

भारतीय प्रौद्योगिकी संस्थान मुंबई
INDIAN INSTITUTE OF TECHNOLOGY BOMBAY



परिवहन सेवाओं के लिए निविदा
(यात्री कारों/बसों को किराये पर लेने हेतु)

TENDER FOR TRANSPORT SERVICES
(Hiring of Passenger Cars/ Buses)

INDEX

SR. NO.	TABLE OF CONTENTS	Page No.
1.	SECTION 1 – INVITATION FOR BIDS	3
2.	SECTION 2 – SCOPE OF WORK	5
3.	SECTION 3 – ELIGIBILITY CRITERIA & TECHNICAL BID	6
4.	SECTION 4 – INSTRUCTIONS TO BIDDERS	7
5	SECTION 5 – TERMS & CONDITIONS OF CONTRACT	13
6.	SECTION 6 – COMMERCIAL BID	22
7.	SECTION 7 – ANNEXURES Annexure I: Service Provider's Information & Vehicle Details Annexure II: Declaration of Participation Annexure III: Declaration Regarding Clean Track by Bidder Annexure IV: Declaration of Annual Turnover Annexure V: Experience in Similar Work Annexure VI: Declaration for Acceptance of Tender Terms and Conditions	29
8.	SECTION 8 – CHECKLIST	38

SECTION 1 – INVITATION FOR BIDS

1. Introduction

IIT Bombay invites sealed tenders for hiring of Passenger Cars/ Buses on “as and when required” and “round the clock” contract basis for a period of 1 year extendable for further period upto 2 years (one year extension each) subject to satisfactory performance.

Detailed tender document along with other details can be either downloaded from Institute website <https://www.iitb.ac.in/resources/vendors-tenders>

2. Notice Inviting Tender

Tender No	GA/TPT/2026
Tender Date	14.08.2026
Item Description	TENDER FOR TRANSPORT SERVICES (Hiring of Passenger cars/ buses)
Last date & Time of submission of Bid	03.09.2026, 1:00 p.m.
Place of Submission of Bids	Materials Management Division, Ground floor, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai- 76.
Submission of Bids	Two Bid System: The two-bid system will be followed for this tender. In this system, service providers must submit their offer in separate sealed envelopes as – Technical Bid and Commercial Bid. Both the Technical Bid and Commercial Bid envelopes should be clearly marked as “Envelope No.1-Technical Bid” and “Envelope No. 2 - Commercial Bid” and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with aforementioned Tender No. & Due Date and to be submitted at the Tender Box available at the Materials Management Division, Ground floor, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai- 76.
Place of Opening of Bids	Materials Management Division, Ground floor, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai- 76.
Date and Time of Opening of Bids	03.09.2026, 4:00 p.m.
Contract Type	Service Contract

Prebid Meeting Date and Time	21.08.2026, 11:00 a.m.
Prebid Meeting Place:	Materials Management Division, Ground floor, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai 400 076.
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 30,000/- in the form of Demand Draft in favor of “The Registrar, IIT Bombay” Payable at Mumbai to be submitted in Technical Bid 'Envelope 1'.
Any Technical Clarification	Administrative Supdt, General Administration, IIT Bombay. Email: uic.transport@iitb.ac.in Contact: 9820130013
Signing Authority	ASSISTANT REGISTRAR (GENERAL ADMINISTRATION)

SECTION 2 – SCOPE OF WORK

The vehicle hiring services required under this tender are outlined below.

The bidder may quote for one or more parts, or all parts, subject to fulfilling the eligibility criteria for the respective part(s).

Category	Part	Description	Type of Service
Category I	Part A	Local and Outstation Journey <i>(Medium, Premium Sedan, MUV 6-Seater and Premium MUV 6-Seater)</i>	As and When Required Basis
	Part B	Luxury MUV	As and When Required Basis
	Part C	Two Electric MUV 6 seater vehicles for Standby Duty at IIT Bombay Campus	Round-the-Clock Basis
Category II	Part D	17 and 20 Seater AC Bus <i>Separate pushback seats, with luggage compartment</i>	As and When Required Basis
	Part E	40 Seater AC Bus <i>Separate pushback seats, with luggage compartment</i>	As and When Required Basis
	Part F	40+ Seater AC Luxury Bus <i>Separate pushback seats, with luggage compartment and broader window</i>	As and When Required Basis

The vehicle types and indicative vehicle models required under this tender are as follows:

Medium	Maruti Suzuki Swift Dzire, Hyundai Aura or equivalent
Premium Sedan	Honda City, Hyundai Verna, Maruti Suzuki Ciaz, Volkswagen Virtus, Skoda Slavia or equivalent
MUV 6-Seater	Maruti Suzuki Ertiga, Toyota Rumion, Kia Carens or equivalent
Premium MUV 6-Seater	Toyota Innova Crysta, Toyota Innova Crysta Hycross, Mahindra XUV 700 or equivalent
Luxury MUV	Toyota Fortuner or equivalent
Electric MUV 6-Seater	Kia Carens Clavis or equivalent
17 Seater AC Bus	Force Urbania or equivalent
20 Seater AC Bus	Force Traveller or equivalent
40+ Seater AC Luxury Bus	Volvo, Scania, Mercedes Benz or equivalent

SECTION 3 – ELIGIBILITY CRITERIA & TECHNICAL BID

The bidder shall fulfil the following eligibility criteria to be eligible to participate in the tender.

