



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI

आमबारी, गोपीनाथ बोरदोलोई(जी.एन.बी.) मार्ग, गुवाहाटी-781001, भारत
Ambari, Gopinath Bordoloi (G.N.B.) Road, Guwahati-781001, India

NIT No. IITG/ADMIN/01/2017/01 DATED 11.08.2017

SHORT NOTICE INVITING QUOTATIONS

Address & Place of Submission of Bid	Director, Indian Institute of Information Technology Guwahati, Assam Textile Institute campus, GNB Road, Ambari, Guwahati-1
Last date & Time of submission	21.08.2017 till 3 p.m.
Date & Time of opening	21.08.2017 at 3.30p.m.
Validity of Price	Price quoted shall be valid for 30 days from the date of opening of bid.
Tender Fee	: Rs. 500/- (Rupees Five Hundred only) by Demand Draft /Banker Cheque/ Pay Order in favour of "IIT Guwahati"

Indian Institute of Information Technology Guwahati (IIITG) requires at least 8 buses (30-40 seater) in the mornings and evenings on working days to transport students to and from their hostels to the Institute . Further, one of these buses will be required for the full day, every working day of the month. The vehicles will be required to pick up students in the morning from the Hostel at Baghorbori, Panjabari to the Institute campus at Assam Textile Institute, Ambari, Guwahati and then to drop them in the Hostel in the evening after the classes over. The morning requirement will be from 8 am till 9 am, and the evening requirement will be from 5 pm to 6pm approximately. Interested agencies/transporter possessing the eligibility criteria mentioned below may submit their bids along with all the enclosures required as per this bid document.

1. Eligibility Criteria:

- i) The bidder should have at least 10 vehicles of at least 30 seats.
- ii). The bidder should be registered with the Authority, Govt. of Assam to provide commercial transport services.
- iii). The vehicles should be new or not more than 5 years old. The vehicles must be registered for commercial use with commercial licence plates. The RC copies of the vehicles will have to be enclosed with the bid.
- iv). The bidder should possess a minimum of 5 years' experience of providing commercial transport services.
- v). The bidder/Individual must be a registered firm/partnership/company.
- vi).The bidder must enclose GST Registration certificate, Income Tax Clearance.
- vii) Only the bids of vendors fulfilling all the above conditions will be shortlisted and considered.
- viii) Bidders may have to show their vehicle(s) if requested.

2. Bid Submission:

Bids are to be submitted with all supporting documents such as Organization's Profile (Name of the Firm/Agency, Location and Address, Telephone/ email ids, mobile number etc), Accreditation/Certification/Registration, Bidders Financial Turnovers of last three fiscal years, STCC/ITCC, experiences (details of clients to whom services been provided in last 5 years including work orders), Vehicle details (registration, Make, Model, year of purchase etc.)

The rate shall be quoted as per the **price schedule/format** in the bid document. Quotations to be submitted in a sealed envelope super scribing "Quotation for Bus Services" against "**NIT No. IIITG/ADMIN/01/2017/01 dated 11.08.2017**" and be addressed to **Director, IIIT Guwahati, Assam Textile Institute Campus, GNB Road, Ambari, Guwahati-781001.**

3. Scope of service:

All the buses will be required every working day to pick up students in the morning at 8a.m. from the residence complex at Baghorbori, Panjabari and bring them to the Institute campus at Textile Institute, Ambari, Guwahati and to drop them from the Institute to Baghorbori in the evening after the classes are over. The buses must be available at the students Hostel complex before 8 a.m. and at the Institute premises before 5 p.m. or any other schedule as provided. One of the buses will be required for the whole day, every day of the week. This bus may be parked in front of the Institute premise and it will be required for additional services during the day. The other buses will be released once they reach the Institute premises (about 9 am) and after reporting at 5 pm, will be released once they reach the hostel (about 6 pm). The institute is open from Monday to Friday and remain closed on Saturday & Sunday and there are 19 Holidays per year. A few Saturdays may be working days.

Further, during the institute academic vacations (after semester exams) the bus service will remain suspended which will be notified from time to time. No, payment will be made during these vacations.

4. Price Schedule:

The price quoted by the bidder (including applicable GST) shall be in the proforma given below:

Sl. No.	Item	Fixed Charge per month (rupees)	Running Charge per Km.
(i).	Hiring of 7 buses for transporting students in the mornings and evenings every working day		
(ii).	Hiring of 1 bus for the whole day every working day of the month.		

The distance between Hostel to Institute is approximately 14 kms. Therefore approximate distance travel per month for a bus will be 600kms. for sl no.(i) and 2000km for sl no. (ii) above. Therefore for evaluating L1 bid, the total mileage for 600 kms & 2000kms for item sl nos. (i) & (ii) respectively will be added with the monthly fixed charges.

5. Maintenance of Log Book:

The Transporter will maintain log book for each bus as per the format provided by the institute. The log book record will start from the point of pick up to the point of release. At the time of release, the kms. covered during the day shall be recorded in presence of persons authorized by the institute. The Km readings for to and fro movement from the garage to the hostel complex will not be covered in the log book. Therefore the bidder while quoting their rates should include their probable expenditures for garage parking. After award of contract any claim for garage parking will not be entertained.

6. Duration of Contract:

At the initial stage, the contract shall be awarded for a period of 1 year from the date of commencement. This tenure may be reduced or extended as per requirement of the Institute. Also, the institute may increase or decrease the number of buses required from time to time which will be informed to the transporter.

7. Security Deposit:

The successful bidder will be required to deposit a security deposit of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/ Pay Orders/Bankers' Cheque of any scheduled bank in favour of "IIIT Guwahati" payable at "Guwahati" within fifteen days after the award of this contract service. The Security Deposit will be refunded after expiry of the Contract Agreement subject to satisfactory service of the contract.

8. Duties & responsibilities:

- a. The contractor will arrange to provide driver with valid licence for each vehicle. He may also provide a helper, the tools & instruments etc. at his own cost for the safe, effective and efficient discharge of the services.
- b. The staff engaged by the contractor shall be skilled, professional to discharge the services in timely manner. The institute on demand may request the contractor to remove any staff for neglecting their duties or any kind of misbehavior shown to the students/faculty of the Institute.
- c. The transporter will provide a single point of contact (SPoC) for facilitating official communication by the Institute.
- d. Insurance of all the employees and the Buses will be responsibility of contractor. The Institute will not bear any cost or compensate any claim to the contractor or to any statutory authorities against any violation of safety laws, rules and regulations while carrying out operations as required by the contract. Also, IIITG will not be liable to pay to the Staff/Labourer of Contractor for injuries/death while performing duty.
- e. The Contractor shall be fully responsible for any damage/injury to the users caused by negligence on part of the contractor or his staff. Safe driving should be ensured by the contractor. The vehicle be driven at moderate speed and there be no rush driving.
- f. The contractor shall be responsible for compliance of relevant labour laws or any other act to the extent they are applicable to his establishment/workmen.
- g. The Contractor shall ensure that the vehicles report always on time. In case of delay by more than half an hour, the payment for the full day of the bus (calculates as 1 /20 of the monthly rate) will be deducted from the monthly bill. In case a vehicle fails to carry out or complete any journey, a penalty of three times the payment of a full day as calculated above will be imposed for each such violation.
- h. In case a vehicle breaks down during the middle of a trip a replacement will have to be arranged immediately without affecting the services.
- i. All vehicles have to be checked before the duty hours of the day. The driver of the vehicle must carry out the essential general check-up of the vehicle on their own before the commencement of any trip so that the vehicle runs smoothly.
- j. The vehicles shall be maintained neat and clean every day. Any wear & tear of seat covers shall be replaced immediately.

10. Payments:

The transporter will raise monthly bills along with vehicle log book duly signed. The institute will verify the log book and make payment after necessary corrections & deductions as per rule as applicable. All payments will be made through NEFT within 15days from the submission of the bills. Payments will be made on a monthly basis irrespective of the number of working days. For calculations of monthly charges, fixed charges will be added with total running charges at actual as per log book. In case the vehicle is suspended in the middle of the month, the fixed charges in the Bills shall be raised on pro-rata basis. TDS will be deducted as per rule.

11. Penalty:

Providing services in timely manner and maintenance of vehicles neat and clean in good working conditions would be the essence of this contract. In case of failure to provide a bus in a day, two days equivalent fixed charge from the monthly bill will be deducted. In case the vehicle is delayed by more than half an hour, a fine equivalent to half day will be deducted from the monthly bill. Also, if the vehicle is often found delay and not maintaining the quality standards up to the satisfaction of the institute, security deposit will be forfeited.

12. Termination of Default:

Default is said to have occurred if the transporter fails to provide the services to the satisfaction of the Institute or if the contractor is found insolvent. In such a case IIITG reserves the right to cancel the agreement and serve notice to the service provider to suspend the vehicle at any time in the middle of the month. The security deposit will also be forfeited. The institute may suspend any vehicle or cancel the entire agreement and call for fresh advertisement during the currency of the contract in case services provided by the Transporter is found unsatisfactory.

13. Applicable law & Arbitration:

The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of competent Court & forum in Guwahati, India under the provision of the Indian Arbitration & Conciliation Act., 1996.

14. Force Majeure:

The supplier shall not be liable for failure to perform its obligations under the contract in the event of Force Majeure. The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire etc. directly affecting the performance of the Transporter.

15. Consideration of Tender:

The acceptance of the offers will rest solely with the Authority of the Institute, who in the interest of the organization reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reason. The Institutes decision shall be final and binding and no claims/representations in this regard shall be entertained. Mere submission of bid by the bidder does not vest any right in them for being selected.

Director