

*Indian Institute of Information Technology
(IIIT), Dharwad*

*Tender Document for entering into a Rate
Contract for hiring vehicles on need basis
and Bus(es) on Regular Basis at IIIT
Dharwad*

Notice Inviting Tender (NIT)

1.	Date of Tender Publishing	10.8.2026
2.	Pre-bid meeting and site visit at IIIT Dharwad	12.08.2026
3.	Date of publishing pre-bid queries (to be uploaded on the website) and publishing revised tender document (as the case maybe)	14.08.2026
4.	Tender submission start date	From the date of publishing the tender
5.	Last Date and Time for Submission of Tender	Bids received beyond due date and time will not be considered
6.	Opening of Technical Bid	19.08.2026.
7.	Address for submission of bid documents	Registrar at Indian Institute of Information Technology, Dharwad Ittigatti Road, Near Sattur Colony Dharwad, Karnataka - 580009
8.	Venue for opening of Technical Bid	2 nd Floor , Conference Room, IIIT Dharwad
9.	Annual Turnover	₹ 10.00 Lakhs Per Annum
10.	Experience	Shall be in the business of hiring of transport for the last three financial years
11.	Duration of Contract	Initially for a period of one year. (Subject to further extension on a year-on-year basis as per tender terms)
12.	EMD	₹ 34,000/-. Can be paid in the form DD/FDR or Online Transfer to the account of the Institute as given below. -----
13.	Value of approximate annual requirement (based on LPP)	₹ 17 Lakhs
14.	Details of Clients for the last three years	-----
15.	Bid Validity	90 days
16.	Schedule of Opening Commercial Bids	Schedule for opening of Commercial Bids will be notified only to the bidders qualifying the Technical Bid evaluation through email only. No other mode of separate communication shall be done by the institute.

Detailed tender notice can be downloaded from the Central Public Procurement portal and Institute website

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto vests with IIIT Dharwad without any obligation or liability whatsoever.

Sd/-
Registrar
IIIT Dharwad

GENERAL INSTRUCTIONS TO TENDERERS/BIDDERS

1. Indian Institute of Information Technology, Dharwad invites proposals from reputed and reliable firms **for rate contract for hiring of vehicles on need basis and Bus on regular basis** - as per scope and guidelines provided in the Tender Document.

Sl. No.	Description/Specification/Scope	Quantity	Remarks
1	Requirement Time: 24X7 for all the days Supply of 40-45 Seating capacity covered buses on monthly hire basis for transportation of students and other official purpose of IIIT Dharwad from Dharwad city to Institute and back (Approximately 100 to 150 KM per day and 30 days (or 31 days) of the month and any other local travels	*01 (No. may increase)	Approximately 3000 Km per month per vehicle
2	Hiring of Vehicles (Toyota Etios /Maruti Ciaz/ Swift Desire and equivalent class of sedan cars (4+1 Seater Vehicles) with AC	As any when required (Only need basis)	Will be based on the vehicles and the Kms

2. Bidders are advised to study the tender document carefully. All the provisions listed out in the Tender Document issued by IIIT Dharwad shall be binding upon the bidders.
3. Bidders shall not tamper/modify the tender document including price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be rejected.
4. An authorized representative of the Bidder shall initial/sign all pages of the bid document before submission. **The authorization shall be in the form of a written power of attorney or board resolution in the name of the authorized signatory accompanying the Technical Bid.** The Bidder is required to submit the copy of power of attorney or board resolution along with the Technical Bid documents, demonstrating that the representative has been duly authorized to sign.
5. Not more than one tender shall be submitted by one firm.
6. Intending bidders are advised to visit institute website: <https://iiitdwd.ac.in/> regularly especially prior to due date for submission of bid for any corrigendum/ addendum/ amendment and other bid related updates.
7. The response to the TENDER DOCUMENT should be submitted on or before the due date and time specified in the NIT. Bids will be opened as per date/time mentioned in the NIT. IIIT Dharwad shall not be responsible for non-receipt / non-delivery of the bid documents due to any reason whatsoever.
8. IIIT Dharwad reserves the right to reject any or all the Bids in whole or part without assigning any reason. This 'Invitation to Bid' is non-transferable under any circumstances.
9. IIIT Dharwad is inviting bids on Open Tender Enquiry (OTE) basis under two bid system **for rate contract for hiring of bus on regular basis & vehicles on need basis.**

10. The Price Bid, in the format annexed to this tender document, shall be duly filled in, stamped, and signed by the authorized signatory of the agency/firm/company. The Price Bid shall be submitted in a separate sealed envelope along with the technical bid, as applicable for offline submission. A bidder shall submit only one Price Bid. If a bidder submits or participates in more than one bid, all such bids shall be liable for disqualification.

Two-Bid System

The tender shall be processed under a **Two-Bid System**, comprising the following:

Envelope–A: Technical Bid

The Technical Bid shall contain all the documents and information as specified in this tender document.

Envelope–B: Financial Bid

The Financial Bid shall be submitted in a separate sealed envelope in the prescribed format annexed to this tender document.

Superscription of Tender Envelope

All bidders are required to superscribe the envelope containing the tender documents as follows:

Main Envelope Superscription

(Outer Envelope containing Technical and Financial Bid Envelopes)

"TENDER FOR HIRING VEHICLES ON NEED BASIS AND BUSES ON REGULAR BASIS AT IIIT DHARWAD"

Tender No.:

Inner Envelope Superscriptions -1 / Technical Bid Envelope:

"TECHNICAL BID FOR HIRING VEHICLES ON NEED BASIS AND BUSES ON REGULAR BASIS AT IIIT DHARWAD"

Inner Envelope Superscriptions -2 / Financial Bid Envelope:

"FINANCIAL BID FOR HIRING VEHICLES ON NEED BASIS AND BUSES ON REGULAR BASIS AT IIIT DHARWAD"

Note: Each bid (Technical and Financial) must be placed in separate sealed envelopes clearly marked as above. Both envelopes should be placed inside the main outer envelope.

Failure to properly superscribe the envelopes may lead to disqualification or delay in processing the bid.

11. The technical bids shall be opened as per schedule placed at **Notice Inviting Tender (NIT)**.
12. **The rate contract for hiring of vehicles on need basis and Bus on regular basis** shall be concluded for a period of one year from the date of award of contract and for Buses it may vary based on the requirement of the Institute. However, the rate contract may further be extended for a period of two more years (on a year-to-year basis) on mutual agreement subject to the firm providing satisfactory services to IIIT Dharwad. It may also be noted that the terms & conditions of the contract shall remain unchanged during the currency of the contract. The revision of rates, if any, will be as per the tender terms. However, extension of contract beyond one year is not mandatory to the Institute.
13. For any query/clarification, please contact IIIT Dharwad during working hrs on email procurement@iiitdwd.ac.in or by visiting the office during working days. Bidders are requested to seek all clarifications through mail at the said id before the pre-bid meeting scheduled as per the NIT. Please note that no query / input from bidders will be addressed from the point of view of modification in IIIT Dharwad requirement after the pre-bid is over. At any time, before the submission of bids, IIIT Dharwad may amend the tender document by issuing an

addendum/corrigendum and publishing on IIIT Dharwad website. The addendum/corrigendum issued shall be binding on all Bidders.

14. Bidders are invited to participate in pre-bid meeting scheduled as per the NIT. **Attending Pre-Bid meeting is desirable.** The venue of the pre-bid meeting is Pi Block, IIIT Dharwad Campus. All the queries/inputs must be submitted to procurement@iiitdwd.ac.in before start of the meeting. The agenda of the pre-bid meeting shall be to elaborate all terms of tender, selection procedure, response to the queries and modification in tender document (as the case may be).
15. **Performance Bank Guarantee (PBG)**. Even though the case is for conclusion of Rate Contract, performance Guarantee shall be applicable in the form of PBG/DD/FDR/e-PBG. The detail of performance guarantee is given at **Serial 3 (g)** of 'Special Terms and Conditions' under 'Contract Implementation'. Format of Performance Bank Guarantee is provided with the tender document. The performance Bank Guarantee will be 3% of the contract value. The amount towards PBG can be transferred to the Institute online also. the bank account details of the institute are as follows. Name: Registrar IIIT Dharwad. Account Number: 37160679153, IFSC: SBIN0040352, SBI Anjuman Complex, HDMC Circle, Dharwad- 580001
16. **Validity of bids**: The rates quoted in the Bid shall be valid for a period of 90 days from the date of opening of the tender. Offers quoted with validity for a shorter period than above shall be liable for rejection.
17. **Registered Office**: In order to participate in tendering process, the contractor should have a Registered Office in Dharwad, Hubballi, Belagavi (Karnataka) in order to resolve issues promptly. Service providers will have to submit documentary proof of the same. Any change in the Address, Phone number, Fax Number, etc. shall be intimated by the service provider in writing to IIIT Dharwad.
18. The institute also reserves the right to cancel the tender all together at any stage, without assigning any reason.
19. **Canvassing** Vendors shall not make any attempt to establish unsolicited and un-authorized contact with IIIT Dharwad officials after the opening of the offers and prior to the notification of the award. Any attempt by any bidder to bring pressure on IIIT Dharwad officials shall be a sufficient reason to disqualify the bidder.
20. The rates offered, concluded and revised as envisaged in this tender document shall be valid for the entire duration of the Contract and extension of thereof.
21. IIIT Dharwad may enter into more than one Rate Contract against this bid with other agency/firm/company for providing transport at L1 rates.
22. The contracting agency/firm/company shall provide the services continuously as per the contractual terms and conditions. In case of non-satisfactory services, discontinuation of services during the currency of contract, breach of Contract terms and conditions and non-compliance of the relevant regulations, the agency shall be liable for necessary legal action, forfeiture of performance bank guarantee and blacklisting.
23. Subcontract: The contracting agency/firm/company will not transfer, assign, pledge or Sub-Contract its responsibilities, rights and liabilities under this Contract to any other agency. In case of a violation, the Contract will be terminated.
24. Damage: IIIT Dharwad shall not be responsible for any damage, loss, theft, claim, financial or other, injury to any driver engaged by agency/firm/company in the course of their performing the

functions/ duties, or for any payment as compensation. In case, IIIT Dharwad is put to any loss / obligation, monetary or otherwise attributable to the agency / firm / company, IIIT Dharwad shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

25. Fine/challan: IIIT Dharwad will not pay for any kind of fine/challan on account of violation of traffic rules. The institute will not be responsible for any damage / accidental loss to the vehicle on duty or to any other vehicle by the vehicle on duty. IIIT Dharwad will not be responsible for any injury/loss of life involving vehicles being utilized by IIIT Dharwad. Contracting agency will settle such issues on their own at their own cost. Damage/Loss to the IIIT Dharwad officials/guests in such cases shall be made good by the contracting agency/firm/ company which will be up to the amount of claim received from the insurer on settlement. The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability in such cases shall be borne wholly by the Contracting agency/firm/company. IIIT Dharwad will have no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law. **The Contractor/Vendor/ Agency/Firm shall execute an indemnity bond to make good any claim arising on account of providing transport services to IIIT Dharwad.**
26. The Contractor shall provide the appropriate vehicle requisitioned by the Institute, failing which proper action will be initiated by the Transport Section of the Institute, which may include termination of the Contract.
27. Police verification: The Contracting agency/firm/company shall arrange for police verification report of the drivers. Contracting agency/firm/company shall also arrange for medical test of the drivers to be deployed from the concerned medical authority. The report of such tests should be submitted to IIIT Dharwad before deployment of the drivers.
28. Stamp paper: The successful agency / firm / company will make an agreement with IIIT Dharwad broadly covering scope of work, requirements, terms and conditions of the services to be provided to the IIIT Dharwad on a Non - Judicial stamp paper of **Rs. 100/-** or as per the prevailing requirement, the cost of which will be borne by the contracting agency/firm/company.
29. The decision of the Institute in regard to interpretation of the terms and conditions shall be final and binding on the agency.
30. **Revision of rates:** - The rates of the Contract will be reviewed after 6 months from the date of commencement of the Contract. In case, the average rate of diesel increases or decrease by more or less than Rs 5/- (Taking the base rate as the average cost of diesel on the day of start of service), a **0.5%** increase/decrease in the rates will be admissible. However, the empaneled service providers will have to represent the case to the IIIT Dharwad authorities for the same. In no case, the rates will be revised within 6 months. The next revision will be undertaken after next 6 months; in case the contract is extended further.

1. **SCOPE OF WORK**

The scope of the tender is **to conclude Rate Contract for hiring of vehicles on need basis** to meet the transport requirements of IIIT Dharwad and **Supply of 40 -45 Seating capacity covered buses on monthly hire basis for transportation of students and other official purpose of IIIT Dharwad.**

This will include the points in and around Hubballi – Dharwad, Belgaum, and interstate journeys. Details of this scope of Rate Contract for **hiring vehicles on need basis and Bus on regular basis** is as mentioned below: -

- a) The vehicles to be supplied should be in excellent condition mechanically as well as physically (i.e. cleanliness of interiors and upholstery, carpets/matting, finesse, presence of necessary accessories). The A.C. should be effective and the same should be used accordingly to the climatic conditions and as per the requirement of the passengers. The dicky of the vehicles should be neat and clean to accommodate luggage without any obstacle. The vehicles should be well-maintained and serviced during the contract period. Worn out vehicles in terms of vintage and mileage will not be accepted. IIIT Dharwad authorities will have the right of inspection and rejection of unsuitable vehicles in terms of mileage, vintage, outlook, cleanliness and overall suitability before assigning duty. The agency / firm / company will have to provide a suitable substitute in such cases without any extra cost and loss of time.
- b) The firm will provide vehicles whose first registration with RTO is not older than two **(03) years** and have not run for more than 50,000 kms on the date of technical bid opening. There should not be any undue noise, vibrations or other visible issues with the vehicles. The ride should be smooth. The vehicles should be free from past history of accidents, dents and scratch marks. The colour of vehicle should be white.
- c) All necessary tools like GPS Kit, spare wheel (stepney), operational First-Aid Kit and fire extinguisher should always be available at all the time in the vehicle/s to cater for any exigency en-route.
- d) All necessary documents such as vehicle registration, comprehensive insurance, Pollution Control certificate, fitness certificate issued by Regional Transport Office and relevant permits must be available in the vehicle all the time while on duty.
- e) **The vehicles should be registered in the name of the tenderer / firm.** The vehicles must be registered for operating as taxis in RTO and must have RTO clearance for operating. The Xerox copies of relevant documents such as RC Books, Insurance Policies, Pollution check certificate, RTO permits etc. should be submitted before signing the agreement.
- f) The vehicles provided to the Institute should not be owned by any employee of this Institute or his/her family members or his/her dependents. An undertaking to this effect should be given before entering into contract
- g) The contracting agency/firm/company must comply with all the Govt. rules and regulations/RTO, particularly applicable to the business. Their drivers must possess valid driving license for driving the vehicle. There should be valid and current RC, Insurance policy, Pollution check certificate, Road permit and other necessary documents as mandated by RTOs where the vehicles are deployed.
- h) The vehicles will be inspected by the authorized representative of IIIT Dharwad before taking in service & the firm undertakes to supply vehicles to the satisfaction of the authorized

representatives of the Institute.

- i) The drivers deployed to IIIT Dharwad duties should be fully conversant with the routes of Hubli / Dharwad / Belgaum / Ponda / Panaji and the surrounding areas. **The drivers must wear uniform while on duty**, they should be able to understand Kannada, Hindi & English languages, should take instructions seriously and follow them. should be well mannered, courteous, and should always carry a mobile phone with them. After taking the duty, the drivers are to maintain effective communication with the user and IIIT Transport team. In any circumstance, leading to delay or no show, the drivers must inform the user and IIIT Dharwad transport team without fail immediately. In case of violation of the term, a penalty as per **Appendix 'D'** shall be deducted from the bill of the agency / firm / company.
- j) The contracting agency/firm/company shall provide the services promptly as per requirement of IIIT Dharwad. Official requirements will be communicated through e-mail from Transport Section, IIIT Dharwad. The agency/firm/ company shall submit the bills to IIIT Dharwad as per the agreed rates along with duty slips duly signed by the user for payment. The contracting agency/firm/company should be in a position to supply vehicles even on short notice as and when required.
- k) The Rate Contract is also intended to be utilized by the IIIT Dharwad community, the payment shall be made by the Transport section of IIIT Dharwad if hired by the section, otherwise the payment shall be made by individual user directly to the service provider/contractor. The Contractors will have to settle the payment with the individual or group users separately. IIIT Dharwad shall not be responsible for payments for the services provided by agency / firm / company directly to the individual users of nor shall the transport section entertain any mediation.
- l) In case the vehicle on monthly deployment at IIIT Dharwad is under repair or replaced for any other reason, the replaced vehicle should also fulfil all the requirement mentioned in this tender document.
- m) Time and Kilometer will be calculated from duty reporting point to the point of destination.
- n) The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same/equivalent type of vehicle within 30 minutes from the receipt of information of such breakdown. On failure to do so, no payment will be made, for such trip.
- o) The successful agency/firm/ company shall assign a supervisor/coordinator who shall be responsible for immediate interaction with IIIT Dharwad so that optimal services could be availed without any disruption. The supervisor/coordinator should be available round the clock on his own direct/mobile telephone so as to respond to the call in emergencies. The supervisor/coordinator should be accessible on holidays / Sundays also for meeting IIIT Dharwad vehicle requirements.
- p) In case contracting agency/firm/company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
- q) It shall be the responsibility of the service providing agency/ firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it and IIIT Dharwad shall have no liabilities in this regard.
- r) The successful agency / firm / company shall display IIIT Dharwad Placard to receive IIIT Dharwad staff
/ guests / user/ traveler/ officials from the Airport / Railway Station/Bus Station.

2. **The drivers to be attached with the vehicles:**

- a) The drivers of the vehicles shall possess valid driving license.
 - b) The drivers should be well experienced, well mannered, polite, disciplined and should have unblemished record in safe driving.
 - c) The drivers of the vehicles should have full knowledge of local city, state and national highways and traffic rules.
 - d) Drivers reporting at Airport/Railway Station for pick-up duties shall display placards for helping employees and guests to identify them.
 - e) It shall be the responsibility of drivers to get the log sheets regularly and accurately filled in by the users i.e. reporting, starting & ending time, opening & closing Km reading, starting & ending destinations, users signature and submitting the log sheets on the next day before 10.00 am regularly at IIIT Dharwad.
 - f) The proprietor/agency / firm / company should ensure that sufficient cash is available with the drivers to cover essential contingent expenditure viz. refilling of fuel, urgent repairs, toll charges etc. and should carry with them related RTO/Insurance papers, RTO regulatory matters relating to the registration of vehicles etc., fitness certificate of the vehicles, valid driving license etc.
 - g) IIIT Dharwad is a total tobacco and alcohol-free campus hence drivers of the vehicles should not be smoking, chewing of tobacco products etc. while on duty. No prohibited items such as explosives, liquor, drugs etc. should be carried in the vehicles.
 - h) In case, the driver of the vehicle does not discharge his duties or commits any misconduct or offence, he shall be replaced immediately by the agency / firm / company.
 - i) Drivers must strictly follow the speed limits and traffic rules.
3. **Rates quoted:** The rates quoted by the tenderer shall be deemed to include all expenses etc. whatsoever that the agency / firm / company may be required to incur, except GST. However, in case of interstate journey, the toll tax / RTO tax paid at the check post while entering into the limit of the other state shall be reimbursed on actual basis on production of original receipt, Parking charges at Airport/ Railway Station and toll charges shall be reimbursed on actual basis on production of original receipt and the same should be claimed in the regular monthly bill. The Institute reserves the right to verify the authenticity of claims pertaining to parking slips/ Toll charges and if the same is not found genuine, no payment shall be made / if already made, the same will be recovered.
4. **Payments:**
- a) The agency / firm / company shall be paid monthly after receipt of bill along with monthly statement of service. All bills should be supported by daily vehicle usage log sheets duly signed by users and/ or Rep of IIIT Dharwad.
 - b) No claim for interest will be entertained by the Institute in respect of any payments/ deposits which will be held with IIIT Dharwad due to dispute between the institute and agency / firm / company or due to administrative delay for the reasons beyond the control of IIIT Dharwad.
 - c) As per the Govt. regulation, taxes at the applicable rate will be deducted at source from the bills of the agency / firm / company. Necessary TDS certificate will be issued by IIIT Dharwad.
 - d) If tender terms are not adhered to or there are unauthorized deviations from the required documents, the bill submitted is liable to be returned without payment.
5. **Penalty Clause:** Penalty shall be levied for shortfall in service as per **Appendix 'D'**. The

penalty amount shall be deducted from the bill / PBG. The competent authority at IIIT Dharwad reserves the right to award such penalty and the decision shall be final and binding on both the parties.

6. **Minimum eligibility Criteria.** IIIT Dharwad has set up following minimum eligibility criteria for the bidding purposes. All bidding parties must meet the criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the technical bid. Firms having the mentioned minimum eligibility criteria only will be considered for further evaluation.

Sl. No.	Criterion	Documents to be provided
(a)	The bidder shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India.	Copy of Certificate of incorporation and Partnership Deed. (As the case maybe)
(b)	Bidder should be registered with Income Tax and Goods & Service Tax departments	(a) Attested copy of PAN/GIR Card (b) Attested copy of Goods & Service Tax registration certificate
(c)	The bidder or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department	Self-Declaration in the format as appended.
(d)	Rs: 20.00 Lakhs Per Annum for the last three financial years (average)	The IT returns of the last three financial years
(e)	Minimum experience of three years (previous three financial years)	The work completion certificates along with relevant copies of contracts executed by the company
(f)	Bidder should accept all the tender conditions unconditionally and sign all the pages of the tender document to this effect. The bidder shall specify an authorized representative with written power of attorney of the signatory of the bid to commit the bidder.	All the pages of the tender document should be signed by the bidder. Power of attorney / authorization along with Name, contact details and designation of the representative, duly signed by the proprietor / all the partners / the board (as the case may be) must be submitted along with the technical bid.

7. Evaluation Criteria

- Technical bids will be opened first and evaluated based on the documentary validation evaluation criteria (including minimum eligibility criteria) stipulated in the tender document.
- Commercial bids of only technically suitable/ qualified bidders will be opened. As provided in the price bid format, the bidders will have to quote the rates for each travel package, extra hour, extra km, drivers Bhatta separately for each category of vehicles.

Evaluation of vehicle services other than bus:

c) Table 1 and Table 2 in Appendix B are considered for evaluation.

d) The bidder quoting the lowest aggregate amount shall be declared as the L1 bidder and shall be considered for award of the contract. The Institute has the right to negotiate with the L1 to finalize the rates for other quotes. Since the Institute would like to have one or two empaneled agencies based on the requirements, the L2 bidder will be given the opportunity to match the L1 rates. If it is aggregable by L2 bidder, it will be empaneled as second agency at L1 rate. In case the L2 bidder does not agree to match the L1 rates, L3 bidder will be considered and extended the

same opportunity and so on.

e) All bidders desirous to be empaneled by matching L1 rates will have to submit their willingness in writing within 3 working days of disclosure of L1 rates. The institute shall issue a 'Letter of Intent to the Bidders quoting L1 rates in various categories. **However, the Institute will Finalize Single Rate Contract or two Rate Contracts against this tender. First Rate Contract with L1 bidder and the second Rate Contract with L2 of / L3 / L4 who have Agreed for L1 rates in chronological order.**

f) This being a rate contract, purely aims at fixing rates. It does not guarantee or promise work or specify quantity of vehicles required. In addition to official requirement, the rate contract is also expected to cater to personal requirements of IIIT Dharwad community at the Rate Contract Prices. IIIT Dharwad reserves the right to assign work to empaneled firms on 'as on' required basis.

g) The bidders are requested to quote most competitive rates after considering the **scope of work and scope of service, fulfilling all the tender terms and conditions.**

h) There should be no ambiguity in the quoted rates and the rates must be quoted strictly as per the Price Bid Format enclosed. **Conditional offer or the proposal not furnished in the format attached at Appendix 'B' shall be considered non-responsive and is liable to be rejected.**

Evaluation of 24x7 Bus(es):

The bidders shall ensure availability of buses as per requirement, including Sundays, holidays, late-night requirements, and emergency duties of the Institute. The bidders shall furnish an undertaking confirming round-the-clock availability of vehicles along with details of fleet strength, standby vehicles, drivers, and contact personnel.

b) **The quote mentioned in table 1 will be considered to determine L1 and will be awarded the contract.** The Institute has the right to negotiate with the L1 to finalize the rates for other quotes. Since the Institute would like to have two empaneled agencies, the L2 bidder will be given the opportunity to match the L1 rates. If it is aggregable by L2 bidder, it will be empaneled as second agency at L1 rate. In case the L2 bidder does not agree to match the L1 rates, L3 bidder will be considered and extended the same opportunity and so on.

c) All bidders desirous to be empaneled by matching L1 rates will have to submit their willingness in writing within 3 working days of disclosure of L1 rates. The institute shall issue a 'Letter of Intent to the Bidders quoting L1 rates in various categories. **However, the Institute will finalize only Sungle Rate Contract or two Rate Contracts against this tender based on the requirement. First Rate Contract with L1 bidder and the second Rate Contract with L2/ L3 / L4 who have agreed for L1 rates in chronological order.**

d) This being a rate contract, purely aims at fixing rates. It does not guarantee or promise work or specify quantity of vehicles required. In addition to official requirement, the rate contract is also expected to cater to personal requirements of IIIT Dharwad community at the Rate Contract Prices. IIIT Dharwad reserves the right to assign work to empaneled firms on 'as on' required basis.

e) The bidders are requested to quote most competitive rates after considering **the scope of work and scope of service, fulfilling all the tender terms and conditions.**

f) There should be no ambiguity in the quoted rates and the rates must be quoted strictly as per the Price Bid Format enclosed. **Conditional offer or the proposal not furnished in the format**

attached at Appendix 'B' shall be considered non-responsive and is liable to be rejected

Special Terms and Conditions

1. The bidding firms are advised to carefully study the various clauses contained in the Special Terms and Conditions before submitting their bids. Firms willing to participate in the tender may also visit IIIT Dharwad and acquaint themselves with the nature and the quantum of work involved before submitting the bids.
2. IT TDS & IT GST at applicable rate shall be deducted from the bills to the Contractor. The certificate will be issued by IIIT Dharwad. Payment of income tax is the sole responsibility of the Contractor.

3. **Contract Implementation.**

- (a) Sub-contracting of the work will not be allowed.
- (b) Persons below the age of 18 years shall not be engaged on duty. The Contractor will submit medical certificate/any other certificate as age proof of the workmen deployed by him. The Contractor will also submit medical certificate to the effect that the workmen deployed by him are fit for work and are not suffering from any contagious disease.
- (c) The Contractor will be accountable for any accident, injury and loss of life to the workers deployed by him and the passengers travelling in the vehicle, The contractor shall be responsible for payment of compensation as per law. If need arises, the Institute will recover such amount from the Contractor to effect payment to the affected person(s).
- (d) Notwithstanding the allocation of the volume of work during the Contract period and/or tenure of Contract, **IIIT Dharwad reserves the right to terminate the contract at any time without assigning any reason.** Wherever feasible the institute may consider notification of the annulment, one month in advance to the Contractor.
- (e) The successful agency / firm / company will have to deposit a refundable interest free Security Deposit in the form of PBG/DD/FDR/e-PBG in favour of **The Registrar, IIIT Dharwad** 5% of the contract value within 15days of award of work from a Scheduled/ Nationalized Bank payable at Hubballi / Dharwad. This PBG shall cover the entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. Deductions shall also be made from Contractor's PBG during implementation of the contract that may become due as **penalties for violation of rules, terms and conditions**, damages, liabilities etc. The penalties will be deducted from the bills. The format of PBG is given as an **Appendix** to this document. The successful bidder must renew the Bank Guarantee on same terms and conditions for the period of extension of Contract.

4. **Safety & Insurance.**

- (a) The Contractor shall follow safety procedures in all respects.
- (b) The Contractor will adhere to safe working practices and will take all safety measures necessary for safety of his workmen. He will remain responsible for the safety of his engaged persons. The Contractor should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
The Contractor shall be liable to bear all expenses/damages/compensation in the event of any injury or loss of life of the personnel engaged by him while on duty.
- (c) All vehicles provided by the Contractor shall covered by an authenticated insurance.

5. **Security**

- (a) The Contractor shall be bound by all security procedures followed at IIIT Dharwad and abide by security instructions for all purposes. Workmen engaged by him will be liable for check and search by the Security Staff on duty while mustering in and out and also at the other random places and timings. Any breach/violation of security regulations in the work premises by any of the Contractor's persons shall be the Contractor's responsibility.
- (b) The Contractor will be responsible for good conduct of his workmen. If any workman is found indulging in undesirable activities, he will have to be withdrawn immediately as asked by the institute and replaced with a new person.
- (c) Institute reserves the right to disallow any or all of the Contractor's men from being deployed inside the Institute campus without assigning any reason.
- (d) In the event of any damage to the property of the Institute or life of its employees and/or their dependents the Contractor shall be liable for payment of compensation and/or prosecution in accordance with applicable law and provisions. Compensation for damage to the property of the institute will be as assessed by authorized representative(s) of the institute and shall be recoverable from the Contractor at market value.

6. **Statutory Obligations**

- (a) The Contractor shall abide by and comply with the provisions of all the Acts, Rules and notifications issued by Central/State Govt. as applicable from time to time in respect of the contracted work and all staff employed by him at his own cost and risk, including the following:
 - I. Motor Vehicle act 1988
 - II. Contract Labour (Regulation and Abolition) Act 1970
 - III. Contract Labour (Regulation & Abolition) Central Rules 1971
 - IV. Payment of Wages Act 1936, Payment of Wages (Amendment) Act 2005
 - V. Minimum Wages Act 1948
 - VI. Minimum Wages (Central) Rules 1950
 - VII. Employees' Compensation Act 1923
 - VIII. The E.P.F. and Miscellaneous Provisions Act 1952
 - IX. Employees State Insurance Act 1948
 - X. The Child Labour (Prohibition and Regulation) Act 1986
 - XI. Prevention and Control of Pollution Act, 1981
- (b) Liability arising due to the failure to adhere to statutory or other legal provisions attributable to the Contractor shall be borne by the Contractor himself.
 - (i) The Contractor shall maintain up to date records required for compliance with the provisions of all the Acts and Rules made by Central/State Govt. as applicable from time to time in respect of the contracted work.
 - (ii) If a bidding firm/ Contractor is found violating any statutory provisions concerning motor

/ vehicle/ labour laws or has given incorrect/false/misleading information, affidavit or documents at any stage of tender or contract, necessary action as deemed fit, that may include debarring of the firm, shall be initiated.

7. **General**

- (a) The persons employed by the Contractor, will have no right whatsoever to claim permanent/temporary employment in this organization. There will be periodical as well as surprise checking of the services provided by the Contractor for the subject job by the representative of the institute. In case of default, the contract will be liable for short closure of supply order forfeiting the security deposit.
- (b) If any employee of the Contractor is found to have committed misconduct or misbehavior, the Institute at its sole discretion, may direct the Contractor to remove such employee and the Contractor shall remove such employee(s) without questioning the decision of the Institute.
- (c) Further, the personnel deployed by the Contractor shall not engage themselves in any undesirable activities within the institute premises. They shall not indulge in any business dealings with any agency directly or indirectly associated with the Institute or in trade union activities. In the event of violation, they will be debarred from entering the Institute and the contract can also be considered for termination and forfeiture of the Security Deposit.
- (d) The personnel deployed by the Contractor shall be available at the place of work defined for them. They must not visit undesignated places without valid authorization places.
- (e) No housing/accommodation will be provided by the Institute to the personnel deployed by the Contractor unless otherwise specifically provided in the Contract.

8. **Indemnity Clause.**

The Contractor shall execute an Indemnity Bond as part of Agreement upon successful empanelment, stating that **The Contractor indemnifies the IIIT, Dharwad of any issues arising due to "Providing vehicles to IIIT Dharwad" i.e. that may cause any adverse claim against IIIT Dharwad**".

9. **Jurisdiction clause for resolution of disputes**

- (a) All disputes arising between the parties out of or relating to the contract, operation or effect of this contract or breach thereof shall be settled as per the governing laws by judicial courts at Dharwad and the same shall be binding on both the parties.

Details to be provided with technical bids for Rate Contract to provide vehicles on hire Bus on monthly / need basis vehicles on required basis and bus on regular basis

Sl. No.	Criterion	Documents to be provided	Whether provided Yes/No	Page No.
(a)	The bidder shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India.	Copy of Certificate of incorporation and Partnership Deed. (As the case may be)		
(b)	Bidder should be registered with Income Tax and Goods & Service Tax departments	(a) Attested copy of PAN/GIR Card/TAN (b) Attested copy of Goods & Service Tax Registration Certificate		
(c)	The bidder or any of its partners/Directors etc. should not have been black listed/debarred by any of the Government Agencies or Department	Self-Declaration in the format as appended.		
(d)	The bidder should have a Registered Office at Dharwad/Hubballi or should open a registered office in Dharwad at the time of award of Contract so as to attend to IIIT Dharwad calls within 30 Minutes and resolve the issues, if any, at the earliest. The Office should be registered with the Hubballi Dharwad Municipality Corporation (HDMC)/Labour Commissioner office or it should be registered under the Karnataka Shops and Commercial Establishment act, 1961.	Relevant document verifying ownership or legal lease of the Registered Office as per list of valid address proof documents mandated by Unique Identification Authority of India (UIDAI). Or in case the bidders are presently not having office at above mentioned location then they should provide an undertaking to open a registered office within 30 days of award of contract (Appendix "G") be provided within the stipulated time.		
(e)	In case the bidder has provided services to IIIT Dharwad in the past, the service should be satisfactorily completed.	A Certificate of satisfactory service completion from competent authority of IIIT Dharwad must be attached, else the bid will be technically rejected.		
(f)	Bidder should accept all the tender conditions unconditionally and sign all the pages of the tender document to this effect. The bidder shall specify an authorized representative with written power of attorney of the signatory of the bid to commit the bidder.	All the pages of the tender document should be signed by the bidder. Power of attorney / authorization along with Name, contact details and designation of the representative, duly signed by		

		the proprietor / all the partners / the board (as the case may be) must be submitted along with the technical bid.		
(g)	Average turnover ₹ 20.00 Lakhs Per Annum for the last three financial years	The IT returns of the last three financial years (2023-24, 2024-25, 2025-26)		
(h)	Minimum experience of three years (previous financial years)	The work completion certificates along with copies of contracts executed by the company		

Declaration

I/We hereby certify that all the particulars furnished above are true and are based on documentary evidence. I shall be liable to furnish all supporting documents / clarifications in case of a doubt thereof. I have read all the terms and conditions of the tender document and accept them. It is also certified that the offer submitted has no deviation from the terms and conditions of the tender document. I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by IIIT Dharwad for at least 3 years. I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and I/we am/are liable to be banned from doing business with IIIT Dharwad and/or prosecuted.

Date:

Place:

**Signature with Seal of
Authorized Signatory**

PRICE BID (L1 rates will be identified for each item separately)**Table 1(Rates in INR)****Rates in INR per Travel Package, extra hour, Km and Bhatta**

Sl. No.	Category of vehicle	4 hrs. & 80 km (a)	8 hrs. & 150 km (b)	12 hrs. & 300 Km (c)	Full tim Bus-24/7 (d)	Per Extra Hour (e)	Per Extra KM (f)	Driver bhatta for outstation journey (g)
		Rate offered by Bidder	Rate offered by Bidder	Rate offered by Bidder	Rate offered by Bidder	Rate offered by Bidder	Rate offered by Bidder	Rate offered by Bidder
1	Toyota Etios /Maruti Ciaz/ Swift Dzire / Honda amaze and equivalent class of sedan cars (4+1 seat) with AC							
2	Tempo traveler / Force Winger (12 Seat)& Equivalent							
3	Innova Crysta & equivalent class							
4	Bus-24/7 (40 - 45 seat)							
5	Bus-24/7 (50 - 55 seat)							

Date:**Place:****Signature with Seal of Authorized Signatory**

Table 2 (Rates in INR)**Rates to be quoted in INR**

Sl. No.	Travel Package	Toyota Etios / Maruti Ciaz/ Honda Amaze / Swift Dezire and Equivalent (h)	Innova Cresta/ Scorpio/Tata Safari & Equivalent (i)	Tempo traveler / Force Winger (12 Seat) & Equivalent (j)	Bus(40 seat) (k)
		Rate offered by Bidder in Rs.	Rate offered by Bidder in Rs.	Rate offered by Bidder in Rs.	Rate offered by Bidder in Rs.
1	To & From Hubli Airport to IIIT Dharwad Campus				
2	To & From Hubli Railway station to IIIT Dharwad Campus				
3	To & From Dharwad Railway station to IIIT Dharwad Campus				
4	To & From Belgaum Airport to IIIT DH Campus				
5	To & From Dharwad Bus stand to IIIT DH Campus				
6	To & From Goa Airport to IIIT DH Campus				

Date:**Place:****Signature with Seal of Authorized Signatory**

List of existing vehicles owned and hired by the bidder (if hired, the owner of the vehicle should have given written permission to the tender-original to be produced for verification along with RC and other relevant documents):

Sl. No.	Type of Vehicle	Model	Registration Number	Owner's Name

Date:

Place:

Signature with Seal of Authorized Signatory

Appendix 'D**Penalties / Fine for non-compliance (In case of violation/s, the penalty will be deducted out of bill / security deposit of Contractor)**

1.	Driver denying duty without sufficient notice (30 Minutes before the pickup time).	Rs 1,000/- per instance
2.	Driver late for duty or service on more than one occasion.	Rs 2000/- per occurrence
3.	Driver not in uniform on more than two occasions.	Rs.1000/- per day
4.	Vehicle not matching the institute requirement.	Rs.2000/- per occasion
5.	Breakdown due to fuel runout.	Rs.2000/- per instance
6.	Failure to provide alternate vehicle within 30Minutes of information in all cases.	Rs.2000/-per hour of delay, up-to Rs 10,000 per instance
7.	Instances of any tempering of Odometer	Non-payment of bill for particular service and other penalty as decided by the Competent Authority at IIIT Dharwad
8.	Misbehavior/Misconduct of drivers per instance	Rs.2000/-
9.	Drink and driving	Rs.5,000/- per instance
10.	Inaccurate bills	Rs 1000 /- per bill
11.	Late submission of bills	Rs 1000/- per instance
12.	Rash driving	Rs.5000/- per instance
13.	Driver not following speed limits / traffic rules / safety measures, more than 3 complaints	Rs 2000/- per instance

Date:**Place:****Signature with Seal of Authorized
Signatory**

SELF-DECLARATION – NO BLACKLISTING

(Date)

The AR (C&S)
IIIT Dharwad

Dear Sir,

Ref: Tender empanelment and rate contract for hiring vehicles on required basis and Bus on Monthly basis

In response to the Tender Document for **Rate Contract for of hiring of vehicles on regular and required basis**, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body. We further declare that presently our Company/ firm _____ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Date:

Place:

**Signature with Seal of Authorized
Signatory**

FORMAT FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT HUBBALLI / DHARWAD OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT HUBBALLI / DHARWAD OR ANY SCHEDULED BANK SITUATED AT HUBBALLI / DHARWAD. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

To,
The Registrar,
Indian Institute of Information Technology Dharwad, Dharwad, Karnataka– 580011.

LETTER OF GUARANTEE

WHEREAS Indian Institute of Information Technology, Dharwad (Buyer) has invited Tenders vide Tender No _____ Dt. _____ for '**empanelment and rate contract for hiring vehicles on required basis and bus on monthly basis**' AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the service in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "**The Registrar, Indian Institute of Information Technology, Dharwad**" in the form of Bank Guarantee for 5% of the contract value and valid till one year or up to warranty period whichever is later from the date of issue of Performance Guarantee Bond may be submitted within 15 (Fifteen) days from the date of Order Acknowledgment as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the catering service this Bank shall pay to Indian Institute of Technology, Dharwad on demand and without protest or demur Rs. _____ (**Amount of PBG**)

This Bank further agrees that the decision of Indian Institute of Technology, Dharwad (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, _____ (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology, Dharwad (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. _____.
2. This Bank Guarantee shall be valid up to _____ (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIIT Dharwad serves upon us a written claim or demand on or before _____ (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at _____ situated at _____ (Address of local branch).

Yours truly,

Signature and seal of the guarantor: Name of Bank:
Address:
Date:

Date:

Place:

Signature with Seal of Authorized Signatory

Letter of Undertaking

To,
The Registrar,
IIIT Dharwad

Ref: Tender for Rate Contract of hiring vehicles on need basis and Bus on monthly basis at IIIT Dharwad

-
Sir,

In response to the Tender Document for providing aforesaid service at IIIT Dharwad, I/
We hereby provide undertaking to open a Registered Office within 30 days of award of
Contract.

2. Relevant documents verifying ownership or legal lease of the registered office as per list of
valid address proof documents mandated by Unique Identification Authority of India (UIDAI) be
provided within the stipulated time.

Date:

Place:

Signature with Seal of Authorized Signatory