**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KALYANI**

**Tender notice No. 43 dated 14.06.2017**

**1. NOTICE INVITING TENDER FOR HIRING BUSES**

 Sealed Tender are invited from Bus operators for supply of buses on monthly basis for a period of one year, which can be extended on the basis of satisfactory performance.

 The method of submission of tender, Amounts of Security Deposit and General Terms and Conditions applicable to contract has been mentioned in Annexure-I. The work is to be performed strictly as per parameters/ technical specifications mentioned in the documents forming part of this tender. The special terms and conditions specific to the contract have been mentioned in Part-II of Annexure-II. the proforma for submission of tender has been given in Annexure-III (for Technical Bid) and Annexure-IV (for Financial Bid) to this Notice Inviting Tender. The schedule of tender is given as under.

**2. Schedule of Tender**

 Last Date & Time of Receipt 10/07/2017 at 11.00 Am

 of Tender

 Date & Time of opening Technical Bid To be informed

 The Bids

 Financial Bid To be announced after the evaluation of Technical Bid.

**3.** The tender document to be downloaded from the official website (www.iiitkalyani.ac.in). The tenderer should furnish a Demand draft for Rs. 500/- (Five Hundred Only) issued in favour of Indian Institute of information Technology, Kalyani payable at Kalyani towards the cost of the tender document.

**4.** The tenders completed in all respect must reach in the office of Registrar, Indian Institute of Information Technology, Kalyani (Room no.107) by due date and time indicated in Schedule of Tender. The tender received after the scheduled date and time will be rejected. The Institute will not be responsible for any postal delay. Only one tender should be kept in one cover. **Telephone number, Tender Notice no. and e-mail address must be mentioned in the Envelope.**

**Registrar (Offg.)**

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**ANNEXURE-I**

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI**

**GENERAL TERMS AND CONDITIONS**

**Sub : TENDER FOR HIRING BUSES**

 The Institute require to hire the buses for its Students to travel on below mentioned routes on all working days (Tuesday to Saturday). Institute intense to engage at present to buses may be extended on requirement basis on the route as mention below.

**Boys Hostel to IT Park Kalyani via Ladies Hostel distance average approx five Kilometers.**

1. **Parties:-** The parties to the Contract are the contractor (the tender to whom the work has been awarded) and Indian Institute of Information Technology, Kalyani.

2. **Addresses:-** For all purpose 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 with acknowledgement due to the Registrar, Indian Institute of Information Technology, Kalyani. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. **Security Deposit & EMD Descriptions.-**

3.1 The contractor has to furnish an EMD (Earnest Money Deposit) for Rs. 5000/- (Rs. Five thousands Only) by way of demand draft in favour of Indian Institute of Information Technology, Kalyani., Payable at Kalyani.

3.2 Institute may increase/ decrease the number of buses.

3.3 Institute reserves the right to change the route .

3.4 Tenderer shall not be permitted to withdraw his offer 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 earnest money will be forfeited.

3.5 Institute will award the work on the basis at lowest rates.

4. **Preparation and Submission of Tender:**

 The tender should be submitted in two parts namely Technical Bid (Annexure I to III) Financial Bid (in form in Annexure-IV) and each should be kept in a separate sealed cover. Demand draft for EMD and cost of tender document be kept along with technical bid. All the covers should be kept in another sealed cover address to the undersigned. The inner covers should be super scribed with subject of Tender whether the cover containing "Technical Bid" or "Financial Bid". The outer cover envelope containing should bear the address of tendered & phone number. The outer cover should be super scribed with the word "TENDER FOR HIRING BUSES-2017," TO BE OPENED BY COMMITTEE ONLY".

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5. **Signing of Tender:**

 The trenderer to sign all the pages of Tender document/ award receiving letter and he should have authority to do so.

 The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS TENDER DOCUMENT.

6. **Technical Bid:**

6.1 The Technical bid should be submitted in forms given in Annexure-II & III along with Copy of PAN issued in favour of the firm or as applicable,

7. **Financial Bid:**

7.1 The Financial Bid should be submitted in the form given in Annexure IV in a separate sealed cover kept inside the main cover. The Financial Bids of those tenderers who are found technically competent, will be opened on a specified date and time to be intimated to the respective tenderer.

7.2 The rate to be quoted for Buses shall be inclusive of all taxes, toll tax, service tax & any other applicable Govt. duty etc.

7.3 Nothing extra beyond accepted rates will be paid by the Institute.

7.4 Terms of payment as stated in the Tender Documents shall be final.

7.5 If the Buses are used on Monday/ Sunday/ Gazetted Holidays or any other special time period then payment shall be paid on fuel consumption.

7.6 If the Buses are use for outside Kalyani Toll tax, fuel charge & other applicable charge will be paid extra.

8. **Validity of the Bids:**

 The bids shall be valid for a period of 90 days from the date of opening of Technical bids.

9. **Òpening of Tender:**

 The tenderer is at liberty either 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 tenderer should bring with him a letter authority from the tenderer and proof of identification of both and will mark his attendance before opening of the tender.

 10. **Evaluation of Tender:**

 The evaluation of the tender documents will be made on the basis of technical information furnished in form given in Annexure-II & III. The financial bids of only those firms will be opened who will qualify the evaluation criteria, the reasons for selection or rejection of a particular tender will be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in Part-II of Annexure-II of this Tender document.

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11.` **Right of Rejection:**

11.1 The registrar, Indian Institute of Information Technology, Kalyani reserves all rights to amend/reject the routes specified in tender in tender document. The Registrar also reserves all rights to reject tender not fulfilling the criteria mentioned in the tender document, without communicating any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Registrar, Indian Institute of Information Technology, Kalyani shall be final and blinding.

11.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

12. **Award of Work:**

 The Registrar Indian Institute of Information will award the work to successful contractor at L1 rates.

13. **Penalty:**

 (a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of buses from the market in the event of Contractor failing to provide requistioned buses or not providing buses in time,The Registrar Indian Institute of Information Technology, Kalyani shall make deductions at double the rate of Hiring rate on prorata basis from the bills preferred by the Contractor or may be demanded from him to be paid within seven days to the credit of the Indian Institute of Information Technology, Kalyani.

 (b) In case of breach of any of terms and conditions mentioned above, the Registrar ,IIIT/K will have the right to cancel the work order (Without any reason thereof) and nothing will be payable by the Institute in that case .

14. **Subletting of Work:**

 The firm shall not assign or sublet the work or any part of it to any other person or party. **The tender is non transferable.**

15. **Payment Terms:**

15.1 The contractor shall be paid on monthly basis or the basis of accepted rates. No payment shall be made in advance and loan from bank or financial institution shall be recommended on the basis of the order of award of work.

15.2 The contractor shall submit the monthly bills in the week of month in respect of previous month along with Xerox copy of log book.

15.3 All payment shall be made by Cheques/RTGS/NEFT.

15.4 Registrar, IIIT/K shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.

15.5 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 governed by the separate clauses of the contract.

15.6 Wherever applicable all payment will be made as per schedule of payments stated in Part-II of Annexure-II.

16. **Arbitration:**

 Venue of arbitration will be Kalyani and Kolkata and will be governed by provisions of the Indian Arbitration & Reconciliation Act .

 **Registrar(Offg.)**

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**Annexure-II**

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI**

**TENDER FOR HIRING BUSES**

**(TECHNICAL SPECIFICATIONS)**

**PART-I**

**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 in 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 or as applicable, service tax number, if applicable. The proof (self attested) of the same is mandatory.

**Registrar(offg.)**

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**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI**

**(TECHNICAL SPECIFICATIONS)**

**PART-II**

**SPECIAL TERMS AND CONDITIONS**

1. Institute reserves the right to change the route the wherein the total distance may increase/ decrease upto (1 kilometres).

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 not older than 10 years.

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).

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7. Rate 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, diesel, driver/conductor, buses etc.

9. The successful contractor to ensure statutory complain 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 contract) on all sides.

**Registrar(offg.)**

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**Annexure-III**

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI**

**TENDER FOR HIRING BUSES**

**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/Service Tax 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 atleast 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:.......................... (Signature of Tenderer**

 **With stamps of the firm)**

**Place:................................**

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**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 "Parameters and Technical

 Specifications for conducting the Work" mentioned in Annexure-II and shall conduct the work strictly as per the parameter.

3. I/We further undertake that the information given in this tender id 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. Ì/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:.......................... (Signature of Tenderer**

 **With stamps of the firm)**

**Place:................................**

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***Annexure-IV***

***INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI***

**TENDER FOR HIRING BUSES**

**(FINANCIAL BID)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Route** | **Rates on monthly basis for****Seating Capacity 40** | **Remarks** |
| **In Rs. per month** |  |
| **1** | **Boys Hostel to IT Park Kalyani via Ladies Hostel distance average approx five Kilometres.** |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |

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

**1. Oil services (diesel) : Km should be mentioned against 1 ltr.**

**2. Engine oil (Mobile) : 200 Km/ltr.**

**3. Gear Oil : 2 ltr per month.**

**4. Break Oil : 1 ltr per month.**

**The contractors are to quote rate considering DRY charge and various fuel charges separately.**

**Dated:.......................... (Signature of Tenderer**

 **With stamps of the firm)**

**Place:................................**

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