1. The contracting agency/firm/company should have a registered office at Mumbai for at least five (5) years. A copy of the Certificate of Incorporation or Registration Certificate of the firm must be provided. If the firm is a partnership, include an attested copy of the Partnership Deed.
2. The bidders quoting for Parts A & B of the commercial bid should preferably have the garage present within 10 kms radius around IIT Bombay in order to provide the vehicle as and when required on time. The details of the garage shall be submitted.
3. The contracting agency/firm/company should have minimum experience of 3 years in the last 5 financial years in the field of providing hired vehicles to Govt. Organization, Educational Institution, Public Sector Undertaking (PSU) or any other reputed private organization, etc. The bidder shall submit previous work orders covering a minimum period of three (3) years during the last 5 financial years as evidence of services rendered.
4. The contracting agency/firm/company should have valid statutory licenses/ sanctions / registrations / permits required to run the business.
5. The contracting agency/firm/company should have a minimum annual turnover of Rs.30 lakhs and above in each of the last three financial years i.e. 2022-2023, 2023-2024 & 2024-2025 in providing passenger/tourist vehicles on hire basis.
6. The bidders quoting for each part as per the scope of work should own minimum 5 passenger vehicles of the same category, manufactured on or after the year 2022, registered as passenger/tourist vehicles on its own name, out of which at least two should be of the vehicle type in that particular part. The details shall be submitted as per Annexure I.
7. A team of the IIT Bombay officials may take the feedback from the clients of the eligible bidders to receive on the spot information regarding the quality of services provided, etc.

Note : 1. Aggregators shall be eligible to participate in the tender only in the capacity of service providers, subject to meeting the eligibility criteria.

2. The tenders of the contracting agency/ firm/ company with inadequate/ irrelevant experience are liable for rejection. Necessary proof to establish the same and the other criteria as mentioned above should be enclosed with tender. Also submit the above documents duly filled for evaluation.

SECTION 4 – INSTRUCTIONS TO BIDDERS

1. SUBMISSION OF OFFER

- a. The bidder must submit their offer in separate sealed envelopes as – Technical Bid and Commercial Bid. Both the Technical Bid and Commercial Bid envelopes should be clearly marked as **"Envelope No.1-Technical Bid" and "Envelope No. 2 - Commercial Bid"** and **both these sealed covers are to be put in a bigger cover which should also be sealed** and duly super scribed with aforementioned Tender No. & Due Date.
- b. The sealed bids put in a bigger sealed cover should be submitted in the tender box present in the Materials Management Division, Ground floor, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai- 76, on before the due date.
- b. No tender is to be handed over to our staff personally unless otherwise specified.
- c. If the quotation cover is not sealed, it will be summarily rejected.
- b. All communications are to be addressed to the undersigned only.

2. COST OF BIDDING:

The service provider should bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs.

3. VALIDITY OF THE BID:

180 Days from the date of submission of the bid.

4. AMENDMENT OF BIDDING DOCUMENTS:

At any time prior to the deadline for submission of bids, IIT Bombay may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective service provider may modify the bid document.

All prospective service providers who have downloaded the bidding document may visit the IIT Bombay website for amendments / modifications which will be binding on them.

5. DEADLINE FOR SUBMISSION OF BIDS:

Bids must be received by IIT Bombay before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Bombay, the bid-closing deadline will stand extended to the next working day up to the same time.

6. BID OPENING PROCESS:

In case of two bid systems, the technical bid will be opened in the first instance in the presence of the department, Technical cum Tender Evaluation Committee, MMD representatives of the service providers at IIT Bombay.

- a. Commercial bids of only those service providers will be opened, whose bids are found technically qualified.
- b. Commercial Bids will be opened in the presence of the Technical cum Tender Evaluation Committee, MMD, and representatives of the service providers. Date and Time of

commercial bid opening shall be intimated to technically qualified service providers only.

c. One authorized representative of each of the service providers would be permitted to be present at the time of opening of the bids.

d. The authorized representative of service providers, present at the time of opening of the bids shall be required to sign an attendance register as proof of having attended the Technical/Commercial bid opening session.

7. LATE BIDS:

IIT Bombay will not be responsible:

- a. For delayed / late quotations submitted/
- b. For submission/delivery of quotations at the wrong places other than those mentioned in the tender.
- c. Any bid inadvertently received by IIT Bombay after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.

8. SUPPLEMENTARY OFFER/ MODIFICATION OF ORIGINAL BID:

a. Bids submitted against the above-mentioned tender shall not be returned in case the tender opening date is extended/ postponed. Service providers desirous of modifying their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating the extent of updating done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

b. In case any service provider is silent on any clause mentioned in this tender document, IIT Bombay shall construe that the service provider has accepted the clauses as per the invitation to tender. No further claim will be entertained.

c. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

9. CONFIDENTIALITY:

Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to service providers or any other person not officially concerned with such process until information on Contract award is communicated to all service providers.

a. Any attempt by a service provider to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.

b. Notwithstanding, from the time of Bid opening to the time of Contract award, if any service provider wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

10. DEVIATION, RESERVATIONS AND OMISSIONS:

a. During the evaluation of bids, the following definitions apply:

- i. "Deviation" is a departure from the requirements specified in the Bidding Documents;
- ii. "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents;

iii. "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

11. CORRECTION OF ARITHMETICAL ERRORS:

Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

i.If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected:

ii.If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

iii.If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

iv. Service providers shall be requested to accept the correction of arithmetical errors. Failure to accept the correction in accordance with the same shall result in the rejection of the Bid.

12. EVALUATION OF BID:

1. IIT Bombay evaluates technical and Price-acceptance offers on a landed net Price basis.

2. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected

i) Non- submission of complete offers.

ii) Receipt of offers after the due date and time and or by email/fax (unless specified otherwise).

iii) Receipt of offers in open conditions.

3. In case any service provider is silent on any clause mentioned in this tender document, IIT Bombay shall construe that the service provider has accepted the clauses as per the invitation to tender. No further claim will be entertained.

4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

5. The evaluation of the Technical Bids of the prequalified bidders (those who fulfill the eligibility criteria as mentioned in Section 3) will be carried out on a maximum score of 100 marks, as detailed below:

Sr. No.	Criteria	Max. Marks
I	Existence of the bidder	15
a	5-10 years	5
b	11-15 years	10
c	More than 15 years	15
II	Turnover	25
a	30-50 lakhs	10
b	51-100 lakhs	15
c	101-150 lakhs	20
d	More than 150 lakhs	25
III	Past Work Experience in Government Organisations/Educational Institutions/ Reputed Private Entities	25
a	3-5 years	10
b	6-8 years	15
c	9-10 years	20
d	More than 10 years	25
IV	No. of vehicles in the same category owned by the bidder <i>(registered on or after 2022)</i>	20
a	5-7 vehicles	10
b	8-10 vehicles	15
c	More than 10 vehicles	20
V	Drivers on the payroll of the agency <i>(A self-declaration along with payroll details shall be enclosed with the technical bid.)</i>	15
a	5-7 drivers	5
b	8-10 drivers	10
c	More than 10 drivers	15
Total		100

6. The technical evaluation for Categories I and II will be carried out separately, on the basis of the declaration of participation (Annexure II) provided by the bidders. Providing incorrect information shall result in the non-consideration of the bid for the respective part(s).

7. The agency/ firm/ Company should secure **at least 50 marks to get qualified in the technical evaluation.**

8. The commercial bids of only the technically qualified bidders will be opened and considered for further evaluation.

9. **For parts A, B, D, E and F**, IIT Bombay will determine the Schedule of Charges by considering the lowest rate quoted for each item of the commercial bid among the technically qualified bidders. Bidders who match and accept the Schedule of Charges of complete items in a part shall be empaneled for that particular part.
10. **For Part C**, the L1 bidder will be awarded with the contract.
L1 for Part C would be determined based on the formula:
$$L1 = \text{Lowest of (Monthly Charges + (Rate Per Extra Km x 200))}$$

13. COMMERCIAL BID:

- a. The bidder may quote for one or more parts, or all parts, subject to fulfilling the eligibility criteria for the respective part(s).
- b. The price quoted should be in Indian Rupees.
- c. Commercial bid must be submitted in the Commercial Bid Format. If the price is not quoted in the Commercial Bid Format, IIT Bombay reserves the right to reject the bid.
- d. The price quoted must be inclusive of all taxes and charges.
- e. The service provider shall pay and bear all other liabilities, taxes, and duties not specifically agreed by the Institute in the contract.
- f. If any quoted rate for any commercial item is found to be unreasonably high/low in comparison with the prevailing market rate or other bids received, IIT Bombay reserves the right to reject such bid.

14. CORRUPT & FRAUDULENT PRACTICES:

- a. IIT Bombay requires that service providers, suppliers, vendors, and consultants observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

The terms set forth below are defined as follows:

- i. "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the action of a public official in the procurement process or in contract execution;
- ii. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- iii. "Collusive practice" means a scheme of arrangement between two or more service providers, designed to establish bid prices at artificial, non-competitive levels; and
- iv. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- v. IIT Bombay will reject a proposal for an award if it determines that the service provider recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

15. TRANSFER AND SUBLETTING:

The contracting agency/firm/company shall not transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities with the acceptance of the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

16. CANCELLATION OF TENDER:

1. Notwithstanding anything specified in this tender document, Purchaser/IIT Bombay, at its sole discretion, unconditionally and without assigning any reasons, reserves the right to:
 - a. Accept or reject the lowest tender, any other tender, or all the tenders.
 - b. Accept any tender in full or in part.
 - c. Reject the tender offer that does not conform to the tender's terms.
 - d. Give purchase preference to Public Sector undertakings when applicable, as per Govt. Policy/Guidelines.
 - e. Reject the bid if the prices received are abnormally low or unreasonably high.
2. Offers that deviate from the vital conditions (as illustrated below) of the tender shall be rejected:
 - a. Non-submission of complete offers.
 - b. Receipt of offers after the due date and time, and/or by email/fax (unless specified otherwise).
3. Receipt of offers in open conditions:
 - a. Conditional tenders and unsigned tenders will be rejected.
 - b. If the quality of the product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.

SECTION 5: TERMS AND CONDITIONS OF CONTRACT

1. EMPANELMENT & AWARD OF CONTRACT:

1. **For Parts A, B, D, E and F**, IIT Bombay will determine the Schedule of Charges by considering the lowest rate quoted for each item of the commercial bid among the technically qualified bidders. Bidders who match and accept the Schedule of Charges for all items in a Part shall be empaneled for that Part.
2. **For Part C**, only the L1 bidder as per the formula will be awarded with the contract.
3. The successful service providers will be awarded the contract for a period of 1 year extendable for further period up to 2 years (one-year extension each) subject to satisfactory performance.
4. The assignment of work to the empaneled bidders shall be at the discretion of IIT Bombay.
5. IIT Bombay reserves the right to accept or reject the whole or any part of the Bid.
6. The qualified service provider will abide by all the Terms & Conditions of the Tender Document.
7. During the contract period, no increase in rate will be permissible. However, rates may be reviewed in case of major change in Government Levies and fuel price and revision, if any, and will be proportional to such revision in rates, as determined by the IIT Bombay.
8. IIT Bombay reserves the right to add or remove any firm from the panel based on performance review and the feedback from the concerned authority.
9. The qualified service provider will abide by all the Terms & Conditions of the Tender Document.

2. TERMS OF PAYMENT:

1. No advance bill payment will be made under any circumstances.
2. The contracting agency / firm / company selected to provide hired vehicle service for “as when required basis” shall submit the bills to the Transport Unit, IITB as per the agreed rates on fortnight basis along with duly signed duty slips for payment, without fail. No interest will be payable on the non-payment due to delayed submission of bill.
3. The contracting agency / firm / company selected to provide hired vehicle service for “round the clock basis” shall submit the bills to the Transport Unit, IITB as per the agreed rates on monthly basis along with the Log book duly verified by the In-charge, Transport Unit, IITB for payment, without fail. No interest will be payable on the non-payment due to delayed submission of bill.
4. Toll charges, parking charges, etc. may as per reimbursed at actuals (Original receipts must be enclosed). The Institute reserves the right to verify the

authenticity of claims pertaining to parking slips and if the same is not found genuine, no payment shall be made / if already made, the same will be recovered.

3. PERFORMANCE BANK GUARANTEE:

1. Performance Guarantee is mandatory.
2. Successful service provider has to submit a Performance Guarantee as per the format furnished under Annexure VI within ten days from the date of receipt the contract, failing which the EMD will be forfeited and the award will be cancelled.
3. Successful tenderer/ service provider should submit a performance guarantee as prescribed above to be submitted to the Assistant Registrar (General Administration) along with order acknowledgment. The PBG is to be furnished in the form of a bank guarantee as per ANNEXURE VII for an amount of Rs.1,00,000/- (Rs. One Lakh only).
4. The PBG shall be kept valid during the period of the contract and shall remain valid for a period of 60 days beyond the period of contractual obligations. If contract is further extended beyond the initial period, then the service provider shall initiate extensions to PBG one month before the expiry of PBG.
5. The Performance Guarantee should be established in favor of "The Registrar, IIT Bombay". PBG is to be established through any of the National/ Scheduled Commercial Banks (whether situated at Mumbai or outstation) with a clause to enforce the same on their local branch of Mumbai.
6. Performance Guarantee Bond shall be for the due and faithful performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender.
7. The successful tenderer is entirely responsible for the due performance of the contract in letter and spirit and all other documents referred to in the acceptance of tenders.
8. No interest shall be payable by the buyer to the service provider on PBG.

4. EARNEST MONEY DEPOSIT:

1. Earnest Money Deposit (EMD) of Rs. 30,000/- (Rs. Thirty thousand Only) in the form of Demand Draft in favor of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in Technical Bid. Failing which, the submitted bid will be rejected.
2. EMD of unsuccessful service providers will be returned within 30 days after the award of the contract.
3. No interest shall be payable by the IIT Bombay to BIDDER on Earnest Money Deposit (EMD).
4. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity

of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

5. FORCE MAJEURE:

Force Majeure will be accepted on adequate proof thereof.

6. LEGAL MATTER:

In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding. The decision of the Institute in regard to interpretation of the terms and conditions shall be final and binding on the agency. Jurisdiction of Mumbai Courts only.

7. TERMINATION OF CONTRACT

1. IIT Bombay shall have the right to terminate the contract, in whole or in part, at its convenience and without assigning any reason, by providing the Service Provider with three (3) months prior written notice. Upon expiry of such notice period, the contract shall stand terminated without any further act or deed. In such event, the Service Provider shall not be entitled to any compensation, damages, loss of profit, or any other claim arising out of or in connection with such termination, except for payment of undisputed dues for services satisfactorily rendered up to the effective date of termination.

2. If the service provider does not provide the services satisfactorily as per the requirements of the Institute or / and as per the Scope of Work, IIT Bombay shall have the right to terminate the contract without assigning any reason thereof, and nothing shall be payable by the Institute and in that event the Performance Bank Guarantee shall be forfeited and encashed.

8. SERVICE LEVEL AGREEMENT & PENALTY

1. The contracting agency / firm / company will have to enter into an agreement in the prescribed format with IIT Bombay broadly covering scope of work, requirements, terms and conditions of the services to be provided to the IIT Bombay on a judicial stamp paper of Rs. 500/- or as per the prevailing requirement, the cost of which will be borne by the contracting agency/firm/company. The agreement in the prescribed format should be submitted within ten days from the date of receipt of the contract, failing which the EMD will be forfeited and the award will be cancelled. The bidder is liable to be debarred for a period of one year.
2. The contracting agency/firm/company shall provide the services continuously as per the contract terms. In case of discontinuation of services during the tenure of contract or non- satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc., the agency shall be liable for necessary legal action and performance security deposit shall be forfeited.

3. The contracting agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Maharashtra / India particularly applicable to the business.

PARTS A & B - AS AND WHEN REQUIRED BASIS (CAR):

1. For Parts A & B, the time and kilometers will be calculated from the actual reporting point to the desired destination and not garage to garage.
2. For local journeys under Part A, charges shall be reckoned from the 4 hours/40 km slab. If the usage exceeds 4 hours and/or 40 km, additional charges for the excess time and/or distance shall be payable at the accepted per hr and per km rates, subject to a maximum of the accepted rate for 8 hours/80 km. If the usage exceeds 8 hours and/or 80 km, additional charges for the excess time and/or distance beyond 8 hours/80 km shall be payable at the accepted per hr and per km rates.
3. The applicable per hour and per km rates will be paid as per the accepted rates based on the duly signed duty slip by the user.
4. The outstation journey means, journey performed outside MMR region and the payment shall be done for a minimum of 250 kms for such journeys. If the distance covered exceeds 250 kms, the payment shall be done on the basis of the certified duty slips.
5. The Driver Allowance is applicable only for outstation journeys.
6. The vehicles to be provided should always be in excellent condition both mechanically and look wise in both exterior and interior / upholstery etc. and the vehicle should be decent looking and well maintained. The vehicle provided should always contain water bottle, tissue paper/ napkins, first aid kit and mobile charging port.
7. The drivers of the vehicles deployed to IIT Bombay should be fully conversant with the routes of Mumbai City and the suburbs and should possess valid driving license in their names. The drivers must wear uniform while on duty, proficient in speaking local languages, well mannered, courteous with proven integrity, medically fit, possess healthy personal habits and should always carry a mobile phone.
8. The drivers of the vehicle shall obtain signature of the user on the duty slip, immediately after completion of each duty without fail. In case of failure to do so, the bills pertaining to the trip/ trips shall not be processed unless the provision of valid justification for the same.
9. The IIT Bombay will not be responsible for any kind of fine/ challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their own cost. Damage/ Loss to the concerned, utilising the vehicle will be recovered from the contracting agency/firm/ company.
10. In case the 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.
11. It shall be the responsibility of the contracting agency / firm / company to pay the

salary, meet transportation, food, medical and any other requirements in respect of the drivers engaged by it and the IIT Bombay shall have no liabilities in this regard.

12. The IIT Bombay shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers engaged by the contracting agency / firm / company in the course of their performing the functions/ duties, or for any payment as compensation.
13. Designated Officers of Transport Unit will place indent for vehicles. The details of the Driver and vehicle details are to be shared to the guests / user/ traveller/ officials immediately on the receipt of the indent.
14. The contracting agency / firm / company shall affix "On Govt. of India Services (IIT Bombay)" placard to the windscreen of the vehicle that are to be used for IIT Bombay's duty. The drivers should display the "IIT Bombay" placard to receive IIT Bombay staff / guests / user/ traveller/ officials from the Airport / Railway Station.
15. Each vehicle to be provided must have coverage of comprehensive Insurance Policy.
16. The contracting agency/firm/company shall get suitable instructions from the designated Official of IIT Bombay and shall provide the services promptly as per the requirement. The contracting agency/firm/company should be in a position to supply additional vehicles on short notice as and when required.
17. The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same/equivalent type of vehicle. On failure to do so, no payment will be made, for such trip/trips.
18. In case a vehicle is requisitioned and the same does not reach the designated time and place, the IIT Bombay will be free to call the required vehicle from any other supplier or from open market and the expenses on this account will be debited to the Contractor or will be recovered from the dues / pending bills, etc. In this case, an additional penalty of Rs 1000/- shall also be imposed.
19. In case of delay in reporting of the vehicle, the bills pertaining to the trip/ trips shall not be processed and a penalty of Rs.100/- per 15 minutes of the delay shall be imposed and the same will be recovered from the dues / pending bills, etc.
20. Vehicles supplied by the firm/agency will be randomly inspected by the authorized persons of IIT Bombay and in case of non-compliance of any of the conditions, brought to the notice of the Inspecting Officers /Users, a penalty of Rs.1,000/- on each fault will be imposed.
21. The contracting agency / firm / company shall be liable to discharge all liabilities towards taxes, levies, cess, etc., for the services rendered to IIT Bombay & produce the relevant proof to IIT Bombay on demand.
22. In case, the agency / firm / company fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof, IIT Bombay is put to any loss / obligation, monetary or otherwise, IIT Bombay 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.
23. The contracting agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with the officials of IIT Bombay so that optimal services could be availed without any disruption. The supervisor should

be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays/ Saturdays/ Sundays, also for satisfying IIT Bombay vehicle requirements.

24. Default in providing the appropriate/requisitioned vehicle, may lead to removal of the contracting agency / firm / company.
25. IIT Bombay reserves the right not to pay the bill for the duty for which the contract conditions are not complied with.

PART C - ROUND THE CLOCK BASIS (CAR):

1. For round the clock basis, two 6-Seater electric MUV type vehicles, manufactured on or after the year 2022, registered as passenger/tourist vehicles on the name of the bidder having valid T permit, should be deployed in the IITB campus 24x7.
2. The drivers for the deployed standby vehicles should be engaged in a shift basis with 8 hours and 30 mins i.e. 7:00 hrs to 15:30 hrs, 15:00 hrs to 23:30 hrs and 23:00 hrs to 7:30 hrs (the next day).
3. The rate per extra Km and extra hour will be paid as per the accepted rates based on the duly verified monthly logbook.
4. The details of the drivers, to be engaged for the week should be shared with the transport unit of IIT Bombay at least by the end of the Thursday of the previous week and the same is not subject to change unless the case of emergency situations.
5. Log book should be maintained for the vehicles that is to be engaged and necessary entries should be made and the signature of the user should be obtained immediately post trip completion, without fail. The Log book has to be got verified and approved by the In-charge, Transport Unit, IITB on monthly basis and the bill has to be produced based on the approved log book.
6. The log book shall be obtained from the transport unit, IITB on the last day of previous month without fail.
7. The vehicle provided should be permanently affixed with "On Govt. of India Services (IIT Bombay)" on the front and back of the vehicle provided, during the entire contract period.
8. If any fault arises in the vehicle or if in case the vehicle is sent for servicing, an alternate vehicle of similar type has to be provided immediately as a temporary replacement until the vehicle is back for the duty.
9. The vehicles to be provided should always be in excellent condition both mechanically and look wise in both exterior and interior / upholstery etc. and the vehicle should be decent looking and well maintained. The vehicle provided should always contain water bottle, tissue paper/ napkins, first aid kit and mobile charging port.
10. The charging infrastructure for the 6- seater electric MUVs engaged may be provided by the Institute on payment basis, subject to the availability.
11. It is the sole responsibility of the service provider for charging (either in the

Institute or make their own arrangements), maintaining cleanliness, general maintenance and repair of the vehicle if any fault arises.

12. It shall be the responsibility of the contracting agency / firm / company to pay the salary, meet transportation, food, medical and any other requirements in respect of the drivers engaged by it and the IIT Bombay shall have no liabilities in this regard.
13. The IIT Bombay shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers engaged by the contracting agency / firm / company in the course of their performing the functions/ duties, or for any payment as compensation.
14. The vehicle to be provided must have coverage of comprehensive Insurance Policy.
15. Vehicles supplied by the firm/agency will be randomly inspected by persons authorized by the IIT Bombay and in case of non-compliance of any of the conditions, brought to the notice of the Inspecting Officers /Users, a penalty of Rs.1,000/- on each fault will be imposed.
16. The contracting agency / firm / company shall be liable to discharge all liabilities towards taxes, levies, cess, etc., for the services rendered to IIT Bombay & produce the relevant proof to IIT Bombay on demand.
17. In case, the agency / firm / company fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof, IIT Bombay is put to any loss / obligation, monetary or otherwise, IIT Bombay 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.
18. The contracting agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with the officials of IIT Bombay so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays/ Saturdays/ Sundays, also for satisfying IIT Bombay vehicle requirements.
19. Default in providing the appropriate/requisitioned vehicle, may lead to removal of the contracting agency / firm / company.
20. IIT Bombay reserves the right not to pay the bill for the duty for which the contract conditions are not complied with.

PARTS D, E & F – AS AND WHEN REQUIRED BASIS (BUS)

1. The distance will be calculated from the actual reporting point to the desired destination and not garage to garage.
2. The outstation journey means, journey performed outside MMR region and the payment shall be done for a minimum of 300 kms for such journeys. If the distance covered exceeds 300 kms, the payment shall be done on the basis of the certified duty slips.
3. The Driver Allowance is applicable only for outstation journeys.

4. For Parts E & F, a helper, in addition to the driver, shall be provided at no additional cost.
5. The vehicles to be provided should be manufactured on or after the year 2022 and should always be in excellent condition both mechanically and look wise in both exterior and interior / upholstery etc. and the vehicle should be decent looking and well maintained. The vehicle provided should always contain tissue paper/ napkins, first aid kit and mobile charging ports.
6. The drivers of the vehicles deployed to IIT Bombay should be fully conversant with the routes of Mumbai City and the suburbs and should possess valid Heavy Vehicle driving license in their names. The drivers must wear uniform while on duty, proficient in speaking local languages, well mannered, courteous with proven integrity, medically fit, possess healthy personal habits and should always carry a mobile phone.
7. The drivers of the vehicle shall obtain signature of the user on the duty slip, immediately after completion of each duty without fail. In case of failure to do so, the bills pertaining to the trip/ trips shall not be processed unless the provision of valid justification for the same.
8. The IIT Bombay will not be responsible for any kind of fine/ challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their own cost. Damage/ Loss to the concerned, utilising the vehicle will be recovered from the contracting agency/firm/ company.
9. In case the 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.
10. It shall be the responsibility of the contracting agency / firm / company to pay the salary, meet transportation, food, medical and any other requirements in respect of the drivers engaged by it and the IIT Bombay shall have no liabilities in this regard.
11. The IIT Bombay shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers engaged by the contracting agency / firm / company in the course of their performing the functions/ duties, or for any payment as compensation.
12. Designated Officers of Transport Unit will place indent for vehicles. The details of the Driver and vehicle details are to be shared to the guests / user/ traveller/ officials immediately on the receipt of the indent.
13. The contracting agency / firm / company shall affix "On Govt. of India Services (IIT Bombay)" placard to the windscreen of the vehicle that are to be used for IIT Bombay's duty.
14. Each vehicle to be provided must have coverage of comprehensive Insurance Policy.
15. The contracting agency/firm/company shall get suitable instructions from the Registrar / designated Official of IIT Bombay and shall provide the services promptly as per the requirement. The contracting agency/firm/company should be in a position to supply additional vehicles on short notice as and when required.

16. The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same/equivalent type of vehicle. On failure to do so, no payment will be made, for such trip/trips.
17. In case a vehicle is requisitioned and the same does not reach the designated time and place, the IIT Bombay will be free to call the required vehicle from any other service provider from open market and the expenses on this account will be debited to the Contractor or will be recovered from the dues / pending bills, etc. In this case, an additional penalty of Rs 1000/- shall also be imposed.
18. In case of delay in reporting of the vehicle, the bills pertaining to the trip/ trips shall not be processed and a penalty of Rs.500/- per 15 minutes of the delay shall be imposed and the same will be recovered from the dues / pending bills, etc.
19. Vehicles supplied by the firm/agency will be randomly inspected by the authorized persons of IIT Bombay and in case of non-compliance of any of the conditions, brought to the notice of the Inspecting Officers /Users, a penalty of Rs.1,000/- on each fault will be imposed.
20. IIT Bombay reserves the right not to pay the bill for the duty for which the contract conditions are not complied with.
21. The contracting agency / firm / company shall be liable to discharge all liabilities towards taxes, levies, cess, etc., for the services rendered to IIT Bombay & produce the relevant proof to IIT Bombay on demand.
22. In case, the agency / firm / company fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof, IIT Bombay is put to any loss / obligation, monetary or otherwise, IIT Bombay 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.
23. The contracting agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with the officials of IIT Bombay so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays/ Saturdays/ Sundays, also for satisfying IIT Bombay vehicle requirements.
24. Default in providing the appropriate/requisitioned vehicle, may lead to removal of the contracting agency / firm / company.
25. IIT Bombay reserves the right not to pay the bill for the duty for which the contract conditions are not complied with.

SECTION 6 - COMMERCIAL BID

Part- A

Local and Outstation Journey:

Sl. No	Travel Category	Rates (Incl of GST)			
		Medium	Premium Sedan	MUV 6-seater	Premium MUV 6-Seater
Local Journey					
1	4 hrs. / 40 Kms				
2	8 hrs. / 80 Kms				
3	Rate Per Extra Km				
4	Rate Per extra Hour				
Outstation Journey (min. 250 kms)					
5	Rate per Km				
6	Driver allowance (per day)				

Airport Pickups and Drop offs:

Sl. No	Travel Category	Rates (Incl of GST)			
		Medium	Premium Sedan	MUV 6- seater	Premium MUV MUV 6-Seater
7	Pick-up from Domestic Airport (T1) to IIT Bombay				
8	Drop from IIT Bombay to Domestic Airport (T1)				
9	Pick-up from International airport (T2) to IIT Bombay				
10	Drop from IIT Bombay to International Airport (T2)				

11	Pick-up from NMIA to IIT Bombay				
12	Drop from IIT Bombay to NMIA				

Note:

1. Bidders must quote for all items under each part.
2. If any quoted rate for any commercial item is found to be unreasonably high/low in comparison with the prevailing market rate or other bids received, IIT Bombay reserves the right to reject such bid.

Authorized Signatory

Name:

Designation:

Contact No.:

Company Seal

Place:

Date:

Part- B

Luxury MUV:

Sl. No	Travel Category	Rates (Incl of GST)
Local Journey		
1	6 hrs. / 60 Kms	
2	Rate Per Extra Km (If the distance exceeds 60 Kms)	
3	Rate Per extra Hour (If the time exceeds 6 hrs)	
Outstation Journey (min. 250 kms)		
4	Rate per Km	
5	Driver allowance (per day)	

Note:

1. Bidders must quote for all items under the part.
2. If any quoted rate for any commercial item is found to be unreasonably high/low in comparison with the prevailing market rate or other bids received, IIT Bombay reserves the right to reject such bid.

Authorized Signatory

Name:

Designation:

Contact No.:

Company Seal

Place:

Date:

Part- C

6-Seater Electric MUVs:

Travel Category	Vehicle Type	Minimum Kms per Month	Monthly Charges	Rate per extra Km
Standby duty at IIT Campus (round the clock)	Electric MUV 6-Seater	800		

Note:

1. Two electric MUV (6-Seater) type vehicles, manufactured on or after the year 2022, registered as passenger/tourist vehicles on the name of the bidder having valid T permit, should be deployed in the IITB campus 24x7.
2. The above quote should be of the charges per vehicle and should be inclusive of GST.
3. If any quoted rate for any commercial item is found to be unreasonably high/low in comparison with the prevailing market rate or other bids received, IIT Bombay reserves the right to reject such bid.

Authorized Signatory

Name:

Designation:

Contact No.:

Company Seal

Place:

Date:

Part- D

17 and 20-Seater AC Bus:

Sl. No.	Vehicle type	Rate for local journeys (8 hrs and 80 kms)	Rate per extra km	Rate per extra hr	Rate per km for outstation journeys (min. 300 kms/day)	Driver Allowance (per day)
1	17-Seater AC Bus					
2	20-Seater AC Bus					

Note:

1. Bidders must quote for all items under the part.
2. The rates quoted should be inclusive of GST.
3. The Driver Allowance is applicable only for outstation journeys.
4. If any quoted rate for any commercial item is found to be unreasonably high/low in comparison with the prevailing market rate or other bids received, IIT Bombay reserves the right to reject such bid.

Authorized Signatory

Name:

Designation:

Contact No.:

Company Seal

Place:

Date:

Part- E

40-Seater AC Bus:

Rate for local journeys (8 hrs and 80 kms)	Rate per extra km	Rate per extra hr	Rate per km for outstation journeys (min. 300 kms/day)	Driver Allowance (per day)

Note:

1. Bidders must quote for all items under the part.
2. The rates quoted should be inclusive of GST.
3. A helper, in addition to the driver, shall be provided at no additional cost.
4. The Driver Allowance is applicable only for outstation journeys.
5. If any quoted rate for any commercial item is found to be unreasonably high/low in comparison with the prevailing market rate or other bids received, IIT Bombay reserves the right to reject such bid.

Authorized Signatory

Name:

Designation:

Contact No.:

Company Seal

Place:

Date:

Part- F

40+ Seater AC Luxury Bus:

Rate for local journeys (8 hrs and 80 kms)	Rate per extra km	Rate per extra hr	Rate per km for out-station journeys (min. 300 kms/day)	Driver Allowance (per day)

Note:

1. Bidders must quote for all items under the part.
2. The rates quoted should be inclusive of GST.
3. A helper, in addition to the driver, shall be provided at no additional cost.
4. The Driver Allowance is applicable only for outstation journeys.
5. If any quoted rate for any commercial item is found to be unreasonably high/low in comparison with the prevailing market rate or other bids received, IIT Bombay reserves the right to reject such bid.

Authorized Signatory

Name:

Designation:

Contact No.:

Company Seal

Place:

Date:

SECTION 7 - ANNEXURES
ANNEXURE I - SERVICE PROVIDER'S INFORMATION & VEHICLE DETAILS
(On Company / firm's Letterhead)

Sl. No	Particulars	Details
1	Name of the service provider	
2	Registered Office/Shop Address of the service provider (along with Mumbai Address)	
3	Address of Garage (Attach proof for the same)	
3	Details of the Incorporation/Shop Establishment License of the Company (As per shops and establishment act.)	Date:
		Registration No.:
4	Legal Status (Proprietor, Partnership firm, limited company, corporation, etc. Attach proof)	
5	Valid GST Registration No.	
6	Permanent Account No. (PAN)	
7	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
8	Address for Communication	
9	Telephone No. (with STD Code)	
10	Email Address of the contact person	
11	Fax No. (with STD Code)	
12	NSIC/ MSME certificate for exemption of EMD (if applicable)	
13	Month and Year of commencement of passenger/ tourist vehicle hiring business	

14	Recommendations and reference of at least three major clients with contact details (Attach as Enclosure)	
15	Number of Drivers on roll (Attach self-declaration along with payroll details)	

16. Existing total passenger/tourist vehicles owned in the name of agency / firm / company (Minimum 5, mfg on or after 2022) (**refer Section 3 - Sl. No 6**) (Attach the complete list of vehicles owned as per the below format and Registration Certificates as attachment):

Sl. No	Particulars	Details
Vehicle 1	Brand /Make:	
	Model:	
	Vehicle Type:	
	Year of Manufacturing:	
	Vehicle Registration No:	
	Tourist Permit validity:	
	Vehicle fitness validity:	
	Vehicle Insurance validity	
Vehicle 2	Brand /Make:	
	Model:	
	Vehicle Type:	
	Year of Manufacturing:	
	Vehicle Registration No:	
	Tourist Permit validity:	
	Vehicle fitness validity:	
	Vehicle Insurance validity	
Vehicle 3	Brand /Make:	
	Model:	
	Vehicle Type:	
	Year of Manufacturing:	
	Vehicle Registration No:	
	Tourist Permit validity:	
	Vehicle fitness validity:	
	Vehicle Insurance validity	

Vehicle 4	Brand /Make:	
	Model:	
	Vehicle Type:	
	Year of Manufacturing:	
	Vehicle Registration No:	
	Tourist Permit validity:	
	Vehicle fitness validity:	
	Vehicle Insurance validity	
Vehicle 5	Brand /Make:	
	Model:	
	Vehicle Type:	
	Year of Manufacturing:	
	Vehicle Registration No:	
	Tourist Permit validity:	
	Vehicle fitness validity:	
	Vehicle Insurance validity	

Note: All above documents of vehicles should be attached along with the Technical Bid. If bidder fails to submit above mentioned documents, its bid will not be considered for evaluation and will be rejected.

Yours faithfully,

(Signature of the service

provider) Printed Name

Designation Seal

Date:

Business Address:

ANNEXURE II- DECLARATION OF PARTICIPATION

To
The Assistant Registrar (General Administration),
IIT Bombay.

Date:

Dear Sir,

Sub: Tender No. _____ dated _____ for “Tender for Transport services”

I/we hereby declare that I/we participate in the following parts of this tender:

Category	Part	Description	Type of Service	Participated/ Not Participated (mention whichever is applicable)
Category I	Part A	Local and Outstation Journey (Medium, Premium Sedan, MUV 6-Seater and Premium MUV 6-Seater)	As and When Required Basis	
	Part B	Luxury MUV	As and When Required Basis	
	Part C	Two Electric MUV 6 seater vehicles for Standby Duty at IIT Bombay Campus	Round-the-Clock Basis	
Category II	Part D	17 and 20-Seater AC Bus <i>Separate pushback seats, with luggage compartment</i>	As and When Required Basis	
	Part E	40-Seater AC Bus <i>Separate pushback seats, with luggage compartment</i>	As and When Required Basis	
	Part F	40+ Seater AC Luxury Bus <i>Separate pushback seats, with luggage compartment and broader window</i>	As and When Required Basis	

I understand that the technical evaluation will be carried out based on the information provided above, and that furnishing incorrect information shall result in the non-consideration of my bid for the respective part(s).

Yours faithfully,

(Signature of the service
provider) Printed Name
Designation Seal
Date:
Business Address

ANNEXURE III – DECLARATION REGARDING CLEAN TRACK

(On Company / firm's Letterhead)

To
The Assistant Registrar (General Administration),
IIT Bombay.

Date:

Dear Sir,

Sub: Tender No. _____ dated _____ for “Tender for Transport services”

I/we carefully gone through the Terms & Conditions contained in the above referred tender document. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

Sr. No.	Country in which the com is debarred/blacklisted/ case is pending	Black listed / debarred by Government /Semi Government Organizations/Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully,

(Signature of the service
provider) Printed Name
Designation Seal
Date:
Business Address:

ANNEXURE IV - DECLARATION OF ANNUAL TURNOVER

(On Company / firm's Letterhead)

To

The Assistant Registrar (General Administration),
IIT Bombay.

Date:

Dear Sir,

Sub: Tender No. _____ dated _____ for “Tender for Transport services”

1. I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references:

F.Y. 2022-23	F.Y. 2023-24	F.Y. 2024-25

Yours faithfully,

(Signature of the service
provider) Printed Name

Designation Seal

Date:

Business Address:

ANNEXURE - V EXPERIENCE IN SIMILAR WORK

(On Company/Firm Letterhead)

To
The Assistant Registrar (General Administration),
IIT Bombay.

Date:

Dear Sir,

Sub: Tender No. _____ dated _____ for “Tender for Transport services”

Brief particulars of the similar work done in Govt. Organization, Educational Institution, Public Sector Undertaking (PSU) or any other reputed private organization, etc. Please use separate sheet if required without changing the format. Please attach client certificate / work orders, etc. clearly giving period of contract.

Sr. no	Name of the organization with complete postal Address	Period for which the contract is/was awarded	No. of vehicles deployed by your firm on site	Details of contact person (Name, Add & contact no.)

Yours faithfully,
(Signature of the service provider)

Printed Name Designation

Seal

Date:

Business Address:

**ANNEXURE - VI DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND
CONDITIONS**

(On Company/Firm's Letterhead)

To
The Assistant Registrar (General Administration),
IIT Bombay.

Date:

Dear Sir,

**Sub: Tender No. _____ dated _____ for “Tender for Transport
services”**

I/we have carefully gone through the Terms & Conditions as mentioned in the above referred tender document. I/we declare that all the provisions of this tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the service provider)

Seal

Date:

Business Address:

ANNEXURE VII - 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 MUMBAI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT MUMBAI OR ANY SCHEDULED BANK SITUATED AT MUMBAI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

LETTER OF GUARANTEE

To,
The Registrar,
Indian Institute of Technology Bombay
Powai, Mumbai – 400 076.

WHEREAS Indian Institute of Technology Bombay (Buyer) have invited bids vide Tender No/Purchase Order Dt. for purchase of AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the goods or service in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **“The Registrar, Indian Institute of Technology Bombay”** in the form of Bank Guarantee for ₹ and the said guarantee shall be valid till the duration of service period and contractual obligations.

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 equipment / machinery, etc. this Bank shall pay to Indian Institute of Technology Bombay on demand and without protest or demur ₹ (Rupees).

This Bank further agrees that the decision of Indian Institute of Technology Bombay (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, Bombay (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed ₹ (Indian Rupees only).
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 IIT Bombay 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:

SECTION 8 – CHECKLIST

The following items must be checked before the Bid is submitted.

A. Envelope “1”

1. Demand Draft for Rs. 30,000/- (Rs. Thirty thousand only) towards Earnest Money Deposit.
2. Eligibility Criteria Responses (each page duly sealed and signed by the authorized signatory).
3. Annexure I: Service Provider's Information & Vehicle Details
4. Annexure II: Declaration of participation
4. Annexure III: Declaration Regarding Clean Track by service provider.
5. Annexure IV: Declaration of Annual Turnover.
6. Annexure V: Experience in Similar Work.
7. Annexure VI: Declaration for Acceptance of Tender Terms and Conditions.
8. All necessary enclosures supporting the same.

B. Envelope “2”

1. Commercial Bid

Note: Your quotation must be submitted in two envelopes Technical Bid (Envelope 1) and Commercial Bid (Envelope 2) super scribing on both the envelopes the Tender No. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with the Tender No. & Due date.

Yours faithfully,

(Signature of the service
provider) Printed Name

Designation Seal

Date:

Business Address: