

NOTICE INVITING TENDER DOCUMENT FOR HIRING OF INNOVA CRYSTA (Two Bid System)

IIIT Lucknow invites Sealed tender under Two Bid Systems (Technical & Financial) for Hiring of Innova Crysta Vehicle. Tenders are invited from experienced and registered agency having a valid license.

Tenders should be submitted in the prescribed proforma with the Earnest Money Deposit.

Prospective Bidders are requested to submit the bids by speed post/courier with complete details of specifications, terms & conditions, warranty/ guarantee etc. Bids should be in two separate sealed envelopes super scribed as "Technical Bid and Financial Bid" respectively and placed in a single envelope with name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to the Deputy Registrar, IIIT-Lucknow, Chak Ganjaria (C.G City), Lucknow upto 19/09/2019 till 4:00 P.M. The detailed tender document is available on the Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/epublish/app> and Institute Website <https://www.iiitl.ac.in/tenders>

1.	Place of Work/ Service Provision	IIIT-Lucknow Campus, Chak Ganjaria (C.G City), Lucknow -226002.
2.	Earnest Money	Earnest Money Deposit (EMD) of Rs. 15,480/- (Rupees Fifteen Thousand Four Hundred Eighty Only) is refundable and shall be submitted in the form of Demand Draft issued by a Nationalized/Scheduled Bank, favoring "IIIT Lucknow, General Account" payable at "Lucknow" or FDR/Bank Guarantee in the favour of IIIT Lucknow. (Those bidders who are registered under NSIC/MSME are exempted from submission of EMD).
E.M.D. shall be put in a separate sealed envelope super scribed as E.M.D. and put in the envelope containing Technical Bid. Bids submitted without E. M. D. are liable to be rejected.		
Address of Bid Submission		Deputy Registrar, IIIT-Lucknow Chak Ganjaria (C.G City), Lucknow -226002 U.P. India
3.	Starting Date & Time of Bid Submission	29/08/2019 after 05:30 P.M.
4.	Pre-Bid Meeting Date	09/09/2019 at 11:30 P.M.
5.	Closing Date & Time of Bid submission	19/ 09/2019 till 4:00 P.M. (Bids submitted after this time shall be declared as late and hence rejected)
6.	Date & Time of Technical Bid opening	20/ 09/2019 at 12:30 P.M.
7.	Venue of Technical Bid Opening	IIIT Lucknow, Chak Ganjaria (C.G City), Lucknow-226002

10.	Estimated tender value	Rs.7.74 Lakhs approx.
11.	Duration of Contract	Initially for one Year
12.	Schedule of Opening of Price/Financial Bids	Schedule for opening of Price/Financial Bid will be notified only to the bidders qualifying the Technical Bid. Presence of the bidder or his/her authorized representative at the time of opening of the Price/Financial bid is highly preferable.

The technical bid received in prescribed proforma will be opened in the presence of the bidders, or authorized representatives interested to be present, on 20/09/2019 at 12:30 P.M. The Financial bids of only eligible and technically qualified bidders will be opened after evaluation by the Technical Committee. Basic rate, taxes and other charges etc. must be quoted separately. Considering the urgency of the work, no requests for extending the deadline shall be considered.

Tender must be accompanied by Earnest Money Deposit (EMD) by Demand Draft drawn in favour of "IIIT Lucknow, General Account" from a nationalized/scheduled bank payable at Lucknow or FDR/Bank Guarantee in the favour of IIIT Lucknow. The EMD will be returned to unsuccessful bidders within one month of technical bid opening or on expiry of the validity period whichever is later. The earnest money deposit of the successful bidder will be treated as PBG and will be kept as initial contract deposit for due execution of the contract. The Performance Bank Guarantee (PBG)/EMD will not bear any interest.

The bid for the work shall remain valid for a period of 120 days from the date of opening of tender. The Institute shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD/ PBG, if any bidder/contractor:

- (i) withdraws his offer before the aforesaid validity period, 'or'
- (ii) makes any modification in the terms and conditions of the tender, 'or'
- (iii) fails to commence the work within prescribed time, 'or'
- (iv) Abandons the work before its completion.

