

भारतीय प्रौद्योगिकी संस्थान तिरुपति



**भारतीय प्रौद्योगिकी संस्थान तिरुपति**  
**INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI**  
Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, –517619

**NOTICE INVITING**  
**EXPRESSION OF INTEREST (EOI)**  
**FOR PROVIDING TAXI SERVICES TO IIT TIRUPATI**

EOI Reference Number: **IITT/ADMIN/2023-24/20**

Date: **13-11-2023**

**Issued by:**

The Assistant Registrar (Purchase & Stores Section)  
Indian Institute of Technology Tirupati,  
Yerpedu – Venkatagiri Road, Yerpedu,  
Tirupati District – 517619,  
Andhra Pradesh

The EOIs should be submitted physically/through post/courier in Sealed Bids to the address mentioned above.

**The sealed bids should be super-scribed as “EOI for Providing Taxi Services to IIT Tirupati”.**

Indian Institute of Technology Tirupati (IIT Tirupati) is a Premier Autonomous Institute of National Importance under the Ministry of Education, Government of India.

IIT Tirupati invites Expression of Interest (EOI) for **“Providing Taxi Services”** from an experienced proprietorship/partnership/registered firm/company.

**Schedule of Events:**

Publish Date & Time	13.11.2023	17:00 hrs.
Pre-Bid Meeting	17.11.2023	15:30 hrs.
Submission start date & time	18.11.2023	10:00 hrs.
Submission close date & time	04.12.2023	15:00 hrs.
Technical Bid Opening Date & Time	04.12.2023	15:30 hrs.
Financial Bid Opening Date & Time	Will be separately notified to the Technically qualified bidders.	

**Pre-Bid Meeting:** A pre-bid meeting will be conducted at IIT Tirupati as per the schedule. All prospective bidders may participate in the meeting and clarifications of all the queries will be given during the Pre-Bid Meeting. No further queries will be entertained after the Pre-bid meeting.

**Venue for the Pre-bid Meeting:** Dean Student Affairs Meeting Room, Left Wing, First Floor, Admin Building, IIT Tirupati

**I. SCOPE OF WORK:**

1. Depending upon the requirement, there will be a need for ‘Taxi Services’ for local & outstation on call basis including Pick up and/or Drop as and when required for Employees/ Employees family members/ Students/ Guests of the institute.
2. The taxis should be provided 24/7 as and when required.
3. **Only A/C Taxis are to be provided:** A/C will be running the entire Time while the guest or any person related to the Institute is within the vehicle. However, no A/c will be running whenever the guest, or any person related to the Institute is not in the vehicle.

**II. ELIGIBILITY CRITERIA AND TECHNICAL SPECIFICATIONS FOR PROVIDING TAXI SERVICES:**

1. The Agency/Firm should have **one year experience** in providing taxi services and should own at least 03 Taxis and the list of Taxis along with photocopies of registration certificates and experience certificate should be attached with the technical bid.
2. The average turnover of the bidder should be ₹2 lakhs or above for a period of last three financial years.

3. Taxis to be provided by the contractor **should not be more than three years old** and should be in perfectly good running condition i.e., suitable for use by the Institute Guests/ Officers.
4. Only the Agency/Firm whose Taxis have been duly authorized by the concerned RTO (i.e., the vehicles should be registered as taxis) for use as public transport should apply. The firm should have telephone and mobile connections available at their Premises/Garage/Stand Office/in-person from where such taxis are to be operated and can be requisitioned by the Institute.
5. The contract for providing taxis will be given to the lowest bidder (L 1) who fulfils all the terms and conditions given in the EoI document. In case of multiple tenderers emerging as the lowest bidder (L 1), the contract shall be then, awarded to the L 1 with the highest average annual turnover of the last 3 years work based on the certificate of experience submitted along with tender and performance record at other sites.
6. The firm should abide by all labour laws applicable from time to time.
7. ***The drivers provided by the contractor should fulfil the following conditions:***
  - i. The firm should ensure that the drivers employed hold valid driving license, are in uniform, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as with the security instructions.
  - ii. The firm should ensure that none of the driver has any criminal/ legal case pending/contemplated against him in any police station or court of law.
  - iii. Each driver employed by the firm must have a registered mobile duly in working condition.
  - iv. The drivers are not allowed to take such hired vehicles for their personal lunch and / or tea during duty hours. No mileage will be allowed for it.
  - v. The service provider and the drivers should ensure that each vehicle is neat and clean, as well as operationally fit (i.e. with no known fault) and sufficient fuel when on duty.
  - vi. Each driver should preferably be able to understand and communicate Telugu, English and Hindi, as the Institute receives a lot of guests all over India and Abroad.
  - vii. While the Institute has a periodical requirement for hiring taxis, it shall have the right not to utilize the service at all at any time for any period without giving any notice /assigning any reason. The Institute reserves the right to hire taxis from any other provider of such services even during the period of the contract.
8. Rates once finalized will be valid for the period of the contract.
9. It is the responsibility of the service provider to have all necessary clearances and certificates required to carry out the services of public transportation.
10. The time and distance in respect of hired taxis will commence and/or terminate from/to the IIT Tirupati campus at Yerpedu. The interested party should adhere to this rule.

