



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

Purchase & Stores Section

Notice Inviting Tender (NIT)

To, AR (Purchase & Stores) Purchase & Stores Section, TISS Deonar, Mumbai 400 088 (To be dropped in Tender Box near security office of Main Campus)	ENQUIRY NO.: TISS/P&S/NIT-LTE/CAR-HIRING- CONTRACT/2024
Email ID: tiss-purchase@tiss.edu	DATE: 14 th June, 2024
Mobile No: 022 – 25525219 / 5228	DUE DATE & TIME: 5 th July, 2024 – 5 PM

Dear Sir/Madam,

Kindly submit your **sealed quotation** as per the attached Tender Document, duly filled in, signed, stamped and sealed by you on or before the due date to AR (Purchase & Stores).

- NIT for Car Hiring Services (Yearly Contract):
 - Contract for hiring of vehicles like Swift Desire, Etios, Innova, Tempo Traveller, Bus-(AC or non AC) for Tata Institute of Social Sciences, Sion, Trombay Road, Deonar, Mumbai – 400 088
- Due Date: 5th July, 2024

TERMS & CONDITIONS

1. Quotation should be submitted in Company Letter Head only duly signed & stamped by authorized representative.
2. Please superscribe above enquiry number with due-date on the sealed envelope.
3. Please Quote along with specifications or full details of the services as per format given in the tender document.
4. Submission of required documents as per tender is mandatory.
5. Dealer/supplier submitting insufficient information and not accepting the conditions specified in the tender document shall be liable for disqualification.
6. Institute reserves the right to accept or reject any one or more quotations for the same item without assigning any reason whatsoever and the decision of the Institute in this regard shall be final and binding on all participants. Institute also reserves the right not to accept the lowest quotation as may be deemed necessary in the larger interest of the Institute.
7. For queries relevant to the tender document and submission of quotation, please contact Mr. Parag Panchal, parag@tiss.edu or call on 9223588692/ 022-25525206

Gm
14/6/24
Prepared By

Pa
14/6
Authorized By

Parag Panchal
14/06/2024
Authorized By

Tender Details

About the Institute

The Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work. In 1944, it was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was declared Deemed to be a University under Section 3 of the University Grants Commission Act (UGC), 1956.

Since its inception, the Vision of the TISS has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people-centered, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and human rights for all.

Procurement Details

TISS invites Online bids under single stage, two envelope systems from eligible bidders for the following procurement or services:

Details of tender(s) i.e. Estimated Cost, EMD, Tender Fees, Time limit etc. is available on

<http://www.tiss.edu/careers-tenders/> and <https://www.cppp.com>

Schedule of Events / CRITICAL DATE SHEET – Tentative

Published Date & Time Bid Document Download Start Date	14 th June 2024
Last Date for Submission (Online)	5 th July, 2024
Bid Opening Date & Time (Technical Bid)	8 th July, 2024
Cost Bid Opening Date & Time	15 th July, 2024

Please note that the Institute will place the order to the supplier/vendor/agency, who stands the lowest considering overall cost of the items (Total Cost of the Tender based on the listed items).

Tenders received without EMD will be rejected.

**Assistant Registrar
(Purchase & Stores)**

Place: Mumbai

SECTION I

Instructions to the Bidders:

1. Operational Vehicles Swift Dzire, Etios, Accent, Honda City, Innova, Ertiga, Tata Sumo, Tempo Traveller & Bus (AC and non AC) are required on hire basis to be used for the TISS. Mumbai.
2. Tata Institute of Social Sciences invites tenders through Government e- Marketing (GeM) only from reputed, experienced and financially sound Vehicle service providers to provide rental vehicles to Tata Institute of Social Sciences at Mumbai. The quantum of requirement of vehicles may increase or decrease during the period of contract.

Technical Eligibility Criteria:

1. The tendering Agency must fulfil the following technical specifications in order to be eligible for technical evaluation of the bid.
2. The Registered Office of the Agency can be anywhere in Mumbai but the point of service / Garage / Branch Office should be located in and around within radius of 5 kms from the Institute. An attested copy of the registration certificate of offices along with address proof shall be enclosed. The company should be reputed, experienced & financially sound. After the date of tender publication ISO certification will not be considered. Proof to this effect may be enclosed.
3. Proof of at least one contract 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 as mentioned in clause 10 be enclosed with the tender document.
4. The Agency should have a minimum annual turnover of Rs. 10 lakh each year during last three financial years i.e. 2019-20, 2020-21 and 2021-2022. A copy of turn over statement duly certified by the C.A along with ITR must be enclosed with the tender document. The agency should not have incurred loss more than one year during above three financial year.
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, 2019 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 during evaluation 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. 4 Lakh per annum, or to contract each of value 3 to 5 lakh or 1 contract of 8 lakhs. The certificate should be from prominent organizations (Government organizations / PSUs / Bank reputed private firms etc.).

11. **Earnest Money Deposit (EMD):** For broader participation of bidders due to present situation due to pandemic "EMD" is exempted from submission of Bid Security during Tendering/ Bidding. Further, in lieu of Bid Security (EMD), bidders to sign "**Bid Security Declaration**" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents. The undertaking for Bid security declaration certificate is attached.

12. **Security Deposit @ of 5% of contract value** will have to be deposited by a reputed Bank. In case the contract is further extended beyond the initial period, the Security Deposit will have to be accordingly renewed by the successful tendered (s) during extension.

Other Financial Implications:

		Percentage	Amount
1	Earnest Money Deposit	2% of Estimated Cost	Rs. 12,000 /-
2	Performance Bank Guarantee	5% of Contract Value	Rs. 30,000 /-

EMD & BID SECURITY:-

1. EMD to be submitted through online bank transfer modes only.
2. EMDs will be refunded within one month of completion of evaluation of bids (both technical and financial) for vendors other than the vendor selected for awarding the contract. Interest will not be paid on the EMD.
3. **Bid Security** (i) To safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department. The bidders should be asked to furnish bid security along with their bids.
4. The PBG shall be submitted within 15 days from the date of issue of service/work order to be valid for the period of 60 days beyond completion of contract.
5. **Performance Security** may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects.
6. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
7. Bid security will be refunded to the successful bidder on receipt of Performance Security.

BANK DETAILS FOR PAYMENT OF EMD THROUGH NEFT/RTGS

A/C name: TATA INSTITUTE OF SOCIAL SCIENCES

A/C Number: 10895954226

IFSC Code: SBIN003109

Bank Name: State Bank of India

Bank Address: State Bank of India, Deonar Branch, V. N. Purav Marg, Sion-Trombay Road, Deonar, Mumbai-400088

SECTION II

Terms and Conditions of the Contract

General Terms & Conditions

1. The hiring contract shall be initially for the period of one year from the date of commencement and would be extendable for further two more years on year to year basis at the same rates, terms & conditions and as per institute requirement on the basis of satisfactory performance of the firm. 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 15 days' 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 50000 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
7. 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
8. 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.
9. Only such Vehicles Operators may apply whose Vehicles have been duly authorized by the concerned RTO for use as public transport i.e. tourist vehicles.
10. 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.
11. Each driver employed by the firm must have a cell-phone duly activated.
12. Each driver provided to the Institute should wear uniform while on duty along with the vehicle and must have police verification.
13. Punctuality will have to be ensured and Duty Slip shall be maintained by the drivers for this purpose. The driver should not leave the duty without prior permission of the concerned officer in any case.
14. No refreshment charges will be paid for lunch / tea of the driver.
15. 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.
16. The agency should have an adequate number of telephones for contact round the clock and these may be conveyed to the Institute.
17. The agency should have a provision to take bookings 24 x 7.
18. The agency should be experienced in providing fleets for events, delegations, meetings and conferences, etc.
19. "Full Day" would imply a run of the Vehicles upto 80 kms and 8 hours duration. The agency is hereby requested to mention the extra charges beyond 80 Kms and 8 hours on per hour and per kilometre basis.
20. 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.
21. 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.
 22. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to the Institute.
 23. 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 Institute will be imposed.
 24. 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.
 25. 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.
 26. 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.
 27. 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.
 28. 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.
 29. 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.
 30. The liability of the Institute will be limited to the hiring charges agreed in the contract.
 31. No additional terms & conditions over and above the conditions stipulated above shall be entertained by Institute.
 32. Actual parking charges / Toll charges will be payable along with the bills, only upon submission of the parking bills / toll receipts etc.
 33. 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.
 34. 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 shall be forfeited.
 35. The **Security Deposit (PBG)** can be forfeited by 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.
 36. 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.
 37. 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.
38. 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.
 39. No enquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.
 40. All prospective bidders are requested to visit our Institute website regularly for any such updates/corrigendum's/amendments if any which will be published on TISS website only.
 41. If Any disputes arising out of this tender will be sorted out/resolved with mutual consent of both parties subject to the courts in Mumbai only. All disputes arising shall be subject to the jurisdiction of Mumbai alone and shall be governed by the law of India. Both the parties fail to resolve their dispute or differences by such mutual consultation, the same should be referred to the sole arbitrator, to be appointed by the Director, TISS at Mumbai as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the rules framed there under. His/Her decision will be final and binding on both the parties. The venue of arbitration shall be Mumbai, India.
 42. Even though bidders may satisfy the above requirements, they may be disqualified: If misleading or false representation of facts are made or deliberately suppressed in the information provided in the forms, statements and enclosures of this document.
 43. If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
 44. If confidential inquiry reveals facts contrary to the information provided by the bidder.
 45. If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
 46. In such all above cases, TISS has the right to reject the bid.

