



Indian Institute of Information Technology Sri City, Chittoor

(An Institute of National Importance under an Act of Parliament)

630 Gnan Marg, Sri City, Tirupati District - 517 646, Andhra Pradesh, India e-mail: procurement@iiits.in, www.iiits.ac.in

Tender No.IIITS/TRANSPORT/2026/06/06, dt.24.06.2026

NOTICE INVITING TENDER FOR TRANSPORT SERVICES TO IIIT SRI CITY CHITTOOR ON CONTRACT BASIS (E-PROCUREMENT MODE ONLY)

Indian Institute of Information Technology Sri City Chittoor (IIIT Sri City Chittoor) is an Institute of National Importance under the Ministry of Education, Government of India.

IIIT Sri City Chittoor invites online bids (e-tender) in Two bid system for **Transport Services** from an experienced proprietorship/partnership/registered firm/company as per the requirements below on a contractual basis:

Sl. No.	Category	Approximate running kms. / Month	Colour of the Vehicle	No. of vehicles required
BUSES				
1	Vehicle Type: Non-A/c bus Make/Model: Tata / Ashok Leyland / Eicher or equivalent Seating Capacity: 50 (Individual passenger Seats) Model Year: 2020 or later Usage : 420/434 cumulative hours per month; up to 14 hours on any day (from 08:00 hrs to 22:00 hrs) Fuel Type: Diesel	1500	White	01
CARS				
2	Vehicle type: A/c Sedan Model: Dzire/Amaze/Glanza or Similar Model Year: 2020 or later Usage : 12 hours per day (30/31 days per month) Fuel Type: Petrol/Diesel	2500	White	01

- The above requirement is tentative and based on need; IIIT Sri City Chittoor will increase or decrease the requirement of vehicles by giving two weeks' notice for the transportation required on a monthly basis. Once the rates are finalised, no increase will be considered in the rates quoted by the firms in any case during the period of the contract.
- Splitting of Contract: Not Allowed

IMPORTANT DATES OF TENDER:

Name of the Tender	E-Tender for Providing Transport Services at IIIT Sri City Chittoor
Type of Bid	Two bid system (Technical bid and Financial bid)
Tender Enquiry No.	IIITS/TRANSPORT/2026/06/06, dt.24.06.2026
Submission of offer	Through CPP Portal, Government of India only https://eprocure.gov.in/eprocure/app
Date and time of Online Publication/Download of Tenders	24 June, 2026 @ 18:00 Hrs.
e-Bid submission start date	1 July, 2026 @ 15:00 Hrs
Pre-Bid Meeting	A pre-bid meeting will be conducted at IIIT Sri City on 30.06.2026 from 11:00 Hours to 12:00 Hours. The venue for the meeting will be the Academic Block, IIIT Sri City. Pre-bid Meeting link (Hybrid Mode) Google meet link: https://meet.google.com/zea-wchn-rfu
Last Date for submission of e-bids	10 th July, 2026 @ 15:00 Hrs
Opening of Technical bid	11 th July, 2026 @ 15:00 Hrs
Opening of Financial bid	The date will be communicated to the technically qualified bidders.
Earnest Money Deposit (EMD)	The Earnest Money Deposit amounting to Rs.50,000/- (Rupees Fifty thousand only) must be deposited through RTGS / NEFT to IIIT Sri City Chittoor Opex Account (Bank details are in Page 3)
Performance Bank Guarantee	As per Clause 11.1 of the tender document.

- iii) The Tender Document can be downloaded from the Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> or the Institute Website <https://iiits.ac.in/tenders/> and the bid is to be submitted online only through the e-procurement portal on or before **10.07.2026, 15:00 Hrs.** No manual bids will be entertained.
- iv) The Tenders received after the due date/time will not be considered under any circumstances, those stand summarily rejected.
- v) Technical Bid and Financial Bid (BoQ's in Excel format) should be submitted in the E-procurement portal only. Any queries related to the process of online bid submission or queries related to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
- i) **Pre-Bid Meeting:** A pre-bid meeting will be conducted at IIIT Sri City on 30.06.2026 from 11:00 Hours to 12:00 Hours. The venue for the meeting will be the Academic Block, IIIT Sri City. All prospective bidders may participate in the meeting, and clarifications to all the queries will be given during the Pre-Bid Meeting. No queries will be entertained after the Pre-bid meeting.
- ii) All letters posted/e-mails sent to contractors at the address given by them will be considered to have been delivered in time.
- iii) The service provider should have a minimum of 3 years of experience in providing transport services to any government department/industries/CFTI, and relevant documents that substantiate the same should be submitted with the technical bid.

- iv) The contract for providing transport services will be given to the lowest bidder (L 1) who fulfils all the terms and conditions given in the tender document. In case of multiple bidders emerging as the lowest bidder (L 1), the contract shall be awarded to the L 1 with the highest average annual turnover of the last 3 financial years, i.e. from 2022-23 to 2024-25.
- v) The Director, IIIT Sri City Chittoor reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and is not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, IIIT Sri City Chittoor, in this regard shall be final and binding on all.
- vi) Canvassing in connection with the tender/quotation is strictly prohibited.

Registrar I/c.
IIIT Sri City Chittoor

1. ABOUT IIIT SRI CITY CHITTOOR:

Indian Institute of Information Technology Sri City Chittoor (IIIT Sri City Chittoor), hereinafter mentioned as “the Institute”, is a Institute of National Importance under the Ministry of Education, Government of India, situated at 630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh-517 646.

