TECHNICAL RESPONSIVENESS

- 4.1 The bidder shall be a legally constituted entity and shall possess valid PAN, GST registration and such other registrations as are applicable to the service.
- 4.2 The bidder shall have not less than three years’ experience, reckoned up to the bid-end date, in providing passenger vehicle hiring services with drivers.
- 4.3 During the preceding five financial years, the bidder shall have satisfactorily completed or substantially performed similar services satisfying any one of the following:
- (a) three similar services, each having an annualised value not less than 40% of the estimated annual hiring value; or
 - (b) two similar services, each having an annualised value not less than 50% of the estimated annual hiring value; or
 - (c) one similar service having an annualised value not less than 80% of the estimated annual hiring value.
- 4.4 For the purpose of Clause 4.3, “similar service” means monthly, dedicated or long-term hiring of passenger vehicle(s) with driver(s) for a Government Department, autonomous/statutory body, PSU, public sector bank, and govt. university/educational institution. **Reimbursable fuel, toll, parking and entry taxes shall be excluded while computing the annualised value.**
- 4.5 The bidder’s average annual turnover during the last three completed financial years shall not be less than three times the estimated annual hiring value stated in the Bid, excluding the aforesaid reimbursements.
- 4.6 The bidder shall furnish at least one satisfactory performance certificate, issued during the preceding five years, relating to a similar service, together with verifiable client contact particulars.
- 4.7 The bidder shall submit the consolidated declaration and undertaking prescribed in Annexure III. No separate declaration on debarment, local office, unconditional acceptance, additional-vehicle capability or correctness of bid information shall be required, unless specifically called for by the Institute during verification.
- 4.8 Technical evaluation shall be conducted on a pass/fail basis. The contract shall ordinarily be awarded to the lowest-priced bidder among those found technically responsive, in accordance with the evaluation criteria and procedures specified in the Tender Document.

5. DOCUMENTS TO BE SUBMITTED WITH THE BID

- 5.1 The bidder shall submit the duly completed Bidder Information and Technical Evaluation Sheet in Annexure I, the Bid Document Checklist in Annexure II, the Consolidated Declaration and Undertaking in Annexure III, duly notarised wherever required, and all supporting documents specified therein. Material omissions, unfilled mandatory fields or absence of required supporting documents may render the bid non-responsive, subject to the provisions of the Tender Document and the Institute’s right to seek clarifications, wherever considered appropriate.
- 5.2 The bidder may offer either an existing vehicle or a new vehicle proposed to be purchased for deployment under the Contract.
- a) In the case of an existing vehicle, the bidder shall submit the Registration Certificate, applicable permit, insurance, fitness certificate, PUC certificate (where legally required), tax documents and current odometer photograph.
 - b) In the case of a proposed new vehicle, the bidder shall submit the proposed make and model, available purchase invoice, booking document, dealer quotation or written confirmation of availability, together with an undertaking to procure and deploy a fully compliant vehicle within the prescribed mobilisation period.
 - c) For a proposed new vehicle, the Registration Certificate, commercial permit, comprehensive insurance, fitness certificate, applicable tax documents and PUC certificate, wherever legally required, shall be submitted before commencement of service.
- 5.3 For the purpose of evidencing capacity to meet an additional-vehicle requisition, the bidder shall identify one proposed second/additional vehicle in Annexure I and submit only its registration certificate. The particulars shall be confined to the registration number, registered owner/ownership arrangement, vehicle type and registration classification. The identified

vehicle may be substituted during the Contract, subject to prior intimation and production, before deployment, of the statutory documents required by Clause 14.

- 5.4 The Institute may independently verify any document, vehicle particulars or past performance and may directly contact the issuing authority or previous client. A materially false statement or fabricated document shall constitute fraudulent practice.

6. OWNERSHIP AND CONTROL OF THE PRINCIPAL VEHICLE

- 6.1 The Principal Vehicle shall be registered in the name of the bidder before commencement of service and shall continue to remain so registered throughout its deployment under the Contract, subject to the proprietorship provision under Clause 6.2.
- 6.2 Where the bidder is a sole proprietorship concern, registration in the individual name of the sole proprietor shall be accepted upon production of documentary evidence establishing that the registered owner and the proprietor of the bidding concern are one and the same person. In the case of a partnership firm, limited liability partnership, company, society, trust or other juristic entity, the name of the registered owner appearing in the Registration Certificate shall correspond to the legal name of the bidder.
- 6.3 A vehicle registered in the personal name of a partner, designated partner, director, shareholder, employee, representative, relative, allied firm, sister concern or any third person shall not be accepted as the Principal Vehicle. A vehicle merely held under lease, attachment, authorisation, power of attorney, consent letter, memorandum of understanding, NOC or other private arrangement shall likewise not be accepted. A valid hypothecation or hire-purchase endorsement shall not disqualify the vehicle, provided the bidder is shown in the Registration Certificate as the registered owner.
- 6.4 The bidder shall not sell, transfer, assign, surrender, dispose of or otherwise part with ownership or effective control of the Principal Vehicle during its deployment without the prior written approval of the Institute and prior acceptance of a fully compliant replacement. Any permanent replacement shall also stand registered in the name of the Service Provider and satisfy all conditions applicable to the original Principal Vehicle. This ownership requirement shall not apply to a temporary emergency replacement or an occasional additional vehicle under Clause 14.

7. PRINCIPAL VEHICLE: MANDATORY REQUIREMENTS

- 7.1 The Principal Vehicle shall be an AC petrol sedan of any one of the following models: Maruti Suzuki Dzire / Hyundai Xcent / Volkswagen Ameo / Nissan Sunny / Toyota Etios / Hyundai Aura.
- 7.2 It shall have been manufactured and first registered on or after 01 January 2023 and shall not have run more than 25,000 kilometres on the date of initial deployment.
- 7.3 The Principal Vehicle shall be registered as a transport/commercial passenger vehicle, namely a motor cab/public service vehicle/contract carriage, as applicable, and shall at all times carry valid registration, permit, tax, fitness, PUC, comprehensive insurance, third-party/passenger liability cover and all other statutory documents required for the intended operations. A vehicle registered as a non-transport/private vehicle shall not be accepted or deployed, notwithstanding any lease, attachment agreement, NOC or owner's authorisation.
- 7.4 The vehicle shall have functioning air-conditioning, seat belts, lights, indicators, horn, wipers, brakes, steering, doors and locks; a usable spare wheel, jack and tools; a valid fire extinguisher; and an adequately stocked first-aid kit.

8. PRE-DEPLOYMENT ACCEPTANCE

8.1 Before commencement of service, the Service Provider shall submit the original statutory documents or verifiable electronic records of the Principal Vehicle, as required by the Institute, for verification of compliance with the Tender conditions.

8.2 The Service Provider shall submit a recent inspection/job card issued by an OEM-authorised workshop, dated not earlier than thirty days before deployment, confirming inspection of the brakes, steering, suspension, tyres, battery, air-conditioning, safety systems and dashboard warning indicators, with no unresolved critical defect.

8.3 The Institute may verify the vehicle particulars and statutory documents through official portals or the issuing authorities. Any discrepancy or deficiency identified shall be rectified before commencement of service.

8.4 The Service Provider shall ensure that the Principal Vehicle complies with all contractual requirements and is roadworthy and safe for deployment from the commencement date. Documentary verification shall not relieve the Service Provider of any contractual or statutory responsibility.

8.5 Where the successful bidder has offered a proposed new vehicle, the bidder shall procure the vehicle, obtain all applicable statutory registrations, permits and insurance, and produce the vehicle for physical inspection and acceptance within 30 calendar days from issuance of the Letter of Acceptance. No service shall commence, and no payment shall become admissible, until the vehicle has been found compliant and formally accepted by the Institute. Failure to provide

the compliant vehicle within the prescribed period may result in cancellation of the award and other action permissible under the tender conditions and applicable procurement rules.

9. DRIVER AND RELIEVER ARRANGEMENT

- 9.1 The successful Service Provider shall, after award and before commencement of service, nominate one regular driver and one reliever driver for approval of the Institute. Both shall possess a valid driving licence appropriate to the vehicle, not less than three years' driving experience, police verification, medical fitness, photo identity card and an active mobile connection with internet access for navigation and communication. No driver name or personal document shall be required with the bid.
- 9.2 The regular driver shall ordinarily be continued. The reliever may be deployed for weekly rest, leave, fatigue management, extended duty, emergency or statutory compliance. No unapproved driver shall be deployed, save in an immediate safety emergency reported forthwith and regularised at the earliest.
- 9.3 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, unauthorised passengers, private errands and disclosure of official movements or conversations are prohibited.
- 9.4 The Service Provider shall be exclusively responsible for wages, overtime, weekly rest, leave reserve, PF/ESI or other social-security obligations, compensation, uniform, identity card, mobile expenses and all labour-law compliance relating to the driver and reliever.
- 9.5 The Institute's right to use the vehicle for extended or continuous periods shall not be construed as a direction to make an individual driver work contrary to law. The Service Provider shall arrange lawful driver rotation at its own cost within the included monthly package.

10. MONTHLY DEPLOYMENT, FLEXIBILITY AND ADDITIONAL DRIVER DUTY

- 10.1 The monthly hiring charge shall include up to twenty-six duty days and an aggregate of two hundred and sixty vehicle-deployment hours in each calendar month.
- 10.2 The Institute shall have the unrestricted right to distribute those hours over any of the twenty-six duty days, including Saturdays, Sundays, closed holidays and national holidays. No daily ceiling shall apply to operation of the vehicle.
- 10.3 The normal timing of 9:00 AM to 7:00 PM is indicative only. The Institute may advance, postpone, extend, curtail or otherwise vary the reporting and release times according to official necessity, without additional payment so long as both monthly ceilings remain unexhausted.
- 10.4 One reporting date shall count as one duty day. A continuous duty crossing midnight shall remain one duty day until the vehicle is released; however, each completed block of twenty-four hours from the original reporting time shall count as an additional duty day. If released and recalled on the next calendar date, the recall shall be a fresh duty day.
- 10.5 On an outstation assignment, a period during which the vehicle and driver are formally released for overnight rest shall not count as deployment hours; nevertheless, each calendar date on which the vehicle is again required to report shall count as a duty day.
- 10.6 Unutilised duty days or hours shall lapse at month-end and shall neither be carried forward nor set off against another month. No reduction in the monthly charge shall arise merely from lower utilisation attributable to the Institute.
- 10.7 For a broken first or last month, the monthly charge, included duty days and included hours shall be prorated by the number of calendar days for which the Contract remains in force; fractions shall be rounded to the nearest whole duty day/hour in a reasonable manner determined by the Institute.
- 10.8 No additional vehicle-hiring charge shall be payable merely because either monthly limit is exceeded. Additional driver-duty charge alone shall be admissible for actual vehicle-deployment hours beyond 260 in a month and for actual hours on the 27th or any subsequent duty day, at the ordinary hourly minimum wage applicable to a motor vehicle driver at the place of deployment.
- (a) the ordinary hourly rate shall be computed by dividing the applicable notified monthly minimum wage by 26 and thereafter by 8;
 - (b) calculation shall be made in completed half-hour blocks, and the same hour shall not be counted twice merely because both monthly limits stand exceeded;
 - (c) the Service Provider shall arrange the regular driver and reliever in lawful rotation; where the Service Provider nevertheless incurs overtime or any higher statutory payment by reason of its own roster or deployment of the same individual, such additional liability shall be borne by the Service Provider and shall not be reimbursable by the Institute;
 - (d) no agency charge, profit, food allowance, night allowance, conveyance, vehicle charge or other markup shall be added; and
 - (e) the Service Provider shall furnish the duty record and such proof of payment to the concerned driver as may be called for by the Institute.

11. PARKING, CUSTODY, EXCLUSIVITY AND MOVEMENT CONTROL

- 11.1 When not on authorised duty, the Principal Vehicle shall remain parked at the place designated within IIIT Kalyani Campus and shall remain exclusively reserved for the Institute throughout the Contract.
- 11.2 The vehicle shall not be removed from the Campus except for authorised official duty, approved refuelling, preventive maintenance, servicing, repair, statutory inspection or a recorded emergency. Such movement shall be supported by a requisition, gate pass or other written/electronic authorisation.
- 11.3 The Institute security personnel shall record exit and return times and odometer readings. When parked, the vehicle shall remain properly locked and the operational keys shall ordinarily remain with the approved driver or the Service Provider. The Institute may require one duplicate key to be kept in a sealed cover solely for emergency access; such deposit shall neither authorise operation of the vehicle by the Institute nor transfer ownership, maintenance, insurance or custodial responsibility.
- 11.4 The Service Provider shall not use, offer or deploy the Principal Vehicle for any other client or private purpose. Garage, workshop, refuelling detour, maintenance and unauthorised kilometres/hours shall not be chargeable and fuel consumed therefor shall be borne by the Service Provider.
- 11.5 Parking at the Campus shall not make the Institute liable for deterioration, theft, accident, natural event or third-party claim, except to the extent directly caused by proved wilful misconduct of the Institute or its authorised employee.
- 11.6 For a pre-planned duty outside the normal schedule, the driver/reliever shall report at the specified time. For an unforeseen call, the Service Provider shall arrange an approved driver/reliever to report within ninety minutes, unless a shorter time is mutually confirmed for the particular requirement.

12. FUEL REIMBURSEMENT AND CONTROL

- 12.1 Fuel shall be reimbursed separately, without markup, only for Official kilometres and only in accordance with this Clause. The contractual fuel-efficiency ceiling for the Principal Vehicle shall be twelve kilometres per litre of petrol.
- 12.2 Each claim shall be supported by the original computer-generated invoice/cash memo showing date, time, outlet, quantity, rate and amount; the vehicle registration number printed on or endorsed and authenticated by the outlet; an odometer photograph taken at refuelling; and the corresponding duty/gate record. Digital payment shall ordinarily be used; where cash is used, the reason may be called for.
- 12.3 Premium petrol, additives, loose fuel in containers, duplicate/alterd/handwritten bills, bills lacking a verifiable outlet identity, or fuel purchased during unauthorised movement shall not be reimbursed, unless specifically justified and approved for an emergency.
- 12.4 For each month, the maximum admissible litres for reimbursement shall be Official kilometres divided by 12. The reimbursable fuel amount shall be the lower of:
- (a) the aggregate verified actual fuel expenditure supported by admissible invoices; or
- (b) the maximum admissible litres multiplied by the weighted average per-litre rate reflected in the verified invoices for that month.

Submission of fuel invoices shall establish the actual quantity purchased, actual expenditure incurred and weighted average per-litre rate; however, such submission shall not, by itself, entitle the Service Provider to reimbursement of the entire invoiced amount.

Under no circumstances shall the Institute reimburse fuel expenditure exceeding the kilometre-based ceiling. Any excess quantity or expenditure shall be borne solely by the Service Provider and shall neither be carried forward nor adjusted against any previous or subsequent month.

Illustration 1: Actual expenditure is lower	
Particulars	Calculation/Amount
Actual verified Official kilometres	1,334 km
Maximum admissible litres	$1,334 \div 12 = 111.17$ litres
Verified fuel purchased	105 litres
Weighted average fuel rate	₹104 per litre
(a) Verified actual fuel expenditure	$105 \times ₹104 = ₹10,920$
(b) Kilometre-based ceiling amount	$111.17 \times ₹104 = ₹11,561.68$
Fuel reimbursement payable	₹10,920, being the lower of (a) and (b)

Illustration 2: Kilometre-based ceiling is lower	
Particulars	Calculation/Amount
Actual verified Official kilometres	1,334 km
Maximum admissible litres	$1,334 \div 12 = 111.17$ litres
Verified fuel purchased	120 litres

Illustration 2: Kilometre-based ceiling is lower	
Particulars	Calculation/Amount
Weighted average fuel rate	₹105 per litre
(a) Verified actual fuel expenditure	$120 \times ₹105 = ₹12,600$
(b) Kilometre-based ceiling amount	$111.17 \times ₹105 = ₹11,672.85$
Fuel reimbursement payable	₹11,672.85, being the lower of (a) and (b)
Amount to be borne by the Service Provider	₹927.15

- 12.5** Refuelling and monthly reconciliation shall, as far as practicable, follow a full-tank-to-full-tank method. Any timing difference or unconsumed fuel shall be carried into the next reconciliation and finally adjusted. On cessation, a final full-tank reconciliation may be undertaken so that the opening full tank furnished by the Service Provider is restored in kind.
- 12.6** Prolonged stationary use of air-conditioning or extraordinary traffic detention shall not automatically relax the ceiling. A narrowly quantified exception may be admitted only where the circumstance is contemporaneously recorded and certified on the duty slip by the Authorised User and is found reasonable upon verification by the Finance & Accounts Section.
- 12.7** Where the odometer is defective, tampered with or unavailable, the vehicle shall be withdrawn until rectification. Fuel reimbursement for the affected period may be withheld or determined by the Institute on the basis of the most reliable contemporaneous records, without prejudice to penalty.
- 12.8** The Institute may inspect the odometer, fuel gauge, tank cap, fuel records and service data. Fuel procured for another vehicle, siphoning, duplicate billing, fabricated invoice, odometer manipulation or collusion with a fuel outlet shall constitute material fraudulent conduct.

13. TOLL, PARKING AND ENTRY TAXES

- 13.1** Actual toll, parking charges and trip-specific entry taxes incurred exclusively on authorised duty shall be reimbursed without markup on production of verifiable proof and authentication by the Institute official who used or requisitioned the vehicle.
- 13.2** Toll claims shall ordinarily be supported by the FASTag statement/receipt corresponding to the duty route. Parking and entry-tax claims shall bear the date, place and amount and shall correspond with the duty slip and gate record.
- 13.3** Annual or recurring permits, road tax, commercial registration charges, FASTag procurement/replacement, minimum balance, traffic fines, challans, garage parking, driver food/night halt and any charge not arising from a specific authorised journey shall form part of the monthly quoted price and shall not be reimbursed.
- 13.4** A claim already paid directly by an Institute official/passenger or otherwise recovered shall not be claimed again. Duplicate or unsupported claims shall be dealt with under the penalty and fraud provisions.

14. ADDITIONAL VEHICLE ON REQUISITION

- 14.1** The Service Provider shall, on requisition, arrange an additional vehicle with driver for occasional official requirements. No minimum quantity or business is guaranteed under this Clause.
- 14.2** For a planned requirement, the additional vehicle shall be provided at the specified time where notice is given at least six hours in advance or by the preceding working day. For an urgent requirement, it shall be provided at the IIIT Kalyani Campus within two hours of the requisition.
- 14.3** At bid stage, no particular make, model year, odometer limit or ownership pattern is prescribed for the proposed second/additional vehicle; only the particulars and RC copy specified in Clause 5.3 and Annexure I shall be furnished. Any vehicle actually deployed under this Clause shall, however, be an AC passenger vehicle registered for transport/commercial use and shall possess valid permit, insurance, fitness, PUC, tax and other statutory documents, together with a duly licensed driver. A non-transport/private vehicle shall not be deployed. The Service Provider shall remain fully responsible for every such deployment.
- 14.4** The Institute may, depending upon administrative convenience, either engage the additional vehicle directly through a permissible procurement mode or require the Service Provider to arrange the same. Where the additional vehicle is arranged by the Service Provider, the maximum dry-hire charge for each duty day, covering up to ten vehicle-deployment hours, shall not exceed one twenty-sixth of the accepted monthly dry hiring charge for the Principal Vehicle or such lower rate as may be approved or available under an applicable Government schedule.

Where the Service Provider obtains the additional vehicle from a third party, the amount payable shall be restricted to the lower of:

- (a) the original third-party dry-hire invoice actually paid by the Service Provider; or
- (b) the maximum amount admissible under the preceding paragraph.

Where the additional vehicle is owned by the Service Provider, the amount admissible under the first paragraph shall apply, and production of a third-party invoice shall not be required.

For deployment beyond ten hours on the concerned duty day, only the additional driver-duty charge under Clause 10.8 shall be admissible; no additional vehicle-hiring charge shall arise.

- 14.5** Where the additional-vehicle invoice is inclusive of fuel, no separate fuel reimbursement shall be admissible. Where fuel is expressly excluded, reimbursement shall be regulated by prior written approval and the documentary principles of Clause 12. Toll, parking and entry taxes may be reimbursed under Clause 13.
- 14.6** The original third-party bills, proof of payment and duty certification shall be submitted wherever applicable. No commission, facilitation charge or markup shall be payable. Any additional deployment shall be subject to the permissible variation, prior approval of the Institute and applicable procurement rules.
- 14.7** Failure to provide an additional vehicle within the stipulated time shall entitle the Institute to arrange one from another source and recover the additional expenditure and applicable penalty from the Service Provider.

15. MAINTENANCE, SERVICING AND REPLACEMENT

- 15.1** The Service Provider shall maintain the Principal Vehicle strictly in accordance with the manufacturer's time- or kilometre-based schedule, whichever falls earlier, and shall undertake all preventive and corrective maintenance at its own cost.
- 15.2** The accepted monthly charge shall include every cost of servicing, labour, engine oil, lubricants, filters, coolant, brake fluid, tyres, wheel alignment/balancing, battery, air-conditioning, refrigerant, brakes, steering, suspension, electrical parts, washing, cleaning, repairs, towing and incidental workshop expenditure.
- 15.3** Scheduled servicing and safety-critical repairs shall ordinarily be carried out through an OEM-authorized service centre during non-duty periods. A copy of the workshop job card and tax invoice shall be furnished within three working days of completion and preserved for inspection.
- 15.4** With each monthly invoice, the Service Provider shall submit a maintenance statement, in the format prescribed by the Institute, indicating the last and next scheduled service, odometer readings, repairs undertaken, tyre condition and validity of insurance, permit, fitness and PUC.
- 15.5** Removal for maintenance shall require permission and gate record. The associated kilometres, hours and fuel shall not be charged to the Institute. Where maintenance, breakdown, accident, seizure or repair affects a requirement, a lawful replacement vehicle and driver shall be provided within two hours, without extra charge.
- 15.6** A permanent replacement of the Principal Vehicle shall be registered in the name of the Service Provider and shall satisfy all requirements applicable to the original Principal Vehicle. A temporary emergency replacement may be deployed for not more than seven consecutive days with prior or immediate written intimation, provided it is not inferior in the contracted category and carries all valid statutory documents.
- 15.7** The Institute may require permanent replacement where repeated breakdowns, persistent AC failure, safety defect, structural damage, poor maintenance or three chargeable breakdowns within any rolling ninety-day period materially impair reliability.

16. INSPECTION AND SAFETY CONTROL

- 16.1** The driver shall carry out daily visible checks of tyres, leakage, brakes, lights, indicators, horn, wipers, AC, fuel, first-aid kit and fire extinguisher before reporting.
- 16.2** The Institute may, through any officer or Committee designated for the purpose, conduct visible, documentary, quarterly or need-based inspection in the format prescribed by the Institute. No internal mechanical conclusion shall be recorded without supporting workshop evidence where expert diagnosis is required.
- 16.3** The Institute may immediately suspend a vehicle displaying a brake or steering defect, unsafe tyre, fuel/brake-fluid leakage, overheating, critical warning light, non-functional seat belt, visibility-affecting windshield damage, expired document or other prima facie safety risk. A replacement shall be provided without delay.
- 16.4** Inspection or non-inspection by the Institute shall not diminish the Service Provider's responsibility for roadworthiness, safety or statutory compliance.

17. PRICE, COST INCLUSIONS AND RATE DURING EXTENSION

- 17.1** The accepted monthly hiring charge shall be firm and all-inclusive, save only verified fuel, toll, parking and trip-specific entry taxes expressly admissible under Clauses 12 and 13.
- 17.2** Without limiting the generality of Clause 17.1, the monthly charge shall include vehicle acquisition/lease/depreciation, finance, profit, driver and reliever wages, overtime within the package, weekly rest, leave reserve, PF/ESI/social security, bonus, uniform, identity card, mobile/internet, police verification, medical fitness, local office, supervision, maintenance, repairs, replacement, taxes, permits, fitness, PUC, comprehensive insurance, passenger/third-party cover, FASTag facility, cleaning, consumables, parking at vendor premises if any, driver food/night halt, traffic fines and every incidental cost.
- 17.3** The accepted monthly dry hiring charge shall remain firm and fixed throughout the initial contract period of twelve months. Upon commencement of the first extension term, the monthly dry hiring charge shall stand increased by three per cent over the rate prevailing immediately before such extension; and, upon commencement of the second extension term, it shall again stand increased by three per cent over the rate prevailing during the first extension term. The

increase shall apply only to the monthly dry hiring charge and shall not apply to fuel reimbursement, toll, parking, entry taxes, additional driver-duty charges or any other reimbursable amount. Save the aforesaid revision and any statutory change in GST, no escalation or additional payment on account of wages, maintenance, inflation, vehicle cost, insurance, tax on inputs or any other factor shall be admissible.

- 17.4 The price quoted in the tender shall be inclusive of applicable GST and other taxes, wherever applicable, as specified in the Tender Document. Tax Deducted at Source (TDS) and other statutory deductions shall be made from payments as per applicable laws and rules.

18. LOGBOOK, DUTY SLIP AND RECORDS

- 18.1 A separate serially numbered duty slip/logbook shall be maintained in the format prescribed by the Institute. Opening and closing odometer readings, reporting and release time, places visited, purpose/reference, refuelling and reimbursable expenses shall be recorded contemporaneously and authenticated after completion of duty by the Institute official who used or requisitioned the vehicle.
- 18.2 Blank or advance-signed duty slips are prohibited. Alteration shall be countersigned by the authorised user. The Institute-controlled gate record shall prevail where an unexplained discrepancy exists.
- 18.3 The Service Provider shall maintain a complaint register and shall nominate a responsible supervisor empowered to resolve operational issues. Records shall be preserved for not less than the contract period plus three years or such longer period as required by law/audit.
- 18.4 The Service Provider shall furnish all records, documents and information reasonably required by the Institute or any competent audit, vigilance or statutory authority in connection with the Contract.

19. INVOICING AND PAYMENT

- 19.1 No advance payment shall be made. The Service Provider shall submit a monthly tax invoice after the end of the month together with authenticated duty slips, summary of duty days/hours/kilometres, fuel reconciliation, toll/parking/entry-tax proofs, maintenance statement and such statutory compliance documents as may be required, all in the forms prescribed by the Institute from time to time. The Finance & Accounts Section shall verify the invoice and supporting records before processing payment; no separate monthly certificate by a specially nominated vehicle-controlling officer shall be necessary unless the Institute subsequently prescribes otherwise.
- 19.2 Payment shall be processed through bank transfer after verification and service acceptance, subject to deductions, recoveries, TDS and penalties. Unsupported or disputed components may be withheld without withholding the undisputed amount, where administratively feasible.
- 19.3 Fuel and other reimbursements shall be separately itemised and shall not attract any agency fee. The Service Provider shall not object to lawful adjustment of penalties, excess payments or risk-purchase costs from current or future bills or Performance Security.

20. PERFORMANCE SECURITY

- 20.1 The successful bidder shall furnish Performance Security equivalent to 5% of the annual contract value, excluding reimbursable fuel, toll, parking and entry taxes, in a form acceptable to the Institute, within the prescribed time and in accordance with the applicable financial rules.
- 20.2 The Performance Security shall remain valid for at least sixty days beyond completion of all contractual obligations. Before any extension, its amount and validity shall be correspondingly extended.
- 20.3 The Institute may invoke or appropriate the Performance Security, wholly or partly, for unrecovered loss, fraudulent claim, abandonment, risk purchase, material breach or other amounts lawfully due, after following the applicable contractual procedure.

21. SERVICE LEVELS, PENALTIES AND RECOVERIES

- 21.1 The penalty provisions specified in the Tender Document for non-deployment, delayed arrival, breakdown, misbehaviour, intoxication and failure to rectify deficiencies shall form an integral part of the Contract and shall be applicable to the Service Provider.
- 21.2 The following supplementary consequences shall apply to defaults not adequately covered by the penalty provisions specified in the Tender Document. No duplicate service penalty shall be imposed for the same act or omission; however, the higher applicable service penalty may be levied. Recovery of actual losses, inadmissible reimbursements or third-party expenditure shall be treated separately and shall not constitute a duplicate penalty.

Sl.	Default	Consequence
1	Unauthorised removal or use of the Principal Vehicle, including deployment for another client without prior approval	The fuel cost and kilometres travelled during the unauthorised use shall not be reimbursed. In addition, a penalty of ₹5,000 for each instance shall be imposed. If the default occurs for a third time, it may be treated as a material breach of contract, which may lead to termination.

Sl.	Default	Consequence
2	Substitution of the approved vehicle or driver without prior approval, except in genuine emergencies where immediate intimation is given	No payment shall be made for the affected deployment until the substitution is approved or regularised. A penalty of ₹2,000 for the first instance and ₹5,000 for each subsequent instance shall also be levied.
3	Deployment of a vehicle or driver with expired or invalid insurance, permit, fitness certificate, Pollution Under Control (PUC) certificate, tax documents, or driving licence	The vehicle or driver shall be immediately withdrawn and replaced. A penalty of 2% of the monthly hiring charge shall be imposed for each instance. Submission of forged or fabricated documents shall be considered a material breach of contract, which may lead to termination and other legal action.
4	Failure to carry out scheduled servicing within the Original Equipment Manufacturer (OEM) prescribed schedule or failure to produce maintenance records	A penalty of 1% of the monthly hiring charge for the first instance, 2% for the second, and 5% for the third and subsequent instances shall be imposed. Continued non-compliance may require replacement of the vehicle or termination of the contract.
5	Occurrence of a safety-critical defect attributable to negligent maintenance	A penalty of 2% of the monthly hiring charge for the first instance and 5% for the second instance shall be imposed. If such negligence is repeated, the Institute may require permanent replacement of the vehicle or terminate the contract, in addition to recovering any actual loss or damage suffered.
6	Failure to maintain minimum service standards, including non-functional air conditioning, unclean vehicle, offensive odour, or missing/expired first-aid kit or fire extinguisher	A penalty of ₹500 per item per day shall be imposed until the deficiency is rectified. For repeated occurrences, the penalty shall increase to ₹1,000 per item per day. If the vehicle becomes unfit for deployment, the provisions relating to vehicle breakdown or non-deployment shall also apply.
7	Submission of unsupported, excessive, or duplicate claims for fuel, toll, parking, or entry tax, where fraud is not established	The disputed claim shall be rejected or recovered, as applicable. In addition, a penalty equal to 10% of the disputed amount or ₹2,000, whichever is higher, shall be imposed after providing the Service Provider an opportunity to explain.
8	Proven cases of fuel diversion, fuel siphoning, fabricated bills, odometer tampering, or collusion intended to obtain wrongful payment	The Institute shall be entitled to recover the actual financial loss incurred, require the immediate removal of the concerned driver, invoke the Performance Security, and terminate the Contract, as deemed appropriate. The matter may also be reported to the appropriate authorities, wherever applicable.
9	Failure to provide a replacement vehicle within the prescribed response time	The Institute may arrange an alternative vehicle at the risk and cost of the Service Provider and recover the excess expenditure incurred. A warning may be issued for the first instance, followed by penalties of 1% of the monthly hiring charge for the second instance and 2% for the third instance. Repeated failures may be treated as a material breach of contract.
10	Failure to maintain the required operational local office even after expiry of the cure notice	A penalty of 1% of the monthly hiring charge for every commenced week of continued default shall be imposed. If the default continues beyond four weeks, it may be treated as a material breach of contract.
11	Failure to submit mandatory monthly records despite three working days' notice	A penalty of ₹500 for each default shall be imposed. The Institute may also withhold payment of the affected claim until the required records are submitted.
12	Breach of confidentiality or unauthorised disclosure of official information by the driver or other personnel	The concerned personnel shall be removed immediately from deployment. A penalty of up to 2% of the monthly hiring charge may be imposed. Serious or repeated violations may result in termination of the contract and any other action permissible under law.

21.3 The Institute may deduct proportionate charges for unavailable service and recover the actual cost of alternate hiring, damage, overpayment or statutory liability attributable to the Service Provider.

21.4 If the cumulative service penalties reach 10% of the Contract value, or in the event of repeated breaches of the contractual terms and conditions, the Institute may terminate the Contract in accordance with the provisions of the Tender Document. Recovery of actual losses shall be independent of service penalties and shall not be subject to the applicable service-penalty ceiling.

- 21.5 Before imposing a disputed penalty, the Institute shall ordinarily issue a brief notice and consider the Service Provider's explanation, except where immediate safety suspension, withholding of an unsupported claim or urgent alternate arrangement is necessary.

22. EXTENSION

- 22.1 Upon expiry of the initial term, the Institute may, at its sole discretion and subject to continuing requirement, satisfactory performance, availability of funds, applicable procurement provisions and approval of the Competent Authority, extend the Contract for up to two further terms not exceeding twelve months each.
- 22.2 Any extension shall require written mutual acceptance and shall be governed by the contractual conditions then subsisting. The monthly dry hiring charge during each extension term shall be revised strictly in accordance with Clause 17.3. Fuel, toll, parking, entry taxes and other admissible reimbursements shall continue to be regulated on actual admissibility under the Contract. The Service Provider shall have no automatic right, legitimate expectation or enforceable claim to extension.
- 22.3 Performance shall not be considered satisfactory where there is proved fraud, serious safety violation, repeated document expiry, unauthorised withdrawal/use, persistent maintenance default, or cumulative penalties/recoveries demonstrating material unreliability.

23. TERMINATION, SUSPENSION AND EXIT

- 23.1 The Institute may terminate the Contract for convenience by giving thirty days' written notice. Payment shall be limited to accepted service and admissible reimbursements up to the effective date. No compensation shall be payable for anticipated profit, idle vehicle, unexpired period, employee disengagement or investment made by the Service Provider.
- 23.2 The Institute may suspend the vehicle/driver forthwith where passenger safety, intoxication, forged/expired documentation, fuel fraud, criminal conduct, serious misconduct, unauthorised use or other grave risk is prima facie involved, pending decision under the Contract.
- 23.3 For a remediable material breach, the Institute may call upon the Service Provider to cure the breach within fourteen days or such shorter operational period as is expressly stipulated for the particular default. Failure to cure shall entitle termination, risk purchase and recovery.
- 23.4 The Service Provider shall not withdraw or discontinue the Principal Vehicle without the Institute's prior written acceptance. A request for premature release shall give not less than ninety days' notice and uninterrupted service shall continue until the date accepted by the Institute.
- 23.5 Abandonment, unauthorised withdrawal or failure to continue during the notice period shall entitle the Institute to alternative hiring, recovery of additional expenditure, withholding of dues, invocation of Performance Security, adverse performance reporting and other action available under law.
- 23.6 Upon exit, all Institute records, gate passes, confidential information and property shall be returned; pending fuel and reimbursement accounts shall be reconciled; and the Service Provider shall cooperate in orderly transition without disruption.

24. STATUTORY COMPLIANCE, INSURANCE, LIABILITY AND INDEMNITY

- 24.1 The Service Provider shall comply with the Motor Vehicles Act and rules, labour and social-security laws, tax laws, police-verification requirements and every other law applicable during the Contract. The driver and reliever shall not be deemed employees of the Institute.
- 24.2 All challans, fines, penalties, seizure, detention, accident liability, employee compensation and claims arising from the vehicle, driver or Service Provider shall be borne by the Service Provider, except to the extent that a competent court or statutory authority finally determines that a particular liability arose solely and directly from the proved negligence or wilful misconduct of the Institute.
- 24.3 The Service Provider shall maintain comprehensive insurance with adequate third-party and passenger risk cover and shall indemnify and keep indemnified the Institute, its officers and employees against claims, loss, damage, injury, death, statutory liability or proceedings attributable to the Service Provider, vehicle or personnel.
- 24.4 Any accident, police action, seizure, serious complaint or insurance event shall be reported immediately to the Institute through the official who requisitioned or used the vehicle and the designated administrative contact, and shall be followed by a written report and relevant documents within twenty-four hours.

25. LOCAL OFFICE AND OPERATIONAL SUPPORT

- 25.1 The Service Provider shall maintain throughout the Contract an operational office/branch within a radius of 100 kilometres, measured by the shortest motorable road distance from IIIT Kalyani Campus.
- 25.2 A bidder not presently having such office shall give the binding undertaking contained in Annexure III and shall establish and make it operational within 30 days of award and, in any event, before commencement of service.

25.3 The office shall not be a mere postal address and shall have a designated supervisor, functional telephone/mobile and email, and arrangements to provide replacement vehicle, reliever and additional vehicle. Documentary proof shall be produced before commencement and whenever called for.

26. CONFIDENTIALITY AND CONDUCT OF PERSONNEL

26.1 The driver, reliever, supervisor and other personnel shall preserve confidentiality concerning official itineraries, conversations, documents, passengers, meetings and security arrangements and shall not photograph, record, publish or disclose the same except under lawful authority.

26.2 The Service Provider shall obtain suitable confidentiality undertakings from its personnel and shall be responsible for their acts and omissions. This obligation shall survive completion or termination.

27. FORCE MAJEURE

27.1 Force majeure shall be governed by the applicable provisions of the Tender Document. Ordinary vehicle breakdown, shortage of drivers, labour-management issues, lack of funds for fuel, routine traffic congestion, expiry or lapse of permits or insurance, or failure of any subcontractual or third-party arrangement shall not constitute force majeure.

27.2 The affected party shall promptly notify the other party in writing of the force majeure event, take reasonable steps to mitigate its impact, and resume performance as soon as practicable. Payment shall be made only for services actually rendered and accepted by the Institute, subject to the terms and conditions of the Tender Document.

28. DISPUTE RESOLUTION AND JURISDICTION

28.1 Disputes arising out of or in connection with the Contract shall first be addressed through mutual consultation and the dispute-resolution mechanism specified in the Tender Document. The parties shall, to the extent practicable, continue to perform their undisputed contractual obligations during the pendency of such disputes.

28.2 Subject to the applicable dispute-resolution provisions and laws, the courts of competent jurisdiction at Kalyani/Nadia, West Bengal, shall have jurisdiction over disputes arising out of or in connection with the Contract.

29. GENERAL

29.1 "Written communication" shall include communication through the Institute's official email, letters, the Institute's designated messaging platform, or any other authenticated electronic mode, provided that such communication is duly recorded wherever required.

29.2 No waiver shall be inferred from delay or omission in enforcing a right. A waiver shall be specific and in writing.

29.3 If any provision is held invalid, the remaining provisions shall continue, and the invalid provision shall be read down to the minimum extent necessary.

29.4 The Service Provider shall be deemed to have examined the operational requirements, location and documents and shall not claim additional payment on the ground of misunderstanding, except where the Contract expressly provides otherwise.

KAUSHIK K
MUKHERJEE
Digitally signed by
KAUSHIK K MUKHERJEE
Date: 2026.10.27
17:43:25 +05'30'

Registrar
IIIT Kalyani

ANNEXURE I. BIDDER INFORMATION AND TECHNICAL EVALUATION SHEET*(To be submitted in Bidder's letter head duly signed)***A. BIDDER PARTICULARS**

Sl.	Particular	Bidder's Response
1	Name of bidder/legal entity	
2	Legal status (Proprietorship/Partnership/LLP/Company/Other)	
3	Registered office address	
4	PAN	
5	GSTIN	
6	Name/designation of authorised signatory	
7	Mobile and official email	
8	Existing local office within 100 km, if any (address and distance)	

B. SIMILAR EXPERIENCE AND FINANCIAL ELIGIBILITY AS PER ATC

Sl.	Client	Period	No. of Vehicles	Annualized Value (₹)	Annualized Value (₹) without Fuel Cost, Parking & Toll Tax
1		From: To:			
2		From: To:			
3		From: To:			

Financial Year	Gross Turnover (₹)
2023-24	
2024-25	
2025-26	
Average annual turnover	

C. PRINCIPAL VEHICLE PARTICULARS

Sl.	Particular	Details	Validity / Status
1	Vehicle offered (Existing Vehicle / Proposed New Vehicle)		
2	Registration number		
3	Registered owner		
4	Make and model		
5	Fuel type		
6	Manufacturing month/year		
7	Date of first registration		

D. PROPOSED SECOND / ADDITIONAL VEHICLE PARTICULARS

Sl.	Particular	Bidder's Response
1	Registration number	
2	Registered owner and ownership basis (bidder-owned/agreement)	
3	Vehicle type	

Declaration

I/We hereby certify that the information furnished above is true, correct and complete to the best of my/our knowledge and belief. I/We understand that the Institute shall evaluate the bid strictly on the basis of the eligibility conditions, tender requirements and documents submitted with the bid. I/We further understand that if any information or document submitted by us is found false, misleading, forged, incomplete or unverifiable at any stage, the bid may be rejected and/or the contract may be cancelled, besides forfeiture of EMD / action under Bid Securing Declaration, Performance Security recovery, debarment and any other action permissible under law and tender conditions.

Signature with Seal:**Name of Authorised Signatory:****Designation:****Date:****Place:**

ANNEXURE II. BID DOCUMENT CHECKLIST
(To be submitted in Bidder's letter head duly signed)

Sl.	Document	Whether Submitted (Yes/No/NA)	Page No. in enclosed Technical Bid	Remarks / Reason if Not Applicable (NA)
1	Duly completed Annexure I – Bidder Information and Technical Evaluation Sheet			
2	Entity registration/constitution document and authority of signatory			
3	PAN, GST registration certificate, and other applicable statutory registration documents, along with the duly completed tender submitted by the bidder			
4	Experience documents satisfying Clause 4.3			
5	Satisfactory performance certificate and verifiable client contacts			
6	Turnover certificate/audited financial statements and supporting returns for three years by CA			
7	Notarised Consolidated Declaration and Undertaking in Annexure III			
8	Principal Vehicle – Registration Certificate showing Transport/Commercial classification			
9	Principal Vehicle – valid contract-carriage/taxi/motor-cab permit			
10	Principal Vehicle – comprehensive insurance certificate/policy			
11	Principal Vehicle – certificate of fitness			
12	Principal Vehicle – PUC certificate			
13	Principal Vehicle – tax token/receipt			
14	Principal Vehicle – current odometer photograph			
15	Principal Vehicle – Registration Certificate establishing bidder ownership; proprietorship proof where applicable			
16	Financier's consent/NOC, wherever required by the financing arrangement or applicable law			
17	Proposed second/additional vehicle – Registration Certificate			
18	Any exemption/relaxation document relied upon under applicable Government provisions			
19	Annexure II. Bid Document Checklist			
20	For Proposed New Vehicle – dealer document, booking & confirmation of delivery date etc, and mandatory undertaking			

Declaration by Bidder

I/We hereby certify that the above checklist has been filled correctly and that the page numbers indicated above correspond to the documents submitted by me/us in the Technical Bid / Cover-I. I/We understand that mere mention of page number shall not confer eligibility unless the relevant document is complete, valid, legible, verifiable and compliant with the tender conditions. I/We further understand that non-submission of any applicable mandatory document, submission of incomplete/illegible/unverifiable document, or submission of false/misleading information may render the bid non-responsive and liable to rejection, besides other action under the tender and law.

Signature with Seal:

Name of Authorised Signatory:

Designation:

ANNEXURE III. CONSOLIDATED DECLARATION AND UNDERTAKING

(To be executed on non-judicial stamp paper/e-stamp of ₹10 or such higher value as may be applicable at the place of execution, and duly notarised.)

Refer: Tender Ref No _____

I/We, _____, authorised signatory of _____, having submitted the bid for Monthly Basis Cab and Taxi Hiring Service (Without Fuel), do hereby solemnly affirm, declare and undertake as follows:

1. I/We am/are duly authorised to submit the bid and bind the bidder, and the authority document submitted with the bid is valid and subsisting.
2. All particulars, statements and documents submitted with the bid, including Annexure I, are true, complete, genuine and verifiable; no material fact has been concealed.
3. The bidder has read and unconditionally accepts the Tender document, applicable GTC, Service-specific STC/SLA and this ATC, and understands that the accepted monthly charge includes every expenditure except the reimbursements expressly permitted by the Contract.
4. The bidder is not presently debarred or blacklisted by any Ministry/Department, Government body, PSU, autonomous body or statutory authority. All material termination, penalty, litigation or adverse performance matters required by the Bid have been truthfully disclosed.
5. The bidder undertakes that the Principal Vehicle, whether existing or proposed to be newly purchased, shall be registered in the name of the bidder, subject to the proprietorship exception under Clause 6.2, and shall possess valid commercial registration, permits, insurance, fitness certification and all other applicable statutory documents before commencement of service. Where a new vehicle is proposed, the bidder undertakes to arrange and produce the compliant vehicle within the prescribed mobilisation period, failing which the Institute may take action in accordance with the Tender Document.
6. The bidder presently maintains an operational office within 100 km by shortest motorable road distance from IIIT Kalyani Campus at _____; OR undertakes to establish and make such office operational within 30 days of award and before commencement of service.
7. The bidder has identified the proposed second/additional vehicle particulars stated in Annexure I and shall arrange an additional transport/commercial passenger vehicle with driver within the response period stipulated in Clause 14 whenever requisitioned, subject to the Contract, and acknowledges that no minimum quantity is assured.
8. The bidder shall exclusively deploy the accepted Principal Vehicle, one regular driver and one reliever; shall maintain all statutory documents and service records; and shall comply with labour, transport, tax, insurance, safety and confidentiality obligations.
9. The bidder is not insolvent, under liquidation or subject to any disability that materially impairs performance of the Contract.
10. The Institute may verify any statement or document from the issuing authority, registered owner, financier, client or statutory database. Any false declaration, forged document, suppression or fraudulent claim may result in rejection/termination, recovery, invocation of Performance Security and other action under law.

VERIFICATION

I/We verify that the contents of the foregoing declaration and undertaking are true and correct to my/our knowledge and belief and that nothing material has been concealed therefrom.

Place: _____ Date: _____

Authorised Signatory: _____

Name: _____ Designation: _____

Bidder's Seal: _____

Notarial Attestation: _____

ANNEXURE IV – FINANCIAL BID FORM

Tender Ref. No.: IITK/Tender/26-27/03, dated 27.10.2026

**Name of the Work: Tender for Monthly Basis Cab and Taxi Hiring Service – Without Fuel
(One AC Petrol Sedan with Driver)**

Name of the Bidder/Agency: _____

Sl. No.	Particulars	Quoted Rate (Rs.)
1	Monthly dry hiring charge for one AC petrol sedan with driver, inclusive of all costs and applicable GST, as specified in the Tender Document	Rs. _____

Amount in words (monthly charge): Rupees _____ only.

Declaration by the Bidder

I/We hereby declare that:

1. The rates quoted above are inclusive of all costs, expenses, applicable taxes and GST relating to the monthly hiring service, except for the specific reimbursements expressly permitted under the Tender Document.
2. Fuel reimbursement, if admissible, shall be governed by the actual-bill and kilometre-based ceiling mechanism prescribed under Clause 12. Verified toll, parking and trip-specific entry taxes shall be reimbursed only in accordance with Clause 13.
3. The quoted monthly dry hiring charge shall remain firm during the initial contract period and shall be subject only to the extension-term revision, if applicable, as stipulated in Clause 17.3.
4. I/We have read and understood the Tender Document and agree to abide by all its terms and conditions.

Place: _____

Date: _____

Signature of Authorised Signatory: _____

Name and Designation: _____

Seal of the Bidder: _____