

Tender No.: TISS-IDS-H&L Vehicle – 2021

Date: 4th September, 2021

Estimated Cost: Rs. 50,00,000



WEBSITE: <https://www.tiss.edu/jobs & tender>

Notice inviting **e-TENDER** “Contract for Hiring & Leasing Vehicles” for Mumbai Campus

www.tiss.edu/jobs & tender.

Bidders may kindly download the same from the Institute’s website upto 25.09.2021.

Operational Vehicles Swift Desire, Etios, Innova, Tempo Traveller, Bus (AC or non AC) are required on hire basis to be used for the TISS, Mumbai. The hiring shall be initially for the period of one year from the date of commencement and would be extendable for one more year at the discretion of Registrar, TISS, Mumbai

The details of tender notification can be downloaded from www.tenderwizard.com/TISS under "Tender of TISS" link in the homepage <<https://www.tiss.edu/jobs & tender>>.

Issued By

Registrar

INSTITUTE OF SOCIAL SCIENCES

Mezannine Floor, Admin Block, Committee Room

V.N. Purav Marg, Deonar

Mumbai 400 088.

Email: registrar@tiss.edu

Contents/Index

SL	Content	Page No.
1	Cover Page	00 – 01
2	Contents/Index Page	00 – 02
3	Tender Notice & Schedule of Events	00 – 03
4	Scope of Work & General Instructions for Bidder	04 – 05
5	Instruction & Guidelines to the Bidder	06 – 07
6	Terms & Conditions of the Contract	08 – 11
7	Payment Terms & Penalty Clause	00 – 12
8	Condition in Case of Dispute & Arbitration	00 – 13
9	Commencement of Work	00 – 14
10	Technical Bid Performa – Part One	15 – 16
11	Financial Bid Performa – Part Two	00 – 17
12	Bidder's Declaration on Letter Head	00 – 18
13	Bid Security Declaration on Letter Head*	00 – 19
14	Declaration & Acceptance of Terms and Conditions	00 – 20
15	Documents to be uploaded & submitted (Hard-Copies)	00 – 21

Total no. of pages - 21

*In case of any other requirements, it will be dealt as per GoI instructions.

Tender Notice & Schedule of Events

TISS is a unique institution that brings together high quality scholars and practitioners from Social, Economic, Political, Physical, Habitat, Engineering, Health, and Environmental Sciences to create interdisciplinary teaching and research programmes combined with field action to address the most critical current and emerging issues of the nation.

Tata Institute of Social Sciences, Mumbai 400088 invites e-tender from the reputed agency for providing or extending services for a period of one year, which is extendable upto three years based on satisfactory performance.

Services include: Hire & Leasing of Vehicles i.e. Innova – AC, D'zire/ Etios – AC, Tempo Traveller – AC, Tempo Traveller–Non AC, Bus (25 Seater) – AC, Bus (25 Seater) – Non-AC, Bus (55 Seater) – AC, and Bus (55 Seater) – Non-AC

Schedule of Events:

Published Date & Time	04.09.2021	11.00 Hours
Bid Document Download Start Date & Time	04.09.2021	11.00 Hours
Pre-Bid Meeting: A pre bid meeting shall be held at 11.00 AM on 21st September, 2021 in which the bidders shall be briefed about the scope of work and resolve the queries of bidders if any. All the queries will be addressed and resolved during Pre-Bid Meeting by Mr. Parag Panchal, Incharge (Transport), Facility Services, TISS, Mumbai (Phone No: 022 2552 5206) and no queries regarding this tender will be entertained after the Pre-Bid Meeting.		
Last Date for Online Submission	28.09.2021	18.00 Hours
Date of Opening (Techno-commercial Bid)	29.09.2021	11.00 Hours
Date of Opening (Cost Bid)	To be communicated later	

Complete details of the tender document are also available on TISS Website www.tiss.edu. Interested bidder may kindly down the same from the Institute's website upto **28.09.2021 by 18.00 hours**

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

- 1 : TISS requires the services of reputed, well established agency for Operational Vehicles Swift Desire, Etios, Innova, Tempo Traveller, Bus (AC or non AC) are required on hire basis to be used for the TISS, Mumbai..
- 2 : TISS requires services for its establishment at two adjacent campuses (Main & Naoroji Campus at TISS, Mumbai – 400 088. The Contractor will have to deploy the required services at any of these two campuses as and when required.
- 3 : The tender should be submitted through Online mode (eTenderwizard.com/TISS) in **Two-Bids System** i.e. (i) Technical Bid and (ii) Financial Bid. The Tender Document can be downloaded from the website of TISS (www.tiss.edu/Job & Tender).
- 4 : Tender should be submitted in two parts. **Part I** (Page No.15-16) should consist of all technical details including their previous experience, nature of work carried out, number of trained drivers provided from each work, etc and other commercial points as detailed in the tender document. **Part II** (Page No. 17) should contain only the charges (price). Both Part I and Part II should be submitted online mode only, respective formats are available in xls format on e-Procurement portal.
- 5 : The tenure of the contract will be for a **period of One Year** which may be extended for further two years on yearly basis subject to satisfactory services and mutual agreement.
- 6 : For due performance of his/her/their obligations under the contract, during the validity, the successful bidder (s) shall have to deposit 3% as performance guarantee, which will be free from interest, and **valid for a period of 15 months** from the date of commencement of the contract, immediately after the contract agreement and valid for a period of **15 months** from the date of commencement of work. The performance guarantee covering the period of contract is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalized Banks. The performance guarantee will be forfeited in case of breach of contract. After successful completion of the contract, the performance guarantee will be refunded after adjusting the dues, if any, to TISS from the Contractor. In case the contract is extended, the performance guarantee will have to be renewed by the Bidder.
- 7 : The bidder should ensure that the amounts are written legibly in the financial bid document which are available in excel format on e-Procurement portal in such a way so as to prevent any possible manipulation. No blank space should be left.
- 8 : Canvassing in any form/manner is strictly prohibited and the agency resorting to canvassing will be liable for rejection on that ground alone.
- 9 : The NGO/agency shall not be permitted to bid if a relative is posted in TISS in the grade between Registrar and Section Officer. He/she shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who relatives are as mentioned above.

NOTE: A person shall be deemed to be a relative of another if, and only if, (a) they are members of Hindu undivided family; or (b) they are husband and wife; or (c) the one is related to the other in the following manner: Father, Mother (including step mother), Son (including step son), Son's wife, Daughter (including step daughter), Daughter's husband, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister) and Sister's husband.

- 10 : The bids submitted shall remain valid for 120 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 120 days from the date of opening shall be by mutual consent.
- 11 : That the persons deployed by the contractor under the contract shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor (who is answerable to the Competent Authority of TISS i.e. Director, TISS or his representative) and in no case, shall an employer-employee relationship accrue/arise implicitly or explicitly between the said persons and the TISS. Subcontracting shall not be permitted.
- 12 : Failure to fulfil any of the conditions given above shall render the bid/bidder liable for rejection.
- 13 : The Director, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai – 400 088, does not bind himself to accept the lowest or any bid and reserves to himself the right of accepting the whole or any part of the bid, and the bidder shall be bound to perform as agreed upon in the contract agreement at the quoted rates.

INSTRUCTIONS & GUIDELINES TO THE BIDDER

Tata Institute of Social Sciences invites tenders through online portal only from reputed, experienced and financially sound Vehicle Service providers to provide rental vehicles to Tata Institute of Social Sciences at Mumbai. The contract will be initially for a period of one year. The quantum of requirement of vehicles may increase or decrease during the period of contract.

Bid has to be submitted through online portal subject to the following Technical Eligibility Criteria and Terms & Conditions. The actual requirement may increase or decrease at the time of awarding the contract along with the same rates and Terms and Conditions.

Technical Eligibility Criteria: The tendering Agency must fulfil the following technical specifications in order to be eligible for technical evaluation of the bid.

- 1 : The Registered Office of the Agency should be located in and around Chembur area, **Mumbai** in the radius of 8 km. An attested copy of the registration certificate of offices in **Mumbai** shall be enclosed. The company should be ISO certified & reputed, experience & financially sound. After the date of tender publication ISO certification will not be considered. Proof to this effect may be enclosed.
- 2 : In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- 3 : The Agency must have a minimum of three years' experience in supplying Vehicles to reputed private companies / Public Sector Companies / Banks / Central and State Government Departments. Proof of at least two contracts relating to supplying of Vehicles services to Central Government / State Governments / PSUs / Bank / reputed private firms in last three years along with attested copies of the supply order be enclosed with the tender document.
- 4 : The Agency should have a minimum annual turnover of Rs. 50 lakh each year during last three financial years i.e. 2018-19, 2019-20 and 2020-21. A copy of turn over statement duly certified by the C.A along with ITR must be enclosed with the tender document.
- 5 : The Agency should have its own Bank Account. Certified copy of the account maintenance for the last three years issued by Bank shall be enclosed.
- 6 : Certified copy of the PAN card shall be attached with the Bid document.
- 7 : The Agency (not individual) should be registered with GST. Certified copy of the registration shall be attached with the Bid document.

- 8 : The Agency must have a minimum of 10 vehicles of same make not older than July, 2016 registered in its name in Mumbai. A list of such vehicles with registration details should be attached with the bid. The list should also indicate the date of registration of the car. The Institute may ask the agency to produce the original RCs at the time of examination of technical bid.
- 9 : Self-Certificate that the firm has not been blacklisted by any Central Government Department / Ministries/PSU's/Banks, etc. should be enclosed.
- 10 : The Agency must attach proof of successful and satisfactory completion of at least three contracts / works each amounting to at least Rs. 25.00 Lakh per annum or 2 works amounting to Rs. 40 Lakh each or 1 work amounting to Rs. 50 Lakh per annum during the last three years from the tender opening date. The certificate should be from prominent organizations (Government organizations / PSUs / Bank reputed private firms).
- 11 : NO EMD due to pandemic (Covid19)
- 12 : **Performance Bank Guarantee:** The successful tendered (s) will have to deposit Performance Bank Guarantee of Rs. 100,000/- (Rupees One Lakh only) by a reputed Bank. The performance bank guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firm. In case the contract is further extended beyond the initial period, the performance bank guarantee will have to be accordingly renewed by the successful tendered (s).

TERMS & CONDITIONS OF THE CONTRACT

- 1 : The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended for a further period of one year on the same rates, terms and conditions depending upon the requirement and administrative convenience of Institute. Any further extension can be considered on mutually agreed terms and condition. The Institute, however, reserves the right to terminate / curtail the contract at any time after giving one week's notice without assigning any reason.
- 2 : The date of purchase of vehicle provided should not be earlier than July, 2019 and should not have run for more than 20000 kms.
- 3 : Vehicles to be provided by the Contractor(s) should be in perfectly good and sound condition mechanically and suitable for use of Institute authorities.
- 4 : Vehicles supplied should be fitted with all modern features.
- 5 : The vehicles should be comprehensively insured.
- 6 : The vehicles will have to be fitted / provided with the following additional accessories / utilities: -
 - a) Clean seat covers
 - b) Quality radio music system
 - c) Reading lamp
 - d) Tissue paper box
 - e) Car perfume
 - f) Seat Belts (front Rear)
 - g) Umbrella during Monsoon
- 7 : Agency should have sufficient numbers of drivers having experience of driving in Mumbai and Outstation. The Agency should own a fleet of sufficient number of vehicles so as to ensure prompt and smooth service.
- 8 : Only such **Vehicles** Operators may apply whose **Vehicles** have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises / Garage / Stands from where such **Vehicles** are to be operated and can be requisitioned by this Department.

- 9 : The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules / regulations and city roads / routes as well as security instructions.
- 10 : Each driver employed by the firm must have a cell-phone duly activated.
- 11 : Each driver should wear uniform while on duty. Each driver provided to the Institute along with the vehicle should have police verification.
- 12 : Punctuality will have to be ensured and log book / Duty Slip shall be maintained by the drivers for this purpose. The driver should not leave the office without prior permission of the concerned officer in any case.
- 13 : No refreshment charges will be paid for lunch / tea of the driver.
- 14 : A list of drivers who would be deployed on duty along with their valid driving license nos. has to be provided to the Institute. The driver should not be changed unless the officer to whom the driver reports is apprised
- 15 : The agency should inform in advance the bio-data of all drivers who would be deployed on duty.
- 16 : Declaration from the agency on their letter-head stating that the drivers provided are of Good Character, has police verification, have valid driving license and are aware of the roads of Mumbai and Outstation are required.
- 17 : The agency should have an adequate number of telephones for contact round the clock and these may be conveyed to the Institute.
- 18 : The agency should have a provision to take bookings 24x7.
- 19 : The agency should be experienced in providing fleets for events, delegations, meetings and conferences, etc.
- 20 : “Full Day” would imply a run of the Vehicles upto 80 kms and 8 hours duration. The agency is hereby requested to mention the charges beyond 80 Kms and 8 hours.
- 21 : Rates once finalized will be fixed at least for a period of one year and used as base rate in case of Upward / downward change in rates in fuel prices.

- 22 : Any complaint from the users regarding poor upkeep, maintenance, non- availability of above accessories or any of the conditions prescribed for drivers not being met would attract a cut from the bill for that day(s) on pro rata basis @ 25% in the first instance, 50% in the second instance and removal of driver and / or vehicle from the fleet on the third instance either from per day rate on pro rata basis.
- 23 : Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to the Institute
- 24 : A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book / duty slip in a format as per govt. instructions and the log book / duty slip shall be submitted to concerned officer in Institute regularly for scrutiny and billing purpose
- 25 : A vehicle will be allowed for booking only in condition when the Milo meter is sealed. If during the running of the vehicle it is found that the Milo meter is unsealed then forfeiture of hiring charges and a penalty as fixed by Inatitute will be imposed
- 26 : The time and mileage shall be taken in to account from the reporting time at the appointed place (both at the time of reporting and closing). There will be no dead mileage. In other words to and fro journeys from the garage to the reporting place and releasing place to garage will not be counted for computing the mileage or time.
- 27 : Once the hiring of vehicles commences from a particular agency, the vehicles and drivers should not be changed unless so requested for by the Institute. The vehicle must be available at any time of day as desired by the Institute
- 28 : The driver provided by the agency should fulfil the following conditions:
a) Should be in possession of valid driving license issued by RTO.
b) Should not smoke; chew Pan / Pan masala / Tobacco.
c) Should be conversant with the routes of all Government buildings and important roads within Mumbai and outstation.
d) Should not indulge in any activity inimical to security of the officers travelling in his car.
- 29 : The agency must also ensure that all the necessary documents (Registration Certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the Institute.
- 30 : The agency has to submit an acceptance letter indicating type of vehicle and rates and acceptance of all terms and conditions levied therein. He is required to execute a contract before the service is started.
- 31 : In case of breakdown of any vehicle during duty, it shall be the responsibility of the agency to provide a substitute vehicle, which is of similar make as replacement

immediately.

- 32 : The liability of the Institute will be limited to the hiring charges agreed in the contract.
- 33 : No additional terms & conditions over and above the conditions stipulated above shall be entertained by Institute.
- 34 : Actual parking charges / Toll charges will be payable along with the bills, only upon submission of the parking bills / toll receipts etc.
- 35 : The agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc, in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in the Institute
- 36 : While the Institute has a regular requirement for hiring **Vehicles**, it shall have the right not to utilize the services at all at any time for any period without giving any notice. The Institute will also reserve the right to hire **Vehicles** from any other provider of such services even during the period of contract.
- 37 : In case of breach of any of terms and conditions mentioned above, the Competent Authority will 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 Security Deposit in the form of Performance Bank Guarantee shall be encashed.
- 38 : The Bank Guarantee can be forfeited by order of the Competent Authority of the Office of the **Institute** in the event of any breach or negligence or non-observance of any terms / conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. During the contract period or even after expiry of the contract to cover any incorrect or excess payments made on the bills to the agency, shall be retained until the final audit report on the account of agency's bill has been received and examined.
- 39 : 1% of the daily amount will be deducted in case of delayed reporting by the driver and Rs. 1000/- per day will be deducted in case non availability of vehicle on any day in case of hiring.
- 40 : For all disputes / differences / interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of the Institute shall be final and binding on both parties.
- 41 : Tenderer submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts / annexure thereof. No enquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.

PAYMENT TERMS

- 1 : 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
- 2 : All payments shall be made on monthly / daily basis as the case may be against the bill duly supported by duty slips to be signed by user(s) or concerned authorized officer of this office
- 3 : **The Institute** shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- 4 : The term 'payment' mentioned in this para includes all types of payment due to the agency arising on account of this contract excluding Earnest Money and Security deposit governed by the separate clauses of the contract.
- 5 : Payments, subject to Tax Deduction at Source (TDS) shall be processed within 21 days of the submission of the complete documents.
- 6 : Duly signed bills in triplicate shall be submitted along with the daily log book / duty slips of **Vehicles** / car's usage signed by the officer who used the vehicle. The car registration number should be mentioned on bill. If car registration number found of before July, 2019 appropriate penalty will be deducted from the bill.

PENALTY CLAUSE

- 1 : In case of vehicle provided by the concerned agency is not as per terms and conditions, this will attract penalty amounting to Rs. 1000/- @ per day per vehicle.
- 2 : If above continues on regular basis the Institute reserves the right to cancel the contract without giving statutory one month's notice and performance security of the concerned agency will be forfeited.

CONDITION IN CASE OF DISPUTE

- 1 : Any dispute with regard to any point in connection with hiring of vehicles will be referred to Institute who will discuss the problem mutually and the decision taken will be final and binding.
- 2 : For all disputes / differences / interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of the Institute shall be final and binding on both parties.
- 3 : Alternatives vehicles will be provided immediately in case of break-down / accident etc. failing which the Vehicles will be hired from the open market and the expenses incurred thereon shall be deducted from the bill of the agency.
- 4 : Inspection of vehicles / drivers shall be carried out from time to time by Section Officer (Genl) or his representative at Tata Institute of Social Sciences at Mumbai.
- 5 : The tender process of contract can be terminated at any time without any notice as the discretion of the Institute.

All the bidders, who are fulfilled the above terms and conditions may register their bids through GeM only well in advance to the last date of bidding, so that there is no cause of any complaints due to technical snag or server on the last date of Bidding. Please take note that the L1 will be decided on the basis of eligibility criteria mentioned above and bid received on GeM portal.

ARBITRATION

- 1 In the event of any question dispute / difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration of Director, TISS or his nominee.
- 2 The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred to is unable to act for any reasons whatsoever, the Director, TISS shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement. The arbitrator so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor or afresh as the case may be.
- 3 The Arbitrator may give interim awards(s) and / or directions, as may be required. Subject to the aforesaid provision, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

COMMENCEMENT OF WORK

- 1 The contractor is required to start the work with effect from **01.10.2021**. In case it is found that the work has not been taken up from the above date, TISS at its sole discretion may cancel the work order / award and the EMD Performance guarantee shall be forfeited without any further reference to the Contractor.

- 2 Technical Details should be provided in the prescribed format i.e. Annexure which should inter alia contain the specified documents.

PART – ONE : TECHNICAL BID PERFORMA

Note: *This form is also available in EXCEL Format for online submission (Mandatory)*

Please Upload

1.	Name of the Firm/Company/Agency (Attach a copy of registration)	
2.	Name of the Director/Proprietor/Head etc.	
3.	Year of Incorporation of the Firm/Company (Shop & Est Cert)	
4.	Address of the Registered office, Local office in Guwahati	
5.	Registration under Private Security Regulation Act . Whether ISO certified. If so enclose the copy of relevant certificate.	
6.	Contact Details: a. Phone/Fax/Mobile Nos. b. Email c. Web Campus if any	
7.	Details of experience of providing services for the last three years (separate sheet may be attached).	
8.	Names of the major clients with their address, telephone numbers(enclose completion certificates issued by such clients	
9	Details of infrastructure, person employed, number of offices/branches available	
10.	Copy of Annual Return along with challan form in r/o ESIC & EPF payment for his/her employees	
11.	EMD details (Amount, Bank Draft No. & date, Banker's Name and Branch – If Applicable	
12.	PAN No./TIN (Attach a copy)	
13	GST Registration No. (Attach a copy)	
14.	Labour Commission Registration No. (Attach a copy)	
15.	Details of E.P.F. Registration with Date	
16	Details of E.S.I.C. Registration with Date	
17.	Audited balance sheet and Profit/Loss A/c for the last 3 years (enclose photo copies)	
18.	Copy of Labour License issued by appropriate authority	
19.	Financial Turnover in last Three FYs (in lakhs)	
	(a) FY: 2018 – 2019	
	(b) FY: 2019 – 2020	
	(c) FY: 2020 – 2021	
	Audited financial statements or financial statement showing turnover duly signed by a chartered Accountant are to be uploaded.	

Contd Next Page No. 16

Continuation Sheet

20.	List of similar contracts with reputed institutes/organizations/PSUs/University etc., (Attach a copy of work order/completion certificate in each case)		
	Organization	Contract Value (Annual)	Duration
	1	Three similar completed works costing not less than the amount equal to Rs. 25.00 Lakh per month.	
	2	Two similar completed works costing not less than the amount equal to Rs. 40 Lakh each	
	3	One similar completed works costing not less than the amount equal to Rs. 50 Lakh	

The Agency must attach proof of successful and satisfactory completion of at least three contracts / works each amounting to at least Rs. 25.00 Lakh per annum or 2 works amounting to Rs. 40 Lakh each or 1 work amounting to Rs. 50 Lakh per annum during the last three years from the tender opening date. The certificate should be from prominent organizations (Government organizations / PSUs / Bank reputed private firms).

Note : *This Performa after filling up details has to be submitted with technical bid along with all supporting attachments (Hard Copies) to The Section Officer (Purchase & Stores), Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088. Please use more than one sheets to furnish the above information if required.*

Instructions : *The bidders are requested to submit a set of aforesaid details (hard-copies) to The Section Officer (Purchase & Stores), Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088.*

Please refer to the next page No. 21 under the caption "Documents to be uploaded and Hard Copies to be submitted".

Signature & Seal of the Bidder

PART – TWO : COST BID PERFORMA

SI	Vehicle (Type)	Rate (4hrs.- 40 km.)	Rate (8 hrs.- 80km.)	Extra km/hours	Airport Pickup / Drop	Out Station Duty	Driver Bata
1	Innova – AC						
2	D'zire/ Etios – AC						
4	Tempo Traveller – AC						
	Tempo Traveller–Non AC						
5	Bus (25 Seater) – AC						
	Bus (25 Seater) – Non- AC						
6	Bus (55 Seater) – AC						
	Bus (55 Seater) – Non- AC						

Authorized signatory of the Agency: _____

Name: _____

Pan No. : _____

Designation _____

GST No. : _____

Seal of the firm:

Place: _____

BIDDER'S DECLARATION (On Letter Head)

(Scan Copy Should be Uploaded Online Also)

I, the undersigned _____ Son/Daughter of _____
Shri _____ Proprietor / Partner/Director/ Authorized Signatory of M/s
_____ am competent to sign this declaration and execute this tender
document.

I have carefully read and understood all terms and conditions of the tender and here by convey
my acceptance of the same.

I /We _____ (Tenderer) hereby also declare that the Firm / agency
namely M/s. _____ has not having any pending criminal case against
Partners / Proprietor / Others and we are not blacklisted by any Government Agency for any
fraudulent practices so far.

The information/documents furnished along with the above application are true and authentic to
the best of my knowledge and belief.

I/We am/are well aware of the fact that furnishing of any false information/fabricated documents
would lead to rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

Date: _____ Signature of the Authorized Person
(With Seal / Stamp)

Place: _____
Name of the Person : _____
Mobile No: _____
UID No: _____

Note: *This declaration must be submitted along with technical bid in the above mentioned
format - Vendors need to fill up the form with stamp and signed on letter head and same should
be uploaded online also}*

The notary (Public)

Civil Court,

BID SECURITY DECLARATION

(Scan Copy Should be Uploaded Online Also)

To

The Registrar,
TISS, Mumbai

Dear Sir/Madam,

I / We Mr . / M s..... authorised person to sign the bid documents of E-TENDER for **FOR APPOINTMENT / EMPANELMENT OF HIRE AND LEASING SERVICE PROVIDER / AGENCY OF VEHICLE** do here by declare that I/We have gone through the entire tender documents including terms and condition mentioned in the tender documents and undertake to comply with them.

I/We further declare that we will not withdraw our bid or modify our offer during the period of validity of the bid after the deadline for submission of such documents.

If I/we withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document/PO etc., we will be suspended for the period of three years from being eligible to submit bids/proposals for contracts with TISS.

Signature of Bidder

With seal of firm

(Name of Bidder): _____

Mobile No: _____

Place

Date.....

DECLARATION & ACCEPTANCE OF TERMS AND CONDITIONS

(Scan Copy Should be Uploaded Online Also)

To,

The Registrar
TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar
Mumbai 400 088.

Sub: TENDER FOR APPOINTMENT / EMPANELMENT OF FOR APPOINTMENT / EMPANELMENT OF HIRE AND LEASING SERVICE PROVIDER / AGENCY OF VEHICLE

Madam/Sir,

This is with reference to your tender no: _____ due on _____. We are interested in participate in the tender for appointment of Manpower Service Agency. We have read and understood the details as given in the tender information regarding the Scope of Work and Terms and Conditions for the selection and the same are fully acceptable to us.

We have been given all the required information by TISS. We have submitted the required Documents online on TISS Procurement Portal as per the format. We certify that we are eligible as per the said Terms. The duly signed copies of all the tender pages are attached herewith.

Signature of Bidder

With seal of firm

(Name of Bidder): _____

Mobile No: _____

Place

DOCUMENTS TO BE UPLOADED
AND
HARD COPIES TO BE SUBMITTED

New Bidders/Vendors will be required to submit 'Vendor Registration Form' (hard copies) along with the aforesaid photocopy/documents to the TISS, Mumbai. Also hard copies of the following documents are to be submitted to the Section Officer, Purchase & Stores Section, V.N. Purav Marg, Deonar, Mumbai-400 088.

1. Shop & Establishment / Certificate of Registration
2. Total Manpower Strength (Organisational Profile)
3. Total No. of Branches (Different Geographical Areas)
4. GST Registration Certificate
5. SSI/MSME Registration/ Udyog Aadhar Registration Certificate
6. Copy of PAN Card
7. List of Clients (Govt. & Non-Govt, PSU) - as stated in technical bid.
8. Three Consecutive Year's Audited Balance Sheet & Income Tax Return and Annual Turnover

Financial Turnover in last Three FYs (in lakhs) - Attach a copy of Audited statement of each)

(a) FY:2018-19 (b) FY: 2019-20 (c) FY: 2020-21

Audited financial statements or financial statement showing turnover duly signed by a chartered Accountant are to be enclosed

9. Photo-copies of any two recent Contract (MOUs or Purchase Orders) with similar organizations as stated in technical bid.

List of similar contracts with reputed institutes/organizations/PSUs/University etc., (Attach a copy of work order/completion certificate in each case)

(a) Name of the Organization (b) Contract Value (Annual) (c) Duration

10. Bank Details (Cancelled Cheque)
11. Copies of any two Offer Letters issued by any organization of similar tenders
12. EMD Payment Details – Bank Name, UTR No. Date etc.

EMD Details (Enclose the DD with Technical Bid) (Enclose the Online Receipt with Technical Bid)

(a) Details of the EMD: (b) Amount: (c) Bank's Name: (d) Tracking No: (e) Date:

Once EMD paid, receipt will be generated by the Institute and the same will be mailed.