

**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.