The IIIT Lucknow reserves the right to reject any or all the tenders without assigning any reason thereof and it is not binding on IIIT Lucknow to accept the lowest bid or any other bid.

Sd/-
Deputy Registrar
IIIT Lucknow

INSTRUCTIONS TO BIDDERS

1. Sealed tender are invited from reputed and registered travel agencies preferably stationed locally in Lucknow for hiring of Innova Crysta (white colour, 2018 and above Model) for a period of one year from the date of award of the contract.
2. Earnest Money Deposit (EMD) of Rs. 15,480/- (Rupees Fifteen Thousand Four Hundred Eighty Only) is refundable and shall be submitted in the form of Demand Draft issued by a Nationalized/Scheduled Bank, favoring "IIIT Lucknow, General Account" payable at "Lucknow" or FDR/Bank Guarantee in the favour of IIIT Lucknow. (Those bidders who are registered under NSIC/MSME are exempted from submission of EMD).
3. Tender Form/Document should be complete in all respect and submitted **in two parts i.e.- Technical Bid and Financial Bid**. Each bid is to be placed in different sealed envelope while submitting (clearly mentioning "Technical Bid" and "Financial Bid") and which in turn are to be placed in one sealed cover. Sealed envelope should be received at IIIT Lucknow, Chak Ganjaria(C.G City), Lucknow-226022 **latest by 19.09.2019 upto 4:00 P.M.** **Incomplete/conditional/late tenders or those without EMD** will be rejected. There should not be over writing or amendment in the rates quoted, the terms and conditions of the contract. All the forms should be duly signed with seal of the firm. Tender bids may be submitted by speed post/registered post/ordinary post/courier addressed to IIIT Lucknow, Chak Ganjaria(C.G City), Lucknow-226022 and should be received in IIITL latest by **date 19.09.2019 upto 4:00 P.M.** Tender received after the due date and time shall not be considered. **Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.** Each individual sealed envelope as well as the outer envelope should be marked with the following reference on the Top Left Hand corner **"IIITL/TENDER/VEHICLE/2019/01, dated 29.08.2019"** (as first line) and **"Tender for Hiring of Innova Crysta EMD/Technical Bid/ Financial Bid (as the case may be)"** (as second line). This institute will not be responsible for any postal delay, holidays or any other reasons resulting in delay of submission/receipt of tender beyond the due date.
4. **Bid shall remain valid for a period of 120 days beyond the closing date of tender.**
5. The EMD shall be returned to the bidder (s) whose offer is not accepted by the Institute within 15-30 days after finalization and award of the contract without any interest. If the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.
6. Terms and conditions of the tender shall be read in conjunction with the General conditions of contract, bill of quantities & other documents being part of this contract.

7. EMD of successful bidders shall be kept as security deposit till the submission of Performance Bank Guarantee (PBG) and is refundable after expiry of the agreement or submission of PBG subject to any claims on the contractor. The Institute reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the contractor. The security deposit does not carry any interest.
8. The contractors shall provide vehicles which are in perfect running condition, having clean and neat upholstery and body. The Vehicle provided by the Contractor must be in excellent condition. The Contractor shall ensure proper cleaning, upkeep of interiors & seat covers of the Vehicle and providing of trained, well mannered driving staff in proper white dress.
9. **Pre-bid meeting:**
A pre-bid meeting would be held on **date 09.09.2019 at 11.30 A.M.** at Office of Deputy Registrar, IIIT Lucknow. All prospective bidders may attend the meeting to clarify their doubts. Alternatively, if the prospective bidders are not able to be present in the meeting, they may send their queries through e-mail to the email id dr@iiitl.ac.in till **09.09.2019 upto 11.30 A.M.** **No pre-bid queries shall be entertained after this.** In case, any substantive or important clarification emerges during pre-bid meeting, the same shall be shared to all through IIITL website www.iiitl.ac.in or CPPP <https://eprocure.gov.in/epublish/app>
10. The Institute reserves the right to cancel this tender or modify the requirements, at any stage of Tender process cycle.
11. Institute also reserves the right to modify / relax any of the terms & conditions of the tender by declaring / publishing such amendments in a manner that all prospective vendors / parties to be kept informed about it.
12. The terms and conditions duly signed by the Bidders/bidders should accompany the specific Tender Form. Bidders should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIITL website www.iiitl.ac.in or CPPP i.e. <https://eprocure.gov.in/epublish/app>
13. Intending bidders are advised to visit www.iiitl.ac.in for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITL will not be responsible for ignorance of corrigendum.
14. This is only a Rate Contract.
15. Time and Place of reporting (IIIT-Lucknow, Lucknow) shall be counted.

Sd/-
Deputy Registrar

TERMS AND CONDITIONS

1. Rates quoted for **HIRING OF INNOVA CRYSTA** (Refer Annexure-VI) shall be **inclusive of GST & all other charges** i.e. Fuel Charges, repair & maintenance charges, etc
2. The Parking charges will be borne by the IIITL (Annexure-VI, Rate Category A, B) subject to submission of original receipt/evidence (s) at the time of final payment.
3. The price quoted and accepted by IIIT Lucknow would remain same during the contract period of first one year.
4. Vehicles should run on either petrol/Diesel/CNG. In case of CNG vehicles, it should be factory fitted. If the vehicle is out of order, the Contractor shall provide a substitute vehicle immediately. In case of late delivery/non delivery of vehicles/taxies, the Institute would have a right to hire a vehicle from open market and the additional cost incurred by the Institute will be borne by the Contractor.
5. The Driver should have valid driving license and the vehicle should be registered with the concerned authorities of Central/State Govt. as the case may be. A certificate to this effect should be provided. The driver of the vehicle/Taxi provided must adhere to the traffic rules and other regulations prescribed by the Government/Competent/authorized authority from time to time. He must observe all the etiquette and protocol while performing the duty. He shall be neatly dressed and should follow/wear the dress code as decided by the IIITL and should carry a mobile phone in working condition, for which, no separate payment shall be made by the Institute.
6. A daily record indicating time and mileage for each vehicle shall be maintained in a separate log book which shall be provided by the Institute.
7. **The mileage for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the place of reporting, i.e., IIIT Lucknow Campus, Chak Ganjaria, C.G. City, Lucknow** and any additional KM and hours charges (like Garage to Garage charges etc.)/ Dead mileage will not be applicable in addition to actual KM and Time.
8. **The services shall be provided on 24x7 basis.** No mileage will be allowed to drivers for lunch/breakfast or for filling of petrol/diesel/CNG (Fuel) etc. Hence, the Service Provider will ensure that the fuel tank of vehicle provided is fully filled up before sending the vehicle for duty. Vehicle shall always carry first aid box and mandatory spares, viz fuses, spark plugs, belts, fire extinguisher, torch, umbrella, etc.
9. The transport agency will be liable to pay any excess costs incurred for procurement of vehicles/taxies or services not delivered in time.

10. The agency shall be responsible for any thefts/burglary/damage caused to the students/employee/guest of the Institute travelling in the vehicle(s). The compensation arising out of such activities shall be borne by the agency.
11. In case of breakdown, the agency will be responsible for repairs and maintenance of the vehicle and will arrange alternate vehicle within one hour. Institute will not pay any type of compensation for maintenance/damage of the vehicle.
12. The need of the vehicle may be increased/decreased in future.
13. Parking of any vehicle is not allowed in campus in general without duty.
14. The service provider should ensure maintenance of hygiene in the vehicle.
15. Seat Covers should be sanitised on regular basis.
16. Driver should be properly dressed in White Uniform.
17. Driver should be well behaved and having good etiquettes.
18. In case of death or mishap leading to any injury or disability whatsoever, occurring during discharging of the duty, the compensation/legal or any other liability shall solely rest with the transport agency.
19. Penalty will be levied, for the violation of terms & conditions of the contract in the following manner:
 - a) Misbehavior of the Driver and non-co-operation during the journey with occupant/user of vehicle.
 - b) Frequent late arrival of vehicle as per time schedule given from time to time.
 - c) Providing of vehicles of **model** not as per tender document or providing vehicles in bad condition.
 - d) **PENALTY CLAUSE: (Amount in Rs.)**

Sr. No.	Violations	Penal Amount per vehicle			Amount to be deducted per day per vehicle	Remarks
		Instances				
		First	Second	Third		
1.	Non-functioning of AC/ Blower in a car	----	----	---	200/-	
2.	Failure to provide alternate arrangement within one hour of vehicle breakdown.	200/-	500/-	1000/-	---	Rental charges of the vehicle for that day will also not be paid.
3.	Tampering of meter of vehicle	500/-	1000/-	1500/-	----	Competent Authority

						has the discretion to terminate the contract along with forfeiture of performance security/ blacklisting of firm.
4.	Irregularities such as overwriting, forged entries etc. in the log book (to be maintained in prescribed format)	500/-	1000/-	1500/-	----	-do-
5.	Alternate changing of driver without prior intimation to the Institute & Officers to whom vehicle is hired - in case of monthly hired vehicle.	500/-	---	---	---	On each occasion
6.	Delay (more than 30 minutes) in reporting for duty by driver/vehicle) and no show of vehicle/taxi.	500/-	1000/-	1500/-	---	Rental charges of the vehicle for that day will also not be paid.
7.	Non-compliance of requirement / order and any other terms & conditions of Tender.	500/-	1000/-	1500/-	---	For each violation per vehicle.
8.	Misbehavior/Misconduct of the Driver and non-cooperation during the journey with the occupant.	500/-	1000/-	1500/-	---	For each violation per vehicle.
9.	Providing of vehicles of model not as per tender document.	500/-	1000/-	1500/-	---	For each violation per vehicle.

11. In case of any dispute regarding imposition of penalty, forfeiture of performance security, debarment of agency for a period of one years due to late/non supply/short supply and supply not in consonance with the approved model, the decision of the Competent Authority of the Institute shall be final and binding upon the firm.
12. The firm has to give a self-certified certificate that it has not been blacklisted by any Central Government/ State Government/ Semi Government/ Department/ PSUs/ Banks etc. If it is subsequently found that any false information has been provided/facts have been suppressed or manipulated the documents, etc. or any attempt is made to scuttle this Tendering process by any manner, the EMD/Performance Guarantee will be forfeited and the bid/contract will be rejected/ cancelled.

13. The Institute has right to reject any bidders/agencies/tendering firms in case of non submission of following document & papers:-
 - a) Registration Certificate as per existing norms (Indicating the legal status – Company/Partnership firm/Proprietorship concern, etc.)
 - b) Copy of GST Registration Certificates.
 - c) Copy of PAN Card.
 - d) Proof of experience for supply of different types of vehicles/taxies on hiring basis to at least three Central Govt./ State Govt. /Public Sector Undertaking (PSU)/Autonomous Bodies/Universities/Educational Institute of repute etc. (Self Certified photocopies of proof should be attached).
 - e) If tender form is not complete or is in a different format other than the format mentioned in the tender form or conditional bid is submitted.
14. While considering the rates the Institute will also consider the quality of vehicles. The Institute reserves the right to examine the types of vehicles/taxies for their quality if it so desires. The Institute reserves the right to enter into parallel Contract for similar vehicles/taxies during the period of Contract with one or more parties. The Contract can be terminated at any time by giving one-month notice.
15. The final payment will be released on submission of proper bills after completion of work and after verification by the user and Institute.
16. In case of exigencies/emergencies required vehicles/taxies are to be provided on short notice also (within 30-45 minutes).
17. The full and final payment for the vehicle hired on ‘as and when required basis’/monthly basis shall be made after receipt of satisfactory report for completion of work from the user/Institute.
18. The service provider shall also be responsible for all litigation arising out of the non-payment of road tax, traffic violations, etc, and other dues to appropriate authority and also the payment of compensation to drivers and any other involved parties in the event of death/injuries /damages arising out of accident and /or due to various other causes etc.
19. **The Vehicle(s)** should have a valid Registration Certificate along with all other papers applicable as per rules and comprehensive insurance during the period of contract. If the vehicles/taxies so provided are not found as per standard, the same are to be replaced by the agency at their own cost within the stipulated period, failing which the cost shall be recovered from subsequent bill. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract.

20. **The Rate shall be valid for a minimum period of one year from the date of notification of the contract** except of the statutory levies which are made applicable by the Govt. **The contract period may be extended further, subject to satisfactory services, on year to year basis for a maximum period of 02 years on mutually agreed Terms & Conditions.**
21. The contractor shall provide name & address of deputed driver along with the driving license number and phone number within stipulated time period.
22. Taxes and other levies, if any, are to be specified clearly in the bid and the rates quoted in the bid should be **all inclusive of applicable taxes, duties and levies.**
23. The Financial Bid(s) shall be opened in respect of successful technical bidder only. The decision of Tender Committee/Technical Evaluation Committee shall be final with regard to technical bids.
24. If after awarding the contract, the successful bidder (L-1) fails to provide the vehicle as per tender document, the contract is liable to be cancelled along with forfeiture of EMD/Performance Bank Guarantee amount and other consequential actions such as blacklisting or as deemed appropriate by the institute shall be initiated.
25. In the event of failure of supply or breakdown of vehicles/taxies to the Institute by the firm, the Institute reserves the right to hire vehicle from any other source at the firm's risk and expenses.
26. In case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, the Institute or contractor will give notice to other party at the earliest of the occurrence of such incident that on account of the above event, the notifying party has delayed the performance as it was beyond its reasonable control and it was not due to negligence or default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long, as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the force majeure is established as provided herein above.
27. In the event of any question, disputes or abrogation or differences arising between the parties relating to the interpretation and application of the provisions of this tender, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred to IIT Lucknow. The decision of IIT Lucknow in all the matters concerning tender/ agreement in this regard shall be final and binding upon both parties.
28. All disputes are subject to the jurisdictions of Lucknow.

29. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the IIIT Lucknow. IIIT Lucknow also reserves the right to split the tender and place the orders for providing vehicles, mentioned in the tender document to one or more bidder. The decision of the IIIT Lucknow with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Bidder/s, shall be final and IIIT Lucknow shall not be liable for any damage/liability put forth by the Bidders at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
30. Rate for all the items is to be quoted by the bidder. In case of any item has not been quoted by any bidder, if required, that bid for such items will be loaded with the highest rate received for that item as evaluation is to be done on the total amount. However, while awarding the rate contract successful bidder has to provide the vehicles as per user requirement and for those vehicles for which bidder has not quoted the rates shall get the lowest rate received in the tender. Every bidder has to agree to this condition failing which its offer will not be considered for award of work.
31. Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful Bidder.
32. Complete Postal address of bidder (to dispatch the EMD to unsuccessful bidder).

33. The prospective contractors should note that high quality of service and professional approach is the essence of this contract.
34. **The EMD will be forfeited:**
 - (a) If the bidder withdraws the bid during the period of bid validity specified in the tender.
 - (b) In case a successful bidder fails to furnish the Performance Bank Guarantee with the time limit.
 - (c) If the bidder fails to furnish the acceptance in writing within 15 days of award of contract/ order.
35. No questions or items in the Annexures shall be left blank or unanswered. Where you have no details or answers to be provided a 'No' or 'NIL' or 'Not Applicable' statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.

36. Drivers to be deployed should have minimum 3 years' experience after obtaining valid Driving License.
37. An Irrevocable Bank Guarantee from a Nationalised Bank for the value (i.e., 10% of the contract value) should be furnished within 15 days of awarding of contract by the contractor, for the period of agreement within 3 months of the grace period (starting from the date of award of contract).
38. Start and End journey Kms reading shall be verified by the user of the Institute.

**Sd/-
Deputy Registrar**

ACCEPTANCE OF THE BIDDER

The terms and conditions enumerated in this form from clause 01 to 38 have been read by me/us and are acceptable to me/us In-Toto.

(SIGNATURE OF THE BIDDER)

(SEAL WITH COMPLETE ADDRESS)

ANNEXURE-I

“Specification Schedule”

Sr. No.	Types of Vehicles Required	Specification(Applicable to all types of vehicles)	Description
1.	Innova Crysta (White Colour, 2018 and above Model)	<p>(A) The Vehicles/ Taxis are required for</p> <ol style="list-style-type: none">1. On Monthly Basis for 2400 Km. and 360 hrs2. On Monthly Basis for 3000 Km. and 360 hrs <p>(B) On Requirement/ Call Basis</p> <ol style="list-style-type: none">1. 200 Km. or more without night stay2. 200 Km. or more Night Charges after 10:00 PM provided the vehicle is running at least for 02 Hrs after 10:00 PM	On 24 x 7 Hours Basis

ELIGIBILITY CRITERIA

- a) The agency/firm must have been registered as Travel Agency for operation of Transport (attach documentary evidence in Technical bids).
- b) The agency/firm must have office in Lucknow.
- c) The Bidder must have Average **Annual turnover** of **Rs. 5,00,000/- (Rupees Five Lac Only)** or more during the last 03 (Three) financial years i.e. 2016-17, 2017-18 & 2018-19 (attach documentary evidence in Technical bids).
- d) The agency should have minimum 02 (Two) years past experience of supplying vehicles/taxis on hiring basis to the Central/State Govt./PSU/Educational Institutions of repute/Any Board/University (attach documentary evidence in Technical bids).
- e) The firm must not have been blacklisted by any Central Government/ State Government/ Semi Government/ Department/ PSUs/ Banks etc during last 3 years (self certificate to be provided in this regard).

‘TECHNICAL BID’

1.	ABOUT THE FIRM	
	A. Name and address of the Firm	
	B. Telephone No.	
	C. Type of Firm Proprietary/ Firm/ Company registered under Companies Act.	
	D. Registration No. & year of Registration (with documentary evidence)	
	E. Organisation to whom the Agency has been registered with	
	F. Name of the Proprietor / Partners	

(Certificate must be enclosed)

SCHEDULE OF EXPERIENCE

Please furnish list of reputed firms / offices to whom you are hiring vehicles:

Sr. No.	Name of the Firm	No. of Vehicles Per Day	Period of Contract	Approximate value of monthly billing

Please Attach Xerox Copies of Work Orders / Contracts

2.1 Has the firm ever been debarred / Blacklisted by any Organisation? If 'Yes' the details thereof.

2.2 Details of Award / Certificate of Merit etc. received from an Organisation, if any. (Please attach copy of certificate(s))

3. CLIENTS OF THE FIRM:-

- | | |
|------------------------------------|--------|
| A. Central Government Organisation | Yes/No |
| B. State Government Organisation | Yes/No |
| C. Public Sector Undertaking | Yes/No |
| D. Autonomous Bodies/CFTI | Yes/No |
| E. PVT. LTD. Co. | Yes/No |
| F. Proprietorship | Yes/No |

Note : Please attach a list of clients as per above categorization, indicating the services rendered alongwith duration of the services with name of the contact person & telephone nos.

4. INFRASTRUCTURAL CAPABILITIES (must be submitted):-

a. No. of taxis/cars registered in the name of agency/firm or owner of the agency/firm (Attach copy of RC Books)

—

b. List of vehicles/taxies available with the bidder/agency

c. No. of Drivers having minimum 3 Years experience after obtaining valid DL (available on 24x7 basis)

—

d. Annual Turnover generated from hiring charges of vehicles (During Last 03 financial year)

2016 -17 Rs. _____

2017– 18 Rs. _____

2018 – 19 Rs. _____

(Attested Certificate by the CA in this regard must be submitted).

5. GST NO.(enclose photocopy)_____

6. EARNEST MONEY DETAILS :-

Bank Draft/Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee No.

Dated _____ of Rs./- (Rupees)

Name of the Drawee Bank _____

7. PAN /TIN NO. (enclose photocopy)_____

8. For RTGS/NEFT details:

i) Bank Name : _____

ii) Nature of Account _____

iii)Account No. _____

iv) IFSC Code No. : _____

v) Beneficiary Name/Company Name _____

QUESTIONNAIRE

1.	Minimum time period (in hours) required for supplying a vehicle for " Day to Day Requirement/ On Call Basis "	
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SCHEDULE OF DEVIATIONS FROM SPECIFICATIONS / CONDITIONS

All deviations from the specifications / conditions shall be filled in by the bidder in this schedule

The bidder hereby certifies that the above mentioned are the only deviations from technical specifications of this tender (**State NIL if no deviation is envisaged**)

I / We confirm that the statements made above are true to the best of my / our knowledge & belief.

Signature of the Bidder with Seal, Stamp date :

Authorised Signatory

(With full name and designation)

Seal :

Mobile no. : _____

Phone No.: _____

Important Notes:-

The Tender Form duly filled in for Technical Bid should contain:-

1. Earnest money deposit.
2. Terms and Conditions duly attested and stamped.
3. Photocopy of Work Orders, Certificates etc. as desired in Technical Bid duly certified by the Bidder with seal on it.
4. The specified Annual Turn Over in the Tender Notice for every financial year should be generated from **Hiring charges of vehicles.**
5. Copy of PAN should be attached with the tender documents.
6. Copy of Certificate of GST registration.
7. Copy of entire Tender Documents along with Annexure(s) must be Numbered page wise and duly attested and stamped on each page as a token of acceptance as Terms & Conditions.

“Financial Bid”

A RATE SCHEDULE FOR MONTHLY RATE CONTRACT VEHICLES.

Details of **all inclusive rates** for requirement of vehicles **on Monthly Basis (24 x 7)** For **2400 kms & 3000 Kms** with **360 Hours per month** are to be submitted separately in below mentioned format.

Sr. No.	Name of Vehicle	Rate with AC/ Blower (km/month)		Extra charges per km. after minimum km./ month	Extra charges/ hour after 360 hrs/ month	Night Charges (from 11 PM to 5 AM), if any *
		A1 (for 2400 Km./360 Hrs per month)	A2 (for 3000 km./ 360 Hrs. per month)			
1.	Innova Crysta (white colour) 2018 and above Model					

B. RATE SCHEDULE OF VEHICLES REQUIRED ON CALL BASIS

Sr. No.	Types of Vehicle	Rates of Vehicles Per Km. with Night Stay		Rate for 200 Kms. (for full day) without Night Charges		Rate for 200 Kms. (for full day) with Night Charges (11 PM - 5 AM)	
		For Non A/C	For A/C	For Non A/C	For Non A/C	For Non A/C	For Non A/C
1.	Innova Crysta (white colour) 2018 and above Model						

NOTE:-

- C1. The rates should inclusive all the taxes & charges.
- C2. If total km covered by the hired vehicle exceeds the Minimum KM limit on any day, then actual covered km charges only be paid and no any minimum km charges will be applicable in addition to actual Km for that day.
- C3. In case two or more bidders have quoted same rates for some or more vehicles, then the Institute reserves the right to select the agency which has more experience in the relevant fields.

C4. The hired vehicle will be relieved on the permission of Vehicle Incharge/ Institute.

Authorized Signatory

(With full name and designation)

Name :

Designation: _____

Mobile no.

: _____

Phone

No.: _____

Seal of the firm:-