Terms of Payment:

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.

Penalty:

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 Security Deposit of the concerned agency will be forfeited.

In case of dispute:

8. TISS reserves right to award the work/cancel the award without assigning any reason. In case of differences and 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 by TISS will be final and binding to all.
9. 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.
10. 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.
11. Inspection of vehicles / drivers shall be carried out from time to time by Institute officials.
12. The tender process of contract can be terminated at any time without any notice as the discretion of the Institute.

13. All the bidders, who are fulfilled the above terms and conditions may register their bids through online portal 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 contract will be decided on the basis of eligibility criteria mentioned above and bid received on online portal.
14. ASSISTANCE TO BIDDERS : Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the tiss-purchase@tiss.edu, parag.panchal@tiss.edu or call on 022-25525206.

Assistant Registrar – P&S

DOCUMENTS TO BE UPLOADED & HARD COPIES TO BE SUBMITTED

CHECK-LIST:

1. Shop & Establishment / Certificate of Registration
2. Manpower Strength (Profile of the Service Provider)
3. 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)
8. List of Products/Goods & Services
9. Three Consecutive Year's Audited Balance Sheet & Income Tax Return/Annual Turnover
10. Photo-copies of any two recent MOUs or Purchase Orders with similar organizations
11. Bank Details (Cancelled Cheque)
12. Copies of any two Offer Letters issued by any organization of similar tenders

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.

ANNEXURE - I

TECHNICAL BID PERFORMA

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

1.	Name of the Firm/Company/Agency (Attach a copy of registration)	
2.	Name of the Director/Proprietor/Head etc.	
3.	Address of the Registered office, Local office in Mumbai	
4.	Contact Details: Phone/Fax/Mobile Nos. / Email / Website, if any	
5.	PAN No./TIN (Attach a copy)	
6.	GST Registration No. (Attach a copy)	
7.	Financial Turnover in last Three FYs (in lakhs) Attach a copy of Audited statement of each	
	(a) FY: 2020-21	
	(b) FY: 2021-22	
	(c) FY:2022 -23	
	<i>Audited financial statements or financial statement showing turnover duly signed by a chartered Accountant are to be enclosed</i>	
8.	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	
	2	
	3	
	4	
	5	
9.	EMD Details (Enclose the Online Receipt with Technical Bid)	
10	Bank Details	Cancelled Cheque to be uploaded..

Note: This proforma after filling up details has to be submitted with technical bid along with all supporting attachments. Please use more than one sheets to furnish the above information if required. Copies of supporting documents attached must be serially numbered from 1 to 13.

ANNEXURE – II
FINANCIAL BID

With reference to the above, I / We hereby submit the quotation for hire of vehicles.

Name of the Firm :

Sr.No	Make & Model of Vehicle	Categories				
		4 hr-40 km (A)	8 hr-80 km (B)	Rate for Extra Km (C)	Rate for Extra hour (D)	Driver DA/ Permit (E)
	Car Segment					
1	Innova Crysta					
2	Ertiga					
3	Etios / Dzire					

Outstation Duty minimum Kilometers to be mentioned: 300 kms.

Authorized signatory: _____

Place: _____

Seal of the firm

Weightage: For easy and accurate comparison of rates from different participating vendors we may give 30% weightage to category "A" and 70% to category B. Regarding category "C" and "D" we may access rates as per actual.

ANNEXURE – III

The Public Notary
Civil Court, Mumbai

I..... aged about , son of
resident of Moh/village..... P.S. Distt
..... do hereby solemnly affirm state as follows:

1. That I am the proprietor of M/s
2. That my Agency / firm / Central or State Government / Central or State government undertakings has been allowed to participate in the tender dated..... of Tata Institute of Social Sciences for hiring of vehicle.
3. That, I have neither been convicted nor any cognizance has been taken against by any Court of Law till date.
4. That my Agency / firm / Central or State Government / Central or State government undertakings has not been blacklisted from any Central / State Government Department and Central or State government undertakings.

The above statement is true to the best of knowledge and belief.

Witness

1.

Authorised Signatory

ANNEXURE – IV

UNDERTAKING

Bid Security Declaration

The Registrar,
TISS, Mumbai

Dear Sir/Madam,

1. I / We/ M r . / M s..... authorised person to sign the bid documents of E-TENDER for **hiring of vehicles** 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.

2. 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.

3. 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 Security Deposit 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)

Place

Date:.....