



Indian Institute of Information Technology Vadodara

Block No. 09, c/o Government Engineering College Campus,
Sector 28, Gandhinagar - 382 028, Gujarat.

Contact No.: 079 - 23977 504 | URL: www.iiitvadodara.ac.in

No.: IIITV/PUR/TENDER-BUS SERVICES/DIU/25-26/02

27th June 2025

TENDER ENQUIRY FOR PROVIDING STUDENT BUS (NON-AC) SERVICES TO
THE INSTITUTE'S DIU CAMPUS FOR A PERIOD OF THREE YEARS,
EXTENDABLE ANNUALLY FOR UPTO TWO MORE YEARS UNDER THE SAME
TERMS AND CONDITIONS.

Location of Diu Campus

IIIT Vadodara – International Campus Diu (IIITV- ICD)
Education Hub, Kevdi – Diu (U.T.) – 362 520.



Behera
27/06/2025

A. Key Information.

1	Earnest Money Deposit (EMD)	Rs. 35,000/- (Rupees Thirty Five Thousand Only) in the form of a demand draft in favour of Indian Institute of Information Technology Vadodara, payable at Gandhinagar, Gujarat.
2	Security Deposit	The successful bidder is required to submit the security deposit amounting to 10% (ten percent) of the quoted rate in the form of Bank Guarantee. The proforma of bank guarantee is annexed as Annexure-II in this tender documents.
3	Pre - Bid Meeting	<u>11th</u> July, 2025 at 1500 hours at the Institute's Gandhinagar Campus.
4	Last Date & Time for Seeking Clarification	<u>15th</u> July, 2025 upto 1700 hours by an email at <purchase_section@iiitvadodara.ac.in> OR through an ink-signed hard copy submitted at the Institute.
5	Closing Date & Time of Bid Submission (Technical and Financial Bid)	<u>18th</u> July, 2025 upto 1500 hours.
6	Technical Bid Opening Date & Time	<u>18th</u> July, 2025 at 1530 hours.
7	Financial Bid Opening Date & Time	Eligible bidders, would be informed by email.
8	Bid Validity	180 days from the due date of submission of tender documents.
9	Correspondence Address	PIC, Purchase Section Indian Institute of Information Technology Vadodara Block No. 09, c/o Government Engineering College Campus, Sector 28, Gandhinagar – 382 028, Gujarat. Contact No. 079 – 23977 504.



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27/06/2025

B. GENERAL TERMS AND CONDITIONS:

1. The tender documents is to be downloaded from the Institute's website (www.iiitvadodara.ac.in). Corrigenda/Amendments/Corrections, if any, to this tender enquiry will be published only on the Institute's website.
2. The tender should be submitted in two parts, namely Technical Bid and Financial Bid and each should be kept in a separate sealed cover. The Demand draft for EMD must be enclosed along with the technical bid (BID WITHOUT EMD WILL NOT BE CONSIDERED). All the envelopes should be kept in another sealed envelopes addressed to the PIC, Purchase Section, Indian Institute of Information Technology Vadodara. The inner covers should be superscribed with subject of tender whether the cover containing 'Technical Bid' or 'Financial Bid'. The outer cover envelope containing should bear the full address and contact details of tenderer. The outer cover should be superscribed with 'PROVIDING STUDENT BUS (NON AC) SERVICES TO THE INSTITUTE'S DIU CAMPUS'.
3. The completed tender, in all respects, must be dropped in the Office of PIC, Purchase Section, Indian Institute of Information Technology Vadodara, Block 09, c/o Government Engineering College Campus, Sector 28, Gandhinagar – 382 028, Gujarat by due date and time as indicated under in key information. The tender received after the scheduled date and time will be rejected. The Institute shall not be responsible for any postal delay.
4. The EMD of unsuccessful bidders will be returned, without any interest, within 30 days after award of the offer.
5. The EMD of the successful bidder will be returned, without any interest, after submission of the Security deposit amount.
6. The Security deposit shall be submitted within 15 (fifteen) days from the date of notification of award of the contract. The Security deposit amount will be returned after successful completion of the contract period.
7. The tenderer shall not be permitted to withdraw their offer OR modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein, or backs out after quoting the rates, the EMD amount shall forfeited. **CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED.**
8. The Institute will award the work on the basis of lowest rates (L1) quoted by the bidder.
9. The tenderer should sign and affix the firm's stamp on each page of the tender documents, which are to be submitted along with the technical bid.
10. The financial bid should be submitted in the form given in Annexure – I, in a separate sealed envelope kept inside the main cover. The financial bids of those tenderers who are found technically responsive will be opened on a specified date and time to be intimated to the respective tenderer.
11. The tenderer is at liberty either himself or authorise, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him an authorization letter from the tenderer, and valid proof of identity and must mark attendance before the opening of the tender.
12. The evaluation of the tender document will be carried out based on the technical information furnished. The financial bid of only those firms that qualify the technical evaluation will be opened.



