

	<p>भारतीय प्रौद्योगिकी संस्थान पालक्काड Indian Institute of Technology Palakkad अहलिआ एकीकृत कैम्पस, कोज़िपारा Ahalia Integrated Campus, Kozhipara पालक्काड- 678557 Palakkad – 678 557</p>	<p>दूरभाषसंख्या/ Phone no: 04923 – 226300/590/586 ईमेल/ Email : purchase@iitpkd.ac.in</p>
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Tender no. (Ref No): IITPKD/ADMN/029/2017

Date: 12.09.2017

**TENDER FOR INVITING QUOTATIONS**

Sl No	Work Description	Tender Enquiry No & Date	EMD (in Rupees)
1.	Hiring of Taxi/Cars on Call basis for a period of one year	Ref No: IITPKD/ADMN/029/2017 Date: 12.09.2017 Due Date : 22.09.2017 at 3.30 PM	Rs. 10,000/- (Rupees Ten Thousand Only)

IIT Palakkad invites sealed quotation from registered and reputed travel agencies for “**Hiring of Taxi/Cars (Air-conditioned) on call basis**” for a period of one year.

Sealed Tenders are invited for “**Hiring of Taxi/ Cars on call basis**” with an experienced and dedicated driver for the use of **Indian Institute of Technology Palakkad at Ahalia Campus, Kozhipara, and Palakkad.**

**EMD amount of Rs. 10,000/-** in the form of demand draft drawn in favour “**Indian Institute of Technology Palakkad payable at Palakkad**” should accompany the tender, failing which the tender will be treated as invalid. The EMD amount will be returned to the unsuccessful bidders. The EMD amount will be retained in the case of successful bidder and the contract period is over, the same will be returned.

## ANNEXURE-I

### DETAILED TECHNICAL DESCRIPTION OF THE WORK

1. The Tenderer/contractor has to arrange vehicles (Model 2013 or later) with dedicated driver. (Proof of the registration year of the vehicle to be enclosed)
2. The tenderer should have minimum **two years experience** in the relevant field. (Proof to be enclosed)
3. The Tenderer should have registered **PAN No and GST No**. The Pan no should in the name of firm (Proof to be enclosed).
4. The Contractor should quote separately the rates for each make of the vehicle.
5. The date of commencement of hiring will be [the date of receipt by IIT Palakkad of the Letter of Acceptance by the contractor.](#)
6. The Tenderer/contractor should maintain a trip sheet in which he has to make entries, (i.e starting kilometre reading, starting time, ending time every day) and ensure that both the driver and the Officer concerned have signed against the particular trip in the trip sheet.
7. Payment will be made once a month through RTGS/NEFT. [Bill should be accompanied by the Log sheets while claiming payment.](#) The Tenderer has to furnish the bank details such as Account No, Account Name, IFSC Code, Bank address etc along with the tender. [At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.](#)
8. The work will be spread over a period of one year from the date of issue of Letter of Acceptance. If the performance and service of the contractor is found satisfactory, the institute reserves the right to extend the contract for another one year at the same terms and conditions including the rates. The Vehicle should be ready for operation within three weeks after the contract is awarded.
9. Normally the vehicle will be required to ply in Kerala and Tamil Nadu. The vehicle shall have appropriate permit.
10. The vehicle is required on call basis, request for the vehicle will be informed to the contractor in one hour in advance and the contractor should be able to provide the vehicle with in one hour as per our request.

11. The rates quoted should include all charges like driver's salary, Bata, travelling allowance, all kinds of taxes and service charges as applicable and other miscellaneous charges.
12. The vehicle should have certificates such as RC Book, Emission certificate FC, Insurance etc. The driver should have valid driving license.
13. The vehicle is required to run at any time including night. It should be possible for the contractor to arrange the vehicles to turn up at short notice during emergencies. No extra payment will be made for night halt at other stations.
14. The kilometre/timing will not be accounted for the break down period until an alternate arrangement is made.
15. Insurance: The contractor shall take and keep a policy or policies of Insurance against all liabilities of the contractor or IIT at common law or under any statute in respect of accidents to person(s) for the purpose of carrying out the works on site. The contractor shall also have in hand a policy or policies of Insurance against all recognized risks and losses due to theft, fire or natural calamities. Only Indian Insurance Company shall be considered. Such insurance shall in all respects be subject to the approval of IIT.
16. IIT Palakkad does not take any responsibility in respect of any compensation/claim or any charges on account of any accident involving the vehicles on hire.
17. In case there is any failure of the vehicles, immediate alternate arrangements have to be made for replacing the same with a similar vehicle.
18. The tenderer will be responsible for the safety, medical care and other facilities of the drivers who should be fully licensed to operate the vehicle under hire.
19. IIT Palakkad does not take responsibility on the actions of the drivers.
20. Proper safety and care of guest should be ensured by the contractor.
21. The drivers of the vehicle should be provided with adequate cash by the tenderer to carry out any minor repairs of emergent nature so that time is not wasted on account of such repairs.
22. The vehicle hired shall be in good working condition, neat and tidy and to the satisfaction of the Officer in Charge/ Administrative Advisor and capable of working in difficult terrain including kacha road.
23. The year of manufacture of the vehicle should be 2013. The Tenderer shall fill up the details of the vehicle offered in the form included in Annexure-B. The tenderer shall submit attested copy of all relevant documents like RC Book, FC, and Insurance etc as proof of the details furnished in Annexure-B. If the details are not furnished along with the offer or if the vehicle offered is not complying with the above condition, the offer will be summarily rejected.
24. If the tenderer is an individual person, the RC book should be in the name of tenderer. If the tenderer is a Travel firm, the authorization letter from the owner of the vehicle shall be submitted for running his vehicle by the tenderer along with the offer.

25. **IIT Palakkad does not take any responsibility for providing accommodation to the driver. No mileage will be allowed for lunch / tea of the driver. Driver should carry his lunch.**
26. During the weekly/periodical rest of drivers, alternate relief drivers should be made available before the original driver leaves the vehicle. Under normal circumstances, the drivers and vehicles should not be disturbed. In case of any such disturbance, the officers shall not accept the vehicles supplied by the tenderer unless he is fully satisfied about the alternate arrangement and proportionate payment as deemed adequate shall be deducted till proper arrangement is made.
27. Rates quoted by the tenderer shall not be changed during the currency period due to increase in petrol/diesel/lubricating oil or for any other reason during the period.
28. If vehicles are not provided or not accepted by the Officer for reason therein, proportionate rate will be deducted from the bill even for one day. If the vehicle is not made along with the driver when it is required or called by the IIT Palakkad, a fine amounting to double the hire charges per day shall be imposed on the contractor and shall be at the discretion of the IIT Palakkad Officer depending up on the merit of the case.
29. The tenderer should accept all conditions mentioned in Annexure – A (1 to 26) and signed each page of the Annexure – A accepting the entire tender conditions duly a fixing their seal.
30. **The Contract will be terminated by IIT Palakkad if the performance is not satisfactorily at any time without notice.**
31. The quotation should be sent to the following Address :
- The Registrar  
Indian Institute of technology Palakkad  
Ahalia Integrated Campus,  
Kozhipara,  
Palakkad -678 557.  
Phone no: 04923 226 300/590/586  
Email: [Purchase@iitpkd.ac.in](mailto:Purchase@iitpkd.ac.in)
32. **Acceptance and Rejection:** I.I.T Palakkad has the right to accept the whole or any parts of the tender or portion of the quantity offered or reject it in full without assigning any reason.

**ANNEXURE – II**

1.	Name of the Tenderer /Agency	
2.	Office Address (with Telephone, Mobile and Email id)	
3.	PAN No. and GST No of the firm ( Pan card should be in the name of registered company/ tours and travels)	
4.	Working experience of the firm (in years) proof to be enclosed	
5.	Vehicle Make & Models, Make of the vehicles owned by the firm (proof to be enclosed)	
6.	The vehicle should have certificates such as RC Book, Emission certificate FC, Insurance etc. (Proof to be enclosed)	
7.	Certificate of the valid insurance	
8.	EMD amount of Rs. 10,000/- in the form of demand draft drawn in favour Indian Institute of Technology Palakkad payable at Palakkad	
9.	Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of the tender document.	

**Declaration of Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself to abide by them.

Signature of the Tenderer with seal:

Name:

Seal:

Office Address:

**ANNEXURE - III**  
**COMMERCIAL BID - SCHEDULE OF RATES**

Name of work: **Hiring of vehicles (Air-conditioned) on call basis for the use of Indian Institute of Technology Palakkad for a period of one year**

SI No	Make of the vehicle	From	To	Amount (in ₹) (per trip)
1.	<b>Should be filled by the contractor</b>	IIT Palakkad	Palakkad Railway Station (Olavakkode)	
		Palakkad Railway Station	IIT Palakkad	
		IIT Palakkad	Palakkad Town	
		Palakkad Town	IIT Palakkad	
		IIT Palakkad	Coimbatore Railway Station	
		Coimbatore Railway Station	IIT Palakkad	
		IIT Palakkad	Coimbatore Airport	
		Coimbatore Airport	IIT Palakkad	
2.	Full day running upto 80 Km. and 8 hrs. (Rates in Rs.)			
	Over and above 80 Km. Rs. Per Km.)			
	Over and above 8 hrs. (Rs. Per hr.)			

Signature of the Tenderer with seal:

Name:

Seal:

Office Address:

PAN No:

GST No: