

## TATA INSTITUTE OF FUNDAMENTAL RESEARCH

Autonomous Institution of the Department of Atomic Energy, Government of India.  
36/P, Gopanpally village, Serilingampally Mandal Ranga Reddy District, Hyderabad 500046.

Telephone : 040-2020 3040, E-mail: harid@tifrh.res.in

Website www.tifrh.res.in

Ref:TIFR/PD/CF21-102/211207

January 12, 2022

NIT cum Tender Document (ONE PART TENDER) for the following services:

### **"Providing Transportation Services" to TIFR Hyderabad Campus**

|                                    |                                                                                                          |
|------------------------------------|----------------------------------------------------------------------------------------------------------|
| Tender No.                         | TIFR/PD/CF21-102/211207                                                                                  |
| Estimate Cost                      | Rs. 23,00,000/-                                                                                          |
| Tender Fee                         | Rs.500/-(to be paid by DD/ BC in favour of "TIFR Centre for Interdisciplinary Sciences"(non-refundable)) |
| EMD                                | Rs. 46,000/- (Forty Six thousand only)                                                                   |
| Type of Tender                     | One Part Tender                                                                                          |
| Contract Period                    | 12 Months                                                                                                |
| Contact Persons                    | Shri D. Hari Prasad (Tel:040-20203040)<br>Administrative officer                                         |
| Last Date for Submission of Tender | 18/01/2022 upto 1300 hrs                                                                                 |
| Date of Opening                    | 18/01/2022 at 1500 hrs                                                                                   |
| Bid Validity                       | 90 days from the date of opening of the tender                                                           |

Quotation should be submitted in sealed envelope superscribed with the Tender No. Due Date in Bold Letters.

All prospective bidders are requested to visit our website regularly for any such updates/corrigendum's.

Please see attached sheet for conditions of tender:

**Transport service of EICHER OR EQUIVALENT - 30 Seater Bus (AC) for TIFR Hyderabad for the period of one year on daily basis.**

Kindly quote in following format:  
**CHARGES FOR TRANSPORT SERVICES**

**Table - I**

| Description                                          | Vehicle Type                                                                    | Basic price upto 2000 kms per month & upto 12 hours per day for bus | Extra per hour after 12 hours in a day for bus | Extra per Kilometer (After 2000 KMS) |
|------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------|--------------------------------------|
| Providing regular shuttle Service For TIFR Hyderabad | EICHER OR EQUIVALENT -30 Seater Bus (AC)                                        |                                                                     |                                                |                                      |
|                                                      | Taxes if, any                                                                   |                                                                     |                                                |                                      |
|                                                      | Total Charges for bus transport services per 12 hours a day & 2000 KM per month |                                                                     |                                                |                                      |

**Table - II**

| Description                                          | Vehicle Type                                                                    | Basic price upto 2500 kms per month & upto 12 hours per day for bus | Extra per hour after 12 hours in a day for bus | Extra per Kilometer (After 2500 KMS) |
|------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------|--------------------------------------|
| Providing regular shuttle Service For TIFR Hyderabad | EICHER OR EQUIVALENT -30 Seater Bus (AC)                                        |                                                                     |                                                |                                      |
|                                                      | Taxes if, any                                                                   |                                                                     |                                                |                                      |
|                                                      | Total Charges for bus transport services per 12 hours a day & 2500 KM per month |                                                                     |                                                |                                      |

**Table - III**

| Description                                          | Vehicle Type                                                                    | Basic price upto 3000 kms per month & upto 14 hours per day for bus | Extra per hour after 14 hours in a day for bus | Extra per Kilometer (After 3000 KMS) |
|------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------|--------------------------------------|
| Providing regular shuttle Service For TIFR Hyderabad | EICHER OR EQUIVALENT -30 Seater Bus (AC)                                        |                                                                     |                                                |                                      |
|                                                      | Taxes if, any                                                                   |                                                                     |                                                |                                      |
|                                                      | Total Charges for bus transport services per 14 hours a day & 3000 KM per month |                                                                     |                                                |                                      |

**Table - IV**

| Description                                          | Vehicle Type                                                                    | Basic price upto 3500 kms per month & upto 14 hours per day for bus | Extra per hour after 14 hours in a day for bus | Extra per Kilometer (After 3500 KMS) |
|------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------|--------------------------------------|
| Providing regular shuttle Service For TIFR Hyderabad | EICHER OR EQUIVALENT -30 Seater Bus (AC)                                        |                                                                     |                                                |                                      |
|                                                      | Taxes if, any                                                                   |                                                                     |                                                |                                      |
|                                                      | Total Charges for bus transport services per 14 hours a day & 3500 KM per month |                                                                     |                                                |                                      |

**Note :**

1. Contract will be for a period of 1 year
2. Bus Reporting Time & Location will be as per the instructions of Administrative Officer.
3. The Institute will choose and issue the work order for one table out of 4 tables depending upon the usage.

**TATA INSTITUTE OF FUNDAMENTAL RESEARCH**  
**Instructions for Bidders**

1. The quotation shall be submitted in sealed envelopes duly superscribed with the tender enquiry number, and the due date in bold letters, addressed to the **Administrative Officer, Tata Institute of Fundamental Research, 36/P, Gopanpally village, Serilingampally Mandal Ranga Reddy District, Hyderabad 500046**. The envelopes should be clearly marked on top as the Tender Enquiry No., Due Date in bold letters. The sealed envelope has to be delivered by hand/courier at the Security Gate Officer of TIFR-Hyderabad on or before **18<sup>th</sup> January 2022 upto 1300 hrs.** Tenders submitted after the due date will not be considered.
  2. In case the quotations are not sealed in the envelopes the tender will be rejected.
  3. 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 two years on the same rates, terms and conditions depending upon the requirement and administrative convenience of TIFR, Hyderabad. Any further extension can be considered on mutually agreed terms and condition. The TIFR, Hyderabad, however, reserves the right to terminate / curtail the contract at any time after giving one month notice without assigning any reason.
  4. Tenders containing correction, overwriting will not be considered. Late or delayed/Unsolicited quotations/offers shall not be considered at all. These will be returned to the firms as it is. Post tender revisions/corrections shall also not be considered.
  5. Tenders who do not comply with any of the conditions are liable to be rejected.
  6. In case of any interpretational issues in this tender, the interpretational decision of the TIFR-Hyderabad shall be Final binding on the bidder.
  7. TIFR-Hyderabad reserve the right to ask for or to provide any clarification, changes after the release of this tender.
  8. **Pre - qualification criteria:**
    - 8.1 The tenderer must have experience in similar nature of contract during the last 05 years, preferably in Hyderabad City.
    - 8.2 The tenderer should have Average annual turnover during last 3 years ending 31<sup>st</sup> March of not less than Rs. 23.00 lakhs.
    - 8.3 The tenderers should have successfully completed at least:

One similar work each of the contract value not less than Rs. 18.40 Lakhs during the last 05 years  
**OR**

Two similar works each of the contract value not less than Rs. 13.80 Lakhs during the last 05 years  
**OR**

Three similar works each of the contract value not less than Rs. 9.20 Lakhs during the last 05 years
- Work completion certificates should be submitted along with the work order copies.  
The Contactor must qualify the point No's 8.1 (or) 8.2 (or) 8.3.

9. **Contract Completion Period : 12 Months.**

10. **Security Deposit:**

Successful bidders will have to deposit @ 3% of the contract value by way of Demand Draft in favour of TIFR Centre for Interdisciplinary Sciences, Hyderabad within 07 days from receipt of Letter of Acceptance of the work order. The Security Deposit will be refunded after the completion of contract period plus 60 days. Security Deposit amount will be forfeited if the contractor fails to perform any of the terms and conditions of our tender enquiry / document. Security Deposit will be forfeited in the event of breach of contract conditions or any other type of mischief, misconduct on the part of the agency.

11. **Payment**

Payment shall be made on monthly basis on submission of bills by the contractor duly approved by Administrative Officer.

12. The Institute shall be under no obligation to accept the lowest or any other tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.

13. TIFR-Hyderabad reserves the right to place the order for part services than what is specified in the tender.

14. The prices quoted by the Contractors shall remain firm during the entire period of the contract and shall not be subject to variation on any account. The bid submitted with a variation clause (unless asked by TIFR-Hyderabad) will be treated as non-responsive and rejected

12. **Bid Validity Period:**

The bid will remain valid for 90 days from the date of opening as prescribed by TIFR-H. A bid valid for a shorter period shall be rejected, being non-responsive.

**ADMINISTRATIVE OFFICER**  
TIFR, Hyderabad

# TATA INSTITUTE OF FUNDAMENTAL RESEARCH

Autonomous Institution of the Department of Atomic Energy, Government of India.  
36/P, Gopanpallyvillage, Serilingampally Mandal, Ranga Reddy District , Hyderabad 500046.

## General Terms and Conditions

1. **Payment:** Payment will be made within 30 days after rendering services to TIFR, Hyderabad on submission of bills(s) duly certified by the competent authority. Bills should be submitted along with statement in compliance with the duty slips. Bills should be submitted in the 1<sup>st</sup> week of every month.
2. Only yellow plate vehicles should be arranged.
3. Meter Reading & Time should start from TIFR to TIFR only.
4. The vehicles hired should be preferably in the name of the Tenderer. The year of manufacture of the vehicles must be January 2018 or later only to be hired.
5. It should be ensured that the drivers entrusted with the transportation should not have any case pending either with the police or in the court.
6. The vehicles are required to ply as and when required. Vehicles must be available for any convenient rescheduling of timings as decided by TIFR.
7. The vehicles are required on all working days and holidays i.e. maximum 30 days.
8. The hired vehicles should have good seat rexine with necessary foam, good paint finish, elegant look, no rattling sounds of windows etc.
9. The vehicle hired should possess comprehensive insurance policy.
10. The vehicle hired will be inspected by our authorized officials periodically and should not fail while under use.
11. *The model of the vehicles hired should be registered on or after January 2018, should have covered less than 1,00,000 kilometers. Only such vehicles are accepted for usage at TIFR-H subject to satisfying the mechanical condition and road worthiness of the vehicle.*
12. The contractor has to maintain the vehicles in good condition for attending repairs and up-keeping the vehicles in neat & tidy condition for day to day operation.

13. 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.
14. The Agency should be registered with GST. Certified copy of the registration shall be attached with the Bid document.
15. The Work Order will be issued for 1 Year and contract may be extended further period on mutual consent on the satisfactory performance with same rates, terms and conditions depending upon the requirement and administrative convenience of TIFR.
16. You are requested to maintain a detailed log book indicating the full details about the trips and the same has to be signed by the user of the vehicle.
17. The vehicles should carry the sign board 'TIFR' prominently in the front & rear ends.
18. All vehicle drivers should be in uniform according to RTA authorities.
19. The vehicles and the relevant documents are subject to inspection and acceptance by TIFR Hyderabad authorities.
20. Income tax/Surcharge/ GST TDS will be recovered at source as per the IT rules in force from time to time. The contractor shall furnish their PAN number to TIFR Hyderabad.
21. The quoted rates are inclusive of GST.
22. GST rule will be applicable with effect from 01.07.2017 as per GST regime. The applicable TDS/ other charges if any as per GST rule will be deducted. TIFR Hyderabad GST NO is: 36AAATT3951F2ZG.
23. The Contractor should also quote the applicable GST charges in their offer.
24. Service Provider shall ensure safety of TIFR staff. Deployed drivers should always carry identity cards and follow the instructions of the Administrative Officer. They should maintain proper decorum and discipline while on duty.
25. Any other points not covered under this contract will be settled by mutual understanding and no arbitrary decision will be imposed by you.

26. The contracting agency/firm/company shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period of non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the order of competent authority, etc. the contractor shall be liable for necessary legal action and the contracting agency/firm/company shall also forfeit their performance security deposit.
27. The contracting agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Telangana /India Particularly applicable to the business.
28. The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same level of vehicle.
29. All the charges towards repair/servicing, salary of the driver, petrol expenses, any other incidental expenses on operations & maintenance of the vehicles deployed on TIFR site shall be borne by the agency/firm/company.
30. The vehicles deployed to TIFR should be insured in all respects by the successful agency/firm/company. In case of any accident or theft etc. all the claims arising out of it will be met by the agency/firm/company. TIFR shall not be liable in any matter whatsoever.
31. In case of accident etc. TIFR Hyderabad has no responsibility whatsoever towards Police / RTA authorities, court of law, injured parties, damages to the vehicle or property etc. All these are entirely the contractor's/service provider's responsibility, however the contractor/service provider should ensure the safety of the TIFR Hyderabad Officials.
32. The duty slip should also contain the details of the places visited and the name of the officials along with signature.
33. The vehicle should be available at our office premises strictly as informed by TIFR Hyderabad officials.
34. 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.
35. Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, vetted by police for security, have valid driving license and are aware of the roads of Hyderabad will be provided.



36. The driver provided by the contractor should fulfill 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 Hyderabad.
  - d. Should not indulge in any activity inimical to security of the officers travelling in their car.
37. TIFR will not be responsible for any injury/disability/accident or loss of life of any of the Contractor's personnel during the discharge of their duties or otherwise either within the premises of the TIFR or at any other place. TIFR will also have no liability for any injury/disability/accident or loss of life that occurs to the personnel deployed by the Contractor during the discharge of their duties or otherwise either within the premises of the TIFR or at any other place. Any compensation or expenditure towards the treatment for such injury/disability/accident or loss of life shall be the sole responsibility of the Contractor.
38. The contractor shall deploy their persons in such a way that the persons get weekly rest for the working hours/leave for which the work is taken from them. The Contractor shall in all dealings with the persons in his employment have due regard to all the recognized festivals, days of rest and religious or other customs. The contractor shall comply with the provisions of the Payment of Wages Act, 1936, Minimum wages Act, 1948, Employment Liability Act, 1938, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947 and contract Labour (Regulation and Abolition) Act, 1970. In the event of the Contractor committing a default or breach of any of the provisions of the relevant acts as amended from time to time or furnishing any information or submitting or filling any settlement under the provisions of the relevant acts which is materially incorrect, they shall without prejudice to any other liability pay to the TIFR a sum not exceeding the amount of the resultant loss in each case of default. The Contractor shall be solely responsible for ensuring compliance with all statutory obligations as may be applicable under the provisions of various labour laws and other acts of Central & State Govt.bodies.
39. The contractor is liable to pay all taxes to the Central