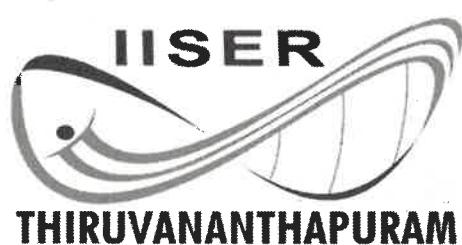


**TENDER DOCUMENT
FOR PROVIDING
TRANSPORT SERVICES
TO
IISER THIRUVANANTHAPURAM**



11/11/2023

TENDER NOTICE

Sealed tenders are invited under two-bid system from highly reputed, well established & professional Transport agencies meeting the prescribed eligibility criteria towards providing transport services to IISER Thiruvananthapuram on the terms and conditions given in tender form.

The tender along with the terms and conditions can be downloaded from Institute website under the heading "*Tenders-> Active Tenders*".

Sl. No	Name of Work	Earnest Money Deposit	Tender Fees
1.	Providing Transport Services to IISER TVM	Rs. 2,00,000/- (Exempted for MSMEs provided valid Certificate pertaining to the specific services mentioned in this tender document to be submitted)	NIL

The tender documents consist the following

1. **Bidders Eligibility Criteria**
2. **General Conditions of Tender**
 - i. General Instructions to the Tenderer
 - ii. List Enclosures
 - iii. Selection Criteria
 - iv. Award of Contract
3. **General Conditions of Contract**
4. **Penalty**
5. **Force Majeure**
6. **Critical dates to remember**
7. **Forms forming part of Technical Bid**
8. **Financial Bid**





1. BIDDERS ELIGIBILITY CRITERIA:

1. The bidder providing the ~~transport~~ service should be registered with appropriate authority and should have a minimum of three years' experience in providing transport services on hire basis to Public Sector Undertakings (PSUs)/ Government Organizations/ Corporate Entities/ Centrally Funded Technical Institutions (CFTIs)/Central/State Govt. Educational Institutions. Proof of work orders issued by the concerned authorities to be enclosed along with technical bid.
2. The bidder must comply with all statutory requirements, such as registrations with government authorities and it should possess all necessary clearances and road permits required for operations.
3. The agency should have minimum average annual turnover of Rs. 30 lakhs (Rupees thirty lakhs only) during the last three financial years, i.e. FY 2022-23, 2023-24 & 2024-25. The proof for the same such as Profit and Loss account duly certified by a registered Chartered Accountant is to be submitted.
4. The bidder should submit the certificates at least from two Employer's/Clients towards satisfactorily completion/ongoing service contract valuing minimum 50 lakhs, indicating the annual payable amount in last three years, with number of vehicles/buses put on service (including registration number and its model).
5. The bidder should have a registered/branch office in Thiruvananthapuram. Necessary documentary proof in this regard to be enclosed.
6. The bidder should not have been blacklisted by any Government or any other organization in the last three years. An affidavit in a prescribed format (as per Form No. 5 enclosed as Annexure herewith) to this effect shall be given by the firm along with the Technical Bid failing which the bid shall be rejected.
7. The bidder shall confirm and declare that no sub contract, agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item or work related to the award and performance of this contract. The bidder has to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. The institute reserves the right to declare the bidder as non-compliant and declare any contract to the bidder to be null and void, if already awarded.
8. The bidder having any suit/criminal case pending against its proprietor or any of its Directors (in case of Pvt. Ltd. Company) or having been earlier convicted for violation of laws in force shall also not be eligible to participate in the tender process.
9. The bidder has to submit an undertaking/affidavit duly certified by a Notary public for the clause nos 6 to 8 in a prescribed format as per Form No. 5 enclosed as Annexure herewith.
10. The agency should have remitted all statutory dues, such as Income Tax, GST etc. without default. A certificate to that effect has to be enclosed along with the technical bid.
11. The agency should submit the Bank Solvency Certificate for Rs. 10 lakhs issued by the Scheduled bank on or after the date of release of tender.

12. Agencies that have withdrawn from services, abandoned work, or whose contracts were terminated due to inability, default, or failure to comply with tender or contractual conditions with any Government/Autonomous/PSU/Academic Institution shall be disqualified from participating in the tender.
13. Similarly, agencies that have defaulted in service on a prolonged basis or have violated tender or contractual conditions with IISER Thiruvananthapuram, resulting in a detrimental impact on services, shall be disqualified from participating in the tender.

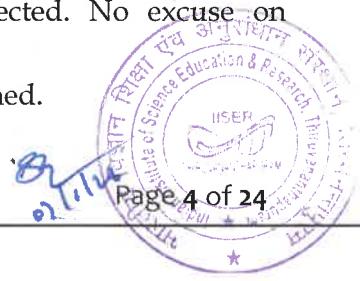
2. GENERAL CONDITIONS OF THE TENDER

i. General Instructions to the Tenderer.

1. The technical bid and financial bid should be submitted in the individual separate sealed envelopes, which shall again be put in the duly sealed envelope super scribbling the "*Tender for transport Services - IISER TVM*" and quoting the tender number and last date of submission. All the covers should bear seal of the agency and to be addressed to "**The Registrar, IISER TVM**".
2. Rates quoted should be exclusive of GST. GST will be paid as applicable from time to time. No other charges shall be paid by IISER TVM in addition to the rate quoted by the tenderer. Conditional tenders will be summarily rejected.
3. The rates quoted in the Financial Bid is to be valid for a period of 2 years from the date of award of contract. Tender valid for shorter periods shall be liable for rejection.
4. The tender shall be signed by the proprietor/authorized personnel. His/her full name and status shall be indicated below the signature along with official stamp of the contracting agency/firm/company. Correction in the figures are to be avoided. Overwriting will render the tender null & void and are liable to be rejected.
5. The tenders of the contracting agency/firm/company not in possession of valid statutory sanctions/registrations/permits are liable to be rejected.
6. No bidder shall be allowed to withdraw or amend its/his tender or impairs or derogates from the tender in any respect after submission of the tender within the bid validity period, otherwise the EMD remitted by the tendering firm will be forfeited.
7. Submission of tender by a tenderer implies that he has read all the tender terms & conditions and has made himself aware of the scope for the service to be offered.
8. Multiple bids by the single bidder or its allied firms will be summarily rejected.
9. The bids are to be submitted within the stipulated time frame as mentioned above. Institute will not be responsible for any postal delay.
10. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency.

Opening of Tender:

- a. Technical Bid-Cover-1 will be opened on the date and time declared in tender notice. It will be evaluated by a committee as per the eligibility criteria and requirement as prescribed.
- b. Technical Bids received without EMD will be summarily rejected. No excuse on submission of EMD will be entertained.
- c. The financial bids of technically qualified bidders only will be opened.



14. Failure to comply with any of the instructions stated in this NIT or offering unsatisfactory explanations for non-compliance will lead to rejection of offers.
15. IISER Thiruvananthapuram reserves the right to accept/or reject the whole or any part of the tender without assigning any reason thereof.
16. IISER Thiruvananthapuram also reserves the right to award the contract to one/more than one agency depending on the gravity of the requirement and classification of vehicles and the right to amend or withdraw any of the terms & conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender.

ii. **LIST OF ENCLOSURES:**

The bidder has to submit the hard copy of the bids on or before the due date.

The technical bid (Cover 1) must be accompanied with the following documents in the same manner as given below: -

1. Proof of payment of Tender Fee/EMD made through SBI Fee Collect against Tender Document downloaded from the Institute website- **Form F-1**.
2. Bidder's General Information **Form F-2** along with the documentary proof.
3. Bidder's Eligibility Criteria **Form F-3** along with the documentary proof.
4. Bidder's profile.
5. Proof of experience in providing vehicular services for the last three years with details such as number of vehicles deployed, contract no, duration of the contract and the complete address of the client in the prescribed form. **Form F-4**
6. Certificates from at least two employers of satisfactory completion/ongoing service contract valuing minimum of INR 50 lakhs per annum. The certificate shall clearly indicate the annual payable amount in last three years, with number of vehicles/buses (including registration number, model etc.) put on service.
7. Statutory Documents related for vehicular service such as valid road permit, License, Fitness Certificate (FC), Registration Certificate (RC), ITR, PAN, GST Registrations etc.
8. A statement from the registered Chartered Accountant giving out the bidder's Audited financial statements for the last 3 years (FY 2022-23, 2023-24 & 2024-25) from transport services.
9. Undertaking duly certified by a Notary public for the clause nos. 6 to 8 in the Bidders Eligibility Criteria- **Form F-5**.
10. No Near Relative in this Institute declaration in **Form F-6**.



11. Penalty clause compliance to the conditions of the contract in Form-7
12. The Bank Solvency Certificate for Rs 10 lakhs issued by the Scheduled bank on or after the date of release of tender.
13. Any other documents to strengthen your credentials as a bidder.

(COVER 2) FINANCIAL / PRICE BID

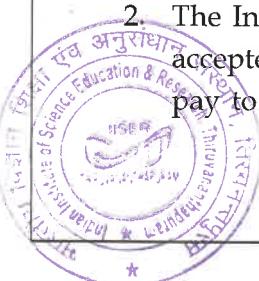
The tenderer should quote the charges in the Financial Bid in the prescribed format enclosed as Annexure herewith.

iii. SELECTION CRITERIA

- a. **Technical bid (Cover 1):** Technical bids will be opened in the presence of tender opening committee to verify its contents as per requirements. If various documents contained do not meet the requirements as per the eligibility criteria defined earlier in this tender, Technical Evaluation shall not be carried out.
- b. **Financial bid (Cover 2):** The financial bids of technically qualified bidders will only be opened for which e-mail or written intimation will be given.
- c. The EMD of unsuccessful bidders shall be refunded only after the contract has been awarded to the successful Bidder. No interest shall be paid on the EMD.
- d. The EMD of successful bidder will be discharged upon receipt of acceptance of signing the contract from the bidder and furnishing the performance guarantee. No interest shall be paid on the EMD. If the successful bidder fails to sign the agreement within the stipulated time, the EMD shall be forfeited.
- e. **VALIDITY OF BID:** Bid submitted by the bidder shall remain valid for acceptance for a period of 90 (ninety) days from the date of opening of the BID. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the bidder withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

iv. Award of Contract

1. The Institute will award the contract to the technically qualified bidder whose bid has been found to be responsive to perform the contract on Item wise L1 rate basis and / or overall L1 rate basis based on the requirement of the Institute in deployment of vehicles of different items.
2. The Institute will communicate the successful bidder by email/post that the tender has been accepted. The letter of intent / work order shall prescribe the amount, which the Institute will pay to the contractor in consideration of the execution of work/services by the contractor as



On
07/11/20

prescribed in the contract.

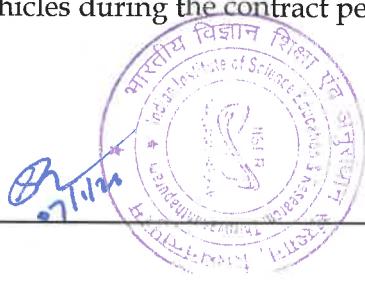
3. Selected bidder shall have to confirm the work order within seven days from the date of receipt of work order otherwise the work order will have deemed to be accepted by the agency. On acceptance of the work order, the agency should submit a signed service agreement (on a non-judicial stamp paper having value in accordance with the Kerala Stamp Duty Act) containing the terms and conditions of the contract, as specified by the institute.
4. The successful bidder shall be required to furnish a security deposit within a week from the date of execution of agreement for an amount equal to five (5%) of the total annual value of the contract in the form of an Account Payee DD/Direct Bank Transfer/Performance Bank Guarantee from any Nationalized Bank. The performance security shall remain valid for a period of sixty days beyond the date of completion of the contract. In case the contract period is extended further, the validity of performance security shall also be extended by the contractor accordingly.
5. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of EMD.

3. General Conditions of Contract:

1. **Period of contract:** The contract shall be for a period of two years from the date of signing agreement extendable for subsequent year(s) subject to satisfactory performance.
2. Vehicles needed on regular basis will be intimated in the work order. Other /additional requirements will be intimated by the institute depending upon the requirement.
3. The vehicles provided to us, should be covered under comprehensive insurance policy. Accidental compensation, if any, should be paid by the contractor or the Insurance Company and the Institute will not be responsible for any sort of compensation. The vehicles supplied by the agency should be in excellent running condition of 2020 model & above and in road worthy condition with good interiors, accident free and fully insured.
4. The vehicles should have the following:
 - Neat & hygienic seat covers; the covers should be changed in every two weeks
 - First aid box
 - Mandatory spares (spare wheel, fuses, spark plug, fan belt etc.) and
 - Tool kit and sanitizers should be made available.
5. All vehicles provided by the agency should be insured for unlimited passenger liability. In case of violation in insurance documents, IISER TVM will have the rights to prefer the full claim from the agency/contractor.



6. No dead mileage will be paid by IISER TVM for reporting/return of vehicles to or from place of duty.
7. Request for fuel revision will be entertained and compensated only if the prices of fuel (diesel) increase beyond 15% from the date of commencement of contract. Any upward revision of fuel prices during the finalization of contract will not be a part of this 15%. Also, incase fuel (diesel) prices fall below 15%, the same benefit will be passed to the institute. Every 15% increase or decrease in fuel prices will lead to a corresponding 5% increase or decrease in quoted rates. The quoted rates shall be valid for a period of two year from the date of onset of contract.
8. The vehicles inspected and approved by IISER TVM only to be provided for service on regular basis during the contract period. Periodical inspection shall be carried out on vehicles by the Institute.
9. The vehicles should conform to Motor Vehicle Inspection Standards and should have registration as commercial vehicle with yellow number plate. All the vehicles should possess valid documents.
10. The drivers of the vehicles must be soft-spoken, humble and should be in uniform as mandated in the motor vehicle rules. As far as possible, the drivers assigned should not be changed during the tenure of the contract and the changes, if any should be informed in advance and to be with the consent of the Institute. The antecedent report of the drivers deployed must be submitted before the commencement of the services.
11. Vehicles provided as replacement / stand by will also be subject to the inspection and approval of the institute.
12. If the required vehicle is not provided and the substitute is not arranged in time, the Institute will arrange for the same and the expenses incurred by the Institute on this account will have to be borne by the contractor.
13. All the charges towards repair/servicing/insurance, salary of the driver, petrol expenses, any other incidental expenses on the operation & maintenance of the vehicles deployed at IISER TVM campus shall be borne by the agency/firm/company.
14. The agency should be able to replace the vehicles that are not roadworthy or older models than specified or without valid documents and also replace the drivers who are found to be misbehaving, missing trips, misusing the log sheets, refusing to do duty etc.
15. In case of non-satisfactory services during the period of contract, the institute shall be at liberty to impose a penalty amount as deemed fit with the approval of the competent authority.
16. In case of any additional requirement of vehicles during the contract period, the same has to be provided at the contract rates only.



17. Institute reserves the right to reduce the number of vehicles if necessary.
18. The contractor should ensure that the details of their vehicles, name and address of the driver and mobile numbers are given to the Administration dept. of the institute.
19. The agency should have proper office with telephone/mobile numbers manned at all times, enabling institute to contact them at any time.
20. In case of accidents, the agency will be solely responsible for the same. IISER TVM will not enter into any litigation whatsoever under any circumstances.
21. In case the agency's staff suffer any injuries/damages or meet with an accident in the institute premises or outside the premises, during discharge of duties, the entire cost of compensation should be borne by the agency. It shall be the responsibility of the agency to meet the transportation, food, medical and any other expenses in respect of the drivers of the hired vehicles. No additional payment shall be made for the same.
22. The agency shall be responsible for all claims from third parties in the event of any accident (including for the staff of the institute). Institute will not be liable for any specific or consequential damages of any kind whatsoever.
23. All vehicles provided by the agency should have a logbook with standard formats.
24. It is driver's responsibility to obtain the signature of the end-user with starting kilometer & ending kilometer after rendering the particular trip.
25. Payment: 100% payment for their services rendered during the previous month within 30 days against submission of bill with supporting logbook copies, trip sheets/duty slips etc. It is therefore necessary that logbook be signed by the end-user using the vehicle. The payment will not be made for the particular trip(s) where the details of the trips are not entered and signed by the end-user. IISER-TVM will not entertain any correction/signature obtained from the end-user or other personnel in the later date for such events.
26. The agency should remit GST collected from the services to the concerned authorities and should submit proof on demand. In case of failure to submit the valid and appropriate proof, the amount shall be recovered from subsequent bills/security deposit. Periodical report of tax submission to be furnished. If the agency fails to produce the same during the contract, then the tax portion of the bills for the entire contract period will be adjusted from the bill, which is submitted finally and the security deposit.
27. The logbook should also have the provision of recording complaints and poor services noticed by the institute staff/end-user. In case of deficiency of services/complaints, the institute may impose penalty to be deducted from the monthly bill of the agency. The decision of the institute administration will be final and binding on the contractor in this regard.



28. The vehicles which are assigned on daily/monthly basis should be available at our institute's premises in the stipulated time and the meter reading should be brought to the notice of the person in-charge in the Administration & recorded in the register on daily basis.
29. The agency should submit all the statutory documents such as Fitness certificate, road tax, permit, insurance certificate etc, time to time w.r.t the deployed vehicles.
30. The contractor should at all times comply with all directions and instructions of IISER TVM. Non-compliance of instructions may lead to termination of contract. All losses liquidated or otherwise due to the violation of terms and conditions of the contract will be to the contractor's account.
31. The transport agency is authorized to use the Institute name board only during the Institute's official trips. Any unauthorized or misuse of the same will invite legal proceedings against the agency, including termination of the contract.
32. The agency should accept the last minute cancellation of the requisition for hired vehicles by IISER TVM without assigning any reason.
33. Disputes if any raised during the contract period will be subject to the jurisdiction of the court at Trivandrum only.
34. The Institute reserves the right to modify the monthly requirement of buses/vehicles during vacations, partial or complete closure of the Institute, or due to any other administrative reasons.

4. PENALTY

- a. In the event of the contractor's failure to execute the work entrusted to it under this contract satisfactorily, IISER TVM shall make alternative arrangement to do it and the difference of cost incurred by IISER TVM thereby shall be recovered from the Agency/contractor's unpaid bills and contractor's security deposit.
- b. For failures in providing satisfactory service not as grave as to warrant termination of the contract, penalty as given in terms and conditions and elsewhere in this tender or as decided by IISER TVM shall be recovered from the payables to the contractor.
- c. The security deposit shall be forfeited in the event of any breach or negligence or non-observance of any terms/conditions of the tender document/contract or for unsatisfactory performance of contract.
- d. All the vehicles provided by the agency should have logbook with standard format with the provision of recording complaints and poor services noticed by the institute staff/end-user. In case of deficiency of services/complaints, the institute may impose penalty, which will be deducted from the monthly bill payable to the agency. The decision of the institute administration will be final and binding on the contractor in this regard.
- e. The Information on the failure to execute the work/any complaint received will be communicated to the contractor and will take a decision on charging of penalty by the competent authority of the Institute.

f. The penalties relating to the following are to be borne by the contractor:

- Usage of mobile phone and alcohol while driving
- Accidental offence
- Parking violation
- Misbehaving, missing trips, misusing the log sheets, refusing to do duty etc
- In case of unsatisfactory service, the agency shall replace the vehicle, driver or both as per the request of the institute.

5. TERMINATION

The contract is liable to be terminated by giving a notice not less than 90 days on the following scenarios:

- a. IISER TVM suffers due to frequent breakdown of the buses in route or any lapse in providing required services as per terms and conditions specified.
- b. Frequent stoppage of vehicles mid-way due to poor maintenance, lack of fuel, accident, misbehavior/indiscipline of the driver etc.
- c. Suffer any pecuniary loss due to rash and negligence driving of the driver/vehicle to IISER TVM/ user Staff.
- d. Frequent change of bus/driver without prior permission from IISER TVM on repeated occasions.

6. FORCE MAJEURE:

- a. If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.
- b. In the event of any lockdown or the activities of the Institute stands closed due to any unforeseen situation or as declared by the Government/Competent authority of the Institute, the payment for minimum/no work done for the particular period will be as per the sole discretion of the Institute authority.



7. CRITICAL DATES TO REMEMBER:

1.	Publishing Date and time of tender documents through Institute website https://www.iisertvm.ac.in/tender/active_tenders	07.01.2026
2.	Last Date and time for submission of tender documents with tender fee & EMD	27.01.2026 up to 03:00 pm
3.	Date and time for opening of Technical bids (Cover 1)	28.01.2026 11.00 am
4.	Date and time for opening of Financial bids (Cover 2)	Will be intimated to the technically qualified bidder(s).

For Any Other Queries, Please Contact

O/o Joint Registrar

First Floor, Administrative Block

Indian Institute of Science Education and Research Thiruvananthapuram

Maruthamala P.O, Vithura Thiruvananthapuram - 695551

Phone: +91-471-2778146/8246/8353 Email: service@iisertvm.ac.in



Forms Forming part of Technical Bid - COVER - 1

Form-1

DETAILS OF BIDDER AND EARNEST MONEY DEPOSIT

Name of the Bidder	
Address (Registered)	
Detail of the Tender	
Earnest Money Deposit (EMD) & remittance details through SBI Fee Collect	
If the bidder is MSME, the MSME details and valid certificate to be submitted	

Signature of the Bidder or His /Her authorized signatory with Seal



Form -2

BIDDER'S GENERAL INFORMATION

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

01	Name and address of Firm / Agency / Contractor	
02	Telephone No/Mobile No.& Email id	
03	State of Agency (Registered Co. /Proprietary /Society/ Registered under Shops & Establishment Act (attach copy of Registration Certificate)	
04	GST Number (Attach copy of GST registration certificate)	
05	Permanent Account Number (PAN) attach copy	
06	Number of employees employed by the bidder/agency	
07	Details of number of vehicles owned by the agency and others (attach proof of registration certificate, insurance policy etc)	
08	Name of Proprietor/ Partners/Designated Partners/Directors of the Organization/Firm:	
09	Experience in the field of Transport/Travels(in years)	

Signature and Seal of Bidder



Form -3

BIDDER'S ELIGIBILITY CRITERIA

Ser No	Description	Confirmation (yes/No)	Proof attached at page no.
1	The bidder providing the Transport services should be registered with appropriate authority and should have a minimum of three years' experience in providing transport services on hire basis to Public Sector Undertakings (PSUs)/ Government Organizations/ Corporate Entities/ Centrally Funded Technical Institutions (CFTIs)/ /Central/State Govt. Educational Institutions. Proof of work orders issued by the concerned authorities to be attached along with technical bid.		
2	The bidder must comply with all statutory requirements, such as registrations with central & state government authorities and it should possess all necessary clearances and road permits required for operations.		
3	The agency should have minimum average annual turnover of Rs.30 lakhs (Rupees thirty lakhs only) during the last three financial years, i.e. FY 2022-23,2023-24 & 2024-25. The proof for the same such as Profit and Loss account duly certified by a registered chartered accountant is to be submitted.		
4	The bidder should submit at least two Employer's certificates of satisfactorily completing the service contract valuing minimum of INR 50 lakhs per annum, clearly indicating the annual payable amount in last three years, with number of vehicles/buses put on service.		
5	The bidder should not have been blacklisted by any Government or any other organization in the last three years. An affidavit to this effect shall be given by the firm along with the Technical Bid failing which the bid shall be rejected. (Form 5)		
6	The bidder shall confirm and declare that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. The bidder has to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. The institute reserves the right to declare the bidder as non-compliant and declare any contract to the bidder to be null and void, if already awarded. (Form 5)		



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7	A firm having any suit/criminal case pending against its proprietor or any of its Directors (in case of Pvt. Ltd. Company) or having been earlier convicted for violation of laws in force shall also not be eligible. (Form 5)		
8	The agency should have remitted all statutory dues, such as Income Tax, GST etc. without default. A certificate to that effect has to be enclosed along with the technical bid.		
9	The bidder should have a registered/branch office in Thiruvananthapuram. Necessary documentary proof in this regard to be enclosed		
10	The agency should submit the Bank Solvency Certificate for Rs.10 lakhs issued by the Scheduled bank on or after the date of release of tender.		

Date:

Note: Enclose copies of the relevant documents.

Signature and Seal of Bidder



Form - 4

CONTRACTOR SERVICES (EXPERIENCE) PROFORMA

NOTE: - WORK ORDERS & COMPLETION CERTIFICATIONS FROM CLIENTS TO BE ENCLOSED ALONGWITH THIS PROFORMA.



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Form -5
Undertaking
(To be certified by a Notary Public)

To

The Registrar

IISER Thiruvananthapuram

From

Name of the firm/ Agency _____

Ref: Name of the tender _____ Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/we hereby submit my/our tender in the required format. Part A technical Bid in the sealed Envelope and Part B Financial Bid in separate sealed envelope.
4. I/We hereby certify that we have not been blacklisted by any Government or any other organization in the last three years. An affidavit to this effect shall be given by the firm along with the Technical Bid failing which the bid shall be rejected.
5. I/We confirm and declare that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. I/We further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. The institute reserves the right to declare the bidder as non-compliant and declare any contract to the bidder to be null and void, if already awarded.
6. I/We confirm that our firm is not having any suit/criminal case pending against its proprietor or any of its Directors (in case of Pvt. Ltd. Company) or having been earlier convicted for violation of any other laws in force.
7. I/We understand that any deviation/exception in any form may result in rejection of BID. I/We, therefore, certify that we have not taken any exceptions/ deviations anywhere in the BID and I/ we agree that if any deviation/exception is mentioned or noticed, our BID may be rejected.

Signature

(Name and Address of the Bidder)



Form - 6

DECLARATION
(in Agency Letter Head)

FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN THIS INSTITUTE

I.....s/o.....r/o..... hereby certify that none of my relative(s) as defined in the tender document no :dated :is/are employed in IISER TVM, as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, The competent authority of the Institute shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Signed _____

Name (in Block Letters) _____

Date _____

Seal of the bidder



FORM - 7
PENALTY CLAUSE TO BE COMPLIED BY THE BIDDER

Sl.no.	TERMS AND CONDITIONS	PENALTY	COMPLIANCE
	If contractor fails to observe the following, a penalty as given below per vehicle will be imposed and deducted from the bill of the contractor on each of such occasions.		
1.	Failure to provide bus on any day		
2.	Failure to provide suitable bus in case of breakdowns		
3.	Failure to perform trips and duties within the specified time and at a given point		
4.	Failure to maintain copies of valid documents, spare wheel and associated tool kit in the buses.	Penalty as deemed fit with the approval of	
5.	Failure to upkeep the bus in neat and clean condition	Competent authority	
6.	Late reporting of the bus		
7.	Change of bus without prior information		
8.	Change of driver without prior permission		
9.	Use of mobile phones by driver while driving		
10.	Driver without uniform		

Date:

Signature and seal of the bidder



Tender for Transport Service

IISER(T)/Admn/ FM/Transport/2026

07.01.2026

PART II

FINANCIAL BID



1. Two-Bid System and Submission Procedure

- a. **Cover 1 (Technical Bid):** Shall contain all technical details, eligibility documents, EMD/Tender fee details, and required affidavits
- b. **Cover 2 (Financial/Price Bid):** Shall contain the pricing schedule in the prescribed format
- c. Both envelopes must be individually sealed and placed inside a larger outer envelope, superscribed with the tender name and number.
- d. Technical bids will be opened first; Financial bids will be opened only for those bidders who meet the technical eligibility criteria.

2. Financial Evaluation and L1 Determination

- a. **L1 Basis:** The contract will be awarded to the technically qualified bidder whose bid is found to be most responsive on an Item-wise L1 rate basis or Overall L1 rate basis, depending on the Institute's requirements across different vehicle categories.
- b. **Price Reasonableness:** The Institute reserves the right to evaluate the reasonableness of the L1 price to ensure it is not Abnormally Low (ALB), which might compromise service quality or compliance with statutory requirements.
- c. **Bid Validity:** Rates quoted in the financial bid must remain valid for acceptance for 90 days from the date of bid opening.
- d. **Contract Validity:** The successfully awarded rates shall remain firm for a period of two years from the date of the contract unless explicitly mentioned in the tender document.

3. Taxation and Statutory Levies

- a. All rates quoted in the Financial Bid must be **exclusive of GST**.
- b. **Payment of GST:** GST will be paid by the Institute as applicable from time to time, provided the agency submits proof of remittance to the concerned authorities.
- c. **No Additional Charges:** No charges other than the quoted rates and applicable GST shall be payable by the Institute (e.g., no extra charges for driver salary, maintenance, or incidental expenses).
- d. **Statutory Deductions:** The Institute will deduct Income Tax (TDS) and other statutory dues as per Government of India rules from the monthly bills.

4. Price Variation Clause

- a. Fuel (Diesel) price revisions will only be entertained if the market price increases or decreases by more than 15% from the date of contract commencement.



- b. Adjustment Ratio: For every 15% change in fuel prices, a corresponding 5% increase or decrease in the quoted rates will be applied.
- c. Non-Permissible Changes: No change in rates is allowed for variations under the 15% threshold.
- d. Monthly vehicle hire rates are based on a standard 22-23 working-days in a month. To accommodate institutional requirements, the fixed monthly rate shall remain unchanged for any variation in usage within a ±10% threshold of the stipulated days and hours. Any usage exceeding or falling below this 10% margin will be adjusted and reimbursed on a pro-rata basis.

5. Payment Terms

- a. Payment for services rendered during the previous month will be made within 30 days subject to detailed scrutiny.
- b. Payments are subject to the submission of correct bills supported by logbook copies and signed trip sheets.
- c. No payment will be processed for trips where details are not entered or signed by the end-user.
- d. Statutory deductions, including Income Tax and GST-TDS, will be made as per prevailing government rules.



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07/11/20

PRICE BID
Contract for Hiring of Vehicles

Dear Sir,

I/We hereby offer to supply the stores detailed herewith/below at the price hereunder quoted and agree to hold this offer open till I/We shall be bound to supply the stores hereby offered on the issue of the Purchase Order communicating the acceptance thereof on or before the expiry of the last-mentioned date. You have the liberty to accept any one or more of the items of stores tendered for any portion of any one or more of items of such stores. I/We notwithstanding that the offer in this tender has not been accepted in whole, shall be bound to supply to you such items and such portion or portions of one or more of the items as may be specified in the said Purchase Order communicating the acceptance.

SL. No.	PARTICULARS	RATES in INR			
		49-seater bus	35-seater bus	5-seater vehicle (Sedan type)	7-seater vehicle (SUV type)
Local Trips					
1.1	8 hrs (80 Km)				
1.2	10 hrs (100 Km)				
1.3	12 hrs (120 Km)				
1.4	15 hrs (150 Km)				
1.5	Extra Rate per Km beyond the distance mentioned above				
1.6	Rate per hour beyond the time period mentioned above				
Outstation Trips					
2.1	Hiring Charge only per day inclusive of Driver & halt charges (Minimum 16 hrs/250 Km)				
2.2	Rate per km				
Monthly Basis hiring of Vehicle					
3.1	300 Hrs (2500 Km) in a month [As per clause 4(d) of financial bid]	49-seater bus	35-seater	Bolero Jeep	
3.2	Extra Rate / Km beyond 2500 Kms				
3.3	Extra Rate per extra hour beyond 300 Hrs in a month				
Fuel Present price/ litre					
4	Present price / litre.	Diesel			

THE ABOVE RATE IS EXCLUSIVE OF GST

I/We have understood the terms and conditions of the contract and the instructions of tenderers annexed to the invitation to tender and have thoroughly examined the specification/drawing and/or pattern quoted or preferred to herein and/or fully aware of the nature of stores required and my/or offer is to supply the stores strictly in accordance with the requirements subject to the terms and conditions contained in the purchase orders communicating the acceptance of this tender either in whole or in part.

Date:

Seal and Signature of
the Tenderer Full Name
of Signatory

