

Ref: ICTS/TIFR/2023-24/SER-40

Tender Notice: 01/Jan//2024

TENDER FOR HIRING OF VEHICLES - AIRPORT TRIPS (TO & FROM AIRPORT)

Last date for submission: 31 January, 2024 till 15.00 hrs

Tender opening date & time: 31 January, 2024 at 15.30hrs

Ref No. ICTS/TIFR/2023-24/SER-40

Sealed tenders are invited from Registered and Licensed Contractors of repute for providing Transport facility i.e, Hiring of Vehicles for Airport Trips (Pick up and drop) at ICTS - TIFR, Survey No 151, Shivakote Village, Hesaraghatta Hobli, Bangalore North.

Please read carefully instructions for the tenderers and scope of work.

The prospective contractors should note that high quality of service and professional approach is the essence of this contract.

Pre-Bid Meeting: For information / details / clarifications required by the tenderers, a Pre-Bid meeting will be held on 19th January 2024 @ 11.30 hrs at ICTS – TIFR, Survey No 151, Shivakote Village, Hesaraghatta Hobli, Bangalore North – 560 089. The tenderers who are interested in participating in the tender are requested to attend the same. Interested tenderers are requested to mail their pre-bid queries to purchase@icts.res.in by 18th Jan 2024..

Tenders should be submitted in two sealed covers. This tender will be evaluated under 2 Cover Bid System

I. The **first sealed cover** – Cover I superscribed **“Techno-commercial Bid”** should contain the following:

1. The Contractor should have at least **3 years’ experience** in providing Transport services in R & D Institutions / medium / large establishment / Public Sector Undertakings / Government Organisations / IT Companies etc. Details to be furnished.

The contractor should have executed a minimum of three orders, each of contract value not less than 8 lakhs or two orders, each of contract value not less than 11.5 lakhs or one order of contract value not less than 15 lakhs, in order to participate in the tender. Work Order Copies should be enclosed.

Ref: ICTS/TIFR/2023-24/SER-40

Tender Notice: 01/Jan//2024

2. Company profile and a copy of valid Registration Certificate of the Firm/Agency/ Company.
3. Copy of a valid PAN Number issued by the Income-Tax Authority.
4. Latest Performance Certificate from Present / Previous clients, should be provided.
5. The Contractor should own in the firm's name at least one vehicle (should be the year 2020 and above model). Copy of the RC book should be enclosed.
6. Acceptance of terms and conditions and Annexures. (Annexures should be duly filled and signed wherever necessary)
7. The contractor should confirm that all Vehicles have GPS devices with RFID facility.
8. Demand Draft / Bank Guarantee in lieu of Earnest Money Deposit.
9. Solvency certificate of at least Rs. 5 lakhs value issued by your banker.
10. GST Registration Certificate.
11. Registration / Recognition from State / Central Tourism Department.
12. The contractor should confirm that all Vehicles to be provided will be year **2020 and above model** and all Drivers to be deployed have **minimum 5 years' experience** after obtaining a valid Driving License.

II. The **Second sealed cover** – **Cover II** super scribed “**Price Bid**” should contain **Price Bid** as per format attached (**Page 13**)

The above mentioned two covers shall be sealed separately and shall be put into a single cover superscribed “**Tender for Hiring of Vehicles - Airport Trips**”. This should be addressed to the “**Administrative Officer, ICTS-TIFR, Survey No 151, Shivakote Village, Hesaraghatta Hobli, Bangalore North - 560 089.**”

The Technical Bid will be opened on 31 January 2024 at 15.30 hours.

On the date of tender opening (**i.e. on 31 January, 2024**), only the Technical Bids shall be opened in the presence of attending bidders. The Technical bids shall be evaluated subsequently and only the shortlisted firms will be called for attending the price bid opening. Intimation for attending the price bid opening shall be sent to the short listed firms in advance.

In the event, the due date is declared a holiday, the tender will be opened on the following working day.

EARNEST MONEY DEPOSIT: Rs. 38,000 (Rupees Thirty Eight Thousand only). Earnest Money Deposit shall be submitted along with the “Techno-Commercial Bid cover in the form of a Demand Draft drawn in favour of “International Centre for Theoretical Sciences”, payable at Bangalore. The DD should be from a Nationalised / Scheduled Bank. Alternatively, a Bank Guarantee from a Nationalised bank may be provided (no other mode of payment will be accepted). The Bank Guarantee should be valid for 6 months from the date of opening. Bids not

Ref: ICTS/TIFR/2023-24/SER-40

Tender Notice: 01/Jan//2024

accompanied with Earnest Money Deposit shall be rejected. The EMD amount is liable to be forfeited, if the successful bidder fails to accept the Work Order or withdraws, or amends, impairs or derogates from the tender in any respect within the period of validity of this tender. The EMD shall be refunded to the unsuccessful bidders once the order is released on the successful bidder.

The EMD may be forfeited:

- a. If the bidder withdraws the bid during the period of bid validity specified in the tender.
- b. If the bidder fails to furnish the acceptance in writing, within 7-days of award of contract/ order.

Conditions of Tender

- 1) Quotations must be submitted giving complete details using enclosed tender papers.
- 2) The rates quoted shall remain valid for a period of 180 days from the date of opening of Price Bids.
- 3) Each page of the offer should bear the signature, date, name and title of the person signing the offer, and a rubber stamp indicating the full name, address and phone no. of the firm.
- 4) Bids containing erasures or alterations will not be considered, unless countersigned by the authorized signatory.
- 5) The total amount should be written both in figures and in words and if there is any discrepancy between the two, the amount in words will only be accepted.
- 6) Bids which do not comply with the above conditions are liable to be rejected.
- 7) ICTS shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject any or all tenders without assigning any reason whatsoever.
- 8) The contractor shall indemnify ICTS against all claims direct or indirect from all Government Departments, public and ICTS including their staff members and students for any issue arising directly or indirectly out of this tender Contract.

Ref: ICTS/TIFR/2023-24/SER-40

Tender Notice: 01/Jan//2024

- 9) The Centre reserves the right to split the contract in parts and award them in pieces to the successful bidders or to delete the contract in parts after entering into the contract.
- 10) No questions or items in the Annexures shall be left blank or unanswered. Where you have no details or answers to be provided a 'No' or 'NIL' or 'Not Applicable' statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
- 11) The tender form should be filled and sealed and should reach ICTS latest by 15.00 hrs on 31 January, 2024. The contractor chosen will have to undertake the work within 10 days from the receipt of the Work Order.
- 12) Bids shall be accompanied by the following, failing which the offers are liable to be rejected :
1. License and Registration Certificate issued by Competent Authority.
 2. Organization Structure
 3. List of works on hand/carried out during the last 3 years
 4. Performance Certificate from the existing clients.
 5. Annexures should be duly filled in and sealed and signed.
 6. The entire tender document duly countersigned (in token of acceptance of all terms and conditions indicated in the documents)
- 13) All annexures, attachments (if any) to this tender shall be read as part and parcel of this tender.
- 14) Deviation(s) indicated in Annexure C are not automatically accepted; only if such deviation(s) indicated by tenderer has/ have been specifically accepted in the Work Order, such deviations are deemed to have been accepted and become part of the agreement.
- 15) All the bids shall be in the prescribed annexure forms and bear the signature, date, name and designation with company seal of the person signing the offer and name and address of the firms. The envelope containing the bids shall be superscribed "Tender for HIRING OF VEHICLES - AIRPORT TRIPS" and Reference No. ICTS/TIFR/2023-24/SER-40.

DEFINITION OF TERMS:

- 1) ICTS means International Centre for Theoretical Sciences, Survey No 151, Shivakote , Hesaraghatta Hobli, Bangalore North, Pin 560089
- 2) The words Contractor, bidder, firm, agency means the person to whom the contract shall be awarded.

- 3) Work order, Purchase Order or Order shall mean the Work Order / contract with associated specifications executed between the Centre and the successful contractor(s) including any other documents agreed between the parties or implied to form part of the contract.
- 4) Vehicles shall mean vehicles with appropriate tourist permits, licenses and all other statutory requirements as required under the existing provisions and modified from time to time by the statutory bodies, Govt. departments etc.

TERMS AND CONDITIONS:

- 1) All Vehicles to be provided should be 2020 and above model and all Drivers to be deployed should have minimum 5 years' experience after obtaining valid Driving License.
- 2) **A security deposit @ 3% of the contract value shall be provided by the contractor within 15 days of awarding of contract**, failing which the entire amount will be recovered in the first 3 months' running bill. Alternatively, an Irrevocable Bank Guarantee from a Nationalised Bank for the equivalent value may be furnished for the period of agreement with a 3 months grace period. The security deposit is refundable after expiry of the agreement subject however, to any claims on the contractor. The Centre reserves the right to deduct from the security deposit any amount for damages/deficiencies in service by the contractor. The security deposit does not carry any interest.
- 3) The contractor shall provide vehicles which are in perfect running condition, having clean and neat upholstery and body.
- 4) The transport contractor shall provide vehicles as stated above from their own resources and funds and the same will be sent to ICTS for the sake of operational formalities.
- 5) All taxes, insurance charges and other statutory levies that are payable therein shall be paid by the transport contractors.
- 6) All vehicles shall be yellow board /Green (EV vehicles) board, with valid permit to run as hired vehicles.
- 7) The transport contractors shall keep up the timings and in case of any repairs or due to any other reasons, if he is not in a position to send the vehicle, he will arrange alternate transport at his cost and ensure that the work of ICTS does not suffer. In case of failure to provide alternate vehicle, ICTS will be free to requisition such vehicles at rates which are within two times of the rate of the contractor who has failed to perform. In such cases such amounts will be made good to ICTS by the transport contractors without demur, either by deducting such amounts from their bills or by paying up on a demand from ICTS.
- 8) The driver of the vehicle shall be well trained, experienced and shall possess valid driving licenses, badge for driving public vehicles. The driver shall be medically fit for driving such types of vehicles, with clear vision. Further, he should be well mannered and wear a clean & neat white uniform.
- 9) The driver should necessarily know Kannada and should be able to converse either in English or Hindi.

Ref: ICTS/TIFR/2023-24/SER-40

Tender Notice: 01/Jan//2024

- 10) The drivers are not to ask any money from the users either as parking fee or any other. Parking fee will be reimbursed at ICTS as per the contract terms.
- 11) The transport contractor shall strictly follow all instructions, procedures, rules and regulations. The transport contractor shall solely be responsible for any penalty or any other types of punishment due to negligence, ignorance or wilful action of the driver.
- 12) The vehicles shall be equipped with a stepney tyre, a set of tools, first aid box and other necessary accessories.
- 13) ICTS shall have no responsibility for any damage to the vehicles due to accidents or any other reasons whatsoever including act of God, civil commotion, fire, floods or any other natural or man-made calamities and shall have no liability to pay compensation in any manner to anybody, individual or to any Government or other statutory agencies. The transport contractors shall solely be responsible under all such circumstances.
- 14) In case of accidents or any damages to the vehicles, property, people or whatsoever, any claim from public or any party arising out of or in the course of operating the vehicles, the responsibility shall rest with the transport contractor and ICTS shall in no way be held.
- 15) In case of any breakdown of the vehicle while performing the duties, the matter needs to be informed to the Transport-in-charge (TI), ICTS. In case of any accident, the matter needs to be informed immediately to the TI and the driver should take immediate steps to take the patient to the nearest hospital followed with necessary complaint.
- 16) In case of any damage or any type of injury caused by a driver to the property or personnel of the ICTS, during the contract period, the transport contractor shall compensate all the expenses incurred by ICTS.
- 17) ICTS will not be responsible for any loss or damages due to fire, theft etc. to the vehicles when the vehicle is parked either in ICTS campus or other places.
- 18) The Vehicles sent to ICTS Office on requisition must have all relevant documents like Registration Book / Driving License / Insurance/ Road Tax/ Receipt Permit Fee / Passenger tax / Border tax etc. The Vehicles should be licensed and shall confirm to all Government Rules and Regulations in force from time to time.
- 19) The Contractor will meet all the necessary compliance of statutory requirements like pollution, emission, noise etc.
- 20) Any disputes arising out of this contract shall be settled by mutual discussion. In the event of a dispute being unresolved, the decision of the Director, ICTS shall be final and binding on both the parties.
- 21) The Contractor should have a garage around the airport. No additional charges will be paid to and from garage to Airport/ICTS.
- 22) ICTS reserves the right to cancel one or more trips together and / or to change the capacity of any or all trips.
- 23) Any act of commission or omission which jeopardizes the safety / security of the Centre, the contract will be terminated without any notice. The contractor will be levied a penalty by the Centre and any expenses incurred towards the work that needs to be discharged by the

Ref: ICTS/TIFR/2023-24/SER-40

Tender Notice: 01/Jan//2024

Centre on account of this, shall be recovered from the contractor's bills. The recommending authority will be the Officer-in-Charge and the decision of the Director, ICTS will be final and binding on both the parties.

24) The liquidated damages clause will be applicable at the rate of 1% or actual loss incurred to ICTS on the monthly bill value in the event of mismanagement, non-fulfillment of contractual obligations or any other reason which in the opinion of ICTS, has affected its day to day operation.

25) The imposing of liquidated damages or termination of the contract will be absolutely at the discretion of the Director, ICTS.

26) The driver needs to report for the scheduled pick – up on time. Penalty will be applicable on delay in reporting as below:

	Penalty
On the first occasion of delay	The applicable rate for the trip
On second and subsequent occasions	Twice or more as decided by the competent authority

27) If the drivers have any problems, it only needs to be sorted with the transport contractor and no explanation will be accepted from the drivers as excuses for non- compliance of the orders.

28) The contract with the Centre will be initially for a period of 3 months and if the services are found to be satisfactory, the Centre reserves the right to extend the contract initially for a period of 9 months and subsequently for a further period of 24 months (12 months at a time). However, rates will remain fixed for the entire contract period.

29) The contractor or ICTS can terminate the contract by giving one month's notice on either side. However, ICTS reserves the right to terminate the contract at any time.

SCOPE OF WORK

1) The contractor should provide a Travel Assistant/ Supervisor round the clock at the airport to coordinate with the deployed driver and assist the passenger to board the vehicle. The agency should provide the name placard of the passenger to the driver/ assistant to receive at arrival.

2) The list of visitors, along with timings of scheduled pick - up will be shared by ICTS front desk well in advance. The agency should provide the details of the drivers at least one day prior to arrival/ departure. The nominated drivers should not be changed at any cost except for unforeseen emergencies.

3) The agency should deploy a key account manager for booking, billing of all ICTS trips.

AIRPORT TRIPS

Ref: ICTS/TIFR/2023-24/SER-40

Tender Notice: 01/Jan//2024

Type of Vehicles	Trip schedule
Sedan - Etios of equivalent	ICTS Campus – Airport (KIAL), Airport (KIAL) – ICTS Campus.
SUV – Innova, Ertiga or equivalent	ICTS Campus – Airport (KIAL), Airport (KIAL) – ICTS Campus.

GPS device with RFID – Vehicle Tracking

1. The bill in duplicate along with logbook / trip sheets should be sent to the Administrative Officer, ICTS for payment by the 7th of the following month.
2. The rates quoted by the Contractor shall be firm during the currency of the Contract.
3. The maintenance cost, charges of fuel, road tax, permit fees, passenger tax, border tax, state tax, challans, salary of the driver, the overtime of driver etc. are the responsibility of the Contractor for which no payment shall be made by ICTS.
4. Parking / Toll charges shall be paid by the Contractor which will be reimbursed as per the terms of the contract.
5. No Advance Payment shall be made under any circumstances.
6. The Contractor shall maintain the log books / trip sheets as per Proforma approved by ICTS for every trip/requisition separately. The signature of the user shall be obtained on the log book/ trip sheet and submitted along with the bill.

In case of non-compliance of the above terms and conditions of contract, a penalty may be levied.

For and on behalf of the International Centre for Theoretical Sciences

Administrative Officer

Ref: ICTS/TIFR/2023-24/SER-40

Tender Notice: 01/Jan//2024

ANNEXURE A - QUESTIONNAIRE

1	Please indicate the experience you have in running the business	
2	Please inform the status of your enterprise i.e. proprietorship / Private Ltd. etc.	
3	Average experience of the drivers	
4	No. of vehicles owned by you (attach copy of RC Book)	
5	No. of vehicles in your custody & doing day to day trips	
6	Minimum notice period required for hiring a vehicle for a local trip	
7	Have any of your contracts been short closed, or cancelled in the last 5 years	
8	Bank Account Number	
9	PAN & GST Regn Nos.(Pl. Enclose Photocopy)	
10	Name of the Firm & No. of Vehicles per day supplied. Period of Contract & Value of monthly billing (enclose Work Order/s letters for the past Five years)	

Ref: ICTS/TIFR/2023-24/SER-40

Tender Notice: 01/Jan//2024

I / We confirm that the statements made above are true to the best of my / our knowledge & belief.

Name of the firm	
Authorised signatory's name and designation	
Address	
Telephone Nos. Office: Mobile:	
email address:	

Ref: ICTS/TIFR/2023-24/SER-40

Tender Notice: 01/Jan//2024

ANNEXURE – B

SCHEDULE OF EXPERIENCE

Please furnish list of reputed firms / offices to whom you are hiring vehicles:

Sl. No.	Name of the firm	No. of vehicles per day	Period of contract	Approximate value of monthly billing
PLEASE ATTACH XEROX COPIES OF WORK ORDERS / CONTRACTS				
Signature:				
Address:				
Telephone Nos: Office: Mobile: e-mail:				

Ref: ICTS/TIFR/2023-24/SER-40

Tender Notice: 01/Jan//2024

ANNEXURE – C

SCHEDULE OF DEVIATIONS FROM SPECIFICATIONS / CONDITIONS

All deviations from the specifications / conditions shall be filled in by the bidder in this schedule

The bidder hereby certifies that the above mentioned are the only deviations from technical specifications of this tender (State NIL if no deviation is envisaged)
Signature of the Bidder with Seal, Stamp date :
Name:
Address:
Telephone Nos: Office: Mobile: e-mail:

Ref: ICTS/TIFR/2023-24/SER-40

Tender Notice: 01/Jan//2024

PRICE BID
AIRPORT TRIPS

Sl no.	Type of Vehicle	Sedan Car - Etios or equivalent	SUV - Innova/ Ertiga or Equivalent
	Rates	Amount in Rs.	Amount in Rs.
1	Airport to ICTS Campus		
2	ICTS Campus to Airport		
3	Parking fees *		
4	Toll Charges *		
5	Taxes as applicable *		
	Total		
*To be quoted at the prevailing rates on tender submission date. Subject to change as revised by competent authority/ regulatory body.			

The lowest quote in all the segments and categories will be considered for award of contract.