**Annexure “A”**

**TECHNICAL BID**

1. Details to documents should be mandatorily submitted:

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Particulars** | **Fill in the details** |
| 1 | Name of Firm/Tenderer/ Company (in block letters) |  |
| 2 | Permanent Address & Telephone No. and Email address. |  |
| 3 | Full Postal Address, Telephone/Fax No./E-mail for correspondence. |  |
| 4 | Tender Fee details - Bank Draft No & Date, Banker’s Name & Branch. |  |
| 5 | An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company has never been blacklisted or changed the name of the firm (in original). | [Attach as enclosure & refer here] |
| 6 | An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon’ble Court (in Original). | [Attach as enclosure & refer here] |
| 7 | Copies of valid licenses, permits, RCs & insurances for 4 vehicles, if available. If not, an affidavit that the tenderer will procure and provide the vehicles within 15 days from award of the contract, shall be submitted now. | [Attach as enclosure & refer here] |
| 8 | If the vehicles are not presently in the tenderer’s name, an affidavit duly attested by a Notary that in the event of his being the successful bidder, he will get these vehicles transferred to his name before supplying them to IIT Hyderabad, should be submitted. | [Attach the affidavit as enclosure & refer here] |

**B.** Details of Experience: Should be furnished in the following format (**work completion certificate from Client shall be attached as a proof of experience**):

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Client and full address | Telephone and FAX number of the client | Tenure of contract | Value of contract |
|  |  |  |  |

Date:

Signature of Tenderer, Seal & address

**Annexure “B”**

**(On the official letter head of the bidder)**

**PART – II: PRICE BID**

**Supply of 7-10 Seater vehicles similar to mini-school vans for conveyance within the Campus of IIT Hyderabad.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Make, Model, & Seating Capacity** **of the Vehicle** | **Fuel Type \*** | **Rate** **(Excluding GST)** | **Rate per Extra KM** | **Rate per Extra Hour** |
| (1) |  | (2) | (3) | (4) | (5) |
| **Monthly rate per vehicle for 3000 kms @16 hours a day, should be quoted** |  | Electric(EV)  | Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_In words:  |  |  |
|  | CNG | Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_In words:  |  |  |
|  | Petrol | Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_In words:  |  |  |
|  | Diesel | Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_In words: |  |  |

**Note:**

1. \* Bidders must quote their rates only if they are in a position to supply the vehicles in the specified fuel type – otherwise, just put a dash “----” in the column. The IITH reserves the right to select any of the fuel types at its discretion. EV/CNG vehicles are preferable subject to cost effectiveness and accessibility of refilling stations.

1. L1 will be decided based on the rate quoted in the Column no-(3). However, the successful bidder will have to match the prices of Column no-(4) and Column no-(5) with the least quoted values.
2. Vehicle model should not be older than 2018.

Signature of the Tenderer with Seal & Address

Date:

**Annexure-C**

**Letter of Consent and bid submission**

(To be submitted on Bidder’s letter Head)

 Date: \_\_\_\_\_\_\_\_\_\_\_\_

To

The Director

IIT Hyderabad

Sub: Hiring of 7-10 Seater Vehicles like mini-school vans for conveyance within the Campus of IIT Hyderabad.

Ref: Tender Notice No. IITH/103/MS/Transport/2021, dated: 29/06/2021.

Sir,

 I/We hereby offer to supply the specified vehicles in the desired number on a monthly hire basis, and hereby accept all the terms and conditions of your Tender. Further, I/We agree to abide by the terms & conditions of the Tender Notice and hold our bid open and valid till 90 days from the date of opening of the same.

2. I/We have understood and fulfilled Eligibility Criteria, General Terms and Conditions and Scope of Work, Technical Specifications and Special Conditions of Contract and am/are fully aware of the nature of the services required and my/our offer is to provide services strictly in accordance with the requirements of your Institute.

3. As advised, a Self-Declaration is hereby enclosed in lieu of Earnest Money Deposit. I/We fully understand that I/We shall be blacklisted and debarred from future tendering process at the IIT Hyderabad if:-

* + 1. I/We do not execute the contract documents within 7 (seven) days after getting information from IITH, or
		2. I/We do not commence the work within 15 (fifteen) days after award of the contract to us from IITH,

4. This bidding document of mine/ours consists of \_\_\_\_\_\_\_ Nos. of pages in total.

5. Bidding documents and submission of Tender have been duly signed and attached herewith.

6. I/We know that acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer(s) with Stamp, Address

**Note:** The formats have been made available for the convenience of tenderers in word format in the document titled ‘Annexure’. The formats may also be downloaded. No change should be made by the tenderers except filling-up details. In case any change is made in the content of the formats, except filling-up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.

**Annexure-D**

**PROFORMA CERTIFICATE FOR ‘NO RELATION’ WITH IITH EMPLOYEES**

(To be submitted on Bidder’s letter Head)

This has reference to our proposed contract for ‘Supply of 7-10 Seater vehicles, to be entered into with Indian Institute of Technology Hyderabad.

1. I/We am/are not a relative/blood relation of any key managerial person of IIT Hyderabad.
2. We are not a firm in which any key personnel of IIT Hyderabad or his/her relative is a partner;
3. I/We am/are not a partner in a firm in which any key managerial person of IIT Hyderabad or his/her relative is a partner.

# Signature of Contractor

Place:

Date:

**Annexure-E**

**SELF-DECLARATION IN LIEU OF EMD**

(To be submitted on Bidder’s letter Head)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To

The Director,

IIT Hyderabad.

Sub: Supply of 7-10 Seater vehicles similar to mini-school vans for internal transport of IITH.

Sir(s),

I/We, the undersigned, hereby declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration in lieu of Bid Security Amount i.e.EMD.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, such as our

1. withdrawing/modifying/amending, impairing or derogating from my/our Bid during the period of bid validity specified in the form of Bid; or after acceptance of our Bid by

 the Institute;

1. failing or refusing to execute the contract, if required, or failing or refusing to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of: (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on day of (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)