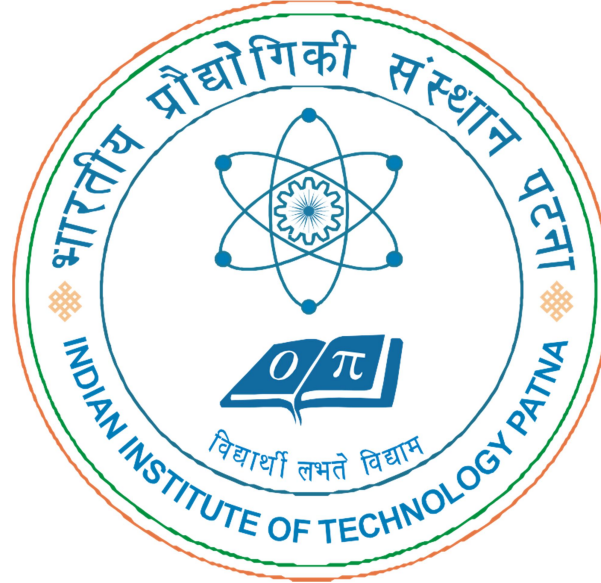


# INDIAN INSTITUTE OF TECHNOLOGY PATNA

Website: [www.iitp.ac.in](http://www.iitp.ac.in)



## EXPRESSION OF INTEREST FOR PROVIDING BUSES FOR TRANSPORTATION OF STUDENTS FOR IIT PATNA CAMPUS AND PATNA (TO AND FRO):

EOI NO. IITP/SA/EoI/2023-24/01      Date 03-01-2024

Bid submission start Date: 04-01-2024 at 10:00 AM

Last Date of Bid Submission: 15-12-2024 at 03:30 PM

**EMD amount-Rs. 1,00,000/-**

Bidder can submit their EMD online by visiting below link:

<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>

**Note:-** Tender Reference Number should be mentioned for the purpose of EMD submission. Following webpage may be referred for the instructions related to fee submission;

<https://www.iitp.ac.in/images/pdf/snp/SBI%20I-Collect.pdf>

**EXPRESSION OF INTEREST FOR BUSES FOR TRANSPORTATION**

Indian Institute of Patna invites Expression of Interest (EOI) from service provider for supply of 3 Nos. of CNG/Electric/Diesel buses on monthly basis for a period of one year, which can be extended on the basis of satisfactory performance.

Eligible and competent operators are requested to submit their offer in prescribed application form under two bid systems.

EOI duly filled in documents, complete in all respects should reach the office of the Deputy Registrar, Student Affairs, Admn. Building, IIT Patna, Amhara, Bihta 801106. Three CNG/Electric Buses should be passenger/staff bus. Schools buses are not accepted. Buses should be non-deluxe and minimum 30 seater. Bus max KM (daily)- 160 KM or 12 Hrs. Each bus should have 01 driver and 01 conductor. The mobile no. of driver/conductor of each bus should be shared with office in advance.

The bidders are required to read the eligibility criteria, instructions contained herein, and terms and conditions and ensure compliance before submitting their bid. In case of non-compliance and deficit information, the bid shall be rejected outrightly and no communication shall be entertained thereafter or otherwise.

**ELIGIBILITY CRITERIA CUM TERMS AND CONDITIONS FOR ENGAGEMENT OF AN AGENCY FOR PROVIDING BUSES ON RENT**

1. The participating bidder should be a Sole Proprietor/ Partnership firm/Company. The bidder should submit an affidavit (for proprietor firm) / duly self-attested copy of partnership deed and registration certificate (for partnership firm)/ duly self-attested copy of MoA and registration certificate of the firm (for Pvt. Ltd/Pub. Ltd Company)
2. The bidders should have vehicles of model not older than January 2014 (in working condition), vehicle should be in the name of proprietor/partners of the firm. Details of the vehicles should be indicated
3. The bidder must enclose Copy of Vehicle Registration Certificate, Insurance Certificate in favour of proprietor/partners/firm as documentary evidence in support of each vehicle
4. Service Provider should not have been debarred or blacklisted by any Central/State Governments Departments/Autonomous Institution/Educational Institutions in India. An affidavit to that effect should be uploaded in original.

5. The bidders annual financial turnover in transport services for the last three financial years, i.e., 2020-21, 2021-22 & 2022-23 duly audited by the CA and should not be less than Rs. 50.00 Lakh. Further, the firm/company should not be a loss-making company in the last three years. This should also be certified by CA.
6. The bidder should have relevant experience for providing buses on rental basis to central/state government/Public sector/Banks/Autonomous bodies etc. Copies of the contract awarded to them / Satisfactory performance certificate from the organisation must be submitted as a proof in support of the experience regarding providing of transportation service. In absence of the same, experience will be considered as NIL and the bid may also be rejected. Services provided to private organization shall not be considered.
7. PAN Card and GST registration certificate should be provided.
8. The bidder must upload model of the three buses proposed to be deployed along with detailed information brochure.
9. Buses should be CNG/ Electric/Diesel.
10. In case of breakdown within reasonable time, alternate service should be provided else payment will not made for that day.

**General Terms and Conditions:**

1. The Technical bid shall include all the documents supporting the eligibility Criteria.
2. Bidder should submit their bid well within the stipulated time and avoid last hour rush. No request for extension of bid submission time shall be entertained individually. However, in case of lack of competition, the Institute authorities may decide to extend the bid submission time.
3. **Earnest Money Deposit (EMD):** Bidder should furnish an EMD of a refundable amount of **Rs. 1,00,000/- (Rupees One Lakh Only)**.
4. EMD Exemption: The Institute may accept bids without EMD from those bidders who are registered with National Small Industries Corporation (NSIC) or the concern Ministry or Department/ MSME/Startup as **Service Provider**.
5. While submitting the bid, the bidder is required to submit an undertaking on their

firm letterhead as under:

**"The terms & conditions mentioned in the tender document against which the rate is being offered are acceptable to the firm".**

In case bidder do not give this undertaking, their offer will not be accepted and bid may also be rejected.

6. The requirement of vehicles mentioned in the tender is approximate and may vary as per requirement of the Institute at the time of placing order.

7. **Arbitration Clause:** In case of any dispute or difference arising out of or in connection with the tender conditions, job order and contract, the Institute and the contractor will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be Patna. The decision of the Arbitrator shall be final and binding on both the parties.

8. **Jurisdiction:** Courts at Patna will only have the jurisdiction for the dispute between parties arising out of this tender/contract.]

9. All vehicles provided to IIT Patna should be in excellent roadworthy and running condition and should be of model not older than January 2014, as given in the technical and financial bids of the tender document with good interiors, free from any past history of accidents and fully insured, including third party.

10. Only inspected and approved vehicles will be sent for service on regular basis. Vehicles sent as replacement/standby will also be subjected to inspection and approval. Institute reserves the right to inspect all / any vehicle at any time during the trip.

11. The vehicles shall run as per the schedule decided by the Institute. The vehicles will be deployed even on Sundays/ Holidays as per the Institute requirements including special duties over and above scheduled requirements as and when needed. The schedule might have timings late in the evening or early in the morning. Hence, the Service Provider should have sufficient number of drivers during these hours. The Service Provider should strictly follow the schedule. Exact Kms. covered will be entered in the log book(s) on daily basis. The vehicles sent for services should have neat and hygienic seat covers, fire extinguisher units, first aid box, CCTV camera etc. A banner plate denoting that the vehicles are on IIT Patna duty should be placed as per govt. rules/instructions

12. All vehicles deployed for transportation must have a **pollution-free certificate**.

13. Drivers deployed by the agency on the buses should have a valid commercial HMV driving license and they must be employees of the agency. All drivers must be physically and mentally fit for rendering services. If any driver is found not fit or his behaviour is not satisfactory the replacement of the driver to be provided.

14. In case of any delays/breakdown/non-reporting of the vehicle, the information should immediately be passed on to the "Authorized Person" appointed by IIT Patna and suitable replacement has to be arranged within 24 hrs. by the service provider.

15. The Service Provider must ensure that driver(s) is/are not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Institute reserves the right to check randomly the drivers for the alcohol contents through breath analyzer. **Consumption of alcohol/smoking and other prohibited items are strictly prohibited inside vehicle.** The Service Provider should ensure that the drivers should not play cards, gambling or any anti-social activities during duty hours and such activities are prohibited even after duty hours. They shall **not use unprofessional/casual/abusive language inside the vehicles during the services rendered at the Institute.**

16. The Service Provider shall solely be responsible for accidents, if anything happens. Institute will not be responsible for any litigation whatsoever under any circumstances.

17. The Service Provider must not deploy any driver:

- (i) who has not completed eighteen years of age, or
- (ii) who does not possess a valid driving license, or
- (iii) has experience of less than three years.

The Service Provider shall comply with all the statutory regulations related to the business. Institute shall not be responsible for any liability in this regard for any fault of the Service Provider. The Service Provider shall depute a transport supervisor with adequate experience for single point interaction and coordination with the Institute. The transport supervisor will also handle queries from IIT Patna community regarding schedule and other transport related issues.

18. The operation and function of vehicles and drivers shall be governed by Motor Vehicles Act and these shall be the responsibility of the Service Provider. Any violation of traffic rules can invite penalty that would be solely borne by the Service Provider.

19. Each vehicle shall be given suitable time for maintenance as per norms, with prior consent of the Institute without affecting the schedule decided by the Institute. Once in a fortnight, the bus will be permitted to go for routine checkup and washing but without affecting the schedule given with prior consent by the Institute. The bus will be kept clean all the time. Cleanliness shall be ensured by the Service Provider.

20. The bus shall not be utilized by the Service Provider for any other purpose than the requirement of the Institute during the contract duration. Hired buses must display message "IIT Patna (on contract)".

21. Contractor will have to park the buses at IIT Patna, Bihta campus except when sent for maintenance, off-campus night halt or other purpose of the Institute. **Parking outside IIT campus shall be arranged by the contractor at his own cost and risk, when send for off- campus night halt and other purposes. Buses should be made available at starting point in Patna at least 10 minutes before time of start.**

22. **Penalty:** During the operation of the contract, the following penalty will be **deducted from the monthly payment** to the Service Provider, based on report from the security staff/ IIT Employee/Student travelling in the bus:-

1. Delays not because of Mechanical failure/act of nature:-

a) 10 to 30 minutes	Rs. 2000/- per event
b) More than 30 minutes	Rs. 3000/- per event
c) Failure to provide a bus	Rs. 4000/- per event

2. Misbehavior with IIT Employee/Staff/Student:	Rs. 1000/- per event
3. Over Speeding	Rs. 1000/- per event
4. Inadequate cleanliness of the vehicle:	Rs. 500/- per event
5. Improper servicing/mechanical condition due to poor maintenance	Rs. 1000/- per event
6. Providing invalid/inappropriate driver:	Rs. 2000/- per event
7. Driver found drunk/indulging in gambling/any other antisocial activities during duty hours:	Rs. 5000/- per event

If bus does not operate on a day. Charges @ Rs. 7000/- per bus shall be deducted.

Or as per GeM Service level agreement.

23. **Award of Contract :**

- a) After due evaluation of both the Technical & Financial bids, IIT Patna will award the contract to the **Lowest quoting vendor**.
- b) In case the period of contract is extended further by the Institute in consultation with the Contractor, the validity of performance guarantee shall also be extended by the contractor accordingly, so that such performance security shall remain valid for a period of sixty days after the expiry of the obligations of the contractor for the extended period.
- c) Tax payment is sole responsibility of Contractor. Any changes in tax should not be claimed from IIT Patna.

**24. Performance Guarantee:**

- a) The Contractor shall provide Performance Guarantee @10% of the Annual contract amount in terms of Fixed Deposit Receipt made in any of the Nationalized bank within 10 days of award of the contract.
- b) The performance security, as furnished by the Contractor, shall remain valid for a period of **sixty days beyond the date of completion of all contractual obligations** of the Contractor under the agreement to be executed by and between the Institute and the Contractor.

**25. Refund of EMD:** The earnest money deposit of the unsuccessful bidder will be refunded without any interest within 30 days of award of the contract. The earnest money deposit of the bidder, whose tender has been accepted, will be returned on the submission of performance security. Earnest money deposit of the successful Contractor will be forfeited, in case of default.

**26. Default:** The Service Provider will have to forfeit to the institute, the Earnest Money Deposit (EMD) for an amount of Rs. 1,00,000/- (Rupees One Lakh Only) in case of default which is considered for the purpose of this tender/contract in case of, any or all of the following events:-

- a) Failing to provide transportation service as per the contract within five days of award of the contract.
- b) Failure to provide Performance Guarantee within stipulated time frame.
- c) Furnishing false information to secure this contract, which may be found during the tendering process or at a later stage during the operation of the contract.

**27.** In case of change in requirements/for any other reason, the Institute reserves the right to either increase/decrease the number of vehicles or terminate the contract by giving 30 days' notice and without assigning any reason whatsoever.

28. **Payment Schedule:** Payment requests for monthly bills are to be submitted by the Contractor by 5th of the following month. Payment shall be released within fifteen days from the date of verification of bill(s) and subject to satisfactory performance of duties as per the contract. Amount on account of penalty as listed above will be deducted from the payable amount.

29. The IIT Patna reserves the right to cancel the tender at any stage (point of time) without assigning any reason.

30. Bidders should go through the tender terms, conditions and specifications carefully. They should ensure that all the required documents are furnished along with the bid.

31. The award of contract is initially for a period of one year. It may be extendable upto one/two more year(s) on the same terms and conditions. However, such extension cannot be claimed as right and it is on the sole discretion of the institute.

Deputy Registrar  
Student Affairs

Note:

1. Rates quoted by the vendor should be inclusive of all kind of taxes and statutory liabilities and payment to one driver and one conductor and fuel expenses. The quoted price should be final amount to be paid.
2. **Lowest bidder will be selected for the award of the contract subject to meeting technical criteria.**



**Price Bid**

Kilometre/hr	Rate (in Rs.)
160 KM & 12 hours	
Extra Hour	
Extra KM	
Outstation (excluding Patna)	

Signature with Stamp

Date:-