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13. Any failure on the part of the agency to observe the prescribed procedure, or any attempt to canvass for the work, will prejudice the tenderer's bid.

14. The rate to be quoted for Buses (PER STUDENT PER MONTH) shall be inclusive of all applicable Govt. duties. GST WILL BE PAID AS PER PREVAILING RATE ON QUOTED RATE, FROM TIME TO TIME.

15. No additional payment beyond the accepted rate shall be made by the institute. However, Increase/Decrease in fuel prices will be governed by the clause on ESCALATION/DE-ESCALATION.

This clause shall be applicable on the average rate per month and if there is a variation of 5% or more, compared to the fuel price on the date of the financial bid opening.

The formula for revised rate is:

$$I = (A - B) / R$$

Where I = Increase / Decrease of rate in per km run

A = Revised rate of Diesel per Litre

B = Rate of Diesel as on Date of Opening of Financial Bid

R = Average Run per Litre

16. The Institute reserves the right to reject any tender not fulfilling the criteria mentioned in the tender documents, without assigning any reason whatsoever. The institute does not bind itself to accept the lowest or any specific tender. The decision of the Director of the Institute shall be final and binding.

17. In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to Supply of Buses from the market in the event of agency failing to provide requisitioned Buses or not providing Buses in time, the Institute shall deduct double the quoted supply rate on a pro-rata basis from the agency's bill, or recover it within seven days.

18. In case of a breach of any of the above terms and conditions, the Institute reserves the right to cancel the order (without any reason thereof) and no payment shall be made to the agency in such cases.

19. The firm shall not assign or sublet the work or any part of it to any other person or party without the prior written consent of the Director of the Institute. THE TENDER IS NON-TRANSFERABLE.

20. In the event of any dispute or difference between the Institute and the tenderer arising out of non-supply of service or supplies not being in accordance with the Institute's terms & conditions, or any other cause whatsoever relating to the supply or rate contract before or after the supply has been executed, shall be referred to The Director of the Institute whose decision shall be final and binding on both the parties.

21. The Courts of Gandhinagar alone will have the jurisdiction for any matter, dispute or reference between the bidders and the Institute arising out of this service. It is specifically agreed that no court outside and other than the Court in Gandhinagar shall have jurisdiction in the matter and the court in Vadodara in case the institute shifts to its permanent campus at Dumad, Vadodara during the validity of this tender enquiry.



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C. OPERATIONAL TERMS AND CONDITIONS:

1. One Supervisor to act as Transport In charge, would be provided by the tenderer in consultation with the Institute. The cost of the same to be incorporated in the quoted rate. No additional payment will be made by the institute for this service.
2. Drivers must wear proper Uniforms, carry mobile phones, valid Driving License, and have all other documents/equipments, as specified by concerned Govt. departments.
3. The Buses provided by the agency should be in sound working condition not older than 10 years. Each bus must clearly display a signboard marked 'ON IIITV - ICD DUTY'.
4. The rates once finalised will be fixed for the total contract period including extensions (if any).
5. The rate contract may be extended for upto two additional years, on a yearly basis, subject to satisfactory performance and at the discretion of the institute, on the same terms and conditions.
6. The successful agency to ensure statutory compliance of Direction/Norms/Conditions laid down by RTA/ESIC/ PF or any other relevant regulatory authority.
7. The agency shall be responsible for any payment of Challan/Penalty Imposed for violation of Traffic Rules or any other regulations by government or private bodies.
8. The agency shall also be responsible for any damage, loss or liability arising due to incidents such as fires, accidents, riots, strikes, lockouts etc.

D. PRE - QUALIFICATION CRITERIA:

1. The tenderer should have valid registration number of GST. The documentary evidence of the same to be submitted with the technical bid.
2. The tenderer should have at least 02 (two) years experience of providing similar bus services to educational institutes / banks / public sector undertakings / government departments / limited companies / private companies out of last five years before the due date for bid submission.
3. The tenderer should have financial turnover of at least 10 lakhs in at least two financial years out of the last five financial years before the due date for bid submission. (Duly sealed and signed CA certificate is to be attached with Technical bid).
4. Bank Solvency Certificate of Rs. 10,00,000/- (Rupees Ten Lakhs Only) is to be submitted with the Technical bid.
5. The tenderer must have an Office in Gandhinagar / Ahmedabad / Vadodara OR within the range of 250 kms from the Institute's Diu campus. The documentary evidence of the same to be submitted with the technical bid.

E. Payment Terms:

1. The agency shall be paid on monthly basis. No payment shall be made in advance and loan from bank or financial institution shall not be recommended on the basis of the order of award of work.
2. The agency shall submit the monthly bills within the first week of each month for the services rendered in the previous month. All payments shall be made through NEFT/RTGS.
3. The Institute will deduct applicable TDS from the payment to be made to the agency, as per the prevailing tax laws.
4. The institute reserves the right to withhold any payments, in full or in part, if penalties are to be recovered or in case of non – compliance with contract terms.



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27/06/2022

F. Termination:

1. The Institute shall be entitled to terminate the agreement/rate contract with the agency at any time by giving two months prior written notice, if the agency breaches its obligations under the tender documents or the subsequent agreement/rate contract and if the breach is rectified within 10 days from the date of notice, the Institute may terminate the contract in whole or in part at any time by written notice and without any reasons thereof. The agency shall be required to provide two months advance written notice in writing for termination of the contract, failure to do so will result in appropriate action being taken by the institute.

G. Force Majeure:

1. Neither party shall be responsible to the other for any delay or failure in performance of its obligations due to any occurrence commonly known as Force Majeure which is beyond the control of any of the parties, including, but without limited to, pandemic, fire, flood, explosion, any governmental body, public disorder, riots, embargoes, or strikes, acts of military authority, epidemics, strikes, lockouts or other labour disputes, insurrections, civil commotion, war, enemy actions.

2. If a Force Majeure arises, the agency shall promptly notify the Institute in writing of such condition and the cause thereof. Unless otherwise directed by the Institute, the agency shall continue to perform his obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall be excused from performance of his obligations in whole or part as long as such causes, circumstances or events shall continue to prevent or delay such performance.

H. UNDERTAKING:

1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Institute and shall abide by them.

2. I/We also undertake that I/We have understood "Parameters and Technical Specifications for conducting the Work" mentioned in tender documents and shall conduct the work strictly as per the parameters.

3. I/We further undertake that the information given in this tender documents is true and correct to the best of my/our knowledge and belief in all respects and I/We hold the responsibility for the same.

4. I/We undertake that the firms does not have any court case or police complaint filed against it, and it is not blacklisted by any government department, aided institute, or autonomous institution.

5. I/We undertake that the firm does not have any criminal registered against it.

Date:

(Signature & Stamp of Tenderer)

Place:



Signature
27/06/2025

Annexure - I

1. FINANCIAL BID FOR 'PROVIDING STUDENT BUS (NON AC) SERVICES TO THE INSTITUTE'S DIU CAMPUS'.

Sl. No	Route	Per Student Per Month Rate in Rs. (Exclusive of GST)
(a)	Round Trip Rate Institute's empaneled hostel (within 30 kms range) TO IIIT Vadodara – International Campus Diu (IIITV-ICD) Education Hub, Kevdi – Diu (U.T.) – 362 520. * Buses run 05 days a week * One way distance – 20 - 30 kms. (Approx) * Students Strength – 200 (Approx) * Requirement of Buses (Non AC) for no. of months - 10 Months * Buses capacity - 50 / 56 Seats	
(b)	GST Rate in %	

Note:

- (i) GST will be paid as per the prevailing rate on quoted rate.
- (ii) The Institute will award the contract to the lowest bidder (L1).

Date:

(Signature & Stamp of Tenderer)

Place:



Handwritten signature and date: 27/06/2015

2. EMPANELMENT RATES FOR 'PROVIDING STUDENT BUS (NON AC) SERVICES TO THE INSTITUTE'S DIU CAMPUS'.

Sl. No	Route	Rate in Rs. (Exclusive of GST)
(a)	Per Bus Rate (Round Trip): FROM Institute's Hostel at <i>Shiv Ganesh Hights, Jalaram Park, Veraval Road, Una, Gujarat – 362 560.</i> To IIIT Vadodara – International Campus Diu (IIITV-ICD) Education Hub, Kevdi – Diu (U.T.) – 362 520. To Institute's Hostel at <i>Shiv Ganesh Hights, Jalaram Park, Veraval Road, Una, Gujarat – 362 560.</i>	
(b)	Per Bus Rate (Either way): FROM Institute's Hostel at <i>Shiv Ganesh Hights, Jalaram Park, Veraval Road, Una, Gujarat – 362 560.</i> To IIIT Vadodara – International Campus Diu (IIITV-ICD) Education Hub, Kevdi - Diu (U.T.) – 362 520.	
(c)	Per Bus Rate: (i) 04 hours - 40 kms. (ii) 08 hours - 80 kms. (iii) 12 hours - 120 kms.	
(d)	Rate for Providing Bus Services on Per KM Basis (Per KM Rate in Rs.) (please also indicate minimum per day running kms)	
(e)	Rate for extra hour in Rs.	

Note:

- GST will be paid as per the prevailing rate on quoted rate.
- The Institute will empanel one or more agency based on the lowest rates at its discretion.



29/06/2015

Annexure – II

PROFORMA OF BANK GUARANTEE

(TO BE TYPED ON NON-JUDICIAL STAMP PAPER OF THE VALUE OF MINIMUM RUPEES OF THREE HUNDRED)

TO BE ESTABLISHED THROUGH ANY OF THE BANKS (PUBLIC/PRIVATE) WHETHER SITUATED AT GANDHINAGAR OR OUTSTATION WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GANDHINAGAR.

BANK GUARANTEE ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

The Registrar
Indian Institute of Information Technology Vadodara
Block 09, c/o Government Engineering College Campus,
Sector - 28, Gandhinagar – 382 028, Gujarat.

LETTER OF GUARANTEE

WHEREAS Indian Institute of Information Technology Vadodara, Gandhinagar Campus has invited Notice inviting tender vide Tender No. _____

_____ dated _____ for _____

AND WHEREAS the said Tender document requires the service provider/firm whose tender is accepted in response thereto shall establish an irrevocable performance guarantee/security deposit in favor of '**Indian Institute of Information Technology Vadodara**' in the form of bank Guarantee for Rs. _____ Amt. in Words _____.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said service provider/ firm failing to abide by any of the conditions referred to in the said Tender documents. This bank shall pay to Indian Institute of Information Technology Vadodara on demand and without protest or demur Rs. _____ Amt. In Words _____.

This Bank further agrees that the decision of Indian Institute of Information Technology Vadodara as to whether the said service provider/firm has committed a breach of any of the conditions referred in the said tender documents shall be final and binding.

We, _____

(name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the bank, the agency/firm or for any other reason whatsoever.



Handwritten signature and date: 29/06/2015

Notwithstanding anything contained herein:

1. Our liability under this bank guarantee shall not exceed Rs. _____

Amt. In Words _____

2. This bank guarantee shall be valid up to _____ (Date).
(42 months from the date of rate contract)

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Indian Institute of Information Technology Vadodara serve upon us a written claim or demand on or before _____ (Date).

This bank further agrees that the claims if any, against this bank guarantee shall be enforceable at our branch office at _____ situated at _____ (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of the bank with complete postal address:

Date & Place:



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27/06/2025

Annexure – III

NEFT/RTGS Mandate Form (Attach Cancelled Cheque Copy)

Name of the Firm / Organization	
Permanent Account No (PAN)	
Name of the Bank	
Name of the Branch	
Branch Code	
NEFT / RTGS (IFSC Code)	
Type of Account	
Account No.	

Date:

Place:



(Signature & Stamp of Tenderer)

Handwritten signature and date: 27/06/2018