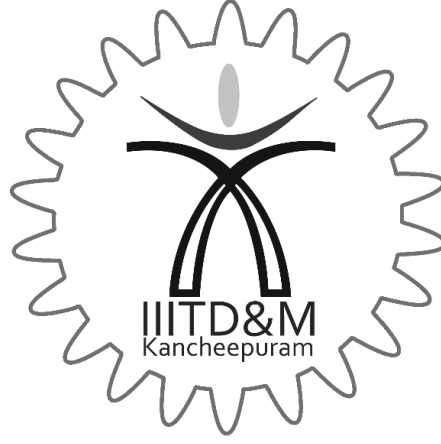


भारतीय सूचना प्रौद्योगिकी,
अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING KANCHEEPURAM**
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127.



**Notice Inviting Tender for Empanelment of
Taxi Services at IIITDMK**

Notice Inviting E-Tender

Indian Institute of Information Technology, Design and Manufacturing Kancheepuram (IIITDMK) invites Sealed Quotations in two bid systems through the box, for the following service.

Service	:	Providing Empanelment of Taxi Services at IIITDMK
Tender Enquiry No.	:	IIITDMK/2025-26/GSS/ENQ/Taxi/08 dated 03.11.2025
EMD	:	All participating bidders have to submit an EMD of Rs. 25,000/-

Critical Details Sheet

Stage	Date & Time
Pre-Bid Meeting	11 th November 2025 11:00 Hrs.
Bid Submission End Date & Time	21 st November 2025 15:00 Hrs.
Bid Submission Venue	Sealed bids are to be placed in a larger envelope superscribed Bid for Tender No. and dropped in the tender box kept in the ground floor of the Administration building at the Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram, Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127.
Bid Opening Date & Time	21 st November 2025 16:00 Hrs.
<u>Important:</u> All communications are to be addressed in the name of the Registrar, IIITDM Kancheepuram, only and not in the name of any officer, and emails have to be sent to the official email ID gss@iiitdm.ac.in .	

Introduction

Indian Institute of Information Technology, Design and Manufacturing Kancheepuram (IIITDMK) invites Sealed Quotations through Box from registered and reputed agencies/firms for the Tender for “Empanelment of Taxi Services at IIITDMK as and when required basis for a period of one year”.

Instructions to Bidder

Documents with separate Techno-commercial (I) and Price bid (II) filled in the specified proforma shall be submitted in the box.

The Institute reserves the rights to cancel any or all the tenders without assigning any reason. The interested bidder shall carefully read the Technical Specifications (TS), terms & conditions thoroughly and understand the nature and quantity of job to be undertaken before bidding.

Bidders shall submit a complete set of bid document, technical specifications and scope of work, terms & conditions (including payment terms & penalties) duly signed & stamped as a token of scope understanding and acceptance/compliance by them.

The Contract will be awarded to a single successful bidder on overall L1 basis for complete lot and shall not be split. The L-1 will be evaluated on Least Cost basis. Bidders shall provide the price breakup as per the format (Annexure II) as a financial document along with the price bid part. NOTE: FUEL CHARGES ARE TO BE CONSIDERED WITH PRICE DURING PRICE BIDDING. THEREFORE, NO FURTHER FUEL CHARGES WILL BE REIMBURSABLE UNDER ANY CIRCUMSTANCES.

The Price quoted by the Bidder shall remain firm and fixed for the total period of contract and no escalation is permissible.

The technical bid submitted by the bidder must not contain any indication of prices. Prices are to be submitted only in Price Bid. If the price has been found in the technical bid of any bidder, the offer of that bidder will get rejected in technical bid itself. Prices are to be submitted only in Price Bid. The Price Bid of only technically eligible bidders will be opened after tender evaluation.

Bank Details: Bidder should indicate their complete banker's details i.e., account number, bank name, bank city, branch name, Swift code and Branch Code in their offer. The vendors shall be required to submit details of their bank account for enabling IIITDM Kancheepuram to make payment in e-mode, wherever facilities to make payment by e-mode exist.

Scope of Work

The Successful service provider shall arrange and provide a car with Driver(s) to IIITDM Kancheepuram as per the details mentioned below:

S. No.	Description	Hatchback	Sedan	SUV	Premium SUV	Van 17 Seater	Mini Bus 20 Seater	Bus 40-45 Seater
I.	Local Trips:							
1	3 HRS and 30 KMS							
2	5 HRS and 50 KMS							
3	8 HRS and 80 KMS							
4	10 HRS and 100 KMS							
II.	Outstation Trips:							
1	Per day covering 250 KMS							

Terms and Conditions

Note: These terms and conditions are part of the Contract/Agreement between IIITDM Kancheepuram and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

Vehicle to be requisitioned on call basis: The Successful supplier shall be required to give vehicle(s) with driver to IIITDM Kancheepuram on call basis maximum within 3 hours from verbal requisition otherwise the hired vehicle shall be arranged from any other agency at the risk and cost of the Successful supplier. Extra expenditure to be incurred by IIITDM on this account will be recovered from the pending bills or Security Deposit of the Successful supplier. The decision of Executing Authority in this regard on behalf of IIITDM shall be final and binding on the Successful supplier.

The Successful supplier shall arrange fuel, Mobil oil, etc. as required for the vehicle and its cost will be borne by successful supplier, which is inclusive in the quoted rate. The Successful supplier/Driver shall maintain Log Book/ Duty Slip/ Challan and it should be ensured that it is duly signed by the user of that particular vehicle.

The Successful tenderer shall always maintain the vehicles to be provided to IIITDM Kancheepuram in tip-top condition (exterior get up of the vehicle(s) should be bright; Tyres are not worn out, Engine well-tuned and cooling effect of the AC is as per the specification of the manufacturer of that vehicle). The Successful tenderer must ensure that vehicles are to be provided to IIITDM Kancheepuram with clean seat cover wrapped with clean white towel and First Aid Box.

No alteration and addition anywhere in the original bid document are permitted. If any of these are found, the bid will be summarily rejected.

The amount of parking/ Toll Tax charges at actual for the hired vehicle(s) on duty for IIITDM Kancheepuram on call basis will be reimbursed by IIITDM Kancheepuram on production of receipt/ bill and duly certified by the Executing Authority of this Contract.

The bidder shall comply with all applicable statutory requirements, rules and regulations required for carrying out the services.

The firm should be registered with the concerned regulatory authority and should furnish a

copy of registration certificate in support thereof.

THE AGENCY SHALL COMPLY AT ITS OWN COST WITH ALL APPLICABLE LAWS, RULES AND REGULATIONS IN FORCE FROM TIME TO TIME OF CENTRAL/STATE GOVT. OR LOCAL BODIES AS APPLICABLE TO HIM/HER OR TO THIS CONTRACT WITHOUT ANY LIABILITY AND RESPONSIBILITY TO IIITDM KANCHEEPURAM, WHATSOEVER IT MAY BE.

The entire expenses towards repair, maintenance, painting, cleaning, sanitizing and servicing, taxes, levies, insurance, uniform, wages and allowances of drivers and other statutory payments, etc. shall be paid /borne by the Successful supplier. IIITDM shall have no liability for these.

The Successful supplier shall ensure that during the duty hours of the vehicle(s) the driver(s) must carry a valid Driving License, Commercial Registration Certificate of the Vehicle, Insurance Certificate, Road Tax Token, Pollution Certificates and any other documents that may be required for plying such vehicle(s) on hiring.

To bear all taxes, rates charges, levies or claims, whatsoever, as may be imposed by the Central/State Govt. or Local Bodies or Authority. To furnish such proof of payment of compliance or the obligations including registration certificates, receipts licenses, clearance certificates etc. as may be required by the IIITDM Kancheepuram from time to time.

The Successful supplier and driver of the vehicle shall solely be responsible and liable for any accident/ Police / observance of security and safety rules of IIITDM Kancheepuram. The Successful supplier shall also be responsible for any other violation of laws/ compliance of any statutory requirement of the Motor Vehicle Act. The Successful supplier shall be fully liable/ responsible for the breach of any criminal/ civil law or Motor Vehicles Act while vehicles are on duty with IIITDM. The Successful supplier shall keep IIITDM absolved of any liabilities in this regard.

No personnel/driver engaged by service provider shall disclose any information of the IIITDM to anyone. In case the same is proved, the stringent action shall be taken against the Agency.

The Successful supplier shall arrange fuel in sufficient quantity as and when required for the vehicle(s) in advance. The successful supplier shall be fully responsible for keeping the registration; insurance, road tax, driver license etc. up-to-date and compliance of all traffic rules.

The Successful Supplier / car owner shall give his/her telephone number (mobile/ landline) with full address where he/ she can be contacted and can be informed immediately about requirements and in case of any changes in schedule/ programmes.

It will be the responsibility of the service provider to maintain the hired vehicles in neat, clean, hygienic condition. The vehicles should be sanitized daily with the disinfectant. The upholstery of the vehicle should be proper and clean.

The vehicles should be equipped with an emergency medical kit and a fire extinguisher. The authorised officer of the IIITDM Kancheepuram would carry out surprise checks for checking the cleanliness of the vehicles. If found untidy, IIITDM shall impose penalty **@ Rs. 1,000/- per instance**. In case of three defaults against this clause, the service provider is obliged to provide a replacement vehicle.

Cars /Taxis supplied to IIITDM Kancheepuram should not be more than 05 (Five) years old. At any point of time during the contract, as a documentary proof, registration book of the car/taxis shall be asked by IIITDM Kancheepuram and agency has to submit the same.

Insurance: The vehicle shall be comprehensively insured along with staff travelling with the

vehicle and insurance policy of the vehicle made available by the owner of the vehicle made available as and when asked for.

The firms should have adequate number of cars to be provided as taxi. Firms should have adequate number of drivers having experience of driving in Chennai Local, Surrounding districts and all over the state.

The firm should ensure that the drivers employed hold valid driving license, are well behaved, reasonably educated, having communication skill in Tamil and English, conversant with traffic rules/regulations and city roads/routes as well as security instructions.

Driver should be having good behaviour and character and should possess valid driving license for four-wheeler car and free of any criminal antecedent.

Each driver employed by the firm must have a cell-phone duly activated.

Each driver should wear proper formal dress while on duty in this office.

Allocated driver/s shall have to arrange their meals by themselves. IIITDM Kancheepuram shall not provide any meal service or cost of meal to any driver.

The agency shall bear all expenses of allocated drivers as applicable. IIITDM Kancheepuram shall not be having any liability or responsibility for the same.

In case of any loss that might be caused to the Institute due to lapse on the part of the personnel/driver deployed by the agency discharging their responsibilities, such loss shall be compensated by the contracting Agency and in this connection, the Institute shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the Institute besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel/driver deployed by the agency, the Institute shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.

In case of death or mishap leading to any injury or disability whatsoever, occurred to personnel/driver during discharging the duty, the compensation /legal or any other liability will solely rest with the firm/agency.

In case any personnel/driver of Agency is implicated in any law suit or is injured during the course of performing his duty/their duties for IIITDM Kancheepuram it shall be the sole responsibility of the Agency to defend its personnel in the court of law or to extend all medical and financial help etc. without charging any cost to the IIITDM Kancheepuram.

In case it is found that any theft, pilferage, loss or damage has occurred to the person property or premises of the IIITDM Kancheepuram due to negligence of personnel/driver in performing his/her duty and / or absence from the place of duty and/or not providing substitute by the Agency or any other reason, the cost of all such losses or damages as assessed by IIITDM Kancheepuram shall be recovered from the Agency's bill or from his security. In such matters where required, the Agency will investigate and submit a report to IIITDM Kancheepuram and maintain liaison with the police. FIR will be lodged by IIITDM Kancheepuram, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed. Recovery including cost of item may be made by IIITDM Kancheepuram.

A local representative of Agency shall be In-charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract. While working at the premises of IIITDM Kancheepuram, they shall work under directives and guidance of IIITDM Kancheepuram and will be answerable to IIITDM Kancheepuram. This will, however, not diminish in any way, the Agency's responsibility under contract to the IIITDM Kancheepuram.

The firm should be registered with the concerned Authority and should furnish a copy of

registration certificate in support thereof.

AN OFFICE OF THE SERVICE PROVIDER MUST BE LOCATED IN CHENNAI, TAMIL NADU. DOCUMENTARY EVIDENCE OF THE SAME TO BE SUBMITTED ALONG WITH THE TECHNICAL BID OR ELSE THEIR BID WILL BE REJECTED IN TECHNICAL BID ITSELF.

Only such Taxi Operators may apply whose Cars /Taxis have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises/Garage/Stand from where such taxis are to be operated and can be requisitioned by the IIITDM Kancheepuram Office.

The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.

While the IIITDM Kancheepuram has a regular requirement for hiring Cars /taxis, it shall have the right not to utilize the services at all at any time for any period without giving any notice.

REVISION OF RATES WILL NOT BE ENTERTAINED DURING THE PERIOD OF CONTRACT.

Rates once finalized will be valid for a period of One year. Upward changes in rates will not be considered due to any hike in petrol/diesel/Any fuel prices or taxes during the operative period of contract.

Contract shall be valid for One Year, which can be extended subject to the satisfactory performance of the Supplier and on the mutual consent on the period of extension and other terms and conditions by the Institute and supplier.

Unless written consent is given by the Institute, the Contract or any part, share, or interest in it, must not be transferred or assigned by the Supplier, directly or indirectly to any persons whomsoever.

Booking of vehicles will be done by authorized person(s) of the Executing Authority of this Contract during office hours and even odd hours. Successful supplier shall provide the contact Telephone/Whatsapp numbers/ details of the authorized person(s) to the Executing Authority of this Contract so that at any point of time booking can be given. Successful supplier shall also provide the contact details of the driver assigned with the car to the assigned official/Executive Authority of the contract for carrying out his duty at any point of time.

The Agency shall be expected to start the work w.e.f. 01 December 2025.

In case of any changes of constitution of the Agency, the rights of IIITDM Kancheepuram should not suffer.

The firm should provide proper escalation matrix along with the name, designation, contact number and email-ids for the service.

All other terms and conditions, which are not mentioned herein above, shall be applicable as per General Terms Conditions of this NIT.

Period of Contract:

- (i) The Contract shall be valid for a period of one year. However, the contract can be extended upto one more year subject to the satisfactory performance of the Supplier and on the mutual consent on the period of extension, rates and other terms and conditions by both the parties.
- (ii) IIITDM Kancheepuram reserves the right to terminate the contract awarded at any time during the currency of the Contract without assigning any reasons by giving 30days notice in advance in writing.

- (iii) The Contractor shall be required to give 90days advance notice in writing for termination of the contract failing which the security deposit shall stand forfeited.

Responsibilities of the Successful supplier:

- (i) The Successful supplier shall be liable to supply vehicle(s) even on Sundays/Holidays.
- (ii) On receipt of information from the user or executing authority of this contract regarding breakdown of the vehicle during duty hour an alternate vehicle shall be arranged by the successful supplier and send the same to the user of the vehicle immediately failing which extra vehicle shall be hired by IIITDM at the risk and cost of the Successful supplier.
- (iii) The Successful supplier shall have to change the driver/ hired vehicle if the same is found unfit/ inconvenient by the user.
- (iv) The Successful tenderer shall issue separate Duty Slips (containing of starting & destination points, place of visit, reason for visit including initial meter & final meter readings, etc. to be filled on each duty slip along with signature of the user(s) of the vehicle) for each vehicle allotted for duty. The Successful tenderer will ensure that each duty slips is checked and signed by the user(s) of the vehicle(s).

Compliance: The Successful supplier shall be responsible and will ensure compliance with all Central and State Laws as well as rules, regulations, by- laws and orders of the local authorities and statutory bodies as may be in force from time to time during the tenure of the contract.

Terms of payment:

No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

Payment calculation will be made based on the duty slip signed by the user and driver, which shall indicate the opening and closing meter reading and time.

The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.

All payments shall be made only after deducting appropriate taxes as declared by Government from time to time.

Office of the IIITDM shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties imposed by the Institute, if any.

The term 'payment' mentioned in this Para includes all types of payment due to the contractor arising on account of this contract excluding Bid Security (EMD) and Performance Security Deposit governed by the separate clauses of the contract.

Wherever applicable all payments will be made as per schedule of payments.

Arbitration: If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by Office of the IIITDM Kancheepuram. The arbitration proceedings shall take place in IIITDM Kancheepuram. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

Penalty: The penalty shall be imposed as under:

In case of breach of any conditions of the contract or tender document and for all type of losses caused Including excess cost due to hiring of Taxi / Car from the market in the event of Contractor failing to provide requisitioned number of taxis /cars or not providing Taxis, the office shall make deductions at double the rate of hiring rate on pro-rata basis from the bills prepared by the Contractor or that may become due to the Contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the IIITDM Kancheepuram.

If the Successful supplier fails to supply vehicles or refuses to provide vehicles against requisitions than vehicle shall be arranged from any other agency at the risk and cost of the Successful supplier. Extra expenditure to be incurred by IIITDM on this account will be recovered from the pending bills or Security Deposit of the Successful supplier. The decision of Executing Authority in this regard on behalf of IIITDM shall be final and binding on the Successful supplier.

Rs.500/- (Rupees five hundred only) for failure/ non-reporting in time per instance. Delayed reporting shall also be construed as failure of duty and will be liable to attract penalty at the same rate.

Breach of Terms and Conditions: In case of breach of any of terms and conditions mentioned above, the Competent Authority of IIITDM shall have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by the Institute in that event and the Performance Security Deposit shall be forfeited.

Suspension of Contract:

- (i) The Institute shall be at liberty at any time to suspend temporarily this Contract on giving 24 hours' notice in writing the Supplier for breach of any of the terms and conditions of this Contract for insufficient service or misconduct of the Supplier as to which the decision of the Institute shall be final and the Supplier shall not be entitled to any change or compensation by reason thereof.
- (ii) An event of default on the part of the Supplier, which results from the Supplier being unable to fulfil its Service obligations under the Contract, shall be deemed as a serious default, and is said to have occurred due to any of the following causes:
 - (a) In the opinion of the Institute, the Supplier has repudiated the Contract;
 - (b) Without reasonable excuse has failed to provide Taxis Services in accordance with this Contract within the time stipulated for completion;
 - (c) Despite previous warning from the Institute, in writing, or otherwise persistently or flagrantly neglecting to comply with any of its obligations under the Contract;
 - (d) If the Supplier is in breach of any law or statute governing to provide taxi services;
 - (e) The Supplier, in the judgment of the Institute, has engaged in corrupt or fraudulent practices in competing for or in carrying out the Services under the Contract.
 - (f) The Supplier enters into voluntary or involuntary bankruptcy, or liquidation;
 - (g) The Supplier becomes insolvent;
 - (h) A receiver, administrator, trustee or liquidator is appointed over any substantial part of its assets;

- (i) Any act is done or event occurs with respect to the Supplier or its assets, which, under any applicable law has substantially similar effect to any of the foregoing acts or events;
- (j) The Supplier (in case of a consortium) has modified the composition of the consortium and/or the responsibility of each member of the consortium without prior approval of the Institute.

Security Deposit:

- (a) For successful bidder, EMD will be converted into security Deposit and will be retained with IIITDM Kancheepuram till the expiry / termination of rate contract without interest.
- (b) Security deposit will be refunded after satisfactory performance of the work and on completion of all obligations by the bidder.

Termination by the Institute: It shall also be lawful for the Institute to terminate the Agreement at any time without assigning any reason and without being liable for loss or damage, which the Supplier may suffer because of such termination, by giving the Supplier 30 days' notice in writing by the Bureau for such termination. Any such termination shall be without prejudice to any other right of the Institute under the Contract.

The contract shall be terminated if:

- (a) The Successful supplier fails or does not commence work in the manner described in the Scope of Work & General Terms & Conditions of this contract or if at any time in the opinion of the Company.
- (b) The Successful supplier fails to carry out/ suspend the work in conformity with the Scope of Work and General Terms and
- (c) Conditions stated in this contract.
- (d) The Successful supplier commits/ suffers/ permits any breach of the contract as stated in the clauses of Scope of Work and General Terms & Conditions of this Contract.
- (e) The Successful supplier fails or does not commence work in the manner described in the order.
- (f) If the Successful supplier abandons the work, BIS shall be entitled at its option to terminate the Contract and Penalty as describe in clause-7 shall be deducted from the Bill/ Performance Security Deposit of the Successful supplier. However, such enforcement will only be made if it is found that the Successful supplier is at fault and not for failure due to unforeseen circumstances.

Supplier's right to terminate: If the Supplier decides to terminate the Contract before the end of contract period, the Supplier has to give an advance intimation of at least 90 days. If the Supplier terminates the agreement without prior notice of 90 days, then the entire security deposit will be forfeited.

Force Majeure Clause: If at any time during the continuance of this Contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as such acts) provided notice of happening of such event is given by one party to the other within 21 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to

an end or ceased to exist, and the decision of the Deputy Director General of Western Region of the Institute as to whether the deliveries have been so resumed or not, shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the contract provided also that the Institute shall be at liberty to take over from the Supplier at a price to be fixed by Director General, which shall be final.

Corrupt or Fraudulent Practices:

- (a) The Institute requires that the Bidders under this Bid observe the highest standards of ethics during the procurement and execution of such Contracts. Accordingly, the Institute defines the terms set forth as follows:
- (b) 'corrupt practice' means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and
- (c) 'fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of the Institute, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Contract Prices at artificial non-competitive levels and to deprive the Institute of the benefits of the free and open competition.
- (d) The Institute will reject a proposal for award if it determines that the Supplier has engaged in corrupt or fraudulent practices before, during or after the period of contract; The Institute will hold the Supplier ineligible to be awarded a contract, either indefinitely or for a period of 24 months from the date of declaring the Supplier ineligible if it at any time determines that the Supplier has engaged in corrupt and fraudulent practices in competing for, or in executing the Contract.

Publicity: Any publicity by the Supplier in which the name of the Institute is to be used, should be done only with the explicit written permission of the Institute.

Mode of serving Notice:

- (a) Communications between Parties which are referred to in the Contract are effective only when in writing. A notice shall be effective only when it is delivered (in terms of Indian Contract Act).
- (b) All notices shall be issued by the authorized officer of the Institute unless otherwise provided in the Contract. In case, the notice is sent by registered post to the last known place or abode or business of the Supplier, it shall be deemed to have been served on the date when in the ordinary course of post these would have been served on or delivered to it.

Special Instructions to the Tenderers:

- (a) Before submitting the tender, it shall be deemed that the tenderer has gone through the scope of work and all other conditions of the tender including acquaintance of the site conditions.
- (b) The decision of IITDM Kancheepuram in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.

Governing Law: The Contract entered into between the Purchaser and the Supplier shall be governed by and interpreted in accordance with the Laws of India. The place of jurisdiction shall be the place where the Purchaser is located, unless otherwise specified.

List of documents to be submitted as part of the technical bid:

- (a) Company Registration Document of the concerned Local/State/Central Government Authority
- (b) Copy of GST Registration Certificate
- (c) Copy of PAN Card
- (d) Documentary proof, indicating the firm's location of the office in Chennai, Tamil Nadu.
- (e) Income Tax Return for last 3 years or annual turnover for last 3 years duly certified by CA.
- (f) **Earnest Money Deposit (EMD) Payment**
 - I. All participating bidders have to submit an EMD of Rs. 25,000/- as DD/ Banker's Cheque in favour of "The Registrar, IIITDM Kancheepuram" payable at Chennai.
 - II. The Technical Bid without EMD will be rejected.
 - III. EMD of unsuccessful bidders will be refunded after the award of the contract.
 - IV. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
- (g) **Annexure-I: UNDERTAKING / DECLARATION regarding bidder financial standing, black-listing and no pendency of any criminal case against the firm or company or conviction by any Court of Law** (To be submitted on company's letter head).
- (h) Details of dedicated customer support (Helpline Number, Email ID, etc.).

s/d
कुलसचिव/Registrar

UNDERTAKING / DECLARATION regarding bidder's financial standing, black-listing and no pendency of any criminal case against the firm or company or conviction by any Court of Law

(To be submitted on the company's letterhead)

To,
Registrar,
IIITDM Kancheepuram
Melakottaiyur, Chennai 600 127

Subject: DECLARATION regarding bidder financial standing, black-listing and no pendency of any criminal case against the firm or company or conviction by any Court of Law

I/We hereby declare that the firm or company or LLP firm is not under liquidation, court receivership or similar proceedings, and is not bankrupt.

I/We accept Tender Scope of Work, Buyer Added Bid Specific Terms and Conditions and Additional Terms and Conditions.

I/We hereby further declare that the firm or company or LLP firm is not black-listed or debarred from tendering for corrupt or fraudulent practices or non-delivery or non-performance, by any Ministry or Department of Central Government/ State Government or PSU or other bodies under the Central Government/ State Government.

I/We also declare that no criminal case is registered or pending against the firm or company or LLP firm or its owner or partners or directors anywhere in India. I/We further declare that neither I/we nor our firm/ Company is found guilty of any criminal offence or convicted by any Court of Law.

Signature:

Name:

Date:

Place:

Price Bid*(Quotation must be in rupees only)*

S. No.	Description	Hatchback	Sedan	SUV	Premium SUV	Van 17 Seater	Mini Bus 20 Seater	Bus 40-45 Seater
I.	Local Trips:							
1	3 HRS and 30 KMS							
2	5 HRS and 50 KMS							
3	8 HRS and 80 KMS							
4	10 HRS and 100 KMS							
6	Rate for Extra KM							
7	Rate for Extra HRS							
II.	Outstation Trips:							
1	Per day covering 250 KMS							
2	Extra KM							
3	Driver Bata							
4	Night Halt charges							

Note:

- There is no commitment from IIITDM Kancheepuram to hire above the quantity of vehicles compulsorily.
- Payments will be made based on actual trip requirements and consumption of the vehicles.
- Toll / Parking Charges are not to be included in the quote.**
- Either extra hours or kilometers will be calculated if crosses within the slab and the next slab rate will be admissible when both exceeds the limits.
- Time and kilometers will be calculated shed to shed.
- The lowest rate quoted by the contractor in each line item will be taken as a lowest rate and the rate list will be arrived accordingly.**

Date:

Place:

Authorised Signatory

Name:

Designation:

Contact No:

Seal of the bidder