



Advt. No.: IIITBH/REG/Advt/2025/Car Rental/05

Date: 27.08.2025

TENDER FOR HIRING CAR SERVICE

1 BRIEF BACKGROUND

Indian Institute of Information Technology Bhagalpur intends to hire cars on contract in two categories (**Group-A & Group-B**):

Group-A : for catering to the official travel requirements on monthly basis. The institute is essentially intending hiring of 01 car (**commercial**) on contract. The successful bidder under Group-A will be awarded the **CONTRACT HIRING CAR SERVICE (24×7) ON MONTHLY BASIS. The contract will be initially for the period of 02 years and may be further extended up to another 01 year based on the performance and mutual agreement.**

Group-B : for catering local trip on daily basis. The Institute also requires cars (**commercial**) for local journey such as city trip/tour, pick-up & drop from Airport and Railway station, etc. However, the successful bidders may be under Group-B considered for **EMPANELMENT FOR CONTRACT HIRING CARS service for local journey. The contract will be initially for the period of 02 years and may be further extended up to another 01 year based on the performance and mutual agreement.**

Sealed tenders are invited from the experienced Private Transport Companies/Agencies possessing LMV (**commercial**) registered with the Transport Department, Govt. of Bihar with a capacity to provide more than 04-05 cars at a time. The vehicles supplied should be having excellent working condition with good seats and upholstery.

2 INSTRUCTIONS TO TENDERERS:

The tender for hiring of cars shall be in a two-bid system. Tender shall comprise of a **Technical bid** (seeking information about technical capabilities, experience of similar service, list of firms and work orders, where such services are being provided, testimonials/ certificates, manpower available etc.) and a **Financial bid** (showing details of costs involved including taxes).

The Tender is not transferable under any circumstance. Each page of the Tender Document shall be duly signed by the intending Tenderer or such person on his behalf as is legally authorised to sign and embossed with the official seal at the time of submission.

The tenderers may submit their tenders for both **Group-A & B**. However, it should be mentioned on the envelop carrying the tender papers.

3 COST OF TENDER DOCUMENT

The last date of the submission of tender along with participation fee of Rs.500/- (Rupees five hundred only) Demand Draft / Pay Order in favour of “IIIT Bhagalpur” payable at “Bhagalpur” is **03:00 PM on 08th September 2025.**

4 DOCUMENTS TO BE SUBMITTED

The Bidder should submit following documents along with the Technical bid in **Annexure-I**.

- a) Copy of relevant registration documents certifying its entity as a proprietorship/ partnership/ company.
- b) Name of Firm/Tenderer/ Company (in block letters)

- c) Permanent Address & Telephone No. and Email address
- d) Full Postal Address, Telephone/Fax No./E-mail for correspondence
- e) Copy of Tender Forms
- f) Copy of written confirmation authorizing the signatory of the Bid to commit the Bidder
- g) All relevant documents related to hired vehicle like Vehicle RC, Comprehensive Insurance, Permits, Fitness Certificate etc. issued from appropriate Govt. authorities.
- h) A copy of documentary evidence establishing the Bidder's qualifications to perform the contract if its bid is accepted and the Bidder's eligibility to bid
- i) Copies of the commercial vehicle registration certificates and valid insurance policies must be attached to the Technical Bid. If the vehicles are not presently in the tenderer's name, an affidavit duly attested by a Notary stating that, in the event of being declared the successful bidder, the vehicles will be transferred to the tenderer's name and, if not already registered as commercial vehicles, will be duly registered within 03 months shall be submitted. Alternatively, an undertaking duly signed by the actual owner indicating his willingness to put the vehicles on hire through the contracting agency may also be submitted.
- j) 1 running contract as on 31.03.2025 from any PSU/Central/State Govt/reputed private organizations. for providing at least 1 No vehicle. The copy of work order is to be submitted.
- k) The bidder shall own / lease at least 3 (Three) Nos. of vehicles. He shall submit documents of ownership, RTO permit in respect of these vehicles.
- l) Average Annual Turnover of Rs 30 lakh for the past 03 years. The certificate should be CA certified with UDIN Number.
- g) GST Certificate with registered for supply of vehicle service
- h) **EARNEST MONEY (only Group-A):** Rs. 28,000.00 (Rupees twenty-eight thousand only) by Demand Draft/ Pay Order of any scheduled bank in favour of "IIIT Bhagalpur" payable at "Bhagalpur". No interest will be payable by the IIIT Bhagalpur on the Earnest Money Deposit. The EMD will be refunded to the unsuccessful bidders after awarding the service contract to the successful bidder. The Earnest Money Deposit of the successful tenderer will be returned after the security deposit is furnished. Any tender not accompanied by Earnest Money Deposit will be rejected.
It is noted that no Earnest Money will be required for **Group-B**.

5 LAST DATE FOR SUBMISSION OF TENDER

The tender documents duly completed must reach the Director, Indian Institute of Information Technology Bhagalpur, Sabour, Bhagalpur 813210 on or before 15:00 hours on **08.09.2025**. The tenders received after stipulated date & time will not be entertained.

Both the **TECHNICAL BID** and **FINANCIAL BID** shall have to be submitted in separate sealed envelopes super scribing clearly the nature of bid and in turn submitted together in a sealed envelope. The Schedule of Rates given at **Annexure II (Group-A & Group-B)** should be detached from the tender document and separately put in a sealed cover, which should be super scribed as "PRICE BID" (stating the Group). This envelope may be placed inside an envelope of bigger size closed and sealed super scribing the name of the tender applied for.

6 EFFECT AND VALIDITY OF OFFER

The tender shall remain valid for a period of sixty (60) days from the date of tender opening.

7 OPENING OF PRICE BID

The price bids of only those firms, who are found qualified on evaluation of the technical bids,

shall be opened on **9th September 2025 at 11:00 AM**. In case the date of tender is declared a Holiday by the Central/State Govt. or Local administration, then it will be opened on the next working day. However, opening/closing time of tender will remain the same.

8 ACCEPTANCE OF TENDER

Institute reserves the right to reject any or all tender forms without assigning any reasons. Institute does not bind itself to accept the lowest rate if any discrepancy is found, then contract may be awarded to second lowest bidder or as per the jurisdiction of the competent authority.

Contract service will be communicated by email to the tenderer followed by a hard copy letter.

The tenderer whose tender is accepted shall be required to appear at the office of the Registrar, Indian Institute of Information Technology Bhagalpur, Sabour, Bhagalpur, Bihar - 813210, in person or, if the tenderers are a firm/ party, company or a corporation, a duly authorised representative shall so and execute the contract documents as stipulated in the conditions of lease within 07 days of the date of issue of contract service from the IIIT Bhagalpur's office.

9 SECURITY DEPOSIT

The successful tenderer for contract hiring service will be required to deposit a security deposit of Rs. 28,000/- **under Group-A** and of Rs. 3,000/- **under Group-B** in the form of Demand Draft/ Pay Orders of any scheduled bank in favour of "IIIT Bhagalpur" payable at "Bhagalpur" within 03 days after the acceptance of the contract service. The Security Deposit amounting will be refunded after expiry of the Contract Agreement subject to satisfactory service of the contract.

10 DURATION OF CONTRACT

At the initial stage, the contract Hiring Car services (both Group-A & B) shall be awarded for a period of 02 years from the date of commencement of contract. IIIT Bhagalpur will have discretion for extending it for another one year based on the performance and mutually acceptable terms and conditions at the sole discretion of IIIT Bhagalpur competent authority. However, it will be obligatory on the part of contractor to continue to work at the rates prevailing on the last date of the contract even beyond contract period for at least 6 (six) months or till the new contract is finalized.

11 RESTRICTION IN SUBMISSION OF TENDER

The close relatives of all IIIT Bhagalpur employees {Non-executive employees working in IIIT Bhagalpur & executive employees (also called Group-A & Group-B) officers working in IIIT Bhagalpur (name of unit)} either directly recruited or on deputation are not allowed for participating in this tender.

12 SCOPE OF WORK WITH SOME CONDITIONS

- The Car Service (24×7) on Monthly Basis (**Group-A**) should be provided within 10 days from the date of acceptance of the contract service.
- The car provided under **Group-A** should be **Innova Crysta purchased on or after 01.01.2025 and of white colour with pilot seat.**
- The vehicle(s) are required as per necessity (**Group-B**) from the date of issue of the work order. The contract vehicle is to be used by official of the Institute and for Institute works only.
- The Log Book or duty slip is to be maintained by the contractor as per Performa to be specified by IIIT Bhagalpur, which is to be acknowledged by the controlling officers. **In case of loss of the said Log-Book or Duty slip, the controlling officer's decision regarding payment will be final.**
- The controlling officer of this Institute will execute the contract and his decision and

instructions will be binding on the contractor.

- While on duty the driver should keep with him the proper & up-to-date records of the vehicle and a valid driving license. The driver should be well experienced, healthy, amicable, gentle, honest and without any negative habits. Driver with negative habits like drinking, drug abuse, etc., shall lead to terminate of the contract immediately.
- In case of any break down while in duty a substitute vehicle must be made available with a reasonable time.
- Delay in reporting shall not be entertained at all. Frequently delay in reporting may lead to terminate of the contract.
- The courtesy and good behaviour on the part of the driver is important. Discourteous or careless driver shall be replaced at the earliest on demand.
- contractor is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, accident or any other unforeseen happening. In case the vehicle is withdrawn for maintenance /repair/ breakdown, a substitute vehicle should be provided forthwith.
- The controlling officer of this Institute to whom the vehicle shall essentially report is empowered to reject the vehicle if he feels that it is not worth traveling and no payment will be made for the said day. Moreover, no payment will be made on the day, if the transport contractor fails to render service in time for the day. If the services of the contractor at any stage are found unsatisfactory, the Institute is likely to cancel the tender without assigning any reason/notice and his security deposit will be forfeited.
- The contractor must have an office with Bhagalpur Municipality Area and round the clock contact telephone number for keeping easy contact.
- The day will be reckoned from mid-night to mid-night.
- Intending bidder must have at least one active, fixed mobile phone where requisition of vehicles can be conveyed throughout 24 hrs. Telephone Number must be specified in the Bid.
- In case of emergency i.e. breakdown en-route, contractor shall have to arrange for alternate vehicle for escorting persons and materials.
- The liability arising out of accident of the hired vehicle under relevant sections of relevant motor vehicle Act and IPC shall solely be on the contractor and the hiring authority has no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.
- The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations shall be deemed to be breach of this contract if not adhered to.
- The contractor shall assign the job of driving of hired vehicles only to qualified, experienced, licensed drivers and also assume full responsibility for the safety and security of the riders. The essential spares are to be stored in the vehicle for trouble free driving. IIIT Bhagalpur shall have no direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under relevant laws of the land and any loss caused to IIIT Bhagalpur will have to be suitably compensated by the contractor.
- The contractor shall when have called upon to do so, place at the disposal of IIIT Bhagalpur such number of vehicles as any 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.
- Vehicles registered preferably for commercial purpose, shall be supplied to IIIT Bhagalpur

and taxes etc. due on such vehicles shall be liability of the contractor. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be the contractor's liability.

- IIIT Bhagalpur reserves the right to counter offer negotiated price against price quoted by the lowest bidders. **Multi-Vendor system may be adopted as per direction of the Institute Authority, if the lowest bid is acceptable to other short-listed bidders also.**
- Regular checking of meter by the designated transport authority may be done by the contractor, and requisite certificate may be shown to IIIT Bhagalpur as and when demanded.
- The vehicles deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per IIIT Bhagalpur's requirement with proper pollution check and valid pollution certificate.
- Journey within Bhagalpur Municipal area will be treated as local journey.
- The vehicle shall always be provided with decent upholstery, clean seat covers, comfortable seat cushions and other basic fittings / accessories like radio cassette player etc. for maximum comfort of passengers.
- Drivers of vehicles must be provided with mobile phones. No extra charges would be paid by IIIT Bhagalpur for the same.
- In case of break down / servicing / repair, the contractor shall provide alternate vehicle of same Make and model or higher failing which vehicle shall be hired from any other source / sources at the risk and cost of the contractor.
- The toll tax will be charged separately by the contractor.
- Insurance: The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all passengers also.
- The Vehicle sent to our office on our requisition must have all relevant documents like registration Book / Driving license / Insurance / Road Tax Receipt / Permit fee / pollution certificates / Passenger Tax / Border Tax /mobile phone etc. The vehicle should be licensed and shall conform to all Govt. rules and regulation being in force from time to time.
- If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, the vehicle may be rejected and sent back. No payment shall be made on account of car so rejected.
- The rental car shall have to use the proper route when on IIIT Bhagalpur Duty.

13 DUTIES AND RESPONSIBILITIES OF CONTRACTOR

PROVISION OF STAFF: The contractor shall provide, at his own cost, trained Drivers having valid license and other employees with necessary tools, instruments, equipment etc., for the safe, effective and efficient discharge of the work contemplated in the contract.

The contractor shall provide, at his own cost, all employees with necessary identity cards/license, uniforms, which they shall display on their person to distinguish them from unauthorized persons.

Contractor shall be responsible for the proper and orderly conduct of his staff/workers while performing their duties as a part of this contract and shall employ only such persons whose character has been verified by the police/ the Govt. Administrative Officer. He shall, on demand, produce papers regarding police verification of any of his staff.

The official in charge of Cars shall be at liberty to object to and require the contractor to remove forthwith from the Cars any person employed by the contractor if, in the opinion of official in charge of car, such person is disobedient/insubordinate or miss-conducts himself, is incompetent or negligent in the proper performance of his duties or whose employment is otherwise considered undesirable and such person shall not be again deployed by Contractor without the written

permission of official-in-charge. Any person so removed shall be replaced by a competent substitute. The decision of official-in-charge shall be final and shall not be questioned on any ground whatsoever.

Insurance of all the employees and the Cars will be responsibility of contractor.

14 LIABILITY FOR LABOUR AND/OR PERSONNEL

The contractor shall be responsible for compliance of relevant labour laws or any other Act to the extent they are applicable to his establishment/workmen and have to submit the proof of payment to IIIT Bhagalpur.

15 SUBCONTRACTING NOT ALLOWED

The successful bidder shall not subcontract, transfer or assign the task to any other agency without the previous written approval of IIIT Bhagalpur. In case the contractor contravenes this condition, IIIT Bhagalpur shall be entitled to place the contract elsewhere at the cost and risk of contractor and all expenses borne on this account shall be recovered from him.

16 ADDITIONAL OR EXTRA SERVICES

The Contractor shall have to perform all the services provided for in this contract and shall be paid at the rates quoted by him and accepted by IIIT Bhagalpur, subject to the terms and conditions of the contract. The contractor may also be asked to provide additional services not specifically provided for in this contract, for which the remuneration shall be payable at the rates as may be settled by mutual negotiation. In the absence of an agreement being reached on the rates for such additional services, the decision of the Institute Authority, IIIT Bhagalpur will be final and binding and non-settlement of the rates for additional services will not confer any right upon the contract to refuse to carry out or render such services.

The decision of the Institute Authority with respect to the rates for extra/substituted items of work will be final and binding.

17 PENALTIES

- I) In case of break down, vehicles have to be replaced by other vehicle in good condition immediately or not more than one hour late. In case of non-availability of suitable vehicle, a penalty up to Rs 300/- per day may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs. 300/- per break down shall be imposed.
- II) In case of non-availability of vehicles penalty of Rs. 600/- per day shall be imposed in addition to deduction at pro-rata basis for that day. III) In case of no availability of vehicles during extra hrs penalty of Rs. 300/-per occasion shall be imposed.

IIIT Bhagalpur also reserves the right to impose penalties for unsatisfactory services which may include:

- i Poor quality of service such as delayed arrival / departure at the designated stop/ place.
- ii Misbehaviour by staff with the users.
- iii Disruption in the schedule / non-availability of the cars on any day.
- iv. Working in violation of instructions given by IIIT Bhagalpur.
- v. Poor quality of cars (both interior & exterior)

The final decision of the extent of penalty leviable on the contractor will rest with the Institute Authority.

18 PAYMENT

- For doing the work indicated in clause 12, the contractor will be paid according to the approved Schedule of Rates as per Annexure-II (A & B) and it will be binding on both the parties and no

change in the rates will be permissible during currency of the contract.

- The contractor shall prepare and submit monthly bills in duly signed & stamped to the below address:

Registrar

**Indian Institute of Information Technology Bhagalpur,
Sabour, Bhagalpur, Bihar-813210.**

Email: registrar@iiitbh.ac.in

- The bills for hiring of the vehicle (**Group-A**) along with log-book shall be prepared by the contractor on calendar month basis and submitted to the institute within the first week of the next month. The payment shall be made within 10 days after the bill is found to be in order.
- In case of **Group-B**, the duty hours and kilometres will be calculated from the reporting time to releasing time of the vehicle on each day. The bill to be prepared on the basis of Day & Time/KM figures in the report release column of the duty slip. The payment of rental cars will be made within 15 days after the submission of the bill.
- Goods and Service Tax (GST) will be inclusive with the invoice/bill in both the cases (**Group-A & Group-B**).
- IIIT Bhagalpur will have the right to recover any over payment which might have been made to the contractor by IIIT Bhagalpur through inadvertence, error, etc. or any cause whatsoever from their bills and from the security deposit or any other amounts due to him. In the event of any such recoveries/adjustments being made from the security deposit, the contractor shall at once make good deficiency in the amount of the security deposit within 15 days of payment to this effect, failing which IIIT Bhagalpur will be at liberty to deduct the said amount from the future bills.

19 EXIT CLAUSE

IIIT Bhagalpur will also have the Liberty to seek a clause of termination of contract by serving an advance 30 days' notice against contractor in case there are reasons for doing so as determined by the Authority.

20 GENERAL

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required on any point shall be sought from the IIIT Bhagalpur whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the contract shall also be decided by making reference to the Director, IIIT Bhagalpur whose decision will be final and binding.

21 IIIT BHAGALPUR RESERVES THE RIGHT TO TERMINATE THE AGREEMENT IN CASE CONTRACTOR BECOMES INSOLVENT OR IS CONVICTED IN A COURT OF LAW.

If, at any time, the contractor becomes insolvent or files an application for insolvency or any creditor of his moves the court for adjudicating him as an insolvent or, if he is convicted in any Court of law, IIIT Bhagalpur will have the absolute option of terminating the contract forthwith and the contractor shall have no right for damage or compensation on this account.

TECHNICAL BID

[for Hiring Cars Service for Indian Institute of Information Technology Bhagalpur]

Sl. No.	Description	Compliance (Yes/No)	Page No./ Document Reference	Remarks
1.	Name of Firm/Tenderer/Company (in block letters)			
2.	Permanent Address, Telephone No. and Email address			
3.	Full Postal Address, Telephone/Fax No./E-mail for correspondence			
4.	Signed Copy of Tender Forms			
5.	Copy of written confirmation authorizing the signatory of the Bid to commit the Bidder			
6.	All relevant documents related to hired vehicle (RC, Comprehensive Insurance, Permits, Fitness Certificate etc.) issued from appropriate Govt. authorities			
7.	Documentary evidence establishing Bidder's qualifications and eligibility to bid			
8.	Copies of commercial vehicle registration certificates and valid insurance policies OR affidavit/undertaking regarding transfer/registration of vehicles			
9.	Copy of at least 1 running contract as on 31.03.2025 from PSU/Central/State Govt./Reputed Private Organization (for providing at least 1 vehicle)			
10.	Documents proving ownership/lease of minimum 3 vehicles with RTO permits			
11.	CA-certified Average Annual Turnover Certificate of Rs. 30 lakh for past 3 years (with UDIN Number)			
12.	GST Certificate with registered for supply of vehicle service			
13.	Other documents, if any			
14.	EMD of Rs. 28,000/- by Demand Draft/Pay Order in favour of "IIIT			

	Bhagalpur” payable at “Bhagalpur” Bank Name: DD No. Date: Amount:			
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Name of the tenderer and Address:
 **Mobile No.**
 **E-mail:**

I/We certify that the information provided above and the relevant certificates enclosed are true.
Note: Please submit the Technical and Financial Bid in separate sealed envelope.

Seal and Signature

FINANCIAL BID**[For Hiring Car Service for Indian Institute of Information Technology Bhagalpur]****SCHEDULE OF RATES for Group-A****ON MONTHLY BASIS**

Sl. No.	Type of Vehicle	Fixed Monthly Free Km	Running (Fuel) Charges in Rs. /Kilometre (In case running above 250 km)	Rate/Month (Including rent and free kilometres)
1	Make: Toyota Model: Innova (AC), Crysta, Should be purchased after 01.01.2025 of white colour with pilot seat	250 Km		

Please state clearly if there are any other charges.

ANNEXURE – II (B)**SCHEDULE OF RATES for Group-B****(On Daily Basis as & when required)****OPTION: I (OPTION –I: (per day 12 hrs. duty)**

Sl. No.	Type of Vehicle	Fixed Charge (in Rs.) per day for 12 hrs.	Running Charges (in Rs.) per Kilometer	Outstation Charges (in Rs.), if any.
1	Hatchback Cars (AC)			
2	Sedan Cars (AC)			
3	SUV Cars (AC)			

OPTION: II (for 8hrs.- 80 kms., & 4hrs.-40kms)

Sl. No.	Type of Vehicle	8 hrs & 80 Kms. (Fixed charge) (in Rs.)	4 hrs & 40 Kms. (Fixed charge) (in Rs.)	Extra Rate/Km. (in Rs.)	Extra Rate/hrs. (in Rs.)
1	Hatchback Cars (AC)				
2	Sedan Cars (AC)				
3	SUV Cars (AC)				

OPTION: III (for Pick up and Drop from IIIT Bhagalpur campus)

Sl. No.	Type of Vehicle	Pick up/ Drop (Deoghar Airport (in Rs.))	Pick up/ Drop (Patna Airport) (in Rs.)	Pick up/ Drop (Bhagalpur Rly Station (in Rs.)	Pick up/ Drop (Naugachia Rly Station (in Rs.)
1	Hatchback Cars (AC)				
2	Sedan Cars (AC)				
3	SUV Cars (AC)				

Note: Please submit the Technical and Financial Bid in separate sealed envelope.

Seal and Signature