2. SCOPE OF WORK:

- 2.1 The Institute intends to engage **Transport Services** from an experienced proprietorship/partnership/registered firm/company to provide good quality Bus/Car services for travel within the Institute campus and also from the Institute Campus to various places in Sri City and surrounding areas.
- 2.2 This requirement will be materialized on a fixed monthly kilometre basis. This will include Bus/Car services for Employees/Employees' family members/ Students/ Guests of the Institute.
- 2.3 The contract will be initially for a period of **two years** from the date of award of work. Based on satisfactory performance, the contract may be extended to such further period(s) on mutually agreed terms and conditions and in any case not exceeding 3 (three) years from the date of commencement of work.
- 2.4 The vehicles and drivers once deployed by the contractor should remain constant in the service of the Institute. Suitable replacement of vehicles/drivers to be arranged within the time in case of non-availability due to uncontrolled circumstances. Frequent change of vehicles/drivers will not be permitted.
- 2.5 **The Vehicles provided by the contractor should fulfil the following conditions:**
 - a. Contractor should keep the vehicles in neat, clean, and good running condition with seat cloth covers, which should be replaced with another set of washed covers once every fortnight. The contractor should carry out the periodical maintenance of the vehicles supplied and ensure they are always in good condition.
 - b. GPS tracking to be installed on all the vehicles by the Service Provider, and access to the tracking system to be also shared with the IIIT Sri City Chittoor transport section.
 - c. The ownership of the commercial vehicles should be in the name of the service provider, or the service provider should have a proper lease agreement to that effect.
 - d. The vehicles supplied by the parties should be authorised by the R.T.O. to run on a hire basis with all necessary documents as per the statutory rules of the A.P. Motor Vehicle Act or any other acts as applicable.
 - e. The seating capacity of the bus should be 50 with Front Door operation only. All seats should face forward with sufficient leg space as per RTA's specifications.
 - f. Vehicles deployed should be in good running condition and should have vehicle registration, current comprehensive insurance, pollution control certificate, road tax coverage, permit, fitness and driving license with driver's badge, etc.

- g. The supplied Buses should have good seat recline with necessary foam, good paint finish, elegant look, no rattling sounds of windows, etc. The buses should contain proper safety standards with all necessary accessories equipped, especially with proper guardrails.
- h. **The model of the vehicles supplied should be make year on or after 2020 as per the details mentioned in page no.1.** Only such vehicles are accepted for usage at the Institute, subject to satisfying the mechanical condition and roadworthiness of the vehicle. The vehicles should also be in excellent condition mechanically as well as look-wise, i.e. outer look/upholstery etc., should be decent looking.
- i. The vehicles should have a Fast tag and a Yellow Board Number Plate.
- j. **Contractor shall not deploy any vehicle running on LPG/CNG.**
- k. Only inspected and approved vehicles should be sent for service. Vehicles sent as replacement/standby will also be subject to inspection and approval. The institute reserves the right to inspect all/any vehicle at any time during the trip.
- l. The vehicles supplied will have to get inspected periodically and should not fail while under use, and the inspection certificate must be submitted to the Institute periodically.
- m. The vehicle provided should be of a Global NCAP/Bharat NCAP rating of 3 or more than 3 for both the adult and child occupants.
- n. The service provider shall not be allowed to transfer, assign, pledge or subcontract its responsibilities, rights and liabilities under this contract to any other agency. In case of the intention of closure/amalgamation of the firm, the Institute shall be informed prior to 3 months of such occurrence.
- o. The service provider should have valid statutory sanctions/registrations/permits required to run the business, and the same are to be produced as and when required. All Tax liabilities, i.e. Road-Tax, GST, Insurance, Pollution control certificates, Fast tag, etc., will be borne by the service provider. Any violation would be attended by a pro-rata deduction of charges, which will be deducted from the sum payable to the agency.
- p. Vehicles should be comprehensively insured and should carry necessary permits/clearance from the Transport Authority or any other concerned authority. The vehicles should also carry the necessary pollution certificates issued by the competent authority.
- q. The vehicles will not be utilised by the Transporter for any other purpose than the requirement of the Institute during the contract duration and will be parked in the Institute's premises except when sent for maintenance.
- r. Planned / Preventive maintenance, if any to be planned on Sundays / holidays by replacing the vehicle.

- s. The hiring charges shall be based on 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 on a monthly basis. The kilometres for "vehicle run" and "hours of duty" shall be reckoned from the time the vehicle reaches IIIT Sri City Chittoor premises to the vehicle leaves IIIT Sri City Chittoor premises.
- t. The Vehicles deployed shall be at the disposal of IIIT Sri City Chittoor at all times as and when required. IIIT Sri City Chittoor shall be free to use the hired vehicles in any manner for carrying officials, material etc. as per its requirements and the service provider shall not have any objection to it.
- u. **The successful bidder must ensure the following in respect of drivers deployed:**

Drivers deployed should always wear a good quality, neat and clean white uniform consisting of full pants and full/half sleeve shirt, including white cloth gloves, white cap and black leather shoes when they are on duty.

2.6 The drivers provided by the contractor should fulfil the following conditions:

- a. The driver(s) should wear a neat uniform as prescribed in 2.6 (u)
- b. The driver(s) should not leave the Institute during the Duty time.
- c. Should be able to read and write English/Telugu/Hindi/Tamil and have a minimum of three years of relevant experience.
- d. Should not smoke or drink; chew Pan/Pan masala/Tobacco inside the vehicle, both while driving or otherwise.
- e. Should not indulge in any activity inimical to the security of the officials travelling in his vehicle.
- f. Should have a registered Mobile phone with a valid connection.
- g. Should not use a mobile phone while driving.
- h. Minimum wages recommended by the GoI for drivers should be followed. The wages should not be paid in cash.
- i. The age of the driver should be between 18 and 50 years, and a Medical Fitness Certificate issued by Competent Authorities from a Government Hospital has to be produced while engaging drivers for duty after award of contract and further also as per the government guidelines and requirements.
- j. The drivers of vehicles should possess a valid transport driving license and should have a minimum experience of 3 years, apart from having good health, including eyesight.
- k. The drivers of these vehicles should behave decently with the Guests/students/Employees/employees' families of the Institute.

- l. The drivers of these vehicles should maintain trip books/sheets for the hired vehicles and should perform the duty instructions given by the Institute Official. The trip sheet format/ Proforma as given by the Institute in **FORMAT-B** should be submitted along with the bill at the end of every month.
 - m. Lodging, boarding, and transportation of drivers shall be the contractor's responsibility.
 - n. No driver should work more than 08 hours on any given day without rest.
 - o. Terms and Conditions for drivers engaged by the Service Provider for providing Transport Service to the Institute shall be as per the prevailing Government norms, and the same shall be ensured by the Service Provider.
 - p. If any driver is not fit or their behaviour is not satisfactory, the Institute reserves the right to ask the agency to replace the driver immediately.
- 2.7 The Service Provider shall undertake to indemnify the Institute against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
- 2.8 The Institute shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage, legal expenses or obtaining the clearance from police and RTA authorities on this account shall be borne by the Service Provider, and the institute shall be indemnified from all such claims or losses, etc.
- 2.9 **Definition of Month:** Generally, a vehicle will be hired on all working days and holidays, i.e. maximum of 30/31 days.
- 2.10 The Institute will not bear any cost towards operation, repair, maintenance, fuel oil replenishing, servicing, wages of the drivers, garage fee, or insurance. The complete liability in such cases will be that of the contractor. It is the service provider's responsibility for safe parking of their vehicles at a convenient place. Necessary taxes, including Road Tax, are to be paid by the Contractor.
- 2.11 Only the reading that has to be recorded in the log book/sheet are the readings made after reporting to the Transport in-charge of the institute till the discharge of the vehicle. i.e., no mileage will be recorded when the vehicle goes to its service provider's warehouse or garage.
- 2.12 In case of failure of the contracted vehicle, a suitable substitute vehicle of the same type and seating capacity should be deployed immediately. No payment will be made for that idle time/idle mileage between the replacement of the vehicle. In case the contractor fails to send a suitable substitute vehicle, the Institute reserves its right to arrange a vehicle at the cost of the contractor, and the cost of alternate arrangements will be deducted from the running bills, besides a fine/penalty.

- 2.13 The contractor should be in a position to replace the vehicle in case of any failure of the vehicle immediately within 2 hours of breakdown/ mechanical failure.
- 2.14 The service provider should use the logbook/sheet as per the format available in **FORMAT-B**, and those have to be supplied to the concerned driver. Entries in the log book/sheets should be correct, and each entry should be signed by the concerned official/user, duly indicating opening and closing kilometres with timings for using the vehicle for each trip. No payment will be made for the trips that are not signed by the Institute officials/authorized persons. In the intervening period, if a temporary vehicle is provided by the Contractor, its mileage will be taken separately from reporting to discharging and will be added to the total logbook for the month.
- 2.15 **Since the Institute is an academic institution, there will be a vacation of around 2 to 3 months in a year during which no vehicles (Buses) are required. For this, a prior notice of two weeks will be given to the Service Provider. No payment will be made during this period. In case of any requirement, the Service Provider shall provide such vehicle, and payment shall be made based on a pro-rata basis at the rates accepted under the contract.**
- 2.18 Mere awarding the contract does not entitle the service provider to demand for engaging the vehicles from the parties.
- 2.19 The Institute reserves the right to hire Vehicles from other sources also in the exigencies of work, notwithstanding the existence of this contract.
- 2.20 In case of any strike or Bandh, civil commotions and other disturbances, the contractor shall make earnest efforts to ply the vehicles as usual, and if any problem arises, the same should be intimated to the Institute immediately, and to the possible extent, comply with the Institute.
- 2.21 **FALL CLAUSE:** In case the contractor extends similar services to any other party or any organisation at lesser rates than the rates as per this contract on the same terms and conditions, the same rates shall be extended to IIIT Sri City Chittoor also.
- 2.22 In case of breakdown of any vehicle, the Contractor shall provide a replacement vehicle within two hours at no cost. The Institute shall have the absolute right to charge ₹100 for every hour of delay in providing the replacement beyond 2 hours from the breakdown of the vehicle.
- 2.23 Air Conditioning to be made available during the entire period while the guest or any person related to the Institute is within the vehicle (car).
- 2.24 **The Parking and Toll charges, etc., if any, will be borne by the Service Provider, which will be reimbursed along with the bill on production of proof of such payments. The drivers should not ask the guest who is using the vehicle to pay such charges.**
- 2.25 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.
- 2.26 The Travel Agency should be registered with the GST for payment of GST, and the contractor should furnish the GST number.

- 2.27 The Contractor may terminate the contract by giving three (3) months' prior written notice to the Institute. The Institute may terminate the contract by giving one (1) month's prior written notice to the Contractor without assigning any reason.

Notwithstanding the above, the Institute reserves the right to terminate the contract with immediate effect in the event of breach of contract, unsatisfactory performance, insolvency, or violation of statutory requirements by the Contractor.

- 2.28 Any deviation/violation or breach of the said terms and conditions will be viewed seriously, and the contract will be terminated without prior notice.

- 2.29 All the vehicles should report on time at the places as advised by the Institute. Any delay will be viewed as a serious deficiency of service, and action will be taken accordingly.

- 2.30 **Penalty:** During the operation of the contract, the following penalty will be deducted from the monthly payment to the transporter, based on a report from the person travelling/travelled in the vehicle:

Delays not because of mechanical failure/act of nature: -

- i. 5 to 10 Minutes: ₹100/- per event.
- ii. 10 to 20 Minutes: ₹200/- per event.
- iii. 20 to 30 Minutes: ₹300/- per event.
- iv. More than 30 Minutes: ₹500/- per event.
- v. Failure to provide a vehicle: ₹1,500/- per event.
- vi. Not wearing uniform: ₹500/- per event.
- vii. Misbehaviour with IIIT Sri City Chittoor Guest/Employee/Student/Employee family: ₹2000/-per event.
- viii. Inadequate cleanliness: ₹100/- per event.
- ix. Improper servicing/mechanical condition due to poor maintenance: ₹500/- per event.
- x. Providing invalid/inappropriate driver: ₹1,000/- per event.
- xi. Driver found drunk/indulging in gambling/any other anti-social activities during duty hours: ₹2,000/- per event.
- xii. During the contract period, if the bidder provides vehicles of an older model than the prescribed model, a penalty @ ₹2,000/- per day will be imposed till the supply of the required model vehicles. This period should not be more than 3 days in any case, otherwise the contract may be terminated.

- 2.31 **Terms and conditions of vehicles hired on a MONTHLY BASIS in addition to the above- mentioned general conditions:**

- i) After entering into the contract, the identified vehicles used for the Institute on a monthly basis shall be at the sole disposal of the Institute only and shall not be let or sublet to others.

- ii) The vehicles shall be deployed on **all days of the week, including Sundays and declared holidays**. The operating hours shall be **08:00 hrs to 22:00 hrs** for the **Bus Service** and **08:00 hrs to 20:00 hrs** for the **Car/Cab Service**. The bidders shall quote their rates accordingly in **BoQ-1 (Bus Service)** and **BoQ-2 (Car service)**. No additional charges, separate billing, or enhanced rates shall be admissible for services rendered on Sundays, public holidays, or any other declared holidays.
 - iii) The normal operating hours for the bus service shall be from **08:00 hrs to 22:00 hrs**, amounting to approximately **14 hours per day**, with a cumulative usage of **420/434 hours per month**, as applicable. The normal operating hours for the cab service shall be from **08:00 hrs to 20:00 hrs**, amounting to approximately **12 hours per day**.

Any usage beyond the aforesaid normal operating hours shall be treated as **additional service**. For bus services, payment for extra hours shall be made for usage exceeding the cumulative monthly limit of **420/434 hours**, as applicable. For cab services, payment for extra hours shall be made for usage exceeding **12 hours per day**. The rates for such additional hours shall be quoted separately by the bidders in their financial bid as per the format.
 - iv) Any un-authorized journey undertaken by the driver/contractor during the contract period will not be allowed and will be penalized at the discretion of the Institute.
 - v) Monthly vehicles will be hired on a pro-rata basis, and bills will be paid only for the period for which the institute used that vehicle; the contractor has no claim to ask the institute to pay for the entire month. Hiring / not hiring of such vehicles shall be intimated two weeks in advance by the Institute.
- 2.32 The vehicle driver should bring the logbook/sheet provided in the **FORMAT-B** and take a signature from the guest for whom the vehicle was hired. The logbook/sheet must be filled, and no field shall be left blank. If the signature of the guest from the Institute is not found, the contractor may not be eligible for the entire bill amount; instead, an estimated compensation will be drawn by the Institute, and that amount shall be paid.
- 2.33 All the technical details have to be submitted as per the **Annexure-VI**
- 2.34 **All the pages of the Tender Document must be duly filled, ink-signed and stamped by the Contractor. Incomplete or partially filled quotes shall be summarily rejected.**
- 2.35 No conditional bids shall be entertained by this Office, and all conditional bids will be summarily rejected.
- 2.36 **ILLEGIBLE, IRRELEVANT & INCOMPLETE CERTIFICATES/DOCUMENTS WILL NOT BE ACCEPTED. AGREEMENTS WILL NOT BE CONSIDERED AS EXPERIENCE CERTIFICATE.**
- 2.37 In case of any dispute of any kind and in any respect whatsoever, the decision of the Institute shall be final and binding.

3. BID SECURITY/DECLARATION DETAILS:

3.1 Bid Security (EMD) amount of **₹50,000/- (Rupees Fifty Thousand only)** should be submitted through ECS (Bank transfer / NEFT / RTGS) in favour of the Indian Institute of Information Technology Sri City Chittoor.

3.2 Bank A/c Details for crediting Bid Security:

IIIT Sri City Chittoor Opex Account” (A/c.No. 110167506587, IFSC Code.CNRB0013247,Sri City (Mallavaripalem) Branch, 115, Peepul Boulevard Sri City, Tirupati District, AP-517 646.

3.3 Bid Security Exemption:

i. Micro and Small Enterprises (MSEs):

Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) for goods produced and services rendered, are exempted from Bid Security. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

Accordingly, MSEs shall be required to submit Udyam Registration Certificate for availing benefit under MSE Procurement Policy.

The benefit as above to MSEs shall be available only for Goods produced and services rendered by MSEs. However, traders are excluded from the purview of MSE Procurement Policy.

ii. Startup(s):

Startup(s) as recognised by the Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India, are exempted from Bid Security. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

Eligible MSE and startup bidders who seek exemption from Bid Security as per clause no. (c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

3.4 Other than eligible MSE and Startup bidders, Bid Security Declaration: Bidders should have to submit the Bid Security Declaration (As per the format attached in annexure-II) in a duly filled and signed condition.

3.5 The Bidders will have to upload a scanned copy of the payment details towards EMD, and the same will be accepted only on verification and confirmation by the Institute. Any delay in credit will not be entertained by the Institute. (As per the format attached in **Annexure-I**)

- 3.6 No relaxation for years of experience and turnover as per the tender documents is offered to MSEs and Startups.

4. ELIGIBILITY CRITERIA:

- 4.1 The Bidder should give a self-declaration certificate for acceptance of all terms & conditions of the tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-I**.

- 4.2 The firm should be neither blacklisted/debarred by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure-III**.

4.3 Experience and Past Performance:

- i) The service provider should have a minimum of 3 years of required work experience certificate in providing Bus /Car services to any government department/industries/CFTIs, and relevant documents that substantiate the same should also be submitted with the technical bid.
- ii) The bidder should attach copies of Purchase Order / Work Order where a similar type of work was executed during the past 3 years from the date of publication of the tender as detailed below:
 - a) Three similar works of ₹6,80,000/- in the previous 3 financial years (2022-23, 2023-24 and 2024-25 (OR)
 - b) Two similar works of ₹10,20,000/- in the previous 3 financial years (2022-23, 2023-24 and 2024-25 (OR)
 - c) One similar work ₹13,60,000/- in the previous 3 financial years (2022-23, 2023-24 and 2024-25).

The details of the same, along with supporting documents with respect to satisfactory execution of service from clients, are to be submitted as per **Annexure-IV**.

- iii) The bidder should have at least one running contract of a similar nature of service.
- 4.4 **Annual Turnover:** Bidders' Average Annual Turnover for the last three financial years, i.e. 2022-23 to 2024-25, should not be less than **₹15,00,000/-** for Bus/Car services. Financial statements with net profit duly audited/certified by a Chartered Accountant (CA) for the last three years, along with copies of Income Tax Returns, must be enclosed with Bids. Firms should be in profit for at least two years out of three years. Copies of duly signed trading and profit & loss accounts/CA Certificate are to be submitted as per **Annexure-V**.

