



Indian Institute of Information Technology Pune

A/P: Sadumbre, Tal: Maval, District: Pune.

Dr. Anupam Shukla

Website: www.iiitp.ac.in

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Director

Phone: 02114-257000

Ref. No:IIITP/EST/Tender/Vehicle Hiring/2018-19/512

Date: 13-03-2019

INVITATION OF TENDER

Name of the Work:

Indian Institute of Information Technology Pune (IIITP) invites sealed quotations for Hiring of transport vehicle services for official travel requirements at IIITP.

Sealed bids are invited for Hiring of transport vehicle services for catering the official travel requirements on call basis at IIITP from reputed and experienced firms/agencies/companies established and functioning in and around Pune city having valid licenses and sanctions and qualified experience in the field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc.

The tender Document can be downloaded from the website www.iiitp.ac.in

Sr.No.	Tender No & Date	Reference No:IIITP/EST/Tender/Vehicle Hiring/2018-19/ 512 Date: 13/03/2019
1.	Issue of Tender Forms	From 13/03/2019 to20 /03/2019
2.	Last Date of Receipt of Tenders	25 /03/2019 before 15:00 Hours
3.	Opening of Tenders	25 / 03 /2019 at 16:00 Hours
5.	Correspondence Address	Indian Institute of Information Technology Pune A/p Sadumbare, Talegaon Chakan Road, Taluka-Maval, Pune-412109

1. Eligibility Criteria:

- The contracting agency/firm/company should be based at Pune or having its office in Pune.
- The contracting agency/firm/company should have the minimum experience of two year as on 13 /03/2019 in the field of providing passenger vehicles on hire basis.
- The contracting agency/firm/company should have minimum 1 passenger vehicles registered as tourist vehicles on its own name having valid tourist permit (Copies of the tourist vehicle registration certificates & Insurance policies to be attached).
- The vehicle should be 2017 or later registered model.

-Sd-

Director

Indian Institute of Information Technology Pune

**Appendix –A (To be filled up by the bidder)
Following details required for all bidders**

Sr. No.	Name & Full Address of the firm:	Necessary Documents Submitted (Yes/No)
1.	Registered Office with Address (Copy of registration certificate of firm may be enclosed)	
2.	Pan no./TAN no.	
3.	GST – Registration number	
4.	Name & Addresses of the person who will represent the firm while dealing with the Institute.	
5.	List Existing total passenger vehicles owned in the name of agency / firm / company (attach registration certificates & Insurance Policies)	
6.	Number of drivers as on date	
7.	Month and Year of commencement business	
8.	Do you have experience for at least 2 years in the relevant field of providing passenger vehicles on hire basis .	
9.	Have you been blacklisted by any government authority in India? If so, then you will not be eligible. Submit Self-Certification stating you are not blacklisted in the past.	

Signature and name

Telephone:.....Mobile:.....

Fax:.....Mail:.....

Appendix-B

Commercial Bid

Hiring of transport vehicle services for catering the official travel requirements on call basis at Indian Institute of Information Technology Pune

FORMAT & REQUIREMENTS

Tender Ref. No.:

Name of the Tenderer/Bidder:

The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a pre-requisite for considering your quotations, however quantity may increase/ decrease. The format of commercial offer is as below:

Basic rates (excluding applicable taxes) in rupees for hiring following vehicles on call basis

Sr. No.	Vehicle type	8 hrs & 80km	Charges for Extra hr	Charges for Extra km	Outstation Minimum 300Km	Charges for Extra hr	Charges for Extra km	Monthly basis (3000 KM 26 Working days)	Charges for Extra km
1	Compact Sedan AC (Maruti Swift Dezire/ Swift dezire/ Toyota Etios/ Honda Amaze)								
2	Sedan (Honda City/ Maruti Suzuki Ciaz/ Hyundai Verna)								
3	Toyota Innova AC								
4	Tempo Traveler 17 Seater AC								
5	Tempo Traveler 17 Seater Non -AC								
6	40 Seater AC Bus								
7	50 Seater Non AC Bus								

(Additional driver facility, If required by the office)

Sr.No	Charges/Rates For Half Day (Exclusive All Taxes)	Charges/Rates On Daily Basis (One Day)(Exclusive All Taxes)	Charges/Rates For Monthly Basis(Exclusive All Taxes)

The rate quoted shall be in accounting units (A/U) and should be quoted as basic price. All other costs including freight, insurance packaging and forwarding, all taxes, duties/levies to be quoted separately.

Signature of the Bidder

[Covering letter to submitted by the bidder]

To,
The Director,
Indian Institute of Information Technology Pune,
A/P – Sudumbre Tal- Maval Dist - Pune -412109.

Sub: Tender for Hiring of transport vehicle services for catering the official travel requirements on call basis at Indian Institute of Information Technology Pune.

Sir,

I have carefully gone through the tender document regarding the prequalification of agencies/ vendors for Hiring of transport vehicle services for catering the official travel requirements on call basis at Indian Institute of Information Technology Pune.

I shall be bidding in this tender as the sole representative of my company. I hereby declare that

1. All the information related to my company, customer base, projects, financial details, etc., provided in my offer is true and without any alteration /modification.
2. All the provisions of this tender documents are acceptable to my company. No violation of the terms and conditions as mentioned in the tender document has been made.
3. I declare that my company or any member of the company has not been debarred / black listed by any Government / Semi –Government organizations in India.
4. I certify that the period of validity of bid is 120 (one hundred and twenty) days from the last date of submission of proposal I further certify that I am authorized signatory of my company and I am, therefore competent to make this declaration.

Yours faithfully,

(Signature of the bidder with seal)