11. The hiring charges shall be on the basis of zero-based mileage i.e., mileage starting/ending from/at the office/at the place of the report, as the case may be. There will be no dead mileage for vehicles deployed. The kilometers shall be reckoned from the time vehicle reaches IIT Tirupati premises or to the vehicle leaves IIT Tirupati premises.
12. **The toll gate/parking charges etc. if any will be borne by the contractor.** The drivers should not ask the guest who is using the vehicle to pay such charges.
13. Income tax/surcharge/TDS will be recovered at source as per IT rules in force from time to time. The contractor shall furnish their PAN/GST number to the Institute.
14. **The Bidder should have its registered office within the vicinity of 50 KM radius from the Institute for operational conveniences. Proof of the same is to be submitted.**
15. All legal disputes shall be subject to the Jurisdiction of Tirupati.

### III. GENERAL TERMS AND CONDITIONS:

1. **Parties:** The parties to the Contract will be the contractor providing the taxi services and the Institute availing the services.
2. **Addresses:** For all purposes of the contract including arbitration thereunder, the address of the contractor mentioned in the Expression of Interest shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Institute. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Submission of EoI/Bid:** Signed and sealed Part-I and Part-II EoI/Bid should be kept in separate sealed covers.
  - i. **Cover 1:** The cover for Part-I should be super-scribed as “EoI for Providing Taxi Services to IIT Tirupati “ **(Technical Bid)**”
  - ii. **Cover 2:** The cover for Part-II should be super-scribed as “EoI for Providing Taxi Services to IIT Tirupati “ **(Price Bid)**”
  - iii. **All the two covers should be kept in a big single sealed cover** super-scribed as “EoI for Providing Taxi Services to IIT Tirupati”.
4. **Signing of Expression of Interest:** The individual signing the Expression of Interest or other documents connected with contract must specify whether he signs as:
  - a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
  - b) A partner of the firm, if it is a partnership firm, in which case he must have authority to execute the document.
5. **Validity of the Bids:** The bids shall be valid for a period of 120 days from the date of opening of the Expression of Interest.

6. **Bids Opening and Evaluation:**

- a) Technical Bids will be opened as per the schedule of events.
- b) Based on results of the technical evaluation, IIT Tirupati evaluates the Financial Bid of those Bidders who qualify in the technical evaluation. The eligible Commercial Bid having the lowest quote shall be considered as L1 and the Institute reserves the right to negotiate, if required with the L1 for reasonable price.

7. **Contract Period:** The contract will be initially for a period of **two years** from the date of the award of the work. Based on satisfactory performance, the contract may be extended to such further period(s) on mutually agreed terms and conditions and normally not exceeding 3 (three) years from the date of commencement of work.

8. **Right of Acceptance:** The Institute reserves the right to accept or reject any Expression of Interest including of those firms who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific Expression of Interest. The decision of the Institute in this regard shall be final and binding.

9. **Communication of Acceptance:** Successful parties will be informed of the acceptance of their offer.

10. **Security Deposit:** The successful bidder will have to deposit a performance security deposit ₹30,000/- (Rupees Thirty Thousand only) in the form of Performance Bank Guarantee (PBG) of any nationalized Bank in favor of IIT Tirupati.

- i. This PBG shall cover the entire period of the contract and shall remain valid for a period of 90 days beyond the period of contract. If the contract is further extended beyond the initial period, the PBG shall be renewed for the extended period.
- ii. No interest will be paid by IIT Tirupati on the deposit. After successful completion of the contract, the security deposit will be refunded after adjusting dues if any to the IITT from the Contractor.
- iii. Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.

11. The successful bidder should commence the services in all respects as per scope of service within 15 days of issue of work order at IIT Tirupati Campus.

12. **Regulations and bye-laws:** The prospective contractor shall conform to the regulations, bye-laws or any other statutory rules made by any local authorities or by the Government and shall protect and indemnify IIT Tirupati against any claim or liability arising from or based on the violation of any such laws, ordinances, regulations, orders, decrees etc.

13. **Penalty:** In case of breach of any conditions of the contract as losses caused including excess cost due to hiring of Taxi from the market in the event of Contractor failing to provide requisitioned taxis or not providing Taxis, the Institute shall make

deductions at double the rate of hiring rate on prorata from the pending / upcoming bills of the contractor. In other cases, following will be the criteria for imposing Penalty:

<i>Sl. No.</i>	<i>Reasons for Penalty</i>	<i>Amount (₹)</i>
1	For late reporting per occasion	100/- per hour or part thereof
2	Unclean or non-road worthiness of vehicle deployed	200/- per incident
3	Misbehavior of driver / non following instructions of the Institute	200/- per incident or part thereof
4	Any lapse notice during operation of contract other than listed in clause of penalties	200/- per incident

**Note: In case incidence repeated again, the rates of penalty will be double of the original.**

14. **Breach of Terms and Conditions:** In case of breach of any of the terms and conditions mentioned above, the Registrar will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Institute in that event and the security deposit will be forfeited.
15. **Sub-letting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party. SUB-LETTING OF WORK IS STRICTLY PROHIBITED.
16. **Arbitration:** In the event of any dispute or difference arising under this contract, the Registrar, IIT Tirupati or his nominee is the arbitrator, and the decision of the arbitration will be binding on both parties.
17. The Registrar, IIT Tirupati reserves the right to amend or withdraw any of the terms and conditions mentioned in the EoI document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, IIT Tirupati in this regard shall be final and binding on all.

#### **IV. TERMS OF PAYMENT:**

1. No payment shall be made in advance. The Agency will have to submit the invoice along with all supporting documents of the previous month for payment to IIT Tirupati during the first week of the succeeding month.
2. The payment to the Agency shall be released generally within 15 days from the date of receipt of invoice provided the claim of the Agency is found to be in order from all respects.
3. All payments shall be made by bank transfer only, following normal terms and conditions. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Contractor's bills.
4. Institute shall be at liberty to withhold any of the payment in full or in part, subject to recovery of penalties mentioned in preceding Para 13 of General Terms and Conditions of the Notice Inviting EoI.
5. In case the higher model taxi provided in place of requisitioned taxi, then the Institute will pay for vehicle called for and not for vehicle provided.

**EOI ACCEPTANCE LETTER**

(To be provided on letter head of the firm)

To,  
The Assistant Registrar (Purchase & Stores Section)  
Indian Institute of Technology Tirupati

**Sub:** Acceptance of Terms & Conditions of EOI

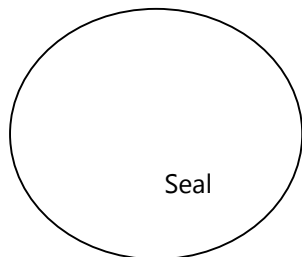
**EOI Reference No.** : \_\_\_\_\_

**Name of EOI / Work** : \_\_\_\_\_

Dear Sir/Madam,

1. I / We have downloaded / obtained the EOI for the above mentioned “Work” from the website(s) namely: \_\_\_\_\_  
as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the EOI and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the conditions of above mentioned EOI document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/ Public Sector Undertaking.
5. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department / organization shall without giving notice or reason thereof, may summarily reject the bid or terminate the contract, without prejudice.

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

**ANNUAL TURNOVER AND PROFIT DETAILS**

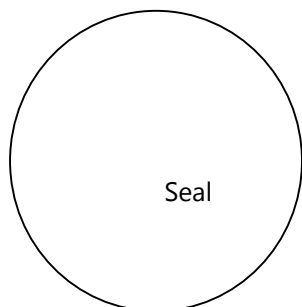
(To be provided on letter head of the firm)

Evaluation Criteria				Remarks
Bidder's Annual Turnover and Profit for last three financial years	Financial Year	Turnover in ₹	Annual Profit in ₹	Supporting Documents to be attached
	2020-21			
	2021-22			
	2022-23			

Date:

Authorized Signatory:

Place:



Name:

Designation:

Contact No.:



**EXPERIENCE DETAILS**  
(To be provided on letter head of the firm)

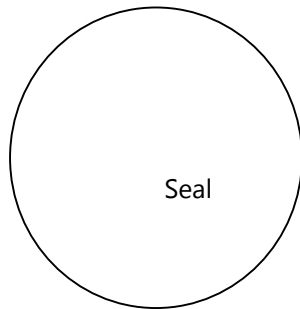
**Details of Completed/Ongoing contract details:**

Year	Name of the service with details	Date of Start and/or Date of End <i>(Copy of the Orders to be attached)</i>	Completed/Ongoing	Contact Details of Client

Date:

Authorized Signatory:

Place:



Name:

Designation:

Contact No.:

## **TECHNICAL BID**

(To be provided on letter head of the firm)

<i>Sl.No.</i>	<i>Particulars</i>	<i>Details</i>	<i>Proof Attached (Yes/No)</i>
1	Name of registered Firm/ Company <i>(with Proof of Registration)</i>		
2	Date of Establishment		
3	Full Postal Address		
4	Name of the authorized person with Telephone /Fax No., E-mail:	Name: Designation: E-mail: Mobile No.	
5	Sole proprietor or Partnership firm or a Company or a Government. Department or a Public Sector Organization <i>(Attach proof)</i>		
6	PAN Number Details		
7	GST Number Details		
8	The Bidder should have its office within the vicinity of 50 KM radius from the Institute for operational conveniences. <i>(Proof of the same is to be submitted.)</i>		
9	EoI acceptance letter in <b><i>Annexure I</i></b>		
10	The average annual financial turnover of the bidder should be ₹2 lakhs or above for a period of last three financial years. <i>(Documentary evidence Duly certified by the valid Chartered Accountant must be enclosed with the technical bid along with <b>Annexure-II</b></i>		
11	List of Completed /Ongoing contracts in <b><i>Annexure-III</i></b>	Completed: Ongoing:	
12	Number of years of experience in the field of Providing Taxis		

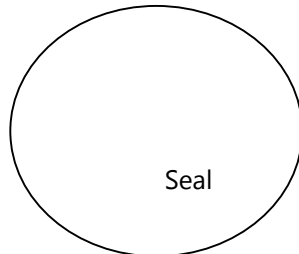
13	Number of vehicles owned and operated by the company with year of manufacture. (separate sheet indicating the registration number, year of manufacturing, Seating capacity only with copies of R. C. books may be enclosed)		
14	Bank Details of the Agency Bank Name : Name of the Branch : Branch Code : Bank Address Bank : Type of Account : Account Number : NEFT/IFSC Code : RTGS Code : 9 Digit MICR Code :		

**Note:** Bids not complying with the above technical eligibility criteria and non-submitting the required documents are liable to be rejected.

Date:

Authorized Signatory

Place:



Name:

Designation:

Contact No:

## **FINANCIAL BID**

(To be provided on letter head of the firm)

### **(Schedule-I)**

**PICK-UP AND/OR DROP:**

**(Quoted rates should be inclusive for A/c Vehicle + Driver + Fuel + GST + Tollgate + Parking Charges etc.)**

Name of Vehicle	Renigunta Airport		Renigunta Railway Station		Tirupati Railway Station		Sri Kalahasti Temple		Tirumala		Chennai		Bengaluru	
	Pickup	Pickup & Drop	Pickup	Pickup & Drop	Pickup	Pickup & Drop	Pickup	Pickup & Drop	Pick-up	Pickup & Drop	Pick-up	Pickup & Drop	Pickup	Pickup & Drop
A/c Cars <b>Sedan Type</b> (Dzire/ Glanza/ Amaze/ Nexon)														
A/c Cars <b>Innova/ Equivalent</b>														

**Note:**

- Distance calculation should commence from the time of reporting of vehicle at the Institute/designated places.

**(Contd....)**

**(Schedule-II)**

**HOURLY BASIS:**

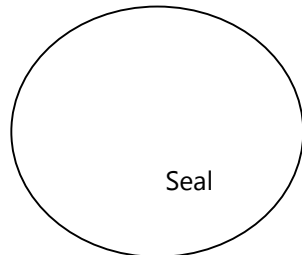
**(Quoted rates should be inclusive for A/c Vehicle + Driver + Fuel + GST + Tollgate + Parking Charges etc.)**

Name of Vehicle	For 06 Hours		For 12 Hours		For 24 Hours		Halting Charges (If applicable)	Night charges for drivers (If applicable)
	Standard Rent	Mileage (Km/Litre)	Standard Rent	Mileage (Km/Litre)	Standard Rent	Mileage (Km/Litre)		
A/c Cars <b>Sedan Type</b> (Dzire/Glanza/ Amaze/Nexon)								
A/c Cars <b>Innova/Equivalent</b>								

**Note:**

- Hours/distance calculation should commence from the time of reporting of vehicle at the Institute/designated places.
- If the travel exceeds the hours slab, the rate will be decided whichever is beneficial to the Institute by fitting in the next slab.

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No: