

FOUNDATION FOR INNOVATION & TECHNOLOGY TRANSFER

TENDER DOCUMENT

FOR

Hiring of Air-Conditioned Vehicle for use at ITEC, Sonipat

Name of the Bidder:

Address:

Signature:

Last date and time for the receipt of tender: 06.05.2019, 5.00 PM

Date of opening of bid: 07.05.2019, 3.00PM

NOT TRANSFERABLE

For Details: <https://fitt-iitd.in/> Email: vivek.sharma@fitt.iitd.ac.in / uaswal@gmail.com

1. Foundation for Innovation & Technology Transfer (FITT), IIT-Delhi, invites sealed tenders for hiring vehicle from prospective Service Providers/Individual owners having vehicles with original registration on or after 06.05.2018 for use at IIT-Delhi Technopark at Rajeev Gandhi Education City, Sonipat. The bidder may preferably be having at least one year experience before the date of Notice Inviting Tender (NIT) from a competent authority of any PSU/Central/State Government or Private Ltd. Companies/Firms /Travel Agencies for having executed similar contract of providing CNG driven A/C Cars and MUVs.
2. The bidder should own or have on lease, a vehicle with criterion as quoted by the FITT. The bidder should submit the full details of the vehicles and a clear declaration that he/she will be able to supply the vehicles with original registration on or after 06.05.2019 along with proof of RCs .
3. Tenders are invited for the hiring of the following vehicles and their respective requirements are as follows:
 - a: Cover page as Page 1 of this document
 - b: Vehicle Brand
 - c: Maximum free KMs allowed Month
 - d: Charges per KM after the free limit (per month)
 - e: Date of first registration
 - f: Minimum offered period of Contract
 - g: Conditions of Contract
4. The bidder shall submit his/her quote for the vehicle mentioned above by quoting the monthly hire rate for providing single vehicle in the category he/she is opting.
5. Intending eligible bidders may submit bid document in a sealed envelope upto May 6, 2019, 5 pm at the address of ITEC, Sonipat or at FITT, IIT-Delhi.
6. The bidder is required to provide vehicles fully conforming to RTO regulations.
7. FITT may or may not amend the terms and conditions of the tender document on the basis of feedback obtained, based on the published tender, with a view to obtain maximum number of competitive bids.

8. The tenders should be prepared and submitted as per the tender formats only, as prescribed in 3 above and should be submitted in a sealed envelope, addressed to: MD, FITT, IIT-Delhi, Hauz Khas, New Delhi, 110016 Phone: 01126857762, 9588598379

9. Minor infirmities in the submission of the documents will be allowed to be rectified so as to ensure qualification of maximum number of competitive offers to the final round.

10. There will not be any individual communication in respect of general notices, amendments etc. the prospective offers are advised to check for updates in our website: <https://fitt-iitd.in/> on a daily basis. Individual communications will only be issued in exceptional cases, at the discretion of the tender inviting authority notices/information will also be disseminated through the tender inviting authority's website and it will be binding on the bidders. The prospective bidders are advised to browse the website of the tender inviting authority on a day to day basis till the tender is concluded.

11. Failure to furnish any information required by the tender documents and submission of an offer not substantially responsive to it in every respect shall be at the bidder's risk and may result in the rejection of the bids, without any further notice.

12. Service to be provided is to leave a vehicle at the premises of ITEC for use by licensed drivers towards travelling needs of FITT personnel & guests as and when required for job. The essence of the contract is to provide a vehicle which conforms to the rules of the RTO.

13. Duty hours of vehicles shall be 24 x7.

14. Reporting and parking place for vehicle shall be the ITEC premises, when in station i.e. Sonipat. However, during tour travel, the parking shall be at the place of night stay.

15. Counting of the monthly travelled distance will be recorded in a log book maintained in the vehicle on the 1st of every month. Its maintenance shall be the responsibility of FITT.

16. Accuracy of meters will be jointly checked, periodically, by any authorized officer of FITT and the agency. FITT reserves the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error/fault in the meter being noticed, the readings (including those undertaken earlier) would be adjusted, besides any other penal action as decided by FITT, which may even lead to termination of contract.

17. **Debarring conditions:**

- a. Employees of FITT, alongwith their family members, either directly recruited or on deputation are prohibited from participation in this tender.
- b. No subcontracting of the hired vehicle shall be done by hirer.
- c. The tampering of meter reading, overwriting of summary/log sheet, may lead to cancellation of contract.
- d. While under lease with FITT, no one should drive the vehicle under influence of liquor. If proven otherwise, the contract shall be terminated immediately and FITT shall be liable to pay the WDV of the whole vehicle, at such termination.

18. The tender once submitted will not be altered in any case. It should not have any scope of ambiguity, cutting or overwriting. In case of overwriting /cutting if any, it must be authenticated with signature of the bidder. The documentary evidence (other than those regarding supply and past performance) submitted along with the tender shall be produced, duly attested by the bidder, on every page and serially numbered. Any interlineations, erasures or overwriting shall be valid only if they are initiated by the person(s) signing the offer.

19. A copy of the complete tender document and amendments if any duly signed on every page by the bidder or the authorized representative shall be enclosed as part of the bid as a proof of having read and accepted the terms and conditions of the tender document. The tender shall be type written in indelible ink and shall be signed by the bidder or persons duly authorized to bind the bidder to the contract with tender inviting authority.

20. An offer submitted in vague/ ambiguous terms and the like, shall be termed as responsive and shall be summarily rejected. Clarifications to specific request shall be responded through e-mail and general clarifications, affecting all the bidders shall be published in the official website of the tender inviting authority. However it shall be the duty of the prospective bidder to ensure that the clarifications sought for have been properly responded in time by the tender inviting authority.

21. Bid evolution

a) Price bids shall be evaluated to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.

- b) The bids submitted shall be evaluated by comparing the rates quoted for each category of the vehicles separately. If the L1 bidder is failed to submit the vehicle or disqualified due to any technical reasons, then subsequent bidders shall be considered for meeting the vehicle requirement.
- c) For all categories of vehicles mentioned, if there is a discrepancy between words and figures the amount in words shall prevail.
- d) Prior to detailed evaluation, FITT will determine the substantial responsiveness of each bid to the bid document. The tender submitted in other than prescribed format shall be rejected by FITT during the evaluation.
- e) The procedure adopted for comparison of bids shall be on the total cost of hire of the vehicle, inclusive of all duties, levies and charges, excluding GST.

22. Right to accept or Reject:

FITT shall not be bound to accept the lowest or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of FITT.

23. Award of contract.

FITT shall award the contract to those bidders whose offers have been found technically, commercially and financially acceptable under each vehicle categories. The bidder shall, within 7 days of issue of the award, execute an agreement on Rs.200 stamp paper

24. Notices

The tender inviting authority shall publish the following information on its website at the appropriate time as part of ensuring transparency in the tender process;

- i. The tender notices, documents, corrigendum, addendum etc if any.
- ii. Amendments to the tender conditions, if any.

25. Terms of Payment:

- a. The payment shall be made within 7 working days from the date of receipt of bill in the office of FITT, IIT-Delhi. Monthly bills of vehicles shall be submitted to ITEC office alongwith a copy of monthly running log.

26. Force Majeure:

a. If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of NHM as to whether the contract have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

FITT, IIT-Delhi