- 4.5 The service provider should be a proprietorship/partnership/registered firm/company, and the vehicle(s) should be registered or permitted to operate in Andhra Pradesh. The head office/branch office of the contractor should be situated within a radius of 150 Kms from IIIT Sri City Chittoor. The successful bidder has to open their office in Sri City or nearby IIIT Sri City Chittoor for quick responses, operational convenience and for easy liaison within one month from the date of commencement of the service, in case does not have such an office. Proof / Undertaking **(FORMAT-C)** for the same is to be submitted along with the bidding document.
- 4.6 **Tender Evaluation requirement:** Bidders should comply with the specification of the tendered service in all respects. The detailed format is attached at **Annexure-X**. The bidder is to complete the same in all respects and submit accordingly.
- 4.7 The bidder should be registered with the Central Board of Indirect Taxes & Customs for Goods & Services Tax.

5. FINANCIAL BID DETAILS:

Financial bid, i.e., BOQs (BoQ-1 : Bus Service & BoQ-2 : Car Service) given with tender (in Excel format) to be downloaded first and uploaded after filling all relevant information strictly as per the format, failing which the offer is liable for rejection. Kindly quote your offer on FOR IIIT Sri City Chittoor (inclusive of all taxes and charges). The vendor should quote prices in the BOQs only; offers indicating rates elsewhere shall be liable to rejection.

L1 will be determined based on the quoted rates for the segments listed on the first page of the tender document.

The bidder must quote for all the segments mentioned in the BoQs (i.e., BoQ-1 & BoQ-2). Bidders who fail to quote in all segments given in the BOQs will be summarily rejected.

6. BID VALIDITY PERIOD:

The bid will remain valid for 120 days from the date of opening the Technical Bid as prescribed by IIIT Sri City Chittoor. A bid valid for a shorter period shall be rejected as non-responsive.

7. BID SUBMISSION:

7.1 Instructions to the Bidder:

- i) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal. The registration is completely free of charge.
- ii) Possession of a valid Class II/III DSC in the form of a smart card/token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorised certifying agencies recognised by

CCA India (e.g. Sify/TCS/nCode/eMudhra etc).

- iii) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse.
- v) The Bidders are required to log in to the site through the secured log-in by entering their respective user ID/password and the password of the DSC.
- vi) The CPP portal also has user manuals with detailed guidelines on enrolment and participation in the online bidding process. The user manuals can be downloaded for reference.

7.2 Online Bid Submission Procedure

i) Cover-1:

The file should be saved in a PDF version numbered sequentially as 1, 2, 3... and should comprise the following items:

Duly Completed Scanned PDF copy of PAN, GST, Firm Registration certificate and **Annexure-I to VIII** with relevant supporting documents.

Only the relevant documents as per the tender clauses are to be uploaded along with a duly completed checklist as per **Annexure-VIII**. Uploading of documents other than the required documents may be liable for rejection of the bid.

ii) Cover-2:

A standard BoQ has been provided in Excel format. Bidders are required to download the BoQ Excel files and fill in their financial offer on the same BoQ format. After filling the same, submit it online in Excel format, without changing the financial template format.

iii) Note:

If the bid is incomplete and/or non-responsive, it will be rejected during technical evaluation. The bidder may not be approached for clarifications during the technical evaluation. So, the bidders are requested to ensure that they provide all necessary details in the submitted bids.

8. BID OPENING:

- 8.1 Technical Bids will be opened as per the schedule given in the tender document.
- 8.2 Financial Bids of the technically qualified bidders will be opened on a later date. The date and time for the opening of Financial Bids will be announced later through CPPP.
- 8.3 Bids shall be summarily rejected if tender is submitted other than through online, or Bid security/declarations are not submitted within the stipulated date/time.

9. BID EVALUATION:

- 9.1 Upon completion of the Technical Evaluation, the Institute shall evaluate the Commercial Bids of bidders who have been found technically qualified. **L1 will be determined based on the quoted rates for the segments listed on the first page of the tender document. The same segments that determine the L1 status are highlighted in yellow in the BOQ-1 & BoQ-2.**

9.2 **Purchase Preference:
Micro and Small Enterprises (MSEs):**

Micro and Small Enterprises (MSEs), as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises

(MSME) for goods produced and services rendered, may be provided following purchase preference:

Item-wise quantity	Price Quoted by MSE	How the tender shall be finalized
Cannot be split	L1	Full Order on MSE
Cannot be split	Not L1 but within L1 + 15%	Full Order on MSE subject to matching L1 Price

The bidder has to support the technical bid with valid MSE Certificate to avail the benefit of purchase preference.

10. PAYMENT TERMS:

- 10.1 The Agency will have to submit the invoice along with all supporting documents of the previous month for payment to IIIT Sri City Chittoor during the first week of the succeeding month.
- 10.2 The payment to the Agency shall be released generally within 30 days from the date of receipt of invoice provided the claim of the Agency is found to be in order from all respects.
- 10.3 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.

11. PERFORMANCE SECURITY DETAILS:

- 11.1 The successful bidder will have to deposit a performance security deposit equivalent to one- month bill to be calculated based on the initial deployment of vehicles in the form of a Performance Bank Guarantee (PBG) of any nationalised Bank in favour of IIIT Sri City Chittoor. This PBG shall cover the entire period of the contract and shall remain valid for a period of 60 days beyond the period of the contract. If the contract is further extended beyond the initial period, the PBG shall be renewed for the extended period. If the monthly bill at any time increases by 25%, additional PBG

shall be given by the successful bidder.

- 11.2 No interest will be paid by IIIT Sri City Chittoor on the deposit. After successful completion of the contract, the security deposit will be refunded after adjusting dues, if any, to the IIIT Sri City Chittoor from the Contractor.
- 11.3 Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- 11.4 In case the firm fails to provide the required services within the specified delivery period, the same services will be obtained from the open market, and the difference in cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- 11.5 In case of non-receipt of the Security Deposit within the stipulated time, EMD will be converted into the Security Deposit, and the balance amount will be recovered from the bill submitted for payment.

12. CONTRACT PERIOD:

- 12.1 The contract will be initially for a period of two years from the date of award of work. Based on satisfactory performance, the contract may be extended to such further period(s) on mutually agreed terms and conditions and in any case not exceeding 3 (three) years from the date of commencement of work.
- 12.2 IIIT Sri City Chittoor can terminate the contract with one month's notice in case the services are not found satisfactory. In such a case, IIIT Sri City Chittoor will pay on an actual work basis for the duration for which the services were used during the period in question.
- 12.3 The Contractor may terminate the contract by giving three (3) months' prior written notice to the Institute. The Institute may terminate the contract by giving one (1) month's prior written notice to the Contractor without assigning any reason.

Notwithstanding the above, the Institute reserves the right to terminate the contract with immediate effect in the event of breach of contract, unsatisfactory performance, insolvency, or violation of statutory requirements by the Contractor.

13. DELIVERY SCHEDULE:

The successful bidder should commence the services in all respects as per the scope of service within 15 days from the date of issue of the Work Order.

14. TERMS AND CONDITIONS:

- 14.1 **Termination for Insolvency:** The IIIT Sri City Chittoor may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

- 14.2 **Jurisdiction:** The courts of Tirupati alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside of and other than the Tirupati Court shall have jurisdiction in the matter.
- 14.3 **Force Majeure:** Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party, within 15 days of its occurrence, informs in a written form the other party. Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restrictions, strikes, and lockouts, i.e. beyond the control of either party.
- 14.4 **Arbitration:** In the event of any dispute or difference arising under this contract, the Director, IIIT Sri City Chittoor or his nominee is the arbitrator, and the decision of the arbitration will be binding on both parties.
- 14.5 **Other Conditions:**
- a) The bidder has to upload the relevant & readable files only without blur as indicated in the tender documents. In case of any irrelevant or unreadable files, the bid may be rejected.
 - b) IIIT Sri City Chittoor reserves the right to relax/amend/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
 - c) IIIT Sri City Chittoor reserves the right to modify/change/delete/add any further terms and conditions before the issue of the work order.
 - d) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Performance Security shall be forfeited.
 - e) False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (h) of the General Financial Rules, for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules, along with such other actions as may be permissible under law.
 - f) Conditional tenders will not be considered in any case.
 - g) The number of hired vehicles may increase or decrease in future, depending upon the requirement, and that will be intimated to the contractor as and when the situation demands. Once the rates are finalised, no increase will be considered in the rates quoted by the successful bidders in any case during the period of the contract. The Contractor(s) should be in a position to supply additional vehicles on short notice as and when required.
 - h) IIIT Sri City Chittoor may issue an amendment/corrigendum to the tender documents before the due date of submission of the bid. Any amendment/corrigendum to the tender document, if any, issued by IIIT Sri City Chittoor will be posted on the CPP Portal. For the bidders, submitting bids on downloaded tender documents, it is the bidders' responsibility to

check for any amendment/corrigendum on the website of IIIT Sri City Chittoor or check for the same on the CPP Portal before submitting their duly completed bids.

- i) No escalation of prices shall be admissible during the term of the contract.
- j) Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between the successful bidder and IIIT Sri City, Chittoor.
- k) Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by the Institute, whose decision shall be final and conclusive.

15. CANCELLATION OF CONTRACT:

- 15.1 Notwithstanding any other provisions in this contract, the IIIT Sri City Chittoor reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in the public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
- 15.2 Document(s) not being genuine: In case any document(s) produced in support of eligibility criteria or any other document(s) turns out to be not genuine:
 - a) Before award of work: The work will not be awarded, EMD shall stand automatically forfeited, and the tenderer will be liable for any further action as may be deemed appropriate by IIIT Sri City Chittoor; or
 - b) After award of work: The award of work will be cancelled, the Security Deposit shall stand automatically forfeited, and the contractor will be liable for any other action as may be deemed appropriate by IIIT Sri City Chittoor.

16. DISCLAIMER:

The near relatives of employees of IIIT Sri City Chittoor are prohibited from participating in this tender. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) Their spouses
- (c) The one related to the other in the manner as father, son(s), Son's wife (daughter-in-law), daughter(s) and daughter's husband (sons-in-law), brother (s) and brother's wife, sister(s) and sister's husband, brother(s)-in-law.

UNDERTAKING

To
The Registrar Incharge,
Indian Institute of Information Technology Sri City Chittoor
630, Gnan Marg, Sri City
Tirupati District, Andhra Pradesh-517 646.

Tender No.IIITS/TRANSPORT/2026/06/06, dt.24.06.2026

(Notice Inviting Tender for hiring of bus services/Car services
to IIIT Sri City Chittoor on a contract basis)

Sir,

1. I /we hereby submit our tender for hiring of bus services/Car services to IIIT Sri City Chittoor on a contract basis.
2. I/ We hereby submit the details of Bid Security (EMD) paid to the Indian Institute of Information Technology Sri City Chittoor towards.

Particular	Amount (₹)	Payment Reference Details	Payment Date
Bid Security (EMD)	50,000/-		

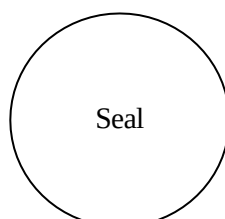
3. I / We hereby declare that we are registered as a Micro & Small Enterprise (MSE) / Startup and are eligible for exemption from payment of Bid Security (EMD) as per Government of India norms. Relevant, valid documentary proof in support of MSE / Startup registration is enclosed along with the tender. (Applicable only if exemption is claimed)

Udyam Certificate Number	
Startup Registration Number	

4. I / We hereby reconfirm and declare that I / We have carefully read, understood, & complying the above-referred tender document, including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me/us are inclusive of all taxes, duties, etc., applicable as on date.

Date:

Place:



Authorised Signatory

Name:

Designation:

Contact No.:

Bid Security Declaration

(To be provided on letterhead of the firm)

To
The Registrar Incharge,
Indian Institute of Information Technology Sri City Chittoor
630, Gnan Marg, Sri City
Tirupati District, Andhra Pradesh-517 646.

Tender No.IIITS/TRANSPORT/2026/06/06, dt.24.06.2026

(Notice Inviting Tender for hiring of bus services/Car services
to IIIT Sri City Chittoor on a contract basis)

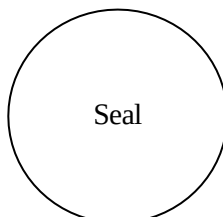
Sir,

I/We, the undersigned, declare that:

1. I/We understand that, according to tender conditions, bids must be supported by a Bid Securing Declaration.
2. I/We accept that we will automatically be suspended from being eligible for bidding in any contract with the Institute for the period of 3 years starting from the bid closing date, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) Have withdrawn our bid during the period of bid validity specified in the letter of bid; or
 - (b) Having been notified of the acceptance of our bid by the institute during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the tender conditions.

Date:

Place:



Authorised Signatory

Name:

Designation:

Contact No.:

CERTIFICATE

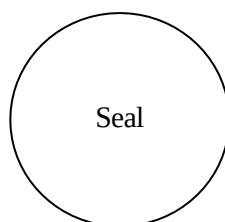
(To be provided on letterhead of the firm)

I/We hereby certify that our firm is neither blacklisted/debarred by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

I/We also certify that the above information is true and correct in every respect, and in any case, at a later date, it is found that any details provided above are incorrect, the bid may be summarily rejected and in case any contract given to our firm may be summarily terminated, and the firm shall be blacklisted.

Date:

Place:



Authorised Signatory

Name:

Designation:

Contact No.:

EXPERIENCE DETAILS

(To be provided on letterhead of the firm)

I. Experience: *[As per tender Clause No.4.3 (ii) under eligibility criteria]*

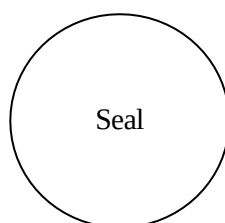
Year	Name of the service with details	Order No. & Date <i>(Copy of the Orders to be attached)</i>	Date of successful completion of service (Copy of successful completion certificate from client to be attached)	Contact Details of Client
2022-23				
2023-24				
2024-25				

II. Details of Running Contract: *[As per tender Clause No.4.3 (iii) under eligibility criteria]*

Year	Name of the service with details	Order No. & Date <i>(Copy of the Orders to be attached)</i>	Date of completion and % of contract executed as on date	Contact Details of Client
2022-23				
2023-24				
2024-25				

Date:

Place:



Authorised Signatory

Name:

Designation:

Contact No.:

ANNUAL TURNOVER STATEMENT

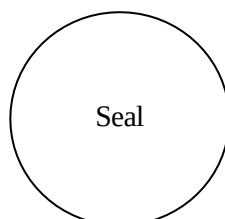
(To be provided on letterhead of the firm)

Annual Turnover and Profit Details: *[As per tender Clause No.4.4 under eligibility criteria]*

Evaluation Criteria				Remark	Whether the proof of documents are enclosed
Bidder's Annual Turnover and Profit for the last three financial years	Financial Year	Turnover in Rs.	Annual Profit in Rs.	-	-
	2024-25			Supporting Documents are to be attached along with the Annexure-V	
	2023-24				
	2022-23				

Date:

Place:



Authorised Signatory

Name:

Designation:

Contact No.:

TECHNICAL DETAILS

(To be provided on letterhead of the firm)

All the technical details shall be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Tenderers shall mention point-wise confirmation with regard to the technical specifications given in our Enquiry. Price details should not be shown in this part:

1. General Particulars of the Agency:

Sl. No.	Description	Details	Copy Submitted (Yes / No)
1	Name of registered Contractor/Firm/Company/ Partnership (with Proof of Registration)		
2	Date of Incorporation / Establishment		
3	Registered Office Address		
4	Phone/Fax Number		
5	Email		
6	Authorised Signatory Details (Company/Firm Authorisation by the competent authority, to be attached)	Name: Designation: E-mail: Mobile No.	
7	Details of Contact other than Authorised Signatory	Name: Designation: E-mail: Mobile No.	
8	The Tenderer/firm/Agency should have a Registered Office with Regn No. within Tirupati and Nellore District or within a 150 km radius from IIIT Sri City Chittoor & proof of the same shall be submitted		
9	Number of years of experience in the field of providing bus services/Car services on a contract basis		

10	List of clients, including Govt/ Semi Govt/ PSU/Banks, etc. (Enclose client satisfaction certificates from at least three)		
11	Number of vehicles owned and operated by the company with the year of manufacture. (separate sheet indicating the registration number, year of manufacturing, Seating capacity, only with copies of R. C. books may be enclosed)		

2. Details of statutory compliance (enclose copy of certificates):

Sl. No.	Description	Details	Copy Submitted (Yes / No)
1	Valid License / Regn. No		
2	Regn No. (under the Shops and Establishments Act) with the Labour commissioner		
3	EPF Regn. No		
4	ESI Regn. No		
5	GST No.		

3. Details of Financial Status:

Sl. No.	Description	Details	Copy Submitted (Yes / No)
1	PAN Number		
2	Annual Turnover of last 3 years. Proof of IT Return and Audited Statement of Accounts to be attached.		
3	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 :		

4. Details of Infrastructure

Sl. No.	Description	Details
1	Address of the Head/Registered Office	
2	Address of branch office(s), if any	

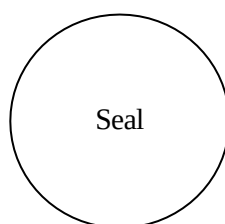
5. Details of personnel available in head office and branch office(s):

Sl.No.	Name	Designation	Duties Assigned

6. Any other relevant details/comments:

Date:

Place:



Authorised Signatory

Name:

Designation:

Contact No.:

UNDERTAKING BY THE CONTRACTOR

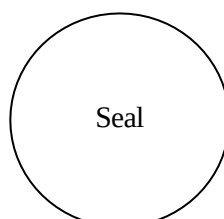
(To be provided on letterhead of the firm)

I/We hereby certify that:

1. I/We have made the site visit in order to evaluate the work to be performed, have clearly understood the work to be performed and have quoted accordingly.
2. I/We agree that, under no circumstances, payment of wages to the drivers in cash shall be made by me/us.
3. I/We have read the Tender document, including all the Conditions of the contract. I/We agree to abide by the same.
4. I/We will provide Bus services/Car services on monthly basis and for Local & outstation duties On Call basis including Pick up and/or Drop as and when required.
5. I/We agree that the payment will not be made for the work not carried out in accordance with the contract.
6. I/We agree to pay minimum wages, EPF, ESI, and other statutory payments to the drivers on or before 7th day of every calendar month.
7. I/We agree to keep this tender open for acceptance for a period of 120 days from the date opening of technical bid and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted.
8. I/We understand that my/our “Earnest Money Deposit” submitted along with the tender will be liable for forfeiture.
9. I/We also hereby agree to abide by the rules and regulations of the IIIT Sri City, Chittoor, conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by IIIT Sri City, Chittoor.
10. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if [a] I/We do not execute the contract documents within 7 (seven) days after getting information from IIIT Sri City, Chittoor, or [b] I/We do not commence the work within 15 (fifteen) days after getting information from IIIT Sri City, Chittoor.
11. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us.

Date:

Place:



Authorised Signatory

Name:

Designation:

Contact No.:

CHECKLIST FOR BIDDERS TO BE SUBMITTED IN DULY FILLED AND SIGNED

(To be provided on letterhead of the firm)

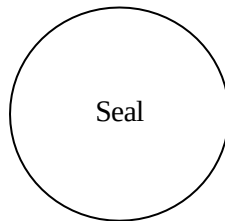
Sl.No.	Name of the Document	Submitted (Yes/No)	Page No. of the attached Document
1	Incorporation/Registration certificate of the company		
2	PAN Card		
3	GST Registration copy		
4	Bank Account Details		
5	Tender acceptance letter & EMD Details (Annexure-I)		
6	Bid Security Declaration (Annexure-II)		
7	Non-Blacklisting undertaking (Annexure-III)		
8	The bidder should attach copies of the Purchase Order / Work Order where a similar type of work was executed during the past 3 years from the date of publication of the tender as detailed below: a) Three similar works of ₹6,80,000/- in the previous 3 financial years (2022-23, 2023-24 and 2024-25 (OR) b) Two similar works of ₹10,20,000/- in the previous 3 financial years (2022-23, 2023-24 and 2024-25 (OR) c) One similar work ₹13,60,000/- in the previous 3 financial years (2022-23, 2023-24 and 2024-25). The details of the same, along with supporting documents with respect to satisfactory execution of service from clients, are to be submitted as per Annexure-IV. The bidder should have at least one running contract of a similar nature of service.		
9	Annual Turnover: Bidders' Average Turnover for the last three financial years should not be less than ₹15,00,000 for bus services/Car services. Financial statements with net profit duly audited/certified by a Chartered Accountant (CA) for the last three years, along with copies of Income Tax Returns, must be enclosed with Bids. Firms should be in profit for at least two years out of three years. Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per Annexure-V.		
10	Technical Details in Annexure-VI		

11	Undertaking by the Contractor in Annexure-VII		
12	The Bidder should have its office in Tirupati District or Nellore District within 150 km radius from IIIT Sri City Chittoor for operational convenience. Proof of the same is to be submitted.		
13	Details of Infrastructure as per Point No.4 of Annexure-VI		
14	Details of personnel available in the head office and branch office(s) as per Point No.5 of Annexure-VI		

Note: Submission of tender without the above-mentioned documents will lead to rejection/disqualification of the tender.

Date:

Place:



Authorised Signatory

Name:

Designation:

Contact No.:

FORMAT OF DUTY SLIP
(Print Name of the company & address)

Sl. No.....

Date.....

(To be filled by contractor)

1. Registration No of Vehicle:

2. Name, Designation & address of user

.....
.....
.....
.....

(To be filled by user)

3. Purpose of Journey (detail).....

4. Places visited

5. Meter Reading at Starting Point..... at closing Point.....

6. Total KMs Run.....

7. Time at Starting Point.....at closing Point.....

8. Extra Detention Hours (beyond duty Hrs.).....

9. Charges for Parking/Toll Tax etc.....

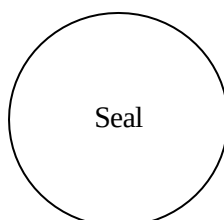
10. Number of Night Halts (for outstation journey only).....

Driver's Name & Signature

Signature of User

Date:

Place:



Authorised Signatory

Name:

Designation:

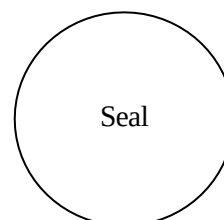
Contact No.:

FORMAT-B

DAILY VEHICLE TRIP SHEET – IIIT SRI CITY CHITTOOR									
DATE	PLACE AND TIME				KMS READING		TOTAL KMS	USED By and Mob No	SIGNATURE
	FROM	TIME	TO	TIME	STARTING	ENDING			

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

UNDERTAKING

(To be submitted on the Letterhead of the Bidder)

I/We, _____ (Name of the Firm/Company), having our registered head office at _____, hereby solemnly affirm and declare as under:

That our Head Office / Branch Office is situated within a radius of 150 Kms from the Indian Institute of Information Technology Sri City Chittoor, 630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh-517 646 at the following address:

AND

That our Local / Regional Office is located at IIIT Sri City Chittoor or in the nearby vicinity of IIIT Sri City Chittoor at the following address:

OR

That we do not presently have an Local / Regional Office at IIIT Sri City Chittoor. We hereby undertake to open an office in Sri City or in the nearby vicinity of IIIT Sri City Chittoor within one (01) month from the date of commencement of the contract/service, for ensuring quick response, operational convenience, and effective liaison with IIIT Sri City Chittoor if the contract is awarded.

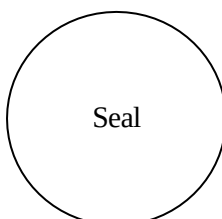
We further undertake that the necessary documentary proof of the establishment of such an office shall be submitted to IIIT Sri City Chittoor within the stipulated time period.

We understand that failure to comply with the above undertaking may result in appropriate action by IIIT Sri City Chittoor, including cancellation of the contract, as per the terms and conditions of the tender.

This undertaking is given truthfully and voluntarily for the purpose of participating in the tender and shall be binding on us.

Date:

Place:



Authorised Signatory

Name:

Designation:

Contact No.: