



**TENDER FOR EMPANELMENT OF SERVICE PROVIDERS
FOR HIRING OF VEHICLES (CABS) ON-CALL BASIS
AT IIT JODHPUR**

Bids to be submitted online (CPPP)
For
(Technical and Financial bid as per schedule of requirement)

NIT No: IITJ/I/SPS/Transport/26-27/02 dated 07.05.2026

Activity	Date and Time
Date of Publishing	07-05-2026 (16:30 Hrs.)
Last Date & Time of Submission	28-05-2026 (15:00 Hrs.)
Date and Time of Opening Bid	29-05-2026 (15:00 Hrs.)

Indian Institute of Technology, Jodhpur
NH-65, Nagaur Road, Karwar, Jodhpur – 342030, Rajasthan
Phone: 0291 280 1105/1596, Email: sps@iitj.ac.in

TEL: +91 291 280 1105

Website: www.iitj.ac.in, www.eprocure.gov.in

SCHEDULE

Name of Organization	Indian Institute of Technology Jodhpur
Open Tender Notice No. (NIT)	IITJ/I/SPS/Transport/26-27/02
Tender/EOI Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods)	Services
Type/Form of Contract (Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Service
Service Category	Empanelment of Service Providers for Hiring of Vehicles (Cabs) on-call Basis at IIT Jodhpur
Is Multi-Currency Allowed	No
Date of Issue/Publishing	07-05-2026 (16:30 Hrs.)
Document Download/ Start Date	07-05-2026 (16:30 Hrs.)
Document Download/ End Date	28-05-2026 (15:00 Hrs.)
Last Date and Time for Uploading of Bids	28-05-2026 15:00 Hrs.)
Date and Time of Opening of Technical Bids	29-05-2026 (15:00 Hrs.)
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	180 days
Period of Service Contract	1 year and extendable up to 2 years on satisfactory performance
Address for Communication	Office of Stores & Purchase, Administrative Building (East), IIT Jodhpur, NH-62, Nagaur Road, Karwar, Jodhpur-342037
Contact No.	0291-2801 105
Email Address for Correspondence	sps@iitj.ac.in

Indian Institute of Technology Jodhpur (hereinafter referred to as the “Institute”), an Educational Institute of National Importance, invites online Tender for “**Empanelment of Service Providers for Hiring of Vehicles (Cabs) on-call Basis at IIT Jodhpur**”, for initially a period of one year extendable on yearly basis for a period up to 02 Years based on the performance of the services by the service provider.

Any term or condition of the Tender document may be changed by notifying the same on the CPP Portal and the Institutes’ website before the closing date for submission of Tenders. However, in case of any such change being affected, the date/time for submission of Tenders would be adequately enhanced to enable the interested parties taking into account the necessary changes, if deemed necessary. As such, all the parties interested in submitting the Tenders should keep watching the website in this regard.

Tender forms can be downloaded from the CPP Portal (<http://eprocure.gov.in/eprocure/app>) & Institute website <http://www.iitj.ac.in/tenders/index.php?id=services>. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions by the bidders with respect to this document may disqualify them from the tender exercise. The Director, IIT Jodhpur reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected. Only such agencies that fulfil **Envelope I: Pre-qualification Criteria** shall be eligible to apply and must enclose their supporting documents along with the technical bid:

1. ASSISTANCE TO SERVICE PROVIDER

- 1.1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 1.2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.
- 1.3. Tender related documents should be submitted in PDF format.
- 1.4. The tender-related documents should be submitted online through the portal <http://eprocure.gov.in/eprocure/app>.
- 1.5. **Amendment of Bidding Documents:** At any time prior to the deadline for submission of bids, IIT JODHPUR may, for any reason, whether on its own initiative or in response to the clarification request by a prospective SERVICE PROVIDER may modify the bid document. All prospective SERVICE PROVIDERS who have downloaded the bidding document may visit the IIT JODHPUR website: <https://eprocure.gov.in/eprocure/app> for amendments /modifications, which will be binding on them.
- 1.6. The technical offer **should not contain any price information**. Please do not insert ‘Financial Bid’ (prices quoted) in the technical bid envelope. If the price quoted is submitted with the technical bid the tender will be rejected.
- 1.7. The Service Provider shall solely bear all costs associated with the preparation and submission of the bid. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the tender process. In no case, such costs shall be reimbursed by the Institute.
- 1.8. The Institute reserves the right to reject any or all Tenders, wholly or partly or close the Tender at any stage prior to the award of the contract without assigning any reason whatsoever.

PRE-QUALIFICATION CRITERIA (Envelope- I)

S.No.	Criteria
A.	The bidder shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/2013/ the Partnership Act, 1932 and who have their registered offices in India.
B.	Bidders should be registered with the Income Tax and Goods & Service Tax departments.
C.	The bidder should be registered with appropriate authorities under the Employees Provident Fund and Employees State Insurance Acts or any other Labour authorities, including the Contract Labour (Regulation and Abolition Act). The bidder should follow the minimum wages rates of Govt. of India.
D.	The bidder or any of its partners/directors etc. should not have been blacklisted/debarred by any of the government agencies or departments or should not have been found to be guilty of moral turpitude or convicted of any economic offence or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations.(Attach Affidavit on ₹ 100/- Non-Judicial Stamp paper duly Notarized (Original and date should be after the publishing of the tender).

E.	PAN Card (in the Name of bidder/agency/company or proprietor).
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Eligibility qualification

A.	The bidder should have a minimum of three years of experience in providing vehicles (on-call basis) or similar services during the last three (3) Financial years (2022-2023, 2023-2024 & 2024-2025) .
B.	All vehicles should be in the name of the Service provider/Firm. A list of the vehicles must be uploaded with a technical bid. Ownership of Vehicles: The service provider should have the capability to provide at least 10 numbers of vehicles (Cabs) as mentioned above for the Institute. Supporting documents must be uploaded with the technical bid.
C.	Bidder should exclusively have a minimum average turnover of Rs. 25 Lakh in the last three financial years (2022-2023, 2023-2024 & 2024-2025) to provide cab/taxi services. The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (2022-2023, 2023-2024 & 2024-2025). Details duly supported by figures from the Balance Sheet /Profit and Loss Account for 3 (three) financial years (2022-2023, 2023-2024 & 2024-2025) and certified & validated by the Chartered Accountant (CA) with clearly mentioned name of CA, registration number, signature, stamp, UDI Number and submitted by the bidder to the Income Tax Department (copies to be attached).

Note:

- Any firm/bidder not fulfilling any of the above-mentioned criteria duly supported by the indicated documents shall be out-rightly rejected and the bid shall not be considered for further evaluation.**

- 2.** Instructions for Online Bid Submission can be referred on the CPPP Portal directly.
- 3.** The Institute will evaluate all the proposals to determine whether these are complete in all respects as specified in the Tender document. Evaluation of the proposals shall be done in two stages, as mentioned in BOQ. Financial proposals will be sought from technically qualified bidders only.
- 4.** Pre-bid queries raised on/before seven days from the last date of bid submission (i.e. upto 14 days from the date of bid publishing) will be addressed.

1. Terms of the Evaluation Committee

- a. On the due date, the tender will be opened and referred to the Evaluation Committee which is duly constituted by the Director, IIT Jodhpur. The committee will go through the Eligibility criteria and Pre-qualification criteria of the tender and recommend short-listed firms. The recommendation of the Committee is final and binding on all the parties.
- b. After the technical evaluation is completed, IIT Jodhpur shall inform to the SERVICE PROVIDER whose bids have been rejected technically with the reasons for rejection on e-procurement Portal (<https://eprocure.gov.in/eprocure/app>).
- c. The purpose of obtaining tender is to evaluate all the firms on their willingness and to assess the capacity to provide the subject services with reference to the tender scope of work, performance of similar services elsewhere, and obtaining users views with reference to the earlier supplies. This will enable the committee to arrive at a fair recommendation in the interest of the organization.
- d. In the event of seeking any clarification from various SERVICE PROVIDER by IIT Jodhpur, the SERVICE PROVIDER is required to furnish only clarifications that are asked for. In case a SERVICE PROVIDER fails to provide particular documents mentioned in the tender, it will be considered non-compliance, and hence, such a bid will not be considered for further evaluation. Further, during this process, if any SERVICE PROVIDER indicates the quoted price during the clarification, such bids also will not be considered for further evaluation.

2. **Earnest Money Deposit (EMD):** The service provider will upload the Scanned copy of the receipt of the deposition of Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty Thousand only) in favour of the **Director, I.I.T. Jodhpur** in the form of Bank Guarantee, Fixed Deposit or Demand Draft of a scheduled bank in the name of **Director, IIT Jodhpur**, valid for 180 days from the date of opening of the tender. The EMD will be Refundable without interest. Bids without EMD shall not be considered. The service provider will upload the scanned copy of the receipt of the deposition of Earnest Money & will also submit an undertaking for submission of the original EMD on the firm's letterhead, duly sealed & signed by the authorized person of the firm.

However, in addition to the above, as per *Rule 170 of GFR 2017 "Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department for Promotion of Industry and Internal Trade" are exempt from submission of EMD (Bid security), but the firm has to submit valid MSME registration documents for exemption in EMD.* Tenders without an EMD/Valid exemption document will not be considered.

3. **EVALUATION CRITERIA:** Evaluation of the tender will be based on the strict compliance of the documents as mentioned at Envelope I (Pre-qualification criteria) and Eligibility qualification above.
 - a. Even though any service provider satisfies the above requirements, he/she would be liable to disqualification if he/she has:
 - i. Made misleading or false representations or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
 - ii. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses, etc.

iii. The bid of any Service Provider who has not complied with the eligibility conditions and /or fails to submit the documents as required / or mentioned in the tender documents are liable to be summarily rejected.

b. The Director, IIT Jodhpur, reserves the right to accept the offer in full or in part or reject it summarily or partly.

c. The Institute may empanel MSME registered upto three agencies in addition to the lowest bidder (L-1) on their written consent to work at the rates of lowest bidder

d. The empaneled agency shall have to enter into a contract with the institute separately and individually by formal signing of the agreement and this will be effective from the date of the award

e. The L-1 rates for each travel package, extra hour, extra km separately for each category of vehicles will be identified and decided based on the lowest rate offered

f. Bidders quoting the L1 rate will be automatically empaneled for respective categories Bidders quoting L.2 and 13 rates will be offered to match L1 rates to registered MSME firms only. On receiving their willingness to match L1 rates and request for empanelment, the bidders will be empaneled for respective travel package under corresponding category of vehicle.

g. Total number of empaneled vendors shall not accede 3 for any travel package under corresponding category of vehicle.

h. All bidders desirous to be empaneled by matching L1 rates will have to submit their willingness in writing within 7 working days of discovery of L1 rates The institute shall issue a Letter of Empanelment to the Bidders quoting L1 rates in various categories and all other vendors willing to match L1 rates and wishing to empanel.

i. This being a rate contract, purely aims at fixing rates. It does not guarantee or promise work or specify quantity of vehicles required. In addition to official requirement, the rate contract is also expected to cater to personal requirements of IIT Jodhpur community. IIT Jodhpur reserves the right to assign work to empaneled firms on as on required basis.

j. The bidders are required to be quote their most competitive rates after considering t scope of work and scope of service, fulfilling all the tender terms.

k. There should be no ambiguity in the quoted rates, and the rates must be quoted str as per the price bid format. A conditional offer or the proposal not furnished is format attached at Appendix shall be considered non-responsive and is/are lia be rejected.

Resolution of the complaint/representation: The decision of the Director, IIT Jodhpur, in relation to the Resolution of complaints/ representations / Interpretation of any clauses of is final and binding on all parties.

4. SCOPE OF SERVICE

4.1 Nature of Duty

a) Local Duties:

A. Duties within a 100 km radius from the Institute Centre (Admin. Block) shall be considered as local duties. This includes the following and such other duties:

a. Cabs utilized for Railway Stations, Airports, Bus Stands, Local Institutions, surrounding villages, etc., though not included in the above listing, shall be considered as local duties.

B. Duties within 100 to 250 km will be calculated in the bill of local duties in respect of applicable extra hours and extra kilometers (km) charges.

b) Outstation Duties:

A. This will include Cabs deployed for any Education, Sports, Academic, Central Government

scheme/Project tour involving Faculty, Staff, and Students' movement beyond a **radius of 250 Kms** from the Institute Centre (Admin Block).

- B. Outstation duties would imply the deployment of additional Cabs other than those already scheduled for local duties and being paid for. Double payment (local duty vehicles performing outstation duty) at any cost will not be permitted.

4.2 Service Providers:

- a) The empaneled Service Providers shall provide the services promptly as per the requirement of IIT Jodhpur. Official requirements will be communicated through email and/or phone calls from the Institute. The agency/Service Provider shall submit the bills to IIT Jodhpur as per the agreed rates along with duty slips duly signed by the user for payment. The contracting agency/Service Provider should be able to supply vehicles even at short notice (30 to 45 minutes) as and when required.
- b) The rate contract is also intended to be utilized by the IIT Jodhpur community, nevertheless, the payment for hiring not initiated by the Institute will not be paid. The Service Provider will have to settle the payment with the individual or group users separately. IIT Jodhpur shall not be responsible for payments for the services provided by the Service Provider directly to the above category on their requests. Nor shall the transport section entertain any mediation.
- c) The Service Providers need to provide Cabs as per requirement from time to time from the IIT Jodhpur campus to various places as per the schedule given by the Institute on an on-call basis.
- d) The Service Provider shall be solely responsible for any accidents or any untoward incident. The IIT Jodhpur will not be responsible for any litigation whatsoever under any circumstances.
- e) The Service Provider shall provide the replacement for the breakdown vehicle with the same/equivalent type of vehicle within 30 to 60 minutes from the receipt of information of such breakdown. On failure to do so, no payment will be made for such a trip. The Service Provider should be able to replace the vehicle in case of any failure of the vehicle immediately. No dead mileage will be allowed. IIT Jodhpur may, without prejudice, to other rights under the law or the contract provided, get the hiring of vehicles done at the risk and cost of the service provider in the above circumstances.
- f) In case of any accidents, the complete responsibility lies with the service provider for risk coverage and legal implications like obtaining clearance from the Police and RTO authorities, etc.
- g) The successful Service Provider(s) shall assign a supervisor/coordinator who shall be responsible for immediate interaction with IIT Jodhpur so that optimal services could be availed without any disruption. The supervisor/coordinator should be available round the clock on his own direct/mobile telephone to respond to call-in emergencies. The supervisor/coordinator should be accessible on holidays / Sundays and also for meeting IIT Jodhpur vehicle requirements.
- h) In case the contracting Service Provider(s) provides a vehicle, which is of higher class than the demanded type, payment will be made as per the demanded type of vehicle. Vehicles of lower class than the demanded type of vehicle shall not be accepted.
- i) It shall be the responsibility of the Service Provider to meet transportation, food, medical, and any other requirements in respect of the drivers engaged by them and IIT Jodhpur shall have no liabilities in this regard.
- j) The contract will be initially for a period of one year, which may be renewed or extended on mutually agreed terms & conditions annually for further period of two years (one year at a time) by the Institute, depending on the requirement of the Institute and performance of the Service Provider.
- k) The service provider should invariably send an SMS message/Phone call to the vehicle reporting officer's mobile number, giving the details of the vehicle registration number, name of the driver, driver mobile number and vehicle reporting time.
- l) The service provider should keep the vehicles in neat, clean, and good running conditions with neat and clean seat cloth covers. The service provider should carry out the periodical maintenance of the vehicles supplied and ensure they are always in good condition.

4.3 Vehicles:

- a) The vehicles will be inspected by the authorized representative of IIT Jodhpur before taking in service, the Service Provider undertakes to supply vehicles to the satisfaction of the authorized representative.
- b) The provided vehicles whose first registration with RTO should not be preferably older than 3 years.
- c) There should not be any undue noise, vibrations, or other visible issues with vehicle/s. The ride should be smooth.
- d) The vehicles should be free from the history of accidents.
- e) The color of the vehicle should be preferably **white**.
- f) The Trunk of the vehicles should be neat and clean to accommodate luggage without any obstacles.
- g) All necessary tools like GPS Kit, spare wheel (stepney), operational First-Aid Kit, and fire extinguisher in good and working conditions should always be available in the vehicle/s to cater for any exigency in-route. All necessary documents such as vehicle registration, comprehensive insurance, Pollution Control certificate, fitness certificate issued by the Regional Transport Office (RTO) and relevant permits must be available in the vehicle at all times while on duty.
- h) There should be valid and current RC, Insurance policy, Pollution check certificate, Road permit and other necessary documents as mandated by RTOs where the vehicles are deployed.
- i) The vehicles provided to the Institute should not be owned by any employee of this Institute or his/her family members or his/her dependents. An undertaking to this effect should be given before entering into the contract.
- j) The vehicles should be registered in the name of the owner/co-owner of the Service Provider. The vehicles must be registered for operating as taxis in RTO and must have RTO clearance for operating. Photocopies of relevant documents, such as RC Books, Insurance Policies, RTO permits, etc., should be submitted before signing the agreement.
- k) The vehicles to be supplied should be in excellent condition mechanically as well as physically.
- l) In case, the condition of the vehicle is found unsatisfactory, it shall be returned for immediate replacement if provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be borne by the agency.
- m) IIT Jodhpur will not bear any cost towards operation, repair, maintenance, fuel and oil replenishing, servicing, wages of the drivers, garage fee, etc., and the complete liability in such cases will be that of the Service Provider as prescribed by RTO, Rajasthan from time to time.
- n) It is the service provider's responsibility to safely park their vehicles either at their office or at their convenient place. Necessary taxes, including Road Tax, to be paid by the Service Provider.
- o) The Service Provider must maintain the vehicles in good condition for attending repairs and up keeping the vehicles in neat & tidy condition for day-to-day operation.
- p) The Cabs sent for duty will have neat and hygienic seat covers, curtains, fire extinguisher units, first aid box with unexpired medicines.
- q) Parking of the deployed vehicles will be provided within the Campus.
- r) The Drivers will be Police verified and must wear proper Uniforms during duty provided by the Service Provider at its own cost.
- s) The vehicle supplied should possess a comprehensive insurance policy.
- t) In case the vehicle on-Call basis deployment at IIT Jodhpur is under repair or replaced for any other reason, the replaced vehicle should also fulfill the entire requirement mentioned in this tender document.
- u) Time and Kilometers will be calculated from the duty reporting point to the point of destination. No dead mileage shall be allowed.
- v) IIT Jodhpur reserves the right to split the vehicle requirement among two or more Service Providers/service providers for the same period or any part thereof.

4.4 Drivers:

- a) The drivers deployed to IIT Jodhpur requirements should be fully conversant with the routes of Jodhpur and the surrounding areas. They should be able to understand Hindi & English languages, should take instructions seriously and follow them. They should be well-mannered, polite, and disciplined, have an unblemished record in safe driving, be courteous, and always carry a mobile phone. After taking the duty, the drivers are to maintain effective communication with the user and IIT Transport team. In any circumstance, leading to delay or no-show, the drivers must inform the user and IIT Jodhpur transport team without fail immediately. **In case of violation of the term, a penalty as per Appendix E shall be deducted from the bill of the agency / firm / company.**
- b) The drivers will display IIT Jodhpur Placards to receive IIT Jodhpur staff / guests / user/ traveler/ officials from the Airport / Railway Station/Bus Station.
- c) Drivers sent with Cabs should have a valid commercial driving license and they must be regular employees of the Service Provider. All drivers must be Police verified, physically and mentally fit for services and not be older than 60 years of age. The Service Provider shall not deploy any driver below eighteen years of age. **Medical fitness certificate from the Office of Chief Medical & Health Officer (CMHO)** in r/o each Driver be attached. If any driver is found unfit or their behavior is not satisfactory, the Institute reserves the right to ask the Service Provider to replace the Driver immediately.
- d) In case of an accident, etc. IIT Jodhpur has no responsibility whatsoever towards Police/RTO, court of law, injured parties, damages to the vehicle or property or any claim made for the loss, etc. All these are entirely the service provider's responsibility.
- e) The Service Provider must ensure that drivers are not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Smoking, Playing Cards, Chewing Tobacco, using Mobile while driving is strictly prohibited inside Cabs. The service provider should ensure that such personnel do not play cards, indulge in gambling, or other antisocial activities during duty hours. Such activities are prohibited in the Institute Complex even after duty hours. Any violation of the term may attract a penalty and removal from service. They shall not use un-parliamentary inappropriate language.
- f) The agency will be liable to provide vehicles during office hours, beyond office hours on all working days. The agency shall also have to provide the vehicles on Sundays as well as other public holidays as and when required by the authority.
- g) The drivers of the vehicles being hired on Call basis must be from in and around Jodhpur.
- h) **The drivers of the vehicles should have full knowledge of local city, state and national highways and traffic rules.**
- i) It shall be the responsibility of drivers to get the log sheets regularly and accurately filled in by the users i.e., reporting, starting & ending time, opening & closing Km reading, starting & ending destinations, users signature and submitting the log sheets on the next day before 10.00 am regularly at IIT Jodhpur.
- j) The agency / Service Provider should ensure that sufficient cash is available with the drivers to cover essential contingent expenditures viz., refilling of fuel, urgent repairs, toll charges, etc. and should carry with them related RTO/Insurance papers, RTO regulatory matters relating to the registration of vehicles etc., fitness certificate of the vehicles, valid driving license etc.
- k) IIT Jodhpur is a total tobacco and alcohol-free campus. Hence, drivers of vehicles should not be smoking, chewing tobacco products, etc. while on duty. No prohibited items, such as explosives, liquor, drugs, etc., should be carried in the vehicles.
- l) Drivers must strictly follow the speed limits and traffic rules. The Driver of the vehicle deputed by the Agency/Service Provider should get police verification/clearance. A copy of such clearance shall be submitted to the IIT Jodhpur in advance.
- m) The drivers of vehicles should possess should have a minimum experience of 3 years apart from having good health/eye vision.

4.5 Services:

- a) IIT Jodhpur authorities will have the right of inspection and rejection of unsuitable vehicles in terms of mileage, vintage, outlook, cleanliness, and overall suitability before assigning duty.
- b) IIT Jodhpur reserves the right to increase or decrease the required quantity of services without any changes in hiring charges of the quantity offered or other terms & conditions at the time of award of contract or at any time during the currency of the contract. IIT, Jodhpur also reserves the right to call for change in the make/model of equivalent categories without any changes on any of the terms & conditions at the time of award of the contract or at any time during the currency of the contract.
- c) In case of any delays/breakdown / non-reporting of Cabs, the information should immediately be passed on to the Authorized representative appointed by the Institute and suitable replacement be arranged as early as possible. The Transport Supervisor appointed by the Service Provider will be accountable to the authorized representative appointed by the Institute. The vehicle will be spared for maintenance only once a month, preferably on Sunday/Holiday with suitable relief.
- d) The operation and function of vehicles and drivers shall be governed by the Motor Vehicles Act and shall be the responsibility of the Service Provider. Any violation of traffic rules can invite a penalty.
- e) The contracting agency/firm/company shall provide the services continuously as per the contract terms. In case of non-satisfactory services, discontinuation of services during the currency of the contract, breach of contract terms and conditions and non-compliance of the relevant regulations, the agency shall be liable for necessary legal action, forfeiture of performance bank guarantee and blacklisting.
- f) Mere awarding the contract does not entitle you to demand for engaging the vehicles from the parties. IIT Jodhpur reserves the right to split the work order and issue the work order for more than one party to different empaneled Service Provider(s).
- g) In case of failure of the contracted vehicle, a suitable substitute vehicle of the same type and seating capacity should be deployed immediately. No payment will be made for the idle time when the vehicle is unfit to ply. In case the service provider fails to send a suitable substitute vehicle, IIT Jodhpur reserves its right to arrange vehicles at the cost of the service provider and the cost of alternate arrangements will be deducted from the running bills besides fine/penalty.

4.6 License:

- a. The contracting Service Provider must comply with all the Govt. rules and regulations/RTO, particularly applicable to the business.
- b. The Service Provider shall ensure that all Cabs and drivers have proper valid documents including Registration Certificate (RC), Insurance Papers, Vehicle Driving License, Pollution Under Control Certificate (PUC) and Logbook. No other Cab should be operating/plying elsewhere with the same Registration No (RC) as provided to IIT Jodhpur. Heavy penalty amounting not less than Rs 25,000/- (Rupees Twenty-Five Thousand only) shall be imposed on the Service Provider for any violation taking place on this clause. The service providers shall provide a police verification report of the Drivers deployed, and none from a criminal background be allowed to enter the Campus.
- c. The Service Provider should comply and maintain all registers and records under the Motor Transport Workers Act 1961 and rules made there under, including other statutory obligations applicable to him/them as Transport the service provider.

4.7 Payments Clause:

- a. Extra charges should be quoted to cater for the instances of vehicles running extra Kms. The cost of fuel and other charges shall be included in these rates for extra plying.
- b. No dead mileage will be paid by the Institute for reporting / return of Cabs to or from the place of duty. The payment will be made as per the actual Km covered during the journey.
- c. In case of any additional Cabs required during the contract period, the same must be provided at the contract rate.

- d. *Requests for fuel price revision will be entertained and compensated only if the price of fuel increases beyond 15%. Similarly, if the fuel price falls below 15% of the quoted price, the same benefit will be passed on to the Institute. Every 15% increase or decrease in fuel price (from the date of the contract) will lead to a corresponding 5% increase or decrease in quoted prices in each aforementioned categories (On-Call (local & Outstation duties)); The information regarding increase or decrease in the fuel prices.*
- e. The service provider shall not disburse the salary of the firm's employees in Cash. It shall be through Digitized mode only. Salary Account in r/o each employee is mandatory. Labor laws shall be followed.
- f. **Drivers Insurance should be done separately by the Service Provider.**
- g. Payment requests for On-call cab services bills are to be submitted by the service provider during the first week of the following month. Payment shall be released within 30 days from the date of the bill verification, subject to accurate preparation of Bills and satisfactory performance of duties as per the contract. Bills should be raised in triplicate after the completion of the calendar month and submitted to IIT Jodhpur for further processing. Payment will be made within 30 days from the date of receipt of the bills in IIT Jodhpur.
- h. The Service Provider shall be paid accordingly after receipt of the bill. All bills should be supported by daily vehicle usage log sheets duly signed by users and/ or Representatives of IIT Jodhpur.
- i. Rates quoted: The rates quoted by the Service Provider shall be deemed to include all expenses, etc., whatsoever that the Service Provider may be required to incur, except GST. However, in the case of the interstate journey, the toll tax / RTO tax paid at the check post while entering the limit of the other state shall be reimbursed on an actual basis on production of the original receipt, Parking charges at Airport/ Railway Station toll charges shall be reimbursed on actual basis on production of the original receipt and the same should be claimed in the respective bill. The Institute reserves the right to verify the authenticity of claims pertaining to parking slips/ Toll charges and if the same is not found genuine, no payment shall be made / if already made, the same will be recovered.
- j. No claim for interest will be entertained by the Institute in respect of any payments/ deposits which will be held with IIT Jodhpur due to a dispute between the Institute and the Service Provider due to administrative delay for reasons beyond the control of IIT Jodhpur.
- k. As per the Govt. regulation, taxes at the applicable rate will be deducted at source from the bills of the Service Provider. The necessary TDS certificate will be issued by IIT Jodhpur.
- l. If tender terms are not adhered to or there are unauthorized deviations from the required documents, the bill submitted is liable to be returned without payment.
- m. All payments towards fuel, lubricants, repairs, insurance, taxes, toll tax, etc. and any other expenditure related to vehicles is the Service Provider's sole responsibility. Similarly, all payments to the drivers towards their salary, overtime, Bhatta, etc. is also the Service Provider's responsibility.
- n. Income tax/surcharge will be recovered at source as per IT rules in force from time to time. The Service Provider shall furnish their PAN number to IIT Jodhpur.
- o. The Service Provider should be registered with the central excise department for payment of service tax, and the Service Provider should furnish the 15-digit service tax code number obtained from the central excise department.
- p. Payment will be made once a month on submission of bills in triplicate. Bills are to be submitted on or before 5th of every month and the payment will be released within 30 days.

5. Nature of Agreement

- A. This Agreement is for providing the aforementioned (work) and not an Agreement for supply of contract labour. It is clearly understood by the Empaneled Agency that the person(s)/ vehicle(s) employed by the Empaneled Agency for providing Services, as mentioned herein, shall exclusively be the employees/ vehicles of the Empaneled Agency and not of the Institute. The number of persons to be employed and the individual person to be employed for providing said services shall be decided by the Empaneled Agency who shall be liable to make payments to its said employees towards their monthly wages/salaries and other statutory dues like EPF,

ESI, bonus, gratuity etc.

- B. The Institute shall not be liable for any obligations/responsibilities, contractual, legal or otherwise, towards the Empaneled Agency's employees/agents/ vehicles or to the said employees/agents directly and/or indirectly, in any manner whatsoever.
- C. The employees/personnel of the Empaneled Agency rendering the services under this Agreement, shall never be deemed to be the employees of the Institute in any manner whatsoever, nor shall they be entitled against the Institute to claim for employment, salary/wages, damages, compensation or anything arising from their deployment by the Security Agency at the Institute.
- D. The Empaneled Agency shall not appoint any sub-agency to carry out any obligations under the contract.
- E. Extension Clause: Duration of the Contract will be initially for 12 Month extendable annually based on the performance. Based on Satisfactory Service and mutually agreed Terms & Conditions may be further extendable up to 2 Years.

6. Termination of Contract

- a. The Institute may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following: -
 - i. If the service provider fails to arrange the supply of any or all the vehicles within the period(s) specified in the contract or any extension granted by the Campus. If the service provider fails to perform any other obligation(s) under the contract.
 - ii. In the event after giving a warning to the Driver, still the Driver is not answering the phone of the controlling officer, made a trip without informing the controlling officer, not being in a presentable dress, not behaving properly, engaging in a rash or unsafe driving, the Institute shall have right to expel or discontinue his services or penalty will impose.
- b. IIT Jodhpur may also terminate the contract by giving written notice and without compensation to the service provider if the service provider becomes unwilling, bankrupt, or otherwise insolvent without affecting its right of action or remedy as hirer. Along with this, IIT Jodhpur may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts.
- c. If the service provider fails to arrange the supply of any or all the vehicles within the period(s) specified in the contract or any extension thereof granted by IIT Jodhpur.
- d. If the service provider fails to perform any other obligation(s) under the contract. Any deviation/violation or breach of the said terms and conditions will be viewed seriously, and the contract will be terminated without prior notice.
- e. IIT Jodhpur reserves the right to accept or reject any tender or part of any tender or all tenders without assigning any reason thereof, irrespective of the fact whether the tender is the lowest or not. IIT Jodhpur reserves the right to send counter offers to the Service Provider responding for the category and place the orders on multiple Service Providers for the same categories and for the same type of vehicles.
- f. In case any service provider refuses to supply vehicles ordered by IIT Jodhpur, it will be viewed seriously, and the contract will be terminated without giving any notice.
- g. All the vehicles should report in time at the places advised by the IIT Jodhpur. Any delay will be viewed as a serious deficit of service, and action will be taken accordingly.
- h. Institute shall be at liberty to give only **03 (three) months'** notice for termination of the Agreement to the Empaneled Agency in case there is a major default in compliance of the agreed terms and conditions **or** the Empaneled Agency has failed to comply with its statutory obligations. Further, if the contract agreement is terminated by the Service Provider, the Service Provider shall be bound to continue providing the services under the terms and conditions of this agreement till an alternative arrangement is made and intimation to that effect is given in writing by the Institute.
- i. If the Service Provider commits a breach of any covenant or any clause of this agreement, the Institute may send a written notice to the Service Provider to rectify such breach within the given time limit. If the Service Provider fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated, and the Service Provider shall be liable to the

- Institute for losses or damages on account of such breach. The contract shall also be liable for termination on ground(s) provided elsewhere in the terms and conditions of this agreement.
- j. **Indemnification:** The Empaneled Agency shall be responsible for all injuries and accidents to vehicles/persons deployed/ employed by them and to fulfil all obligations laid down in the contract agreement. The Institute shall be wholly immune and indemnified against any claims whatsoever filed on this behalf.
 - k. In the event of any loss being caused to the Institute on account of Agency's negligence, the agency shall make good the loss sustained by the Institute, either by replacement or on payment of adequate compensation on an actual basis.

7. **Statutory Compliances**

The Empaneled Agency shall comply with all statutory requirements existing as well as those promulgated from time to time, provided under various Acts/ Enactments/ Statutes, including Labour Laws Motor Vehicles Act, 1988 and other Laws, whichever is/are applicable to the organization of transport/ taxi providing agency and shall be held responsible, accountable, answerable, explainable, as the case may be, for the lapses committed by them in this regard. Further, the Empaneled Agency shall not involve with the Institute in any manner, whatsoever, in any dispute with regard to the compliance of the statutory provisions and in case of violation of any law; the Empaneled Agency shall be solely responsible. In case of violation of any law including the Labor laws, Motor Vehicles Act, 1988 etc., any liability is put upon the Institute; the Institute shall stand absolutely indemnified by the service providing agency in such matters. Any liability in financial terms caused for any reason as above or any loss or damage to the property of the Institute, cost of same shall be recovered/adjusted by the Institute either from the service providing agency or from its monthly bills or security deposit, by way of deduction or in any other manner, as the Institute may deem appropriate. **In case any liability is adjusted from the security deposit of the Empaneled Agency, such short-fall in the security deposit shall be made good by Empaneled Agency within 15 days of the occurrence.**

8. **Liabilities and Remedies**

The Institute will be entitled for compensation against the service agency, in case a proper inquiry establishes that the theft or loss or damage has been caused due to the negligence/ mishandling of the empanel agency or any of its employees/vehicles. The said compensation shall be in addition to the findings and recommendations that the joint enquiry may propose. The maximum amount of compensation payable by the Agency will be limited to the transportation charges payable to the Empaneled Agency for the month in which the loss or damage occurs. However, after enquiry, if it is found that such theft or loss or damage has been caused by acts of commission and omission of the personnel of the Empaneled Agency or if the personnel of the Agency has either taken active part in such acts or has aided and abetted in the acts of such commission and omission, the Institute or its employees to whom loss is caused, shall be indemnified/compensated by the Empaneled Agency on actual basis.

9. **Submission, Verification and Payment of Bills**

Payment for services used is made directly by the user Departments/Offices/ Schools/ Centres/ Individuals from their respective budget head. No bill will be required to be submitted to the Office of Transport.

The Service Provider is expected to ensure proper accidental coverage of its personnel. All liabilities arising out of accident or death while on duty shall be borne by the Service Provider. Violation of any provisions of the Central Government Minimum Wages Act, 1948, Motor Vehicle Act, 1988 shall render the contract liable for termination. The Institute shall also proceed against the defaulting agency as per provisions of the relevant laws.

10. Performance Security

On receipt of our Work/Service order, the Service Provider will deposit **2,50,000** /- (**Rupees Two Lakhs Fifty Thousand only**) as Performance Security within 15 days of receipt of the work order, valid for a period of 60 days beyond the date of completion of the contract period, which is to be renewed from time to time as per further renewals/amendment of the contract, if applicable. No interest will be payable on such Deposit, and the amount will be refunded on successful completion of the event after fulfilling all obligations as per this document. Failure to comply with the requirements of any of the above clauses shall constitute sufficient grounds for annulment of contract award and forfeiture of PSD.

11. Penalty Clause

Institute reserves the right to inspect all / any Cab at any time during the trip. The penalty shall be levied for the shortfall in service as per Appendix E. The penalty amount shall be deducted from the bill. The competent authority at IIT Jodhpur reserves the right to award such a penalty and the decision shall be final and binding on both the parties.

12. IIT Jodhpur reserves the right to hire cars from other sources also in the exigencies of work notwithstanding the existence of this contract.
13. In case of any strike or Bandh, civil commotions and other disturbances, the service provider shall make earnest efforts for plying the vehicles as usual and if any problem arises, the same should be intimated to IIT Jodhpur immediately and follow their instructions.
14. The liability under relevant sections of the Motor Vehicle Act and IPC causing death or permanent liability developed in the vehicle supplied by the service provider, IIT, Jodhpur shall have no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.
15. The service provider shall when called upon to do so, place at the disposal of IIT, Jodhpur such number of vehicles as may be required although the number of vehicles so demanded may be more than the number of vehicles he is required to supply for the purpose of execution of the contract at same rate and terms and conditions. The number of such vehicles to be supplied extra will not be more than 25% of engaged vehicles at that point of time.

16. Arbitration

- a. In case of any dispute or difference arising out of or in connection with the tender conditions, work order and contract, the Institute and the service provider will address the dispute/difference for a mutual resolution failing which, the matter shall be referred for Arbitration to a sole Arbitrator to be appointed by the Institute.
- b. Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 and the venue of the Arbitration shall be Jodhpur. The decision of the Arbitrator shall be final and binding on both the parties.

17. Jurisdiction

The courts at Jodhpur alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender. It is specifically agreed that no court outside and other than Jodhpur court shall have jurisdiction in the matter.

18. Clarification

- a. Deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by amendment.
- b. The amendment will be published on the Institute website. In order to afford the prospective Service providers a reasonable time to take the amendment into account in preparing their bid, the Institute may, at its discretion, extend the deadline for the submission of the Tender.

Technical Bid

1. **Name of the Bidder:**
2. **Address of the Bidder:**
3. **Contact Details of the Bidder:**
 - q. **Tele No with STD** _____
 - r. **Mobile No.** _____ **E-mail** _____ **(d) Website** _____
4. **Name of Proprietor/Partners/Directors of the Firm/Agency:**
5. **Bidder's Bank details with Branch and his Current Account number with IFSC Code**
6. Registration and Incorporation particulars of the Bidder indicating legal status such as Company, Partnership / Proprietorship concern, etc. (Attach copies of the relevant Regn. documents/certificates).
7. GST, PAN, Excise Duty/TIN etc. (Attach copies of the relevant Regn. documents/certificates).
8. Proof of experience in supplying vehicles to Academic Institutes/ Central / State Government Organizations / PSU / Public Listed Company
9. Copies of Income Tax Returns (ITR) filed for the last three years (FY 2022-2023, 2023-2024 & 2024-2025) should be attached.
10. **Annual Turnover of the Service provider:** The Service provider's turnover for the last **three financial years** (FY 2022-2023, 2023-2024 & 2024-2025) should not be less than **Rs 25,00,000/-** (Rupees Twenty Five Lakhs only) each. Financial statements with net profit duly audited / certified by Chartered Accountant (CA) with UDIN Number for last three years along with copies of Income Tax Returns, must be enclosed with Technical Bids.
11. Declaration regarding non-blacklisting or otherwise by the Govt Departments as given in **Appendix C** on Non-Judicial Stamp Paper of Rs 100/- duly Notarized.
12. The Tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.
13. **Details of the Vehicles:**
 - a. Vehicle Model: as per **Appendix-B** in a separate sheet with all below mentioned details
 - b. Copy of Registration Certificate vehicle (write particular and attach copy)
 - c. Copy of Vehicle Insurance Certificate
Certificate from the authorized dealer that the Cabs being offered are not accident vehicles.
(Give Registration No, Vehicle Chassis No of each Cab in the Certificate)

(Required schedules of Vehicles (Cabs) on-call basis)

Rates for pickup/drop, local and outstation duties per kilometer and hour:

S. No.	Travel Category	Vehicle Category
1	Pick-up/Drop from Airport/Railway Station/Paota Bus Stand to IIT Jodhpur or IIT Jodhpur to Airport/Railway Station/Paota Bus Stand	Category A
		Category B
2	Pick-up/Drop from AIIMS Jodhpur to IIT Jodhpur or IIT Jodhpur to AIIMS Jodhpur	Category A
		Category B
3	10 hrs. / 100 Kms.	Category A
		Category B
		Category C
4	8 hrs. / 80 Kms.	Category A
		Category B
		Category C
5	4 hrs. / 40 Kms.	Category A
		Category B
		Category C
6	2 hrs./ 20 Kms.	Category A
		Category B
		Category C
7	Outstation Rate per Km.	Category A
		Category B
		Category C

Rates for extra kilometer and extra hours:

1	Rate per Extra Km	Category A
		Category B
		Category C
2	Rate per Extra Hour	Category A
		Category B
		Category C

Vehicle Category:

Category A	Category B	Category C
Maruti Ertiga Maruti Desire Maruti Baleno Kia Carens OR similar	Toyota Innova Maruti XL6 Mahindra Scorpio Tata Safari Mahindra Bolero OR similar	Traveller 12 Seater Traveller 17 Seater

Declaration Regarding Blacklisting / Debarring for Taking Part in Tender

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non judicial Stamp paper by the Service provider)

1. I / We _____ (the Service provider) hereby declare that the firm / agency namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

(Or)

2. I / We _____ (the Service provider) hereby declare that the Firm / agency namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)
Name _____

Financial Analysis: Details duly supported by figures from Balance Sheet /Profit and Loss Account for 3 (three) years and certified by the Chartered Accountant and submitted by the bidder to the Income Tax Department (copies to be attached).

Name of Company: -----

S. No.	Details	Financial Years		
		2022-23	2023-24	2024-25
(i)	Gross Annual Turnover in Security & Intelligence services.			
(ii)	Profit /Loss			
(iii)	Financial Position: (a) Cash (b) Current asset (c) Current liabilities (d) Working capital (b-c) (e) Current Ratio: (f) Current Assets/ Current Liabilities (b/c) (g) Acid Test Ratio Quick Assets/ Current Liabilities (a/c)			

- i. Up-to-date Income Tax Clearance Certificate
- ii. Certificate of Financial Soundness from Bankers of Applicant.
- iii. Financial arrangements for carrying out the proposed works.

Note: Attach additional sheets, if necessary

Penalties/Fine for non-compliance (in case of violation/s, the penalty will be deducted from the bill/security deposit of the contractor)

S. No.	Particular	Amount (in Rs.)
1.	Driver denying duty without sufficient notice (60 minutes before the pickup time)	1,000/- per instance
2.	Cab late for duty or service	500/- per instance
3.	Driver not in uniform	500/- per instance
4.	Vehicle not matching the institute requirement	500/- per instance
5.	Breakdown due to fuel run out	500/- per instance
6.	Failure to provide alternate vehicles within 30 Minutes of information in all cases	500/-per delay, upto 1000/- per instance
7.	Instances of any tampering of Odometer	Non-payment of bills for a particular month and other penalties as decided by the Competent Authority
8.	Misbehavior/Misconduct of drivers	1,000/- per instance
9.	Usage of intoxicants or Drink and driving	5,000/- per instance, and the driver shall not be allowed for future services in the Institute
10.	Rash driving	5000/- per instance
11.	Driver not following speed limits/traffic rules / safety measures	1000/- per instance