



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

Autonomous institution under MOE, Govt. of India

&

Department of Information Technology & Electronics, Govt. of West Bengal

WEBEL IT Park, 14 Adivasi Para Kalyani -741235,

West Bengal, website : www.iiitkalyani.ac.in

NOTICE INVITING TENDER FOR
HIRING OF VEHICLES ON RENTAL BASIS AT IIIT, KALYANI

Tender No. IIITK/Tender/25-26/01 Date: - 24.04.2025

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI
NADIA – 741235, WEST BENGAL**

NOTICE INVITING TENDER FOR HIRING OF VEHICLE ON RENTAL BASIS AT IIIT, KALYANI

TENDER NO.: IITK/Tender/25-26/01 DATED: 24-04-2025

NAME OF WORK: Tender for Hiring of Vehicles on Rental Basis at IIIT, Kalyani

LOCATION: Indian Institute of Information Technology, Kalyani (IIITK)
c/o WEBEL IT Park, 14, Adivasi Para, Opposite of Kalyani Water Treatment Plant, Near Buddha Park, Dist. Nadia, P. O Kalyani, PIN - 741235, West Bengal.

LAST DATE AND TIME FOR RECEIVING THE BIDS:

14-05-2025 up to 3.00 pm in the Tender Box placed in Office of Indian Institute of Information Technology, Kalyani, (Room no. 107).
Quotations received after the due date and time will not be entertained under any circumstances.

Note: In case of any clarification in with regard to submission of bids please contact the Registrar over email (registrar@iiitkalyani.ac.in), the bidders are advised to read the tender document properly before submitting their bids.

DATE AND TIME OF OPENING OF THE BIDS: To be declared later.

Tender Document

1. Indian Institute of Information Technology, Kalyani invites bids in two bids system (i.e. Technical and Financial bid) from eligible firms/Companies through Website Tender on mutually agreed terms and conditions for selection of experienced agency for providing vehicle hiring services at IIIT, Kalyani.
2. IIIT, Kalyani proposes to hire Premium SUV (1 No.), Sedan (1 No.) for official use of IIIT, Kalyani.
3. The above Vehicles are to be hired on Monthly fixed rent basis.
4. Interested bidders are required to submit the technical and financial bid in sealed envelopes.

1. Clarification related to Bidding Documents

- (i) For any query/clarification, please contact the Registrar, IIIT Kalyani at his email id registrar@iiitkalyani.ac.in. Bidders are advised to seek all clarifications through E.mail at the said e-mail within the stipulated time frame only (i.e. up to 05 days before the bid end date for bid submission). Please note that no query/input from bidders will be addressed from the point of view of modification of any kind in the terms and conditions of the tender.

2. Amendments in Bidding Documents

- (i) The Tender Inviting Authority shall not be responsible for individually informing the prospective bidders about any notices published related to this bid. Bidders are requested to check Institute website for Information/general notices/amendments to bid document etc. on a day-to-day basis till the bid is concluded before the submission of bid.
 - (ii) IIIT, Kalyani may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document through corrigendum at any time till 7 (seven) days before the last date of submission of bids. All such amendments will be uploaded on the Institute Website regularly. IIIT, Kalyani shall not be responsible to notify the amendments/corrigendum to individual bidders. All amendments by the IIIT, Kalyani till 7 (seven) days before the last date of submission of bids, shall be binding on the participatory bidders
3. IIIT, Kalyani reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document including number of vehicles to be supplied or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, IIIT, Kalyani in this regard shall be final.

TERMS & CONDITIONS

A. General instructions:

1. Duration of contract will be one year from the date of award of contract with a possibility of further extension for a period of up to 1+1 year if desired by the competent authority IIIT, Kalyani as per the mutual agreed terms.
2. Any bid received after the dead line for submission of bids shall liable to be summarily rejected.
3. Financial bids will be opened for bidders whose technical bids meet the required eligibility criteria, both technically and commercially. IIIT, Kalyani will thoroughly evaluate the financial bids, comparing the substantially responsive ones based on the price of the services offered.

The Financial bid shall include all charges including monthly dry charges, driver charges, maintenance of vehicle (including engine oil, gear oil, brake oil, and any other related expenses etc.), fuel charges and all statutory charges & tax etc. No separate break up of cost will be acceptable.

B. Information and Conditions related to Submission of Bids

1. The bidder is requested to examine all instructions, forms, terms and specifications in the Bid documents. Failure to furnish all the information required as per Bid documents or submission of the bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the Bid.
2. Bidder will necessarily sign & seal each page of the tender document including terms & conditions as token of acceptance of the bid failing which his bid will be rejected summarily. All pages including enclosures submitted by bidder is required to be duly numbered and any over writing/ erasures in the bid made by the bidder shall be signed by the person signing the bid.
3. The Bid with conditions other than those specified in the Bid document is liable to be summarily rejected. No modification by the contractor in any of the conditions will be permitted after the Bid is opened.
4. Failure of the successful bidder to comply with any of the terms & conditions shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security. In such eventuality, IIIT, Kalyani reserves the discretion either to make the award to any other bidders or call for new bids. The decision of IIIT, Kalyani in this regard will be final & binding.
5. Vehicles should be registered with the Appropriate Authority and vendor will be responsible for all statutory compliance as notified by Government of India.

Scope of work

C. Provision of commercial vehicles with licensed drivers, on Hiring basis for running for IIIT Kalyani.

D. Estimated requirement of the commercial vehicles will be as under: -

Sl. No.	Type of Vehicle	Year of Registration	Nos. of Vehicle	Tenure of contract	Remarks
1	Premium SUV AC	Vehicles manufactured in 2025 & must not have run more than 25,000 kilometers as on the tender opening date	1	Initially for 1 years, extendable up to 1+1 year on mutually agreed terms and conditions	Fixed Monthly Rent Basis
2	Sedan	Vehicles manufactured in 2025 & must not have run more than 25,000 kilometers as on the tender opening date	1	Initially for 1 years, extendable up to 1+1 year on mutually agreed terms and conditions	Fixed Monthly Rent Basis

SL. No.	Type of Vehicle	Type of Service	Monthly Usage
1	Premium SUV	Local & Outstation	1500 Km X 260 Hours
2	Sedan	Local & Outstation	500 Km X 260 Hours

Type of the vehicles:

1. **Premium SUV:** Toyota Innova, Toyota Fortuner, Toyota Innova Crysta
2. **Sedan:** Maruti Suzuki Dzire, Hyundai Aura, Maruti Suzuki Tour S

It may be clearly noted that IIIT, Kalyani shall place the above / any of the above order only as per the actual requirement from time to time.

3. The meter reading should tally the actual distance of run at any instant and IIIT, Kalyani shall have full powers to check up the meter for its correctness and to take action accordingly. Each driver must maintain a log book. A daily record indicating time and mileage for each vehicle shall be maintained in a Log-Book of the vehicle, which shall be submitted to IIIT, Kalyani. Charges while calculating kilometers will be based on the distances travelled between the duty stations.
4. In case of break down, vehicles have to be replaced by another vehicle immediately (not more than two-hour gap). In case of non-availability of suitable vehicle, a penalty of ₹ 2,000/- for the said break down shall be imposed in addition to deduction on pro-rata basis for the said period. Continuation of non-availability of suitable vehicle on another day shall construe to another break down, and will be liable to the penalty of 2,000/- and pro rata deduction. In case, occurrence of such break down exceeds three times in a month, a penalty of ₹10,000/- per break down shall be imposed.

5. Non-availability of designated vehicles /replacement of such vehicles without prior notice during normal duty hours will also attract a penalty of ₹2,000/- per day. Denial / non- availability of vehicles during extra hours, will also attract a penalty of ₹2,000/-.
6. Vehicle should be in a roadworthy condition with neat and clean seat covers along with spare tyres, tools and kits for petty repairs and replacement of tyres. Seat covers required to be periodically washed/cleaned and changed for which the cost shall be borne by the contractor.
7. Monthly bills shall be submitted to IIIT, Kalyani along with duty slips duly signed by the user. Payment of any Govt. tax or duty for plying the vehicles will be the liability of the contractor. However, GST is payable as per actual and Deposit Receipt must be attached. Parking & toll charges, if any, may be claimed on production of parking / toll slips.
8. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.
9. The contractor shall send the vehicle for periodical servicing at his own cost. IIIT, Kalyani will not pay any mileage run for such servicing nor any deduction is made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be at the contractor's liability.
10. Regular checking of meter by the designated transport authority may be done by the contractor, and requisite certificate(s) may be shown to IIIT, Kalyani as and when demanded.
11. The contractor / authorized representative and all the drivers should be equipped with round the clock communication facility (mobile etc.) with proper uniforms.

TECHNICAL BID

(1) Details of Various Documents – Self attested copy (to enclose). It is compulsory to add page numbers on the technical bid documents and reflect the same below mentioned table.

Sr. No.	Details	Copy attested Yes / No	At Page no.
1.	Income Tax Pan Card		
2.	Audited Report of Last Three Financial Years (Certified by CA) (Turn over Certificate, Profit & Loss Account, Balance sheet) (F.Y. 2021-22 , 2022-23 & 2023-24)		
3.	Experience Details as per Qualification Criteria of Tender		
4.	No. of Vehicles already in hand with the agency		
5.	Details of valid full insurance document of vehicle		
6.	GST Registration Certificate		
7.	Details/Profile of bidder as per Annexure-1		
8.	Bidders Undertaking on non-Judicial Stamp Paper attested by Notary as per Annexure-3		
9.	BID Form as per Annexure-4		

Date:

Place:

Sign.....

Name:

Designation.:

(2) Minimum Qualifying Criteria of the Bidder:

1. The Bidder should have a minimum 5 years' experience of supplying vehicle on hire – basis preferably in Govt. Dept./PSUs/Autonomous Bodies (proof to be attached)
2. The bidder / concern must be assessed to income tax.
3. Minimum average annual turnover of the bidder should be 48 Lakhs in last three (03) financial years. Also attached the audited reports of Last Three Financial Years (Certified by CA).
4. Bidder Must have satisfactorily completed either three Similar works each Costing not less than Rs. 4,80,000/- in last 3 years.
OR
Two Similar works in each Costing not less than Rs. 6,00,000 /- in last 3 years.
OR
One Similar works in each costing not less than Rs. 9,60,000/- in last 3 years.
5. Bidder must have branch office in Kalyani. Supporting document of branch office in Kalyani to be attached.
6. Bidder must submit his/its details / profile in the prescribed form in “Annexure – 1”.
7. Bidder must submit the Undertaking on Non-Judicial stamp paper attested by the notary as per Annexure-3.
8. Bidder must attach signed photocopies of all documents related to vehicles like Registration Certificate, Fitness Certificate, Insurance, RTO permission etc. for each vehicle.

**** Bids of the Bidders who do not meet the minimum eligibility criteria shall be summarily rejected.**

(3) Financial Evaluation of Technical Responsive Bids and Award of the Contract:

1. The financial Bids of technical responsive bidders will only be opened.
2. Contract will be awarded to the technically responsive L1 bidder who will quote the least amount in financial bid on total value wise evaluation method.

(4) Performance Security:

1. After the letter of award of work is received by the successful bidder, he shall submit a Performance Security equivalent to 5% of the value of the contract.
2. The performance security has to be either in form of Account Payee Demand Draft in favour of “IIIT, Kalyani” payable at Kalyani or in form of Fixed Deposit Receipt (FDRs) from a commercial bank or in form of Bank Guarantee from a commercial bank.
3. The performance security so furnished should remain valid for a period up to 60 days beyond the completion of all contractual obligations of the vendor.
4. The format of Bank Guarantee is given in “Annexure’2”.

(5) Bid Submission:

1. Interested bidders are required to submit the technical and financial bid in separate envelopes.

Submission of hard copy of bid documents at IIIT, Kalyani

All the prospective bidders are directed to submit the hard copy of their credentials/ technical bid documents and original copy of EMD amounting to Rs. 24,000/- (twenty-four thousand only) in a sealed envelope superscribed on the top of the envelope as "Reference bid.....(name) & no..... and (firm/company name)". **MSME registered units are exempted from submitting the EMD.**

The bidder has to ensure that the delivery of the above said envelope containing hard copy of credentials/technical bid document and original copy of EMD at the Office of Indian Institute of Information Technology, Kalyani, within the bid end date.

Any bidder failing to submit the above-mentioned documents and original copy of EMD within the due date as described above, their bid may not be considered for evaluation.

2. Profile of the bidder should be duly filled, signed and submitted in the form given in "Annexure1".
3. All the other pages of this tender document are also required to bear Page Numbers, duly signed and submitted.
4. All the copies of documents required to be submitted as proof of fulfilment of eligibility criteria given above should be duly self-attested and submitted along with the bid.
5. Tenders containing erasures, alternations and overwriting of the tender documents are liable to be rejected. Any corrections made by the bidder in the entries must be attested by him and should be clearly legible.
6. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable to rejection.

(6) Terms & Conditions:

1. Vehicles are proposed to be hired for an initial period of one years. IIIT, Kalyani will enter into agreement with successful bidder for number of vehicles as per their need in the contract period. The contract may be extended for further period of 1 + 1 year as per mutually agreed terms depending upon the satisfactory performance of the vendor and the discretion of IIIT, Kalyani. The vehicles proposed to be hired should fulfil the latest emission norms. The vehicle should be registered as a commercial vehicle.
2. This price should be based on a standard 10-hour workday. Any overtime beyond the 10-hour daily limit will be compensated at Rs. 68.19/- per hour. Extra kilometres, if run beyond the mentioned limit (for both the vehicles) will be compensated with Rs.18.75/- per kilometre.
3. Vehicle hire charges shall be paid on monthly basis including the applicable taxes and Govt. levies and after deduction of applicable tax at source as per Income Tax Act, 1961.
4. The selected vendor shall provide dedicated drivers and any change in drivers should be made only in exceptional circumstances and under due intimation. The vehicles can be called for reporting at any time. The vehicles would remain at the disposal of IIIT, Kalyani or as asked by competent authority for all 7 days in a week during the entire contract period.
5. The drivers should be well behaved, having a valid driving license and should have a minimum experience of driving of 5 years.

6. The liability on account of driver's salary/allowances/perquisites and all expenses relating to the vehicles would solely and wholly be on account of the vendor and IIIT, Kalyani shall not bear any liability apart from the hiring charges.
7. The successful bidder shall enter into an agreement with IIIT, Kalyani for which the stamp paper of Rs.100/- is to be provided by the bidder. The format of the agreement required to be entered into shall be provided by IIIT, Kalyani along with letter of award of work.
8. Any Other charges by whatsoever name and title shall not be allowed.
9. IIIT, Kalyani reserves the rights to accept or reject any part of the tender or whole tender without assigning any reasons thereof.
10. Nos. of vehicles to be hired may be increased /decreased as per actual requirement basis of IIIT, Kalyani.
11. If the services are found not satisfactory, services of vendor may be terminated at three month's notice.

(7) Special Condition of Contract:

1. The successful bidder has to constitute an agreement on Rs.100/- stamp paper within 7 days of the award of contract.
2. The log book of monthly bills will be clearly filled by bidder, overwriting will not be accepted.
3. The Contractor shall be fully responsible for theft/burglary, fire or any mischievous deeds by his drivers & the Contractor shall be directly responsible for any dispute arising between him and his drivers.
4. The Contractor shall be responsible to ensure compliance of the provision of all enactments, laws, rules and instructions in force and applicable thereto. The Contractor shall be liable to ensure compliance to the contract
5. The Institute will not, in any manner, be responsible for any act omission or commission of the drivers engaged by the Contractor and no claim in this respect shall lie against the Institute. If any such claim is made against the Institute by any drivers of his heirs engaged/employed by the Contractor, which the Institute is obliged to discharge by virtue of any statute of any provision of law and rules due to the mere fact of the drivers of the Contractor working at the office premises or otherwise, the Contractor will be liable to indemnify/reimburse the Institute all the money paid in addition to the expenses incurred by him.

Registrar
Indian Institute of Information Technology, Kalyani

Details/Profile of Bidder

SI. No.	Particulars	Details
1.	Name of the proprietor / Registered Firm / Company concern	
2.	Address of concern (with tel. no. Fax and Email)	
3.	Name and address of the partners / directors/ (with Mobile no.) (in case of firm / company)	
4.	No. of years of experience in providing Vehicles with name of concerns to whom provided	
5.	Permanent Account No. (PAN)	
6.	Goods and service tax Registration No.	
7.	Details of vehicles owned (Make / Model/ Regn. No.)	
8.	Turnover of preceding last three years.	
9.	Details of EMD	

DECLARATION:

1. I/we have read and understood all the terms and conditions of the tender /contract and I/we undertake to fully abide by all the conditions
2. I/we hereby certify that the information furnished above is full, true and correct to the best of my/our knowledge. I/we understand that in case and deviation is found in the above statement at any stage the bidder/ company will be blacklisted and will not have any dealing with IIIT Kalyani in future.

Place:

Dated:

Name.....

Signature.....

PERFORMANCE BANK GUARANTEE

To
Indian Institute of Information Technology,
Kalyani

WHEREAS

(Name and address of supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract..... no dated..... to supply (description of goods/services) (hereinafter called “the contract”).

AND WHEREAS we have agreed to give the supplier such a bank guarantee. NOT THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of supplier, up to a total of (In Words) (amount of the guarantee in figures and words), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no charge or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of 2026

Name and designation of the officer

.....

Seal, name and address of the Bank and
address of the Branch

(Bank’s common)

UNDERTAKING

(To be signed on a minimum Rs. 10/- Stamp Paper attested by notary)

We have carefully read all the terms and conditions & have satisfied ourselves of the meaning implied therein and after fully understanding all the implications of these terms and conditions, we agree with them without any reservation, and undertake to abide by it fully and unconditionally. We understand that in the event of any declarations and contents being false or untrue the contract is liable to be terminated & black-listed.

We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Date: / /2025

Place:

Signature:.....

Name:

Designation:

Company / Firm name with seal

ANNEXURE-4

BID FORM

**To,
The Registrar
IIIT Kalyani**

Dear Sir,

1. Having read the terms & conditions mentioned in the bid document, including addenda's (the receipt of which have been duly acknowledged), we offer to supply commercial registered vehicles in conformity with the terms & conditions of bid document for the sum shown in the schedule of prices.
2. We agree to abide by this Bid for a period up to -----.
3. If our Bid is accepted, we will obtain and submit performance security deposit in the form of Demand Draft drawn /PBG in favor of IIIT, Kalyani payable at Kalyani for a sum equivalent to 5% of the contract value for due performance of the Contract/agreement.
4. We undertake to enter into contract/Agreement within 07 days of being called upon to do so and shall bear all expenses connected therewith including charges for stamped.
5. Until an agreement is signed and executed, this Bid shall constitute a binding contract between us and you
6. We understand that you are not bound to accept the lowest or any bid, you may

receive Signed in the capacity of duly authorized to sign the bid for and on behalf of -

Address

Dated this day of 2025.

Witness.....

Address of witness

Signature

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI**TENDER FOR HIRING VEHICLES
(FINANCIAL BID)**

Sl. No.	Particulars	Monthly Usage	Charge per month (In Rs. per month)
1	Vehicle 1 : Premium SUV	1500 Km X 260 Hours	
2	Vehicle 2: Sedan	500 Km X 260 Hours	

The Financial bid shall include all charges including monthly dry charges, driver charges, maintenance of vehicle (including engine oil, gear oil, brake oil, and any other related expenses etc.), fuel charges and all statutory charges & tax etc.

This price should be based on a standard 10-hour workday. Any overtime beyond the 10-hour daily limit will be compensated at Rs. 68.19/- per hour. Extra kilometres, if run beyond the mentioned limit (for both the vehicles) will be compensated with Rs.18.75/- per kilometre.

Dated:.....

Place:.....

**(Signature of Tenderer
With stamps of the firm)**