

TATA INSTITUTE OF FUNDAMENTAL RESEARCH
Autonomous Institution of the Department of Atomic Energy, Government of India.
36/P, Gopanpally village, Serilingampally Mandal Ranga Reddy District , Hyderabad 500107.
Telephone : 040-2020 3040, E-mail: harid@tifrh.res.in
Website www.tifrh.res.in

Ref.: TIFR/PD/CF19-8/190034

April 30, 2019

NIT cum Tender Document (ONE PART TENDER) for the following services:

“Providing Transportation Services” to TIFR Hyderabad campus

Tender No.	TIFR/PD/CF/19-8/190034 Dated 30 April 2019
Estimate Cost	Rs. 24,50,000/-
Tender Fee	Rs. 500/- by way of Demand Draft in favour of TIFR Centre for Interdisciplinary Sciences payable at Hyderabad
EMD	Rs. 49,000/- by way of Demand Draft in favour of TIFR Centre for Interdisciplinary Sciences payable at Hyderabad
Type of Tender	One Part Tender
Contract Period	12 Months
Contact Persons	Shri D. Hari Prasad (Tel:040-20203040) Administrative officer
Last Date for Submission of Tender	20/05/2019 on or before 1730 Hours

Quotation should be submitted in sealed envelope superscribed with the Tender No. Due Date in Bold Letters.

All prospective bidders are requested to visit our website regularly for any such updates/corrigendum's.

Please see attached sheet for conditions of tender.

Transport service of 2 Wingers (AC) for TIFR Hyderabad for the period of one year on daily basis.

Kindly quote in following format:
CHARGES FOR TRANSPORT SERVICES

Table - I

Description	Vehicle Type	Basic price upto 3000 kms per month & upto 12 hours per day for each winger	Extra per hour after 12 hours in a day for each winger	Extra per Kilometer (After 3000 KMS) for each winger
Providing regular shuttle Service For TIFR Hyderabad	Wingers (2 vehicles) A/C			
	Taxes if, any			
	Total Charges for 2 wingers per 12 hours a day & 3000 KM per month			

Table - II

Description	Vehicle Type	Basic price upto 3500 kms per month & upto 14 hours per day for each winger	Extra per hour after 14 hours in a day for each winger	Extra per Kilometer (After 3500 KMS) for each winger
Providing regular shuttle Service For TIFR Hyderabad	Wingers (2 vehicles) A/C			
	Taxes if, any			
	Total Charges for 2 wingers per 14 hours a day & 3500 KM per month			

Note :

1. Contract will be for a period of 1 year
2. Winger Reporting Time & Location will be as per the instructions of Administrative Officer

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

Instructions for Bidders

1. The quotation shall be submitted in sealed envelopes duly superscribed with the tender enquiry number, and the due date in bold letters, addressed to the **Administrative Officer, Tata Institute of Fundamental Research, 36/P, Gopanally village, Serilingampally Mandal Ranga Reddy District , Hyderabad 500107**. The envelopes should be clearly marked on top as the Tender Enquiry No., Due Date in bold letters. The sealed envelope has to be delivered by hand/courier at the Security Gate Officer of TIFR-Hyderabad on or before 1730 hrs on the due date specified. Tenders submitted after 1730 hrs on due date will not be considered.
2. In case the quotations are not sealed in the envelopes the tender will be rejected.
3. The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended for a further period of two year on the same rates, terms and conditions depending upon the requirement and administrative convenience of TIFR, Hyderabad. Any further extension can be considered on mutually agreed terms and condition. The TIFR, Hyderabad, however, reserves the right to terminate / curtail the contract at any time after giving one month notice without assigning any reason.
4. Tenders containing correction, overwriting will not be considered. Late or delayed/Unsolicited quotations/offers shall not be considered at all. These will be returned to the firms as it is. Post tender revisions/corrections shall also not be considered.
5. Tenders who do not comply with any of the conditions are liable to be rejected.
6. In case of any interpretational issues in this tender, the interpretational decision of the TIFR-Hyderabad shall be Final binding on the bidder.
7. TIFR-Hyderabad reserve the right to ask for or to provide any clarification, changes after the release of this tender.
8. TIFR reserve the right to cancel the tender even after the receipt of tender, and in such case the EMD would be refunded without any interest to the bidding parties.
9. **Pre - qualification criteria:**
 - 9.1 The tenderer must have experience in similar nature of contract during the last 05 years, preferably in Hyderabad City.
 - 9.2 The tenderer should have Average annual turnover during last 3 years ending 31st March of not less than Rs. 24.50 lakhs.
 - 9.3 The tenderers should have successfully completed at least:

One similar work each of the contract value not less than Rs. 19.60 Lakhs during the last 05 years

OR

Two similar works each of the contract value not less than Rs. 14.70 Lakhs during the last 05 years

OR

Three similar works each of the contract value not less than Rs. 9.80 Lakhs during the last 05 years

It is mandatory to submit the work completion certificates for each individual service executed by the contractor. Format of work completion certificate is attached in Annexure –A.

The Contactor must qualify the point No's 9.1, 9.2 & 9.3.

10. **Contract Period : 12 Months.**

11. **Earnest Money Deposit (EMD):**

Every Bidder has to pay EMD of Rs. 49,000/- by Demand Draft in favor of the "TIFR Centre for Interdisciplinary Sciences, payable at Hyderabad" along with the offer. Quotation received without EMD shall be rejected and no correspondence whatsoever will be entertained.

For successful bidder the EMD shall be returned to the contractor, without any interest, after receiving of Security Deposit and placing order on successful bidder. Unsuccessful bidder EMD will be refunded after placing the order on successful bidder.

12. **Security Deposit:**

Successful bidders will have to deposit @ 10% of the contract value by way of Demand Draft in favour of TIFR Centre for Interdisciplinary Sciences, Hyderabad within 07 days from receipt of Letter of Acceptance of the work order. The Security Deposit will be refunded after the completion of contract period. Security Deposit amount will be forfeited if the contractor fails to perform any of the terms and conditions of our tender enquiry / document. Security Deposit will be forfeited in the event of breach of contract conditions or any other type of mischief, misconduct on the part of the agency.

13. **Payment**

Payment shall be made on monthly basis on submission of bills by the contractor duly approved by Administrative Officer.

14. The Institute shall be under no obligation to accept the lowest or any other tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.

15. TIFR-Hyderabad reserves the right to place the order for part services than what is specified in the tender.

16. The prices quoted by the Contractors shall remain firm during the entire period of the contract and shall not be subject to variation on any account. The bid submitted with a variation clause (unless asked by TIFR-Hyderabad) will be treated as non-responsive and rejected.

ADMINISTRATIVE OFFICER
TIFR, Hyderabad

TATA INSTITUTE OF FUNDAMENTAL RESEARCH
Autonomous Institution of the Department of Atomic Energy, Government of India.
36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad 500107.

General Terms and Conditions :

1. **Payment:** Payment will be made within 15 days after rendering services to TIFR, Hyderabad on submission of bills(s) duly certified by the competent authority. Bills should be submitted along with statement in compliance with the duty slips. Bills should be submitted in the 1st week of every month.
2. The vehicles will have to be fitted / provided with the following additional accessories / utilities.
 - a) Clean seat covers
 - b) Quality radio music system
 - c) Reading lamp
 - d) Tissue paper box
 - e) Car perfume
 - f) Seat Belts (front Rear)
 - g) Umbrella during Monsoon
3. Only yellow plate vehicles should be arranged. Wingers provided should be new vehicles and with valid permits, RTO Tax documents, Insurance, PUC etc.
4. It should be ensured that the drivers entrusted with the transportation should not have any case pending either with the police or in the court.
5. The vehicles are required to ply as and when required. Vehicles must be available for any convenient re-scheduling of timings as decided by TIFR.
6. Meter Reading & Time should start from TIFR to TIFR.
7. The Agency should have its own Bank Account. Certified copy of the account maintenance for the last three years issued by bank shall be enclosed.
8. The Agency (not individual) should be registered with GST. Certified copy of the registration shall be attached with the Bid document.

9. The Work Order will be issued for 1 Year and contract may be extended further period of two years based on the satisfactory performance with same rates, terms and conditions depending upon the requirement and administrative convenience of TIFR.
10. You are requested to maintain a detailed log book indicating the full details about the trips and the same has to be signed by the user of the vehicle.
11. The vehicles should carry the sign board 'TIFR' prominently in the front & rear ends.
12. All vehicle drivers should be in uniform according to RTA authorities.
13. The vehicles and the relevant documents are subject to inspection and acceptance by TIFR Hyderabad authorities.
14. Income tax/Surcharge will be recovered at source as per the IT rules in force from time to time. The contractor shall furnish their PAN number to TIFR Hyderabad.
15. The quoted rates are inclusive of GST.
16. GST rule will be applicable with effect from 01.07.2017 as per GST regime. The applicable TDS/ other charges if any as per GST rule will be deducted. TIFR Hyderabad GST NO is: 36AAATT3951F2ZG.
17. The Contractor should also quote the applicable GST charges in their offer. The contractor should sign and stamp all the pages of tender document.
18. Service Provider shall ensure safety of TIFR staff. Deployed drivers should always carry identity cards and follow the instructions of Shri D. Hari Prasad, Administrative Officer. They should maintain proper decorum and discipline while on duty.
19. Any other points not covered under this contract will be settled by mutual understanding and no arbitrary decision will be imposed by you.
20. The contracting agency/firm/company shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period of non-satisfactory

services, breach of any terms and conditions of the contract, non-compliance of the order of competent authority, etc. the contractor shall be liable for necessary legal action and the contracting agency/firm/company shall also forfeit their performance security deposit.

21. The contracting agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Telangana /India Particularly applicable to the business.
22. The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same level of vehicle.
23. All the charges towards repair/servicing, salary of the driver, petrol expenses, any other incidental expenses on operations & maintenance of the vehicles deployed on TIFR site shall be borne by the agency/firm/company.
24. The vehicles deployed to TIFR should be insured in all respects by the successful agency/firm/company. In case of any accident or theft etc. all the claims arising out of it will be met by the agency/firm/company. TIFR shall not be liable in any matter whatsoever.
25. In case of accident etc. TIFR Hyderabad has no responsibility whatsoever towards Police / RTA authorities, court of law, injured parties, damages to the vehicle or property etc. All these are entirely the contractor's/service provider's responsibility, however the contractor/service provider should ensure the safety of the TIFR Hyderabad Officials.
26. The duty slip should also contain the details of the places visited and the name of the officials along with signature.
27. The vehicle should be available at our office premises strictly as informed by TIFR Hyderabad officials.
28. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules / regulations and city roads / routes as well as security instructions.
29. Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, vetted by police for security, have valid driving license and are aware of the roads of Hyderabad will be

provided.

30. The driver provided by the contractor should fulfill the following conditions:
 - a. Should be in possession of valid driving license issued by RTO.
 - b. Should not smoke; chew Pan / Pan masala / Tobacco.
 - c. Should be conversant with the routes of all Government buildings and important roads within Hyderabad.
 - d. Should not indulge in any activity inimical to security of the officers travelling in their car.

31. TIFR will not be responsible for any injury/disability/accident or loss of life of any of the Contractor's personnel during the discharge of their duties or otherwise either within the premises of the TIFR or at any other place. TIFR will also have no liability for any injury/disability/accident or loss of life that occurs to the personnel deployed by the Contractor during the discharge of their duties or otherwise either within the premises of the TIFR or at any other place. Any compensation or expenditure towards the treatment for such injury/disability/accident or loss of life shall be the sole responsibility of the Contractor.

32. The contractor shall deploy their persons in such a way that the persons get weekly rest for the working hours/leave for which the work is taken from them. The Contractor shall in all dealings with the persons in his employment have due regard to all the recognized festivals, days of rest and religious or other customs. The contractor shall comply with the provisions of the Payment of Wages Act, 1936, Minimum wages Act, 1948, Employment Liability Act, 1938, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947 and contract Labour (Regulation and Abolition) Act, 1970. In the event of the Contractor committing a default or breach of any of the provisions of the relevant acts as amended from time to time or furnishing any information or submitting or filling any settlement under the provisions of the relevant acts which is materially incorrect, they shall without prejudice to any other liability pay to the TIFR a sum not exceeding the amount of the resultant loss in each case of default. The Contractor shall be solely responsible for ensuring compliance with all statutory obligations as may be applicable under the provisions of various labour laws and other acts of Central & State Govt.bodies.

33. The contractor is liable to pay all taxes to the Central/State Government as applicable from time to time and the rates quoted will be inclusive of all such taxes.

34. The document verified drivers only should attend to regular duties. The change of driver details should be informed to TIFR Hyderabad with the submission of relevant documents with current residential address and driving license by the contractor well in advance.

35. Frequent change of driver is not permitted.
36. Any problem occurs due to the driver then it is the sole responsibility of the contractor/service provider only.
37. Toll Tax, Parking Charges, Service Tax if any will be paid and claimed by the Contractor on actual bill basis after submitting the bills.
38. **Exit Clause:** If the performance of the contractor is not satisfactory then TIFR Hyderabad has the right to terminate the contract by giving 1 month notice. If the contractor likes to quit the contract, they should give three months' notice well in advance and the same contractor will not be considered in future tenders.
39. You will be required to be present on Sunday's/holiday's as per the exigencies of the institute.
40. **Arbitration:** Settlement of Disputes & Arbitration: All matters relating to disputes and difference of opinion shall be settled mutually as far as possible. In case of any interpretational issues arises in this tender, the interpretation/decision of TIFR Hyderabad shall be final and binding on the bidder. The arbitration will proceed as per Indian Arbitration Act, 1940, as amended up to date.

(D. Hari Prasad)
Administrative Officer

WORK COMPLETION CERTIFICATE

1. Work Order Reference No. & Date :
2. Name of the Client :
3. Name of the Client with full address :
4. Scope of Works :
5. Work Order Value : Rs.
6. Actual completed value : Rs.
7. Date of Completion of Contract :

This is to certify that the details mentioned above are as per our work order and all the details mentioned are as per our records and found to be correct to the best of our knowledge and the Contractor M/s. XXXX have completed the transport contract to our full satisfaction in all respects by the contractor and we hereby recommend their services to other clients.

For Client Name

Authorized Signatory:

Name:

Designation:

Full Address Stamp & Date: