

भारतीय प्रौद्योगिकी संस्थान मुंबई
INDIAN INSTITUTE OF TECHNOLOGY BOMBAY



परिवहन सेवाओं के लिए निविदा
(यात्री / पर्यटक वाहन किराये पर लेना)

**TENDER FOR TRANSPORT SERVICES
(Hiring of Passenger/ Tourist Vehicles)**

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SECTION 1 – INVITATION FOR BIDS

1. Introduction

IIT Bombay invites sealed tenders for hiring of Passenger/ Tourist Vehicles on “as and when required” and “round the clock” contract basis for a period of 2 years extendable for further period subject to satisfactory performance.

Detailed tender document along with other details can be either downloaded from Institute website <https://www.iitb.ac.in/resources/vendors-tenders>

2. Notice Inviting Tender

Tender No	F&SS/ Hir- Veh/ 2025
Tender Date	21st March, 2025
Item Description	TENDER FOR TRANSPORT SERVICES (Hiring of Passenger/ Tourist Vehicles)
Last date & Time of submission of Online Bid	11th April, 2025 at 3.00 p.m
Place of Submission of Bids	Faculty and Support Services (Transport Unit), Third Floor, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai 400 076.

Submission of Bids	Two Bid System: The two-bid system will be followed for this tender. In this system, service providers must submit their offer in separate sealed envelopes as – Technical Bid and Commercial Bid. Both the Technical Bid and Commercial Bid envelopes should be clearly marked as “Envelope No.1-Technical Bid” and “Envelope No. 2 - Commercial Bid” and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted to the Assistant Registrar (F&SS), IIT Bombay, Main Bldg., Second Floor, Powai, Mumbai - 400 076
Place of Opening of Bids	Materials Management Division, Ground floor, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai 400 076.
Date and Time of Opening of Bids	15th April, 2025 at 3.00 p.m

Contract Type	Service Contract
Prebid Meeting Date and Time	25th March, 2025 at 04.30 p.m
Prebid Meeting Place :	Materials Management Division, Ground floor, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai 400 076.
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 25,000/- in the form of Demand Draft in favor of "The Registrar, IIT Bombay" Payable at Mumbai to be submitted in Technical Bid 'Envelope 1'.
Any Technical Clarification	<p>Name: Assistant Registrar (F&SS), IIT Bombay.</p> <p>Email: uic.transport@iitb.ac.in</p> <p>Contact: 9821030013</p>
Signing Authority	Deputy Registrar (F&SS)

SECTION 2 – ELIGIBILITY CRITERIA & TECHNICAL BID

The technical evaluation shall be done by the evaluation committee who will evaluate the documents on the following point:

1. The contracting agency/firm/company should have a registered office at Mumbai and the garage be preferably present within 10 kms radius around IIT Bombay in order to provide the vehicle as and when required.
2. The contracting agency/firm/company should have minimum experience of 3 years as on 1st March, 2025 in the field of providing hired vehicles to Govt. Organization, Educational Institution, Public Sector Undertaking (PSU) or any other reputed private organization, etc.
3. The contracting agency/firm/company should have valid statutory licenses/ sanctions / registrations / permits (Incorporation/Shop Establishment License) required to run the business.
4. The contracting agency/firm/company should have a minimum annual turnover of Rs. 10 lakhs and above in each of the last three financial years i.e. 2021-2022, 2022-2023 & 2023-2024, in providing passenger/tourist vehicles on hire basis.
5. The contracting agency/firm/company should own minimum 5 passenger vehicles manufactured on or after the year 2019, registered as passenger/tourist vehicles on its own name having valid T permit.
6. A team of the IIT Bombay officials may visit the clients of the eligible bidders to receive on the spot information regarding the quality of services provided, etc.

Note : The tenders of the contracting agency/ firm/ company with inadequate/ irrelevant experience are liable for rejection. Necessary proof to establish the same and the other criteria as mentioned above should be enclosed with tender. Also submit the above documents duly filled for evaluation.

SECTION 3 – SCOPE OF WORK

The tender is divided into two parts “as and when required” and “round the clock” basis and two separate contracts will be awarded.

#	Particulars	Description
A	as and when required basis	Provision of hired vehicle for the Institute, as and when requested by the authorised officials of IIT Bombay.
B	round the clock basis	Provision of a vehicle for Standby duty at IIT Campus (round the clock)

- a. For “as and when required” basis, the tenderer should quote in Part A of the commercial bid.
- b. For “round the clock” basis, the tenderer should quote in Part B of the commercial bid.

Two separate L1s will be deduced for both the parts and two separate contracts will be awarded for the same.

The different vehicle types as mentioned in this tender documents are as follows:

Small Cars (Below 1200 CC)	Medium Cars (Above 1200 & below 1500 CC)	Premium Cars (Above 1500 & below 1700 CC)	MUV
WagonR/ Alto etc.	Dzire/ Accent/ Logan etc.	Honda City/ Verna/ Maruti SX4/ Baleno/ Ciaz etc.	Ertiga/ Mahindra XUV/ Innova/ Innova Crysta etc

SECTION 4 – INSTRUCTIONS TO BIDDERS

1. SUBMISSION OF OFFER

- a. The Quotation **MUST BE ENCLOSED IN A SEALED COVER** super scribing Tender number / due date & should reach the undersigned on or before the due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
- b. Tenders should reach the Assistant Registrar, Faculty and Support Services (Transport Unit), Third Floor, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai 400 076. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only.
- c. The bid can be submitted in person or through post/ courier (IIT Bombay shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification/rejection of any bid) to reach on or before the due date and time.

2. COST OF BIDDING:

The service provider should bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs.

3. VALIDITY OF THE BID:

180 Days from the date of submission of the bid.

4. AMENDMENT OF BIDDING DOCUMENTS:

At any time prior to the deadline for submission of bids, IIT Bombay may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective service provider may modify the bid document.

All prospective service providers who have downloaded the bidding document may visit the IIT Bombay website for amendments / modifications which will be binding on them.

5. DEADLINE FOR SUBMISSION OF BIDS:

Bids must be received by IIT Bombay before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Bombay, the bid-closing deadline will stand extended to the next working day up to the same time.

6. BID OPENING PROCESS:

In case of two bid systems, the technical bid will be opened in the first instance in the presence of the department, Technical Evaluation Committee (TEC), MMD, representatives of the service providers at IIT Bombay.

- a. Commercial bids of only those service providers will be opened, whose bids are found technically qualified.
- b. Commercial Bids will be opened in the presence of the Technical Evaluation Committee (TEC), MMD, and representatives of the service providers. Date and Time of

commercial bid opening shall be intimated to technically qualified service providers only.

c. One authorized representative of each of the service providers would be permitted to be present at the time of opening of the bids.

d. The authorized representative of service providers, present at the time of opening of the bids shall be required to sign an attendance register as proof of having attended the Technical/Commercial bid opening session.

7. LATE BIDS:

IIT Bombay will not be responsible:

i. For delayed / late quotations submitted/sent by post courier etc.

ii. For submission/delivery of quotations at the wrong places other than those mentioned in the tender.

iii. Any bid inadvertently received by IIT Bombay after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.

8. SUPPLEMENTARY OFFER/ MODIFICATION OF ORIGINAL BID:

a. Tender submitted against the above-mentioned tender shall not be returned in case the tender opening date is extended/ postponed. service providers desirous of modifying their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating the extent of updating done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

b. In case any service provider is silent on any clause mentioned in this tender document, IIT Bombay shall construe that the service provider has accepted the clauses as per the invitation to tender. No further claim will be entertained.

c. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

9. CONFIDENTIALITY:

Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to service providers or any other person not officially concerned with such process until information on Contract award is communicated to all service providers.

a. Any attempt by a service provider to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

b. Notwithstanding, from the time of Bid opening to the time of Contract award, if any service provider wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

10. DEVIATION, RESERVATIONS AND OMISSIONS:

a. During the evaluation of bids, the following definitions apply:

i. "Deviation" is a departure from the requirements specified in the Bidding Documents;

ii. "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents;

iii. "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

11. CORRECTION OF ARITHMETICAL ERRORS:

Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

i.If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected:

ii.If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

iii.If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

iv. Service providers shall be requested to accept the correction of arithmetical errors. Failure to accept the correction in accordance with the same shall result in the rejection of the Bid.

12. EVALUATION OF BID:

1. IIT Bombay evaluates technical and Price-acceptance offers on a landed net Price basis.

2. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected

i) Non- submission of complete offers.

ii) Receipt of offers after the due date and time and or by email/fax (unless specified otherwise).

lii) Receipt of offers in open conditions.

3. In case any service provider is silent on any clause mentioned in this tender document, IIT Bombay shall construe that the service provider has accepted the clauses as per the invitation to tender. No further claim will be entertained.

4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

5. L1 for "as and when required" basis will be determined based on the Travel category for every vehicle type in the Part I of the commercial bid. If the agency/agencies quotes L1 in all the travels categories, contract will be awarded to the agency/agencies. In case, the Institute do not find L1 Bidder in all categories, then the Institute will give preference to the agency which has quoted L1 in majority of the categories, and the

contract will be awarded for providing Hired Passenger/ Tourist Vehicle services to the said agency, subject to the condition that the agency agrees to settle their rates for the L1 quoted in all the categories.

6. L1 for “round the clock basis” would be determined based on the Monthly Charges in Part II of the commercial bid.

13. COMMERCIAL BID :

- a. Commercial bids of only those service providers who qualify in the technical evaluation shall be opened.
- b. A bidder can quote either part A or part B or both the parts of the commercial bid based on their eligibility.
- c. The price quoted should be in Indian Rupees.
- d. COMMERCIAL BID must be submitted in the Commercial Bid Format.
- e. If the price is not quoted in the Commercial Bid Format, IIT Bombay reserves the right to reject the bid.
- f. The price quoted must be inclusive of all taxes and charges.
- g. The service provider shall pay and bear all other liabilities, taxes, and duties not specifically agreed by the Institute in the contract.

14. CORRUPT & FRAUDULENT PRACTICES:

a. IIT Bombay requires that service providers, suppliers, vendors, and consultants observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

The terms set forth below are defined as follows:

- i.“Corrupt practice “means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the action of a public official in the procurement process or in contract execution;
- ii.“Fraudulent practice “means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- iii.“Collusive practice “means a scheme of arrangement between two or more service providers, designed to establish bid prices at artificial, non-competitive levels; and
- iv.“Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- v.IIT Bombay will reject a proposal for an award if it determines that the service provider recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

15. TRANSFER AND SUBLETTING:

The contracting agency/firm/company shall not transfer, assign, pledge or sub-contract

its responsibilities, rights and liabilities with the acceptance of the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

16. CANCELLATION OF TENDER:

1. Notwithstanding anything specified in this tender document, Purchaser/IIT Bombay, at its sole discretion, unconditionally and without assigning any reasons, reserves the right to:
 - a. Accept or reject the lowest tender, any other tender, or all the tenders.
 - b. Accept any tender in full or in part.
 - c. Reject the tender offer that does not conform to the tender's terms.
 - d. Give purchase preference to Public Sector undertakings when applicable, as per Govt. Policy/Guidelines.
 - e. Reject the bid if the prices received are abnormally low or unreasonably high.
2. Offers that deviate from the vital conditions (as illustrated below) of the tender shall be rejected:
 - a. Non-submission of complete offers.
 - b. Receipt of offers after the due date and time, and/or by email/fax (unless specified otherwise).
3. Receipt of offers in open conditions:
 - a. Conditional tenders and unsigned tenders will be rejected.
 - b. If the quality of the product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.

SECTION 5: TERMS AND CONDITIONS OF CONTRACT

1. AWARD OF CONTRACT:

1. IIT Bombay shall award the contract to the technically qualified eligible service provider whose bid has been determined as the lowest evaluated commercial bid.
2. The successful service provider will be awarded the contract for a period of two years and may be extended further subject to satisfactory performance, at the discretion of the competent authority of IIT Bombay on the same terms and conditions.
3. If more than one service provider happens to quote the same lowest price, IIT Bombay reserves the right to award the contract to more than one service provider or any service provider.
4. The IIT Bombay may enter into a parallel rate contract with more than one contracting agency/firm/company for providing hired vehicles.
5. IIT Bombay reserves the right to accept or reject the whole or any part of the Bid.
6. The qualified service provider will abide by all the Terms & Conditions of the Tender Document.
7. During the contract period of two years, no increase in rate will be permissible. However, rates may be reviewed in case of major change in Government Levies and fuel price and revision, if any, and will be proportional to such revision in rates, as determined by the IIT Bombay.
8. IIT Bombay reserves the right to add or remove any firm from the panel based on performance review and the feedback from the concerned authority.
9. The qualified service provider will abide by all the Terms & Conditions of the Tender Document.

2. TERMS OF PAYMENT:

1. No advance bill payment will be made under any circumstances.
2. The contracting agency / firm / company selected to provide hired vehicle service for "as when required basis" shall submit the bills to the Transport Unit, IITB as per the agreed rates on fortnight basis along with duly signed duty slips for payment, without fail. No interest will be payable on the non-payment due to delayed submission of bill.
3. The contracting agency / firm / company selected to provide hired vehicle service for "round the clock basis" shall submit the bills to the Transport Unit, IITB as per the agreed rates on monthly basis along with the Log book duly verified by the In charge, Transport Unit, IITB for payment, without fail. No interest will be payable on the non-payment due to delayed submission of bill.
4. Toll charges, parking charges, etc. may as per reimbursed at actuals (Original

receipts must be enclosed). The Institute reserves the right to verify the authenticity of claims pertaining to parking slips and if the same is not found genuine, no payment shall be made / if already made, the same will be recovered.

5. Payment for extra time and distance shall be made in accordance with the fixed rates as mentioned in the sl no. 6(a) and 6 (b) of Part A and "Rate per extra Km" column of Part B of the commercial bid, in cases of the time/ distance exceeding 8 hrs/ 80 kms in case of "as and when required" and minimum Kms per month in case of "round the clock basis"

3. PERFORMANCE BANK GUARANTEE:

1. The successful service provider has to submit a Performance Guarantee as per the format furnished under Annexure VI within ten days from the date of receipt the contract, failing which the EMD will be forfeited and the award will be cancelled.
2. The PBG shall be kept valid during the period of the contract and shall remain valid for a period of 60 days beyond the period of contractual obligations. If contract is further extended beyond the initial period, then the service provider shall initiate extensions to PBG one month before the expiry of PBG.
3. Performance Guarantee Bond is mandatory.
4. Successful tenderer/ service provider should submit a performance guarantee as prescribed above to be sent to the Assistant Registrar, Faculty and Support Services, IIT Bombay along with order acknowledgment. The PBG is to be furnished in the form of a bank guarantee as per ANNEXURE VI for an amount of Rs.2,00,000/- (Rs. Two Lakhs only).
5. The Performance Guarantee should be established in favor of "The Registrar, IIT Bombay". PBG is to be established through any of the National/ Scheduled Commercial Banks (whether situated at Mumbai or outstation) with a clause to enforce the same on their local branch of Mumbai.
6. Performance Guarantee Bond shall be for the due and faithful performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender.
7. The successful tenderer is entirely responsible for the due performance of the contract in letter and spirit and all other documents referred to in the acceptance of tenders.
8. If the successful service provider fails to submit the Performance Guarantee Bond along with Order Acknowledgement then the purchase order/contract will be cancelled.
9. No interest shall be payable by the buyer to the service provider on PBG.

4. EARNEST MONEY DEPOSIT:

1. Earnest Money Deposit (EMD) of Rs. 25,000/- (Rs. Twenty five thousand Only) in the form of Demand Draft in favor of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in Technical Bid. Failing which, the submitted bid will be rejected.
2. EMD of unsuccessful service providers will be returned within 30 days after the award of the contract.
3. No interest shall be payable by the IIT Bombay to BIDDER on Earnest Money Deposit (EMD).
4. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

5. FORCE MAJEURE:

Force Majeure will be accepted on adequate proof thereof.

6. LEGAL MATTER:

In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding. The decision of the Institute in regard to interpretation of the terms and conditions shall be final and binding on the agency. Jurisdiction of Mumbai Courts only.

7. TERMINATION OF CONTRACT

The Contract will commence from the date of Award of Contract for a period of two years and shall remain in force unless terminated earlier. IIT Bombay reserves the right to terminate the Contract at any time, and without assigning any reasons thereof by giving THREE MONTHS notice of their intention to do so in writing, and the service provider shall not be entitled to demand compensation because of such termination.

8. SERVICE LEVEL AGREEMENT & PENALTY

1. The contracting agency / firm / company will have to enter into an agreement in the prescribed format with IIT Bombay broadly covering scope of work, requirements, terms and conditions of the services to be provided to the IIT Bombay on a judicial stamp paper of Rs. 500/- or as per the prevailing requirement, the cost of which will be borne by the contracting agency/firm/company. The agreement in the prescribed format should be submitted within ten days from the date of receipt the contract, failing which the EMD will be forfeited and the award will be cancelled.
2. After cancellation of award of contract with L1 bidder, IIT Bombay reserves the right to call L2 and asked to match the rate offered by L1. If L2 accepts the offer, award of contract will be issued to L2. If L2 refuse to match rate with L1, then L3 will be asked to match rate with L1 and if L3 accepts the offer, award of contract will be issued to L3 and so on. In such case EMD submitted by L2,

L3...will not be forfeited if they refuse to match the rate with L1.

3. The contracting agency/firm/company shall provide the services continuously as per the contract terms. In case of discontinuation of services during the tenure of contract or non- satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc., the agency shall be liable for necessary legal action and performance security deposit shall be forfeited.
4. The contracting agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Maharashtra / India particularly applicable to the business.

A. AS AND WHEN REQUIRED BASIS:

1. Time and kilometers will be calculated from the actual reporting point to the desired destination for 4 hrs. / 40 kms & 8 hrs. / 80 kms and not garage to garage.
2. The rates for extra time and distance as mentioned in the sl no. 6(a) and 6 (b) of Part A of the commercial bid are fixed as per the market standards and the same shall be accepted by the contracting agency/firm/company.
3. The vehicles to be provided should always be in excellent condition both mechanically and look wise in both exterior and interior / upholstery etc. and the vehicle should be decent looking and well maintained. The vehicle provided should always contain water bottle, tissue paper/ napkins, first aid kit and mobile charging port.
4. The drivers of the vehicles deployed to IIT Bombay should be fully conversant with the routes of Mumbai City and the suburbs and should possess valid driving license in their names. The drivers must wear uniform while on duty, proficient in speaking local languages, well mannered, courteous with proven integrity, medically fit, possess healthy personal habits and should always carry a mobile phone.
5. The drivers of the vehicle shall obtain signature of the user on the duty slip, immediately after completion of each duty without fail. In case of failure to do so, the bills pertaining to the trip/ trips shall not be processed unless the provision of valid justification for the same.
6. The IIT Bombay will not be responsible for any kind of fine/ challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their own cost. Damage/ Loss to the concerned, utilising the vehicle will be recovered from the contracting agency/firm/ company.
7. In case the contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
8. It shall be the responsibility of the contracting agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it and the IIT Bombay shall have no liabilities in this regard.
9. The IIT Bombay shall not be responsible for any damages, losses, theft, claims,

financial or other, injury to any drivers engaged by the contracting agency / firm / company in the course of their performing the functions/ duties, or for any payment as compensation.

10. Designated Officers of Transport Unit will place indent for vehicles. The details of the Driver and vehicle details are to be shared to the guests / user/ traveller/ officials immediately on the receipt of the indent.
11. The contracting agency / firm / company shall affix "On Govt. of India Services (IIT Bombay)" placard to the windscreen of the vehicle that are to be used for IIT Bombay's duty. The drivers should display the "IIT Bombay" placard to receive IIT Bombay staff / guests / user/ traveller/ officials from the Airport / Railway Station.
12. Each vehicle to be provided must have coverage of comprehensive Insurance Policy.
13. The contracting agency/firm/company shall get suitable instructions from the Registrar / designated Official of IIT Bombay and shall provide the services promptly as per the requirement. The contracting agency/firm/company should be in a position to supply additional vehicles on short notice as and when required.
14. The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same/equivalent type of vehicle. On failure to do so, no payment will be made, for such trip/trips.
15. In case a vehicle is requisitioned and the same does not reach the designated time and place, the IIT Bombay will be free to call the required vehicle from any other supplier or from open market and the expenses on this account will be debited to the Contractor or will be recovered from the dues / pending bills, etc. In this case, an additional penalty of Rs 1000/- shall also be imposed.
16. In case of delay in reporting of the vehicle, the bills pertaining to the trip/ trips shall not be processed and a penalty of Rs.100/- per 15 minutes of the delay shall be imposed and the same will be recovered from the dues / pending bills, etc.
17. Vehicles supplied by the firm/agency will be randomly inspected by persons authorized by the IIT Bombay and in case of non-compliance of any of the conditions, brought to the notice of the Inspecting Officers /Users, a penalty of Rs.1,000/- on each fault will be imposed.
18. The contracting agency / firm / company shall be liable to discharge all liabilities towards taxes, levies, cess, etc., for the services rendered to IIT Bombay & produce the relevant proof to IIT Bombay on demand.
19. In case, the agency / firm / company fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof, IIT Bombay is put to any loss / obligation, monetary or otherwise, IIT Bombay shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
20. The contracting agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with the officials of IIT Bombay so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as

residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays/ Saturdays/ Sundays, also for satisfying IIT Bombay vehicle requirements.

21. Default in providing the appropriate/requisitioned vehicle, may lead to removal of the contracting agency / firm / company.

B. ROUND THE CLOCK BASIS:

1. For round the clock basis, a MUV type, manufactured on or after the year 2019, registered as passenger/tourist vehicles on the name of the bidder having valid T permit, should be deployed in the IITB campus 24x7.
2. The Rate per extra Km as mentioned in the Part B of the commercial bid is fixed as per the market standards and the same shall be accepted by the contracting agency/firm/company.
3. The drivers for the deployed standby vehicle should be engaged in a shift basis with 8 hours and 30 mins ie. 7:00 hrs to 15:30 hrs, 15:00hrs to 23:30 hrs and 23:00hrs to 7:30 hrs (the next day).
4. The details of the drivers, to be engaged for the week should be shared with the transport unit of IIT Bombay atleast by the end of the Thursday of the previous week and the same is not subject to change unless the case of emergency situations.
5. Log book should be maintained for the vehicle that is to be engaged and necessary entries should be made and the signature of the user should be obtained immediately post trip completion, without fail. The Log book has to be got verified and approved by the In charge, Transport Unit, IITB on monthly basis and the bill has to be produced based on the approved log book.
6. The details of the vehicle that is to be engaged for the subsequent month should be shared with the transport unit, IITB on or before the last day of the ongoing month and the log book for the vehicle to be engaged in the subsequent month shall be obtained from the transport unit, IITB, without fail.
7. The vehicle provided should be affixed with "On Govt. of India Services (IIT Bombay)" placard to the windscreen.
8. If any fault arises in the vehicle or if in case the vehicle is sent for servicing, a alternate vehicle of similar type has to be provided immediately as a temporary replacement until the vehicle is back for the duty.
9. The vehicles to be provided should always be in excellent condition both mechanically and look wise in both exterior and interior / upholstery etc. and the vehicle should be decent looking and well maintained. The vehicle provided should always contain water bottle, tissue paper/ napkins, first aid kit and mobile charging port.
10. It is the sole responsibility of the service provider for fuelling, maintaining cleanliness, general maintenance and repair of the vehicle if any fault arises.
11. It shall be the responsibility of the contracting agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it and the IIT Bombay shall have no liabilities in this regard.
12. The IIT Bombay shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers engaged by the contracting

agency / firm / company in the course of their performing the functions/ duties, or for any payment as compensation.

13. The vehicle to be provided must have coverage of comprehensive Insurance Policy.
14. Vehicles supplied by the firm/agency will be randomly inspected by persons authorized by the IIT Bombay and in case of non-compliance of any of the conditions, brought to the notice of the Inspecting Officers /Users, a penalty of Rs.1,000/- on each fault will be imposed.
15. The contracting agency / firm / company shall be liable to discharge all liabilities towards taxes, levies, cess, etc., for the services rendered to IIT Bombay & produce the relevant proof to IIT Bombay on demand.
16. In case, the agency / firm / company fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof, IIT Bombay is put to any loss / obligation, monetary or otherwise, IIT Bombay shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
17. The contracting agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with the officials of IIT Bombay so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays/ Saturdays/ Sundays, also for satisfying IIT Bombay vehicle requirements.

SECTION 6 - COMMERCIAL BID

Part- A

SI.No	Travel Category	Rates (Incl of GST)			
		Small car (A)	Medium car (B)	Premium car (C)	MUV (D)
1	Pick-up from Domestic Airport to IIT Bombay				
2	Drop from IIT Bombay to Domestic Airport				
3	Pick-up from International airport to IIT Bombay				
4	Drop from IIT Bombay to International Airport				
Local Journey:					
5	4 hrs. / 40 Kms				
6	8 hrs. / 80 Kms (If the time and distance exceeds 4hrs/ 40 kms)				
6(a)	Rate Per Extra Km (If the distance exceeds 80 Kms)*	10	13	15	15
6(b)	Rate Per extra Hour (If the time exceeds 8 hrs)*	200	200	200	200
Outstation Journey (min 250 kms):					
7	Rate per Km (Inclusive of Driver's allowance)				

*** Rates are fixed as per market standards.**

Yours faithfully,

(Signature of the service

provider) Printed Name

Designation Seal

Date:

Business Address:

Part- B

Travel Category	Vehicle Type	Minimum Kms per Month	Monthly Charges	Rate per extra Km. *
Standby duty at IIT Campus (round the clock)	MUV	600		15

*** Rates are fixed as per market standards.**

Yours faithfully,

(Signature of the service
provider) Printed Name
Designation Seal
Date:
Business Address:

SECTION 7 - ANNEXURES

ANNEXURE I - SERVICE PROVIDER'S INFORMATION

(On Company / firm's Letterhead)

Sl. No	Particulars	Details
1	Name of the service provider	
2	Registered Office/Shop Address of the service provider (along with Mumbai Address)	
3	Address of Garage (Attach proof for the same)	
3	Details of the Incorporation/Shop Establishment License of the Company (As per shops and establishment act.)	Date:
		Registration No.:
4	Legal Status (Proprietor, Partnership firm, limited company, corporation, etc. Attach proof)	
5	Valid GST Registration No.	
6	Permanent Account No. (PAN)	
7	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
8	Address for Communication	
9	Telephone No. (with STD Code)	
10	Email Address of the contact person	
11	Fax No. (with STD Code)	
12	NSIC/ MSME certificate for exemption of EMD (if applicable)	
13	Month and Year of commencement of	

	passenger/ tourist vehicle hiring business	
14	Recommendations and reference of at least three major clients with contact details (Attach as Enclosure)	

15. Existing total passenger/tourist vehicles owned in the name of agency / firm / company (Minimum 5) (Attach the complete list of vehicles owned as per the below format and Registration Certificates as attachment): _____

Sl. No	Particulars	Details
Vehicle 1	Brand /Make:	
	Model:	
	Year of Manufacturing:	
	Vehicle Registration No:	
	Tourist Permit validity:	
	Vehicle fitness validity:	
	Vehicle Insurance validity	
Vehicle 2	Brand /Make:	
	Model:	
	Year of Manufacturing:	
	Vehicle Registration No:	
	Tourist Permit validity:	
	Vehicle fitness validity:	
	Vehicle Insurance validity	
Vehicle 3	Brand /Make:	
	Model:	
	Year of Manufacturing:	
	Vehicle Registration No:	
	Tourist Permit validity:	
	Vehicle fitness validity:	
	Vehicle Insurance validity	
Vehicle 4	Brand /Make:	
	Model:	
	Year of Manufacturing:	
	Vehicle Registration No:	
	Tourist Permit validity:	

	Vehicle fitness validity:	
	Vehicle Insurance validity	
Vehicle 5	Brand /Make:	
	Model:	
	Year of Manufacturing:	
	Vehicle Registration No:	
	Tourist Permit validity:	
	Vehicle fitness validity:	
	Vehicle Insurance validity	

Note: All above documents of vehicles should be attached along with the Technical Bid. If bidder fail to submit above mentioned documents, its bid will not be considered for evaluation and will be rejected.

Yours faithfully,

(Signature of the service
provider) Printed Name
Designation Seal
Date:
Business Address:

ANNEXURE II – DECLARATION REGARDING CLEAN TRACK

(On Company / firm's Letterhead)

To
The Assistant Registrar,
Faculty and Support Services (Transport Unit),
Third Floor, Nandan Nilekani Main Building,
IIT Bombay, Powai, Mumbai 400 076.

Date:

Dear Sir,

Sub: Tender No. F&SS/ Hir- Veh/ 2025 dated 21st March, 2025 for “Tender for Transport services”

I/we carefully gone through the Terms & Conditions contained in the above referred tender document. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

Sr. No.	Country in which the com is debarred/blacklisted/ case is pending	Black listed / debarred by Government /Semi Government Organizations/Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully,

(Signature of the service provider) Printed Name

Designation Seal

Date:

Business Address:

ANNEXURE III - DECLARATION OF ANNUAL TURNOVER

(On Company / firm's Letterhead)

To
The Assistant Registrar,
Faculty and Support Services (Transport Unit),
Third Floor, Nandan Nilekani Main Building,
IIT Bombay, Powai, Mumbai 400 076.

Date:

Dear Sir,

Sub: Tender No. F&SS/ Hir- Veh/ 2025 dated 21st March, 2025 for “Tender for Transport services”

1. I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references:

F.Y. 2021-22	F.Y. 2022-23	F.Y. 2023-24

And,

I/we hereby declare that our firm had filed Income Tax Returns for the last Three years i.e. F. Y. 2021-22, 2022-23 & 2023–24. Supported by a copy of the ITR of Three years.

Yours faithfully,

(Signature of the service

provider) Printed Name

Designation Seal

Date:

Business Address:

ANNEXURE - IV EXPERIENCE IN SIMILAR WORK
(On Company/Firm Letterhead)

To
The Assistant Registrar,
Faculty and Support Services (Transport Unit),
Third Floor, Nandan Nilekani Main Building,
IIT Bombay, Powai, Mumbai 400 076.

Date:

Sir,

Sub: Tender No. F&SS/ Hir- Veh/ 2025 dated 21st March, 2025 for “Tender for Transport services”

Brief particulars of the similar work done in Govt. Organization, Educational Institution, Public Sector Undertaking (PSU) or any other reputed private organization, etc. . Please use separate sheet if required without changing the format . Please attach client certificate / work orders, etc. clearly giving period of contract.

Sr. no	Name of the organization with complete postal Address	Period for which the contract is/was awarded	No. of vehicles deployed by your firm on site	Details of contact person (Name, Add & contact no.)

Yours faithfully,
(Signature of the service provider)
Printed Name Designation
Seal
Date:
Business Address:

**ANNEXURE - V DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND
CONDITIONS**

(On Company/Firm's Letterhead)

To

Date:

The Assistant Registrar,
Faculty and Support Services (Transport Unit),
Third Floor, Nandan Nilekani Main Building,
IIT Bombay, Powai, Mumbai 400 076.

Sir,

**Sub: Tender No. F&SS/ Hir- Veh/ 2025 dated 21st March, 2025 for “Tender for
Transport services”**

I/we have carefully gone through the Terms & Conditions as mentioned in the above referred tender document. I/we declare that all the provisions of this tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the service provider)

Seal

Date:

Business Address:

ANNEXURE VI - PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT MUMBAI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT MUMBAI OR ANY SCHEDULED BANK SITUATED AT MUMBAI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

LETTER OF GUARANTEE

To,

The Registrar,

Indian Institute of Technology Bombay

Powai, Mumbai – 400 076.

WHEREAS Indian Institute of Technology Bombay (Buyer) have invited bids vide Tender No/Purchase Order Dt. for purchase of AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the goods or service in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **“The Registrar, Indian Institute of Technology Bombay”** in the form of Bank Guarantee for ₹ and the said guarantee shall be valid till the duration of service period and contractual obligations.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Technology Bombay on demand and without protest or demur ₹ (Rupees).

This Bank further agrees that the decision of Indian Institute of Technology Bombay (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology, Bombay (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed ₹ (Indian Rupees only).
2. This Bank Guarantee shall be valid up to(date) and

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT Bombay serves upon us a written claim or demand on or before.....(date).

This Bank further agrees that the claims, if any, against this Bank Guarantee shall be enforceable at our branch office at situated at
(Address of local branch).

Yours truly,

guarantor:

Signature and seal of the

Name of Bank:

Address:

Date:

SECTION 8 – CHECKLIST

The following items must be checked before the Bid is submitted.

A. Envelope “1”

1. Demand Draft for Rs. 25,000/- (Rs. Twenty five thousand only) towards Earnest Money Deposit.
2. Eligibility Criteria Responses (each page duly sealed and signed by the authorized signatory).
3. Annexure 1: Service provider's Information.
4. Annexure 2: Declaration Regarding Clean Track by service provider.
5. Annexure 3: Declaration of Annual Turnover and Income Tax Return.
6. Annexure 4: Experience in Similar Work.
7. Annexure 5: Declaration for Acceptance of Tender Terms and Conditions.
8. All necessary enclosures supporting the same.

B. Envelope “2”

1. Commercial Bid

Note: Your quotation must be submitted in two envelopes Technical Bid (Envelope 1) and Commercial Bid (Envelope 2) super scribing on both the envelopes the Tender No. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender No. & Due date.

Yours faithfully,

(Signature of the service
provider) Printed Name

Designation Seal

Date:

Business Address: