

# OPEN TENDER

*for*

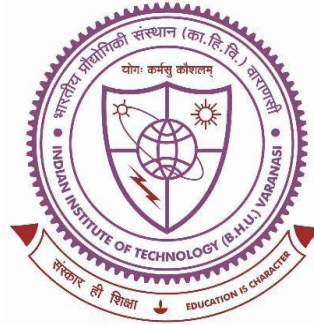
## Hiring of Vehicle (Innova Crysta) at IIT (BHU), Varanasi

**Tender No.:** IIT(BHU)/IP Cell/2021-22/502

**Tender Date:** 17-12-2021

**Last Date & Time of Bid Submission:** 27-12-2021 upto 18.00 Hrs.

**Date & Time of Technical Bid opening:** 28-12-2021 at 15.00 Hrs.



**Institute Purchase Cell  
Indian Institute of Technology  
(Banaras Hindu University) Varanasi-221005**

**E-mail:** [registrar@iitbhu.ac.in](mailto:registrar@iitbhu.ac.in)



The Tender Documents for items will be on two-Bid System consisting of Technical Bid and Price Bid. The Tender Document (non-transferable) along with detailed specifications, terms and conditions may be **downloaded from the Institute website** ([www.iitbhu.ac.in/iitnotifications/purchase\\_enquiries/](http://www.iitbhu.ac.in/iitnotifications/purchase_enquiries/)) or from Central Public Procurement Portal (CPPP) by the interested supplier along with payment of non-refundable Tender processing fee as mentioned above.

**Last date and time for receipt of Tender Document:**

The tender should be addressed to” **Registrar**, Institute Purchase Cell, IIT(BHU), Dist: Varanasi-221005”, and should be delivered in person or sent by registered post / courier so as to reach the Institute on / before the last date up-to 18:00 Hrs. No tender will be accepted after the due date and time. Tender No. must be super scribed on the overleaf of envelop. **The Institute will not be responsible for any postal delay.**

The tender will be opened in the Committee Room, Ground Floor, Admin Building, IIT (BHU), Varanasi - 221005. All Tender Documents must be accompanied by the Tender processing fee of Rs. 1,180 /- (Inclusive of 18% GST) (Non-refundable) is to be paid in the form of **Bank Draft** in favour of the **Registrar, IIT (BHU)** payable at Varanasi.

The Institute shall not be responsible for any delay in receiving Bids / sending of Tender Document by post. The Institute reserves the right to accept or reject any bid, without assigning any reason thereof. No correspondence in this regard will be entertained.

**Registrar**  
Indian Institute of Technology  
(Banaras Hindu University)  
Varanasi

## SCHEDULE

Name of Organization	Indian Institute of Technology (BHU), Varanasi
Tender Type	Open
Tender Category	Services (Hiring of Vehicle)
Type/Form of Contract	Supply
Is Multi Currency Allowed	No (only INR)
Date of Issue/Publishing	17.12.2021 from 17.00 Hrs.
Document Download Start Date	17.12.2021 from 17.00 Hrs.
Document Download End Date	27.12.2021 upto 18.00 Hrs.
Date and time for Pre-Bid Conference	---
Address for Submission of Bids	Institute Purchase Cell, IIT(BHU), Varanasi-221005
Last Date and Time for Submission of Bids	27.12.2021 upto 18.00 Hrs
Date and Time of Opening of Technical Bids	28.12.2021 at 15.00 Hrs
Venue of Technical Bid Opening	Committee Room, Ground Floor, Administrative Building, IIT(BHU), Varanasi-221005
Tender Fee	Rs. 1,180 /- (Inclusive of 18% GST) to be submitted with technical bid in the form of Demand Draft in favour of Registrar, IIT (BHU) payable at Varanasi.
No. of Covers	02
Bid Validity days	180 days (From last date of opening of tender)
Address for Communication	The Registrar, Indian Institute of Technology (BHU), Varanasi-221005, UTTAR PRADESH
Contact No.	+91-542-2307002
Fax No.	+91-542-2368428
Email Address (for any queries)	<a href="mailto:registrar@iitbhu.ac.in">registrar@iitbhu.ac.in</a>

**Note: All the bidders who have already submitted their tender documents need not to submit again as their previous submitted tender documents will be consider for evaluation.**

**INSTITUTE PURCHASE CELL  
INDIAN INSTITUTE OF TECHNOLOGY  
(BANARAS HINDU UNIVERSITY)  
VARANASI – 221005**

**Sub.: Request for Quotation for Hiring of Vehicle (Innova Crysta) at IIT (BHU), Varanasi**

To

It is proposed to buy the items mentioned below for our Institutional purpose. Accordingly, you are hereby requested to submit your valid and firm quote for **Hiring of Vehicle** for below mentioned specifications as per the terms & conditions indicated herein below in respect of the following items sealed in two bid basis. Your quotation must be submitted within due date.

<b>SL. NO.</b>	<b>Name of Items</b>	<b>Description / Technical Specification</b>	<b>Quantity</b>
1	Innova Crysta (Basic Model purchased on or after 1 <sup>st</sup> January 2020)	As per Annexure III	01

**Instructions to Bidder (ITB):**

**Please Note:**

You are requested to kindly go through the detailed Terms & Conditions mentioned below and overleaf and submit your most competitive bid applicable to Educational and Research Institutes/IITs.

1. Full specification and make of the item offered and its rate F.O.R. Varanasi.
2. Your GST registration number, PAN number.
3. Conditions of supply and terms of payment.
4. Please give undertaking as per Annexure-I.
5. The offer must be submitted in two-way bid system.
6. No Tender is to be handed over to any of our staff/ any other person.
7. Tenders/Quotations must be sent sufficiently in advance on or before the due date and time.
8. The Bank/RTGS detail must be submitted along with the quotations/Tenders on the letter head.
9. All communications related to this tender should be addressed to the undersigned only.

**Terms & Conditions**

**The offer must comprise of the following failing which it will be treated as non-responsive hence rejected:**

1. **Price:** The bidder needs to quote the price in price bid format after giving the discount offered to IIT (BHU) being a premier Academic Institution.
2. **Taxes and Levies:** Taxes as applicable should be mentioned clearly in percentage (%) and in exact Figure. If No Tax is mentioned it will be presumed that the Price is inclusive and the Bidder is responsible for all Tax related Compliances. Statutory Levies will be accepted on production of valid documents.
3. **Validity:**
  - i. **Quote:** The validity period of the offer should be clearly specified. It should be at least for 180 days from the last date of submission of quotations.
  - ii. **Contract:** The contract will be signed for one year and may be extended as per need of the Institute and performance of the service provider.

4. **Delivery Terms:** Our standard Delivery Terms is FOR, IIT BHU, Varanasi destination Campus. Rates should be quoted accordingly.
5. **Delivery Schedule:** Delivery within 10 days after award of contract.
6. **Terms of Acceptance:** The items will be treated Accepted only after Inspection for Features and Functions. This includes delivery, inspection etc.
7. **Specification and Make:** Quotation should confirm the exact specification and make, Model i.e. *Innova Crysta* **with the best condition**. Organization including detail of price & all charges must be attached.
8. Hired vehicle must be available for 24 x 7 for 365 days **with the best condition**.
9. Driver will be provided by the Institute and fuel charges will be borne by the IIT (BHU) however, all types of liabilities, maintenance, comprehensive insurance, up-keeping charges, Indemnity and any penalty levied by Govt. Authority etc. related to hired vehicle will be borne by the vendor itself.
10. In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet.
11. **Insurance:** The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. In case of damage vehicle the same should be replaced with same type of vehicle with good condition without any cost to the Buyer.
12. **Vendor must have office in Varanasi.**

### **13. Payment:**

Payment will be released through bank RTGS transfer/Cheque on monthly basis after inspection, of the vehicle and if found satisfactory with regard to quality and specifications ordered. The payment will be released after statutory deductions. For the payment, the firm has to submit bill(s), bank details/cancelled cheque etc. to the office of the Department.

14. **Liquidated Damages:** As Time is the essence of this order, the date of delivery should be strictly adhered to, otherwise for late delivery will be imposed @ 1% per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IIT (BHU), Varanasi. In case of delay in installation and Commissioning, Inspection, Certification etc. also the same rate of penalty shall be leviable.
15. **Cancellation:** IIT BHU, Varanasi reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
16. In case of cancellation of order due to Non-compliance of the Terms and Condition and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
17. Documents Comprising the Bid:

#### **I. Technical Bid**

The following documents are to be submitted as part of the Technical Bid as per the tender document:

- (a) Copy of Tender Forms;
- (b) Copy of written confirmation authorizing the signatory of the Bid to commit the Bidder;
- (c) All relevant documents related to hired vehicle like RC, Comprehensive Insurance, Permits, Fitness Certificate etc. issued from various Govt. authorities.
- (d) Copy of completely filled Annexure I with supporting documents.
- (e) Copy of documentary evidence establishing the Bidder's qualifications to perform the

- contract if its bid is accepted and the Bidder's eligibility to bid;
- (f) Other documents, if any.

## **II. Commercial/Price Bid**

The commercial bid comprises of :

- (i) Signed copy of Price Bid as per Annexure II

### **18. Resolution of Disputes**

1. The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
2. If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified below. These mechanisms may include, but are not limited to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and national or international arbitration.
3. In case of Dispute or difference arising between the Purchaser and a supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996 as amended from time to time.
4. For any dispute, the place of jurisdiction shall be Varanasi, Uttar Pradesh, India only.

### **19. Termination for Default**

- 1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:
  - (a) If the Supplier fails to deliver any or all of the Goods or Services within the period(s) specified in the purchase order, or within any extension thereof granted by the Purchaser pursuant. or
  - (b) If the Supplier fails to perform any other obligation(s) under the Contract.
  - (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- 2 In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

### **20. Force majeure :**

Force Majeure will be accepted on adequate proof thereof.

### **21. Award of Contract :**

- i. IIT (BHU) shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.
- ii. If more than one BIDDER happens to quote the same lowest price, IIT (BHU) reserves the right to award the contract to more than one BIDDER or any BIDDER.

### **The Institute Reserves The Right To:**

1. Reject the quotation in the event of non-furnishing the authentic documentary evidence in respect of License (RC), All relevant documents issued from Govt. Authority, Comprehensive Insurance etc. The verification of the documents can be conducted at Institute level also for which charge

will have to be borne by the suppliers.

2. Reject the supplies already made, if not found up to the mark. Thorough checking may be adopted to test the correctness of the supply of vehicle. In such an event further action may call to conform or discard the supply.
3. Cancel this Tender at any point of time without assigning any reason thereof.
4. The Institute also reserves the right to reject the bid of any participated bidder
5. The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:
  - (a) If the Supplier fails to provide the vehicle within the period(s) specified in the purchase order, or within any extension thereof granted by the Purchaser.
  - (b) If the Supplier fails to perform any other obligation(s) under the Contract.
  - (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
6. To reject any or all the offers without assigning any reasons thereof.
7. All disputes are subject to “*Varanasi Jurisdiction*” only.
8. The decisions of the Institute in all respect shall be final and binding on all.
9. The Institute reserves the right to ask the successful bidder to produce all the original documents submitted along with the bids for verification at any point of time. During the verification of the document, if it is found that the bidder has concealed/falsified/fabricated any information, the bid and/or purchase order will be cancelled and EMD and/or performance security will be forfeited and action including blacklisting will be taken against the bidder as per norms of the Institute.
10. Please ensure that your offer is complete in all respect as no further clarifications shall be sought from you and reaches us within the last date mentioned above. **The Institute shall not be responsible for any delay etc.**

Head/Coordinator/Incharge/PI

**DECLARATION**

*(On the letter head of the firm submitting the bid)*

1. I, ..... Son /Daughter of Shri .....  
..... Proprietor/ Partner/ CEO /MD/ Director/  
Authorized Signatory of M/s. ----- am competent to sign  
this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and subsequent amendments, if any and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. The prices quoted in the price bids are subsidized due to academic discount given to IIT (BHU), Varanasi.
7. We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/Govt. Department/Public Sector Undertaking in the last three years.

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Signature of the Authorized Person

Date: -----

Full Name -----

Place: -----

Company Address with Seal



**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

**Date:**

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No.** \_\_\_\_\_

**Name of Tender/ Work: -**

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Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like section(s), schedules(s) etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

**Yours faithfully,**

**(Signature of the Bidder, with Official Seal)**

**TO BE RETURNED WITH QUOTATION**

**UNDERTAKING**

***WE HEREBY UNDERTAKE THE FOLLOWING:***

1. The GST levied is as per Govt. of India norms amended from time to time.
2. The vehicle offered shall be of the best quality along with accessories, workmanship and their supply will be strictly in accordance with the technical specifications and particulars as detailed in the quotation.
3. In case of damage of vehicle the same should be replaced with another vehicle of same type and specified condition without any cost to the Buyer.
4. The information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
5. We have read and understood the rules, regulations, terms and conditions including amendments, if any of this tender and agree to abide by them.

***Authorized Signatory***  
**(Seal)**

**ANNEXURE-II**

**(Price Bid)**

Sl. No.	Hiring of Vehicle (Monthly basis 24 x 7)	Monthly Rate	GST	Total Amount
1.	<b>Hiring of Innova Crysta</b> (Basic Model purchased on or after 1 <sup>st</sup> January 2020)			

**Note:**

1. Please submit your detailed terms & conditions.
2. Govt. levy e.g. GST, Toll Tax etc shall be payable extra.

*Authorized Signatory*  
**(Seal)**

## ANNEXURE III

### **Technical Specifications**

- Make: Within Two Years ( Must be purchased between January 2020 to December 2021)
- Should be Basic Model
- All types of maintenance, comprehensive insurance, up keeping charges etc. will be borne by the supplier.
- All relevant documents related to hired vehicle like RC, Comprehensive Insurance, Permits, Fitness Certificate etc. issued from various Govt. authorities

*Authorized Signatory*  
**(Seal)**