

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,  
DELHI  
(IIIT-DELHI)**

Okhla Industrial Estate, Phase III  
New Delhi 110020  
(Tel No 011-26907400, Website: [www.iiitd.ac.in](http://www.iiitd.ac.in))

**NOTICE INVITING TENDER FOR PROVIDING STAFF CAR SERVICES**

IIIT-Delhi invites sealed Financial Bid along with EMD from reputed agencies / companies in the field for **“Providing Staff Car Services at IIIT Delhi”** as per details below:

**Bid Schedule**

Date of Start and downloading the tender	<b>12 Dec 2018</b>
Last date and time for submission of tender	<b>26 Dec 2018 at 1430 Hrs.</b> (tender may be deposited in the Tender Box kept in Service Block of the Institute)
Date and time of bid opening	<b>26 Dec 2018 at 1500 Hrs</b>
Address for communication & submission of tender documents and opening of technical bid	IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020

**Scope of Work**

Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of Delhi Government empowering it to do research and development and grant degrees. The Institute has a requirement to hire a staff car for use by Institute’s Director.

**The scope of work includes:**

- a) The Vehicle is to be hired on monthly basis and will be required to be parked inside the IIIT-Delhi, Okhla Phase-III, New Delhi-110020 campus.
- b) The vehicle supplied to IIIT-DELHI shall fully comply with vehicle fitness requirements in the State of Delhi, and all provisions of the Motor Vehicles Act, 1988 and rules made there under including other instructions/requirements issued/specified from time to time.
- c) **The vehicles supplied will be brand new (purchased in Dec 2018 or Jan 2019) Model Mahindra Marazzo M4 (Eight seater 2+3+3).** The contractor would ensure regular service of the vehicle for proper service conditions.
- d) The driver/ staff deployed by the Contractor for driving the vehicle should hold valid commercial driving license and be fit physically and mentally. Medical Fitness certificate for such staff appointed pursuant to this Tender should be provided at the time of award of tender. The driver provided should have at least 5 years of driving experience. No case/litigation for rash/drunken or other offence should be pending against the driver.
- e) All inclusive rate quoted in the tender document/ negotiated will remain same throughout the contract period and is not subject to change under any circumstances.
- f) The Contractor shall obtain adequate insurance cover for the vehicle, his staff and all bonafide passengers of the vehicle supplied pursuant to this tender. A copy of the insurance certificate will be provided to the institute Further, the contractor shall be

responsible for all injuries and accidents to such staff and bonafide passengers including such injuries and accidents which may arise or occur to his employees and/ or the bonafide passengers during the course of performance of the Contractor's obligations pursuant to this tender. Further any cost of injury to the occupant of the vehicle shall be on the vehicle provider.

- g) The contractor shall be responsible for the good conduct and behavior of his employee. If any of the Contractor's Employees is found misbehaving with the staff, faculty, student or outsourced staff, the Contractor shall, on receipt of instructions from the Registrar, IIIT-DELHI or any other Officer designated by the Registrar, IIIT-DELHI in this regard, replace such contractor Employee, at the Contractor's risk and responsibility.
- h) The Contractor shall issue necessary instruction to his staff to act upon the instruction given by the Supervisory-Staff of IIIT-DELHI.
- i) The Contractor shall ensure proper and reasonable precautions during performance of their obligations and in the event of any loss being caused to IIIT-DELHI on account of negligence/derelection of duties or performance of their obligations by the Contractor or the Contractor's staff, the Contractor shall be liable to indemnify IIIT-DELHI for such loss, out of the Contractor's insurance cover or otherwise, such loss being quantified after an inquiry comprising of the representative of IIITDELHI and the Contractor.
- j) The Contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
- k) If the Contractor fails to perform its obligations on any day, IIIT-DELHI may, without prejudice to its other rights and remedies, levy a charge of Rs. 2000/- for each day or part thereof.
- l) Documentary proof for formation / constitution of the tenderer's firm with name, address, telephone no., fax no., Email ID and communication address may be furnished.
- m) Contractor shall abide by all applicable laws including labour and welfare Laws (ESI, PF, BONUS, Income Tax, Service Tax or any other extra taxes levied by the Government) the companies Act, etc. and shall adopt all required, Welfare measures for the Contractor Employees and discharge all other obligations concerning thereto. The Contractor shall furnish adequate proof to IIIT-DELHI in this regard. It is again clarified that all such responsibilities and obligations, whether specified herein or not, shall be the exclusive responsibility and obligations of the Contractor, and IIIT-DELHI shall not be held liable for such responsibilities/ obligations in any manner what-so-ever.
- n) The Contractor's staff proposed to be employed by the Contractor for performance of obligations as envisaged hereunder shall be subject to screening by IIIT-DELHI, to ascertain their antecedents, suitability and skills. Before deploying any Contractor Employee in IIIT-DELHI the contractor shall furnish complete particulars and obtain written approval of the designated officer of IIIT-DELHI. The IIIT-DELHI reserves the right to interview the Contractor Employee(s), if considered necessary by it, before giving such approval. IIIT-DELHI reserves the right to ask and require the contractor to remove any Contractor Employee deployed by the Contractor, without assigning any reason/notice therefore.
- o) The Contractor's Employee shall be trained and educated. The Contractor shall also undertake at his own expense in consultation with IIIT-DELHI, a continuous updating of skills and procedure to be followed by the Contractor Employee provided to IIIT-DELHI by organizing suitable training schedules for them. The duration of the contract shall be one year which may be extended up to three years based on performance and requirements. However, the contract can also be terminated by giving a written notice of 30 days by either side.
- p) The contractor shall indemnify IIIT-DELHI and keep IIIT-DELHI indemnified against all

losses, claims or demands arising out of or due to any acts or things done or purported to be done by the Contractor or the Contractor employees including but not limited to any claim for employment by the Contractor's Employee

- q) Contract can be terminated without any notice in case of violation of any clause of the contract agreement such as failure to provide required vehicle, poor quality of vehicles, inadequate or untrained manpower provided or any other violation, wages not paid to the workers or paid less than minimum wages applicable under the Act. In case the contractor want to discontinue the work he will have to serve two months clear notice to the contractee (IIIT-DELHI) for termination of the contract.
- r) Any legal disputes will be subject to jurisdiction of Delhi Courts.

### **Technical Bid**

The technical bid details may be submitted as per enclosed format at **Annexure A**

### **Award of Work**

Those who meet the technical criteria as above will be considered for opening of financial bid. The agency quoting the lowest rate shall be considered for award of work. IIIT, Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

The work shall be awarded for initial period of **minimum one years extendable by another two years.**

### **Financial Bid**

Interested agencies may submit financial bid as per enclosed format (**Annexure-“B”**), duly authenticated and stamped. Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid should not contradict the technical offer in any way. The rates will remain unchanged during the period of contract.

### **Payment Terms**

Monthly bill by the 7<sup>th</sup> day of next month shall be raised for as per the agreed rates plus service Tax/other taxes, as applicable. Payment shall be released within 15 days of raising bill.

### **How to submit**

The interested agencies may submit their proposal along with the above mentioned documents by subscribing the envelope **“Providing Taxi Services”** enclosing separate sealed envelopes marked as **Technical Bid** and **Financial Bid**, so as to reach the Registrar, **IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020 by 1430 Hrs on 26 Dec 2018**

**For and on behalf of  
Indraprastha Institute of Information Technology Delhi**

**Signed  
Registrar**

**Technical Bid**

**NOTICE INVITING TENDER FOR PROVIDING TAXI SERVICES FOR DIRECTOR**

1. Name of the Agency :  
(Full address with Tel. No)
2. Constitution of the Agency :  
(Proprietorship / Partnership / Private Limited Company / Public Limited Company)
3. Registration No. of the Agency :  
Under State Govt. or any other Act.]  
**(Please attach documentary proof)**
4. Distance of agency's office from IIIT-Delhi in kms
5. Name & Designation of the key/top Official of the agency :
6. Current no. of clients of the agency :
7. Details of infrastructure in terms of vehicles : **Make:**  
**(Please provide the details of similar vehicles as desired by IIIT-D)** **Model:**  
**Color:**
8. Name of agency's atleast 2 clients to whom Contractor provides similar volume of services on monthly basis :
9. Income Tax PAN No :
10. GST No

**Signature of the Authorized Signatory with Seal of the Agency/ Firm**

**Date:**

**Annexure B**

**FINANCIAL BID**

**1. Name Of Agency**

(Full Name and address With Tel No)

**2. Rates Quoted:**

a) !500km and 200 hrs:

SNO	Type of Vehicle	Monthly Charges all inclusive (including GST)
1	Mahindra Marazzo, M4, Eight seater (2+3+3)	

:

Rate Per Extra Km if any: .....

Rate per Extra hour if any:.....

b) The vehicle will be brand new and will be parked inside IIITD campus.

**(Signature of the authorized signatory)**

**Date:**

(Note; To be put in a separate sealed cover marked as "Financial Bid")

