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## INDIAN INSTITUTE OF ASTROPHYSICS

(Ministry of Science and Technology, Govt. of India)

**Koramangala, Bangalore – 560034**

No.IIA/Transport/2016

Dated: 16.12.2016

### TENDER DOCUMENT

Indian Institute of Astrophysics is looking for reputed and registered Transport Contractors for hiring commercial vehicles on monthly/daily as well as need basis for the use in this Institute and field stations at Hoskote & Gauribidanur in Karnataka and Kavalur & Kodaikanal in Tamil Nadu. The types of vehicles required at the said locations are indicated against each:

Sl.No.	Location	Type of vehicles
1	Indian Institute of Astrophysics, Sarjapur Road, 2 <sup>nd</sup> Block, Koramangala, Bangalore – 560 034	Tata Indica / Tata Indigo / Qualis / Tavera / Tempo Traveller / Tata Sumo / Innova / Swaraj Mazda / Tata Winger / Honda City / Toyota Etios / Toyota Corolla.
2	Indian Institute of Astrophysics, CREST Campus, Shiddlaghatta Road, Hoskote, Bangalore – 562 114	Tata Indica / Tata Indigo / Qualis / Tavera / Tempo Traveller / Tata Sumo / Innova
3	Indian Institute of Astrophysics, Radio Astronomy Field Station Gauribidanur – 561 210 Chickaballapur Dist.	Tata Indica / Tata Indigo / Qualis / Tavera / Tempo Traveller / Tata Sumo / Innova
4	Vainu Bappu Observatory Indian Institute of Astrophysics, Kavalur, Alangayam – 635 701 Tamil Nadu	Tata Indica / Tata Indigo / Qualis / Tavera / Tempo Traveller / Tata Sumo / Innova
5	Observatory Indian Institute of Astrophysics, Kodaikanal – 624 103, Tamil Nadu	Tata Indica / Tata Indigo / Qualis / Tavera / Tempo Traveller / Tata Sumo / Innova

**Eligibility Criteria:** Firms must provide information, meet the following criteria and provide documents as evidence:-

- (i) Firm must be registered with the appropriate authority for carrying out the business of travel & transport.

- (ii) The firm must be in the business of providing services for hiring of vehicles for the last 5 years.
- (iii) Firm must have Permanent Account Number for Income Tax and Service Tax Registration No.
- (iv) Firm must provide details of registered office Address with Telephone No./Fax/Mobile No.
- (v) Firm must provide details of Address for communication along with Telephone No./Fax/Mobile No.
- (vi) Experience in providing services for hiring of vehicle in at least two State/Central Govt./PSU.
- (vii) The bidder should have adequate number of vehicles of the same model to meet the requirement of IIA.
- (viii) EMD of Rs.10,000/-.**

Firm shall self-certify each page of the tender document as a token of its understanding/acceptance.

### **Terms & Conditions**

1. The period of contract will be initially for a period of one year starting from the date of commencement of the contract. Contract period may be extended on yearly basis depending upon requirements with mutual agreement at same rate, terms and conditions of contract.
2. The duty point would be at the respective IIA office campuses and the mileage and time would be calculated from respective IIA office campuses and not from Garage to Garage.
3. The contractor needs to provide taxi services (commercially licensed vehicle) in the Institute on day-to-day/monthly rental basis.
4. The requirement of taxi services will be purely need based. The Institute will be under no obligation to hire any specific number of taxies during the day / week / month or the period of contract.
5. The Drivers deployed should have valid driving license for driving vehicles and follow traffic rules and other regulations prescribed by the Govt. from time to time.
6. The Contractors should abide by all statutory requirements for running the vehicles according to the hiring contract. The Institute will have no responsibility and will in no way be liable towards taxes, fees, penalties, cost of fuel, and salary to drivers, maintenance etc. or any other charges payable except the contract price, parking charges and toll tax, if any.
7. The Contractors have to ensure that all necessary documents (Registration Certificate, valid insurance, Permit, Pollution control certificate etc.) are available with the drivers, and that the drivers are well mannered and neatly dressed in uniform with their name plates. The drivers should always carry a mobile phone with them to facilitate quick contact. The names and full addresses with mobile numbers of the drivers, who will attend the duty, should be furnished as and when they are deployed.

8. All the vehicles should be provided with duty slips/log books. Vehicle engaged for duty must be certified by the users indicating clearly the kilometer reading and time of arrival for duty and end of duty on duty slips/log books and the driver should be able to maintain the same independently, with proper care.
9. The vehicles should be in good running condition and only commercial vehicles (yellow board) with valid permits are to be provided.
10. Payment requests for monthly bills are to be submitted by the contractor during the first week of the following month along with pre-receipted bills(s) supported by duty slips/log books duly signed and stamped by the concerned officers using the vehicles/authorized signatories.
11. The contractors should have enough resources to repair their vehicles in minimum possible time when required, they should be in a position to substitute/replace or arrange extra vehicles at very short notice.
12. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/Authority. The Institute will not be responsible for any loss, damage and accident to the vehicle or to any other vehicle or injury to anybody.
13. The tender must be accompanied by the following documents failing which the tender will be rejected:
  - i) **Earnest money deposit of Rs.10,000/-** (Rupees twenty five thousand Only) in the form of a Demand Draft in favour of Director, Indian Institute of Astrophysics, Bangalore which will be refunded to the unsuccessful bidders after finalization of tender.
  - ii) **Non Refundable Tender fee of Rs.500/-** (Rupees five hundred only) in the form of a Demand Draft in favour of Director, Indian Institute of Astrophysics, Bangalore.
14. The rates quoted should be inclusive of all expenses such as fuel, Taxes, Insurance, diesel, maintenance, repair and servicing etc.
15. No request of the contractor towards enhancement of the rates of vehicle fixed will be entertained by the Institute during the currency of the contract period unless the market rate of 1 litre diesel exceeds by more than 10% to that of the rate of 1 litre diesel on the date of the agreement. In that case initially agreed rates may be revised upwards by an increase of 5% only. While fixing the rates, the revised rate will be rounded off to the nearest multiple of 25 paise only. If fuel price falls below 10% of the quoted price, the same benefit will be passed on to the Institute. Every 10% increase or decrease in fuel price will lead to a corresponding 5% increase or decrease in quoted price.
16. The successful bidder will have to enter into an Agreement with the Institute on Rs.100/- Non-Judicial paper. The Institute reserves the right to cancel/withdraw the hiring contract/Agreement at any time and the decision of the Director in this regard is final.

### **Instructions to Tenderers:**

- i. The bid shall consist of two parts – “**TECHNICAL BID**” and “**FINANCIAL BID**”.
- ii. **TECHNICAL BID** as given in the Annexure-I in a sealed envelope, separately addressed to the Sr. Administrative Officer, Indian Institute of Astrophysics, Bangalore superscribing “**Technical Bid for Hiring of Vehicle Services**”. EMD & Tender fee should be attached to the Technical bid.
- iii. **FINANCIAL BID** as given in the Annexure-II in a sealed envelope, separately addressed to the Sr. Administrative Officer, Indian Institute of Astrophysics, Bangalore superscribing “**Financial Bid for Hiring of Vehicle Services**”. Financial bid may be quoted for any or all the locations. Separate form (Annexure-II) may be used for each location.
- iv. Both the bids are to be kept in a separate sealed envelope superscribing “**TENDER FOR HIRING VEHICLE SERVICES**” and submit to the Sr. Administrative Officer, Indian Institute of Astrophysics, Koramangala, Bangalore – 560 034 on or before **03.00 PM on 16.01.2017**.
- v. Both the bids shall be opened on the same day at **03.15 PM** in the presence of tenderers or their authorized representatives present at that time.
- vi. The tenders not containing the **EMD** and **tender fee** will be summarily rejected. The Institute reserves the right to reject any or all the tenders, without assigning any reason(s) whatsoever.
- vii. The Institute reserves the right to call any of the vehicles mentioned in the **Annexure-II** on approved rates.

For more information and details, please contact Dr. P. Kumaresan, Sr. Administrative Officer (Ph.22541249) email id: [kumaresan@iiap.res.in](mailto:kumaresan@iiap.res.in).

Sr. Administrative Officer

**Annexure – I**

**(Format for Technical Bid (on letter head of company))**

Name of the firm/company/service agency	
Registration No. & date	
Complete address & Telephone/Fax No. and details of contact person.	
Location of Garage (Full address with telephone number )	
No. of vehicles as in Annexure-II (at least 10) owned by the contractor (photocopy of RC should be enclosed)	
No. of vehicles attached with the Contractor (if any)	
No. of years of experience in providing vehicles to Govt. organizations	
Name & Address of the Govt. offices where at present vehicles are engaged on regular / monthly basis (copy of contract letter to be attached)	
PAN No.	
Service Tax Regd. No.	
E-mail id.	
EMD details	1) DD No. 2) Date: 3) Amount: 4) Drawn on:
Tender fee	1) DD No. 2) Date: 3) Amount: 4) Drawn on:

Signature with name and address & seal

Date:

Place:

## Annexure – II

### (Format for Financial Bid (on letter head of the company))

Location: Bangalore / Hoskote / Gauribidanur / Kavalur / Kodaikanal  
(please tick and use separate format for each location)

#### I. MONTHLY RATES:

Sl.No.	Description	Type of vehicles	Rate for Non-AC in figures & words	Rate for AC in figures & words
1.	Monthly charges (running of 2000 KM in a month for 12 hrs on daily basis)	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		
		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
2.	Extra charges per KM beyond 2000 KM.	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		
		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
3.	Extra charges beyond 12 hours	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		
		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		

## II. DAILY RATES:

S.No.	Description	Type of vehicles	Rate for Non-AC in figures & words	Rate for AC in figures & words
1.	Rates per day for 80 KM & 8 hours	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		
		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
2.	Extra charges beyond 80 KM	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		
		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
3.	Extra charges per hour beyond 8 hours	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		
		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
4.	Rates per day for 60 KM & 6 hours	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		

		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
<b>5.</b>	<b>Extra charges beyond 60 KM</b>	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		
		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
<b>6.</b>	<b>Extra charges per hour beyond 6 hours</b>	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		
		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
<b>7.</b>	<b>Rates per day for 40 KM &amp; 4 hours</b>	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		
		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
<b>8.</b>	<b>Extra charges beyond 40 KM</b>	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		



		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
<b>9.</b>	<b>Extra charges per hour beyond 4 hours</b>	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		
		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
<b>10.</b>	<b>Rates per day for 20 KM &amp; 2 hours</b>	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		
		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
<b>11.</b>	<b>Extra charges beyond 20 KM</b>	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		
		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
<b>12.</b>	<b>Extra charges per hour beyond 2 hours</b>	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		

		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		
13.	<b>Charges for hiring vehicles for outside headquarters (specify minimum kms to be covered in a day, night halt charges, permit charges if vehicle is taken outside the state, and any other charges)</b>	Tata Indica		
		Tata Indigo		
		Qualis		
		Tata Sumo		
		Tavera		
		Innova		
		Tempo Traveller		
		Swaraj Mazda		
		Tata Winger		
		Honda City		
		Toyota Etios		
		Toyota Corolla		

**Note: Rates may be quoted by taking respective Office campus as duty point in respect of starting of mileage and hours. Rates should be indicated both in words and figures and all pages to be signed.**

Signature with name and address & seal

Date:

Place: