

**TENDER  
DOCUMENT  
FOR  
HIRING OF BUS  
SERVICES**



**PDPM  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,  
DESIGN & MANUFACTURING JABALPUR  
Dumna Airport Road, P.O. Khamaria, Jabalpur - 482005**

Contains total 16 pages

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*Tender Document of Hiring of Bus Services*

**Fact sheet accompanying the tender schedule**

1	Pre bid conference schedule	27. Nov. 2019 at 15:00 Hrs at Conference Hall of the Institute
2	Last date for receipt of sealed tender form	16. Dec. 2019 at 15:00 Hrs
3	Date of opening sealed Tenders (Technical Bids only)	16. Dec. 2019 at 16:00 Hrs at Conference Hall of the Institute
4	Date of opening the Financial Bids of Tenders (Those who qualify in Technical bids only)	Will be declared later and will be intimated to technically qualified bidder.

**TENDER FOR HIRING BUS SERVICE FOR PDPM IIITDM JABALPUR**

**1. SCOPE OF WORK**

- i) To provide Bus service to employees and students of PDPM IIITDM Jabalpur (herein after called Institute) and other passengers of the Institute on hire basis for this purpose Institute wishes to hire 2 Numbers of buses. The Buses shall be in good condition, of desired capacity with comfortable sitting and not older than three years (herein after called eligible bus). The successful tenderer shall be called contractor for the subject work/service.
- ii) During the contract period, the Institute can use buses for any purpose. The buses should be made available 24 Hrs × 7 days.
- iii) During the entire contract period, the buses shall not be older than three years. (If buses becomes older within the contract period, it should be replaced by another eligible buses).

**2. ELIGIBILITY CRITERIA**

All the Bidders/ Agencies must fulfil the eligibility criteria. All supporting documents and the declarations (duly self-attested with stamp) must be submitted in support of their claim along with the Technical Bid. The Financial Bids of only those bidders who meet all the eligibility criteria will be considered for opening. The bids not meeting the criteria and not accompanied with the requisite documents shall be treated as non-responsive hence rejected; and, the corresponding financial bid shall also not be opened.

- i) The Agency/ Firm must be a registered travel agency/transport service provider (tour operators).



- ii) The agency/firm should be able to provide facilities within Jabalpur with proper permit/ RTO permissions. An undertaking in this regard needs to be submitted in the Annexure-II.
- iii) The Agency/ Firm must have at least 02 nos. of eligible buses registered in the name of firm or owner of the firm.
- iv) The Agency must have registered office in Jabalpur. In case of not having office in Jabalpur they can submit an undertaking to start an office at Jabalpur within one month of award of contract failing which the contract shall be cancelled and the EMD will be forfeited.
- v) The Agency must have GST Registration Number and submit a self-attested copy of certificate of Registration.
- vi) The Agency must have Permanent Account Number (PAN) and submit a self-attested copy of PAN card.
- vii) The Agency must have submitted Income Tax Return for financial years (2016-17, 2017-18 & 2018-19). Copies to be attached.
- viii) The Agency must have experience of at least 03 years in supplying vehicles to Education Institution (s)/ Govt. organization/ PSUs/IITs/ IITs/ NITs etc. in last five years.
- ix) The agency/firm must mention capacity, year of manufacturing, specific make and year of manufacturing, model in the technical bid, and the buses must not be older than three years.
- x) The Agency must have turnover of 15 lakhs or more per year for financial years (2016-17, 2017-18 & 2018-19). Audited statement of accounts must be submitted for (2016-17, 2017-18 & 2018-19). A specific certificate regarding the Turn Over is required to be furnished from the Chartered Accountant.
- xi) Bidders must submit an undertaking for providing Monthly Wages/ Salary to be paid to the drivers and cleaners (not less than the minimum wages) including provision of mobile phones, white uniform (two pairs), black shoes (2 pair\$) and washing allowance as applicable for the drivers should be indicated by the bidders.
- xii) An undertaking to the effect that the firm has not been blacklisted/ banned/ suspended/ debarred from any organization/ institute and no case is pending with the police or in court of law against their name, duly notarized. If the same is found at any point of time in any circumstance, the contracted shall be terminated and performance guarantee shall be forfeited.
- xiii) The desirous bidders must submit the required EMD for bid security with technical bid and agree to submit the security deposit on the event of award of contract within 15 days of issue of Letter of Acceptance (LOA). The contractor, after receipt of work order, will enter in a contract.
- xiv) Copy of entire tender document must be numbered page-wise and duly self-attested and stamped on each pages as a token of acceptance of our terms and conditions.



- xv) The bidder must submit Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked and for which experience certificates are given.

### 3. EVALUATION OF TECHNICAL BID

- i) The authorized representatives of the Institute will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time. They must bring proper authorization from their firm/ agency at the time of opening of the bids failing which they may not be allowed to participate in the opening of process.
- ii) The bid of any bidder who has not complied with one or more of the eligibility criteria and/or conditions prescribed in the terms and conditions will be summarily rejected.
- iii) The bidder must produce the original documents towards the eligibility/qualifying criteria on the date of opening of tender for verification. Besides the Institute reserve the right to verify the document so submitted from those Institutes/ organizations who have issued such certificates. If bidder is not able to attend the bid opening, he must submit an undertaking to produce original documents before final award of the contract, failing which the offer shall be cancelled and the EMD will be forfeited.
- iv) The bidder must submit the duly filled, verified, and signed checklist (Annexure – I) for technical eligibility.

### 4. EVALUATION OF FINANCIAL BID

- i) Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders/their authorized representative, if they wish to be present, with prior intimation.
- ii) The financial bid (Shall be in the prescribed format- Annexure- III) shall contain the exact charges as applicable against the vehicles (as per the tender) in dry lease, monthly charges /per km as the case may be. Further, the Institute also reserves the right to cancel the financial bid of any agency if it is found that the charges quoted are unreasonable or un-justified.

### 5. TENDER IS REQUIRED TO BE SUBMITTED IN TWO PARTS IN TWO SEPARATE SEALED ENVELOPES 'A' & 'B', WHICH ARE PUT TOGETHER IN THIRD BIGGER ENVELOPE.

#### (a) TECHNICAL BID (ENVELOPE 'A'): it should contain the following documents:-

- i) Registration certificate of the firm,
- ii) Copy of registration of buses at least 02 eligible buses for 52 seating capacity, (Capacity as per RTO registration and make of bus)  
*Note: Contractor, who have only 01 bus, may also participate in tendering process, but if such contractor is awarded the work, he shall be bound to provide RC of 2nd Bus (A new 52 Seater Bus) within 15 days from the issuing of*

*Work Order. [An Undertaking for the same is required as prescribed in Annexure-VI]*

- iii) Copy of GST Registration,
- iv) The Agency must have experience of at least 03 years in supplying vehicles to Education Institution (s)/ Govt. organization/ PSUs/IITs/ IITs/ NITs etc. in last five years.
- v) Audited statement of turnover of Rs. **15.00** Lakhs (Rupees Fifteen Lakhs only) per annum for financial year (2016-17, 2017-18, 2018-19), on average basis.
- vi) PAN number & copy of Income Tax Returns filed for last three years.
- vii) Earnest money of Rs. **50,000/-** (Rs. Fifty Thousand only) in the form of demand draft in favour of "The Registrar, PDPM-IIITDM Jabalpur" payable at Jabalpur.
- viii) Tender document must be signed and numbered by the tenderer on all pages.
- ix) Undertakings (Annexure-II)
- x) Index in form of "Annexure-V"

**(b) PRICE BID (ENVELOPE 'B'):**

- i) It should contain price bid only include prescribed format (Annexure-III). **Super scribed Financial bid for 'Hiring of Buses'**.
- ii) Price bids of only technically qualified firms shall be opened on pre-notified date, time & venue of the Institute for which, Institute shall send necessary information by post.
- iii) Price bid will be finalized on the basis of **Weighted Average of fixed monthly charges (S.N. 1&2 below) only**. [see Annexure-III]

**6. EARNEST MONEY DEPOSIT/ SECURITY DEPOSIT**

- i) Earnest money of Rs.50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft in favour of Registrar, PDPM IIITDM Jabalpur, payable at Jabalpur will be furnished by the tenderer along with the tender without which tender will be rejected.
- ii) The successful tenderer will have to submit a demand draft of Rs. 1,00,000/- (Rupees One Lac only) as security deposit for performance guarantee before commencement of the contract. The demand draft deposited with the Institute shall not accrue any interest hence no interest will be payable. The EMD submitted can be adjusted against security deposit with submission of DD for remaining amount.

- iii) Security deposit may be forfeited incase contract is terminated for any of the reasons.
- iv) On successful completion of contract period, Security deposit will be released within next 60 days.

## 7. LOGBOOK

- i) The contractor is required to maintain daily logbook of the movement of vehicle while on duty. Logbook shall be maintained by the owner/driver of the vehicle for noting the distance traveled by the vehicle for carrying out job against this contract and signature of authorized officer/representative should be obtained daily.
- ii) All logbooks should be handed over to the institute at the end of contract period or termination of contract.
- iii) Distance will be measured from starting point to destination as given in PRICE BID.

## 8. PAYMENT CONDITION

- i) The successful tenderer will be paid a firm rate towards hire charges per month and for any additional kilometers if used.
- ii) The monthly rate and rate for additional kilometers quoted and agreed shall be firm during the period of contract, including any extension if granted; no price variation shall be entertained by the Institute.
- iii) The monthly bill in triplicate along with a copy of logbook of the vehicle in respect of preceding month will have to be submitted to the officer in charge. Payment will be released within due time after submission of bill if found in order after verification. The services should not be affected during the contract period in case of delay in payment due to valid reason up to reasonable time.
- iv) Statutory dues as applicable as per prevalent rules shall be deduced from the bill.
- v) All other expenses, consumables, fuel and lubricants, road taxes, insurance charges, fees of license/ levies charges and road and bus permits, repairs and maintenance of the vehicle salaries and accommodation to the drivers/cleaners etc. shall be borne and arranged by the contractor during the entire period of the contract and its extension (if any) with no financial implication to the institute. The institute will not be responsible for any legal obligation(s) under any act(s). The successful tenderer shall furnish documents of the vehicle to the Institute within three days from the date of deployment of vehicle.
- vi) It will be responsibility of the owner to ensure agreement of all the document pertaining to vehicle Registration as per latest motor vehicle act, drivers' license, RC book, Tax book, comprehensive insurance bus permit for plying bus for transportation on hire and other document etc., as may be required under motor vehicle act, for which no charges will be paid by the institute. The above documents shall always be available with hired vehicle and its driver. In case of requisition seizure of vehicle by administration or by other agency it will be the



responsibility of the contractor of the vehicle to get the vehicle released. During such period of requisition seizure of the vehicle the contractor shall make an alternative arrangement by providing alternate bus with no financial implication to the institute.

- vii) No payment shall be made in advance.

## 9. PERIOD OF CONTRACT

- i) The contract will be effective from the date of deployment of the vehicle and will be valid for a period of 24 months. This contract may be extended at the Institute's discretion for a period as desired by institute subject to satisfactory performance of the contractor and further requirement of the institute with the same rates, terms and conditions.
- ii) Notwithstanding anything contained in the contract the contract can be terminated by the institute by giving notice of 30 days to the contractor without assigning any reason thereof and the contractor shall not claim any damage, cost etc. for the remaining period of the contract.

## 10. GENERAL TERMS AND CONDITIONS

- 1) The bus provided should be same as per the details given in the technical bid with all other eligibility conditions (RTO Permission, Insurance, etc.). In case of change in any of the buses, prior permission should be taken in writing, by submitting the all related documents well in time.
- 2) The contractor has to make alternate arrangement of buses in case the bus is not available due to repair or maintenance/accident/on election duty etc.
- 3) The Institute shall have no responsibility on account of any accident to the person, material, contractor's staff, fire etc. and no damage /compensation shall be paid to the contractor on this account.
- 4) The contractor will ensure that the vehicle will carry only staff and other passenger of the Institute. No outside passenger should be permitted /found boarded in any case.
- 5) The contractor alone shall be responsible for all acts, omission, commission, defaults, or neglect on the part of the driver, conductors, cleaners and other personnel employed by the contractor's maintenance, operation and plying of the vehicle.
- 6) The contractor shall from time to time at all times keep indemnified the institute against the action, proceeding claim and expenses of every nature, made suffered or occasioned in consequence of and perusal to and arising on or as a result of plying and the operation of the vehicle by the contractor, their servant and agent, under terms and conditions or otherwise howsoever.
- 7) The contractor shall arrange at his own cost for adequate composite/comprehensive insurance cover against accident to the vehicle and the passengers, it carries on day to day duty.
- 8) The contractor shall operate and ply the bus entirely at their own risk and responsibility and shall observe all rules and regulation and comply with all provision of law on that behalf.

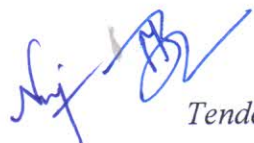
- 9) In case of any riot, communal disturbance or civil commotion in the area of operation of the transport service, the contractor shall immediately inform the institute or in order to enable the institute to make suitable arrangements needed, if any.
- 10) In case of penalty either for late running, cancellation of schedule trips, for not providing bus on any particular day, not running bus with proper documents, contractor will be required to deposit the amount fixed on account of penalty within seven days of the issue of such notice, failing which the penalty dues will be recovered from the next bill or security deposit made by the contractor. Institute also reserves the right to cancel the contract in case such penalty is not paid in a stipulated period and/or such events are repeated.
- 11) In case bus cannot run due to some genuine reason then contractor need to inform 24 hours prior to scheduled time of bus and no payment will be made for that day. In case of failing to inform 24 hours in advance, it will be treated as violation of contract and a penalty will be imposed as per penalty clause No.1.
- 12) In case extra bus(s) is/are required for any purpose, same will be informed to the contractor 24 hours prior to schedule of programme and contractor will have to provide bus for the purpose. In case contractor fails to provide bus due to any reason a penalty as per penalty clause No.1 will be imposed.
- 13) Any notice required to be given by either party to the other party shall be deemed to be duly served if sent by speed post to the other party at their address unless either of them has notified to the other any change of the address. Any notice given by post shall be deemed to have been served at the expiry of 48 hours from date of posting.
- 14) PDPM IIITDM Jabalpur reserves the right to avail similar services from other firm/agency and/or to sign the similar contract with other contractor to run similar services as well as to run services by their own bus. The contractor shall have no claim what so ever in such case.
- 15) All matters of dispute shall be within the jurisdiction of the Jabalpur (MP) only.
- 16) The Institute reserves the right to:
  - (a) Award the work in whole or in a part.
  - (b) To reject any or all bids without specifying any reasons thereof.
  - (c) Not to bind itself to accept the lowest bid.
- 17) In case of breach of any of the terms and conditions mentioned above, the Director will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Institute in that event and the security deposit will be forfeited.
- 18) The tenderer should submit all the desired documents along with the tender without which the tender would be summarily rejected.
- 19) The service of the vehicle along with the drivers shall be available on all days of month and any time of the day as specified in by the Institute, that may also change from time to time
- 20) The contractor shall follow all rules and regulation related to labor law and minimum wages, PF rules, etc. wherever applicable. The contractor or his employee shall not cause





or permit any nuisance in the premises of the institute or do anything which shall cause unnecessary disturbance or in convenience to our employees. Any other damages(s) caused by the contractor/ his employee to the institute shall be recovered from bill(s) of contractor.

- 21) The contractor at his own cost and risk will ensure that the vehicles are properly maintained to avoid any breakdown and/or cause inconvenience to the staff, student and other passengers of the institute traveling by vehicle.
- 22) Three days holiday will applicable for bus in one calendar year, (i.e. Holi, Diwali & Dussehra). In case of any other holiday, the contractor is required to intimate in advance and in such cases prorata payment would be made.
- 23) The drivers must observe all etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform to be decided by the Institute at the time of engagement for which no extra payment will be provided and must carry a mobile phone in working condition, for which, no separate payment shall be made by the Institute. All drivers should be provided with mobile phones. The working contact numbers of the drivers should be provided to the Institute in writing.
- 24) In case of any accident, Institute will not be held responsible and the contractor will have to provide the substitute bus and the contractor will be responsible for any police case, claim and insurance to this effect.
- 25) The Contractor should have Proper valid insurance as per rule, no responsibility of the institute in case of any accident.
- 26) The drivers of the contractor should have valid driving license. No owner or person in charge of the vehicle shall permit the vehicle to be plied by a person who does not satisfy the provisions of the Motor Vehicle Act. Also the Driver & conductor of the vehicle should behave in civil & orderly manner with the passengers.
- 27) In cases the contractor fails to provide the services during the contract period the Director, IIITDM Jabalpur will have right to make alternative arrangement at the risk and cost of the contractor.
- 28) 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.
- 29) The Institute reserves the right to relax any of the eligibility criteria given in the tender document for award of contract in the best interest of the Institute.
- 30) Contractor shall during the tenure of the Contract and at any time thereafter maintain in the strictest confidence all information relating to the work and shall not, unless so authorized in writing by IIITDMJ, divulge or grant access to any information about the work. Contractor shall not also destroy any report, note relating to the operation/ work required by the Institute. The obligation is continuing one and shall survive after the completion/ termination of this agreement.
- 31) Vehicle should be available for 24X7.



## 11. PENALTY CLAUSES

Written complaints by the user/inspection by the authorities/ log book or any other relevant record/ any other justified evidence will form the basis form penalty.

Sl. No.	Reasons of Penalty	Amount (In INR)
1.	Not reporting at all for duty	₹ 5,000/- per occasion
2.	For late reporting per occasion	₹ 1000/- per hr. Or part thereof
3.	Unclean or non-road worthiness vehicle deployed	₹ 1000/- per incident
4.	Misbehavior of driver / non following instruction of IIITDM JBP.	₹ 1000/- per day or part thereof
5.	Any lapse notice during operation of contract other than listed in clause of penalties	₹ 1000/- per incident
6.	Any other	To be decided by the competent authority as per the gravity of the issue.

The decision of Director IIITDM Jabalpur on all type of penalties shall be final and binding on the agency.



UNDERTAKING

1. I/we undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the PDPM-IIITDM Jabalpur and shall abide by them.
2. I/We also undertake that I/We have understood “Parameters and Technical Specifications for conducting the Work” and shall conduct the work strictly as per these parameters.
3. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.
4. I/We undertake that I/we will take necessary permission from RTO Jabalpur for bus operations within Jabalpur.
5. I/We give undertaking that my/our firm has not been blacklisted/ banned/ suspended/ debarred from any organization/ institute and no case is pending with the police or in court of law against my/our firm. If the same is found at any point of time in any circumstance, the contract shall be terminated and performance guarantee shall be forfeited.
6. I/We undertake that I/we will produce original documents at the time of bid opening or before final award of contract.
7. I/We undertake that I/we have an office in Jabalpur or I/we will start an office in Jabalpur within one month of award of contract.

Date: \_\_\_\_\_  
Place : \_\_\_\_\_

(Signature of Tenderer  
With stamps of the firm)



**PDPM - IIITDM JABALPUR  
PRICE BID.**

1. At present **two buses** of 52 seating capacity is required with number of trips as follows:  
(Present schedule is attached in annexure-IV for reference, which may change from time to time without any information)  
i) PDPM-IIITDM Jabalpur campus – Sadar  
ii) Sadar– PDPM-IIITDM Jabalpur campus
2. Number of trips may vary as per the requirement.
3. In case of requirement of two or more parallel trips, additional required separate buses to be provided on actual run basis at per kms charges.
4. Usual points of travel are given in point number 1 above but services may be required for any other point as and when required.
5. Distance will be measured from starting point to destination as shown in point number 1 above OR actual starting point to destination point as per 4 above.
6. Price bid will be finalized on the basis of **Weighted Average of fixed monthly charges (S.N. 1&2 below) only**. Actual running charge per Kms (S.N. 3 and 4) should be less than or equal to per Km charges as calculated from fixed monthly charge for 2000Kms (S.N. 1).

S.N.	Vehicle	Description	Monthly Rent Per Bus (In figures & Words)
1.	2 No.s of buses capacity 52 seater on monthly basis (For 8 Months or more)	Min 2000 kms Run per month Or total 4000 km run both the buses per month	
2.	2 No.s of buses capacity 52 seater on monthly basis (For 4 Months or less)	Min 1000 kms Run per month Or total 2000 km run both the buses per month	
3.	52 seater bus on actual run basis	Rate per extra km (Extra KMs will be applicable after total 4000km/ 2000km of both the buses are over)	
4.	32 seater bus on actual run basis	Rate per km	

7. Formula for calculation of Weighted Average:  
If rate quoted for S.N. 1 is A and  
Rate quoted for S.N. 2 is B  
Then

$$\text{Weighted Average} = \frac{8*A+4*B}{12}$$

**Seal & Signature of tenderer**

**Place:  
Date:**



*Tender Document of Hiring of Bus Services*

## Tentative Bus Time Table

### Bus Time Table (Monday to Friday)

Contractual Bus 1				Contractual Bus 2				Institute Bus			
From	To	Out Time	Purpose	From	To	Out Time	Purpose	From	To	Out Time	Purpose
Institute	Sadar	03:30 PM		Sadar	Institute	04:55 PM		NR2	School	06:45 AM	Saturday Also
Sadar	Institute	04:15 PM		*Hexagonal Canteen	Sadar	05:50 PM		Reliance Fresh	Institute	08:15 AM	
Institute	Gadheri	05:30 PM	Jagriti	Sadar	Institute	06:30 PM		NR2	School	12:30 PM	
Gadheri	Institute	05:45 PM	Jagriti	Institute	Gadheri	07:40 PM	Jagriti	School	NR2	-	
Institute	Sadar	06:30 PM		Gadheri	Institute	07:50 PM	Jagriti	Institute	Suarkol	5:40PM	Jagriti
Sadar	Institute	08:20 PM		Institute	Mehgawan	08:00 PM	Jagriti	Suarkol	Institute	05:50 PM	Jagriti
Institute to Sadar		09:00 PM		Mahegawa	Sadar	08:05 PM		Institute	Suarkol	7.40 PM	Jagriti
Sadar to Institute		09:40 PM		Sadar	Institute	09:30 PM		For Saturday			
				Institute	Sadar	10:15 PM		NR2 to Sadar	11:00 AM	Sadar to NR2 via School	11:20 AM
									12:30 PM		01:00 PM
								Institute	Gadheri	4:40PM	Jagriti
								Gadheri	Institute	04:50 PM	Jagriti
								Institute	Gadheri	7.00 PM	Jagriti

### Bus Time Table (Saturday and Sunday)

Timing From NR2 To Sadar	Timing Sadar to NR2
03:30 PM	03:30 PM (Bus 2)
* 05:20 PM (Bus 1)	04:45 PM
05:25 PM (Bus 2)	06:15 PM
07:00 PM	08:20 PM
09:00 PM (To Russel Chowk)	09:40 PM (From Russel Chowk) (Bus1)
10:15 PM (Bus 2)	09:45 PM (From Sadar) (Bus 2)



**UNDERTAKING**  
**[See Clause 5 (a) ii]**

I/We ..... (Name of Contractor/Agency) hereby undertake that:

1. If our agency gets the work order for this Tender, then we shall provide the 2nd Bus also (52 Seater Bus).
2. Copy of Registration Certificate (RC) of 2nd Bus (A new 52 Seater Bus) will be provided by us within next 15 days from the issue of Work Order.
3. In case of failure to do so, Institute may award the work to next eligible contractor/agency.

Date:

Signature with Stamp

Place:

