

INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR, KHARAGPUR
TENDER NOTICE FOR TRANSPORTATION OF GOODS ON JOB CONTRACT BASIS

Tender No. IIT/S&P/TRANSPORATION/2017-18 dated 11.09.2017

Indian Institute of Technology Kharagpur invites sealed two part bids from reputed Agencies engaged in transportation of goods for to and fro transportation of goods between Central Stores of IIT Kharagpur and the various Departments/Centres/Schools/Units etc. and loading and unloading in the Central Stores at IIT Kharagpur initially for a period of one year, which may be extended for another one year or more (contract renewable on yearly basis) on satisfactory performance.

Interested and eligible agencies are required to submit their sealed bids 'Technical Bid' with relevant papers in proof of eligibility as per **Annexure – II** and statutory compliances as per **Annexure–III**, the scope of work are given in **Annexure – I**, Terms and conditions are as per **Annexure – IV** and the commercial bid format is as per the **Annexure – V**. Selection will be based on compliance to eligibility and statutory requirements and the price components quoted by the bidder. The commercial bids of only those agencies who would qualify based on Technical Bid documents, will be opened and the lowest bidder will be awarded the contract.

The complete document can be downloaded from Institute website www.iitkgp.ac.in (Link: Tenders) and the same is also available on CPP Portal (<https://eprocure.gov.in>). The tender submission fee is Rs. 500/- [Rs. Five Hundred only] (non-refundable) and same must be submitted in the form of Demand Draft drawn in favour of "Indian Institute of Technology Kharagpur" payable at Kharagpur. The EMD is Rs. 5,000/- [Rs. Five Thousand only] (refundable) and same must be submitted in the form of Demand Draft drawn in favour of "Indian Institute of Technology Kharagpur" payable at Kharagpur. Any corrigendum and addendum shall only be published on the Institute Website and CPP Portal.

The two sealed envelopes containing Technical Bid (Envelope – I) & Commercial Bid (Envelope – II) should be placed in a large sealed envelope with reference number **(Tender No. IIT/S&P/TRANSPORATION/2017-18 Dated: September 11, 2017)** to be sent by speed post/courier to "The Deputy Registrar (S & P), Indian Institute of Technology Kharagpur, WB-721302" so as to reach on or before **05th October, 2017 by 4.00 p.m.** The same also could be hand delivered at the same address before the deadline mentioned.

The Technical bid (Envelope –I) will be opened on **05.10.2017 at 4.30 p.m.** in the Office of The Deputy Registrar (S & P), IIT Kharagpur, WB-721302.

The Director, Indian Institute of Technology Kharagpur reserves the right to reject any or all the offers without assigning any reason. The Institute also reserves the right to amend the scope of the work at any point of time. Any attempt on the part of any firm to influence, negotiate directly or indirectly with the Institute will lead to exclusion from consideration.

Deputy Registrar(S & P)
for Director, IIT Kharagpur

1. Institute Website
2. CPP Portal
3. Notice Board

SCOPE OF WORK

A : Transportation of Goods with loading and unloading

- To and fro Transportation of Goods between Central Stores of IIT Kharagpur and the various Departments/Centres/ Schools/Units etc. of IIT Kharagpur.
- **Vehicle** : For transportation, vendor must use any one Motorized Vehicle/Battery Operated Vehicle/Leg Pulled Trolley.
- The contract will be on weight and job contract basis in five slabs.
 - (i) Upto 50 kg.
 - (ii) 51 kg. to 150 kg.
 - (iii) 151 kg. to 250 kg.
 - (iv) 251 kg. to 500 kg.
 - (v) 501 kg and above
- The contract will be on job contract basis including lifting the material, safe transportation and delivery at the destination in any point including any floor of a multi-storeyed building in the Institute including the required labour/equipment.
- Adequate safety measures must be taken during loading, transportation and unloading and also at the time of hand over the goods.
- Any damage and destroy of the goods during the scope of the contract will be borne by the contractor only.
- IIT Kharagpur shall not be responsible for any injury, accident, disability, or loss of life to the contractor or to any of its personal that may take place while on duties or otherwise. Any compensation or expenditure towards treatment of such injury, accident or loss of life shall be the sole responsibility of the contractor.

B : Loading and Unloading in the Central Stores, IIT Kharagpur at any time

- Loading and unloading for various industrial gas cylinders in Central Stores as and when required.
- Loading and unloading for medical oxygen gas cylinders in Central Stores as and when required.

PAYMENT TERMS :

The Agency shall submit bills within a week after completion of every calendar month and normally payment will be released within 20 working days from the date of submission of bill if the bill is complete and correct in all respects. The monthly bills submitted by the Contractor shall only be paid as per terms & conditions of Work Order.

ELIGIBILITY CRITERIA

- 1) The tenderer should have minimum one (01) goods vehicles registered as its own name having valid permit (Copies of the vehicle registration certificates & Insurance policies to be attached for the vehicles).
- 2) The tenderer should have minimum two (02) years of experience as on the last date of submission of the tender.
- 3) The agency/firm/company must valid PAN and GST registration number in case of Registered Person or clear declaration including turnover in case of un-registered person.
- 4) The tenderer must have valid labour license.
- 5) **Tender Fee** : The tender submission fee is Rs. 500/- [Rs. Five Hundred only] (non-refundable) and same must be submitted in the form of Demand Draft drawn in favour of “Indian Institute of Technology Kharagpur” payable at Kharagpur.
- 6) **EMD** : The EMD is Rs. 5,000/- [Rs. Five Thousand only] (refundable) and same must be submitted in the form of Demand Draft drawn in favour of “Indian Institute of Technology Kharagpur” payable at Kharagpur. EMD will be returned to the unsuccessful bidders on finalization of the tender process without any interest.

NOTE: Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking by the bidder for any item of the criteria shall not suffice the purpose.

TENDERER PROFILE

Tender Fee & Earnest Money Deposit (EMD)	DD No. _____ dated _____ for Tender Fee and
	DD No. _____ dated _____ for EMD

Sr. No.	Required information	Description
1	Name of the Tenderer	
2	Address of the Tenderer	
3	Name, designation, and telephone nos. of the contact person. Mob.No E-mail id	
4	Month and Year of commencement business.(Copy)	
5	Statutory details (Photocopies to be attached): 1] Registration No . of the firm (if any). 2] PAN 3] GST registration No. 4) Labour License	
6	Details of goods vehicles owned in the name of tenderer (attach registration certificates & Insurance Policies,)	

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated signature & seal of the OEM/Vendor

NOTE : This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID", Notice inviting Tender No. IIT/S&P/TRANSPORATION/2017-18, Date: 11.09.2017 and name of the bidder. All technical documents are to be put in the same envelope. Price bid of that company/firm only will be opened which do **technically qualify based on Minimum Eligibility Required for bidding as per Annexure II** for further consideration. **Attach all relevant documents duly signed and sealed.**

TERMS AND CONDITIONS OF THE TENDER & GENERAL INFORMATION

Please read the following Terms & Conditions carefully before submission of the Tender. Incomplete Tenders will be rejected.

- 1) Indian Institute of Technology Kharagpur invites sealed two part bids from reputed Agencies engaged in transportation of goods for to and fro transportation of goods between Central Stores of IIT Kharagpur and the various Departments/Centres/Schools/Units etc. and loading and unloading in the Central Stores at IIT Kharagpur initially for a period of one year, which may be extended for another one year or more (contract renewable on yearly basis) on satisfactory performance.
- 2) The tenderer shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority etc. the contractor shall be terminated immediately and the tenderer shall also forfeit their performance security deposit.
- 3) IIT Kharagpur reserves the right to terminate the contact at any time without assigning any reasons by giving a one month advance notice to the tenderer.
- 4) The rates quoted in the Financial Bid shall be valid for at least 24 months from the date of award of contract. However, after 24 months the rate may be revised at the own discretion of IIT Kharagpur.
- 5) The tenderer shall get suitable instructions from the Designated Official of IIT Kharagpur and shall provide the services promptly as per requirement. The tenderer should be in a position to supply additional vehicles on short notice as and when required, if any.
- 6) The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the tenderer.
- 7) The drivers of the vehicles deployed at IIT Kharagpur site should be fully conversant with the routes of IIT Kharagpur. All drivers must have proper driving licenses.
- 8) In exceptional cases, IIT Kharagpur may call vehicles even after official timing or retain vehicles after official time to cater to sudden work exigencies.
- 9) The drivers of the vehicles deployed on IIT Kharagpur site will obtain the duty slips every day from IIT Kharagpur officials and Drivers shall maintain the log book (timings and weight of the materials) on daily basis and obtain signatures of the users immediately after every duty. IIT Kharagpur officials may demand this log book at any time for inspection. Gate pass will be given and returned to the Officials of IIT Kharagpur after the job is over.

- 10) The drivers also shall be asked to carry files/ papers/letters which is to be handed over to the office/staff at the time of transportation of goods.
- 11) The successful tenderer will have to deposit a performance security deposit of Rs. 20, 000/- (Rupees Twenty Thousand Only) either by Account Payee Cheque [IIT Kharagpur will not pay any interest for this deposit] or in the form of Performance Bank Guarantee (PBG) of any nationalized Bank in favour of Registrar, IIT Kharagpur. This PBG shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If contract is further extended beyond the initial period, the PBG shall have to be renewed for the extended period.

FORMAT FOR PRICE BID

Format to be filled up by the Agency

Tender No.....

Dated.....

TENDER NOTICE FOR TRANSPORTATION OF GOODS OF JOB CONTRACT BASIS

1. Name of Tender:
2. Name of Firm/Bidder:
3. Address:
4. Phone/ Fax/ Mobile/ Email:

SL.No. (a)	Weight (b)	Unit Basic Price (Rs.) (c)	Taxes (if any) (d)	Total (All Inclusive) (Rs.) (e = c + d)
A. TRANSPORTATION OF GOODS with loading and unloading				
1.	Upto 50 kg.			
2.	51 kg. to 150 kg.			
3.	151 kg. to 250 kg.			
4.	251 kg. to 500 kg.			
5.	501 kg and above			
Total amount in figures (all inclusive) :				W =
B. LOADING & UNLOADING CHARGES				
1.	Loading & Unloading (upto 15 cylinders)			X =
	Loading & Unloading (16- 30 cylinders)			Y =
	Loading & Unloading (31- 45 cylinders)			Z =
Total amount in figures (all inclusive) [P =W + X + Y + Z]:				P =
Total amount in words (all inclusive) [P =W + X + Y + Z] :				

**Signature of the bidder
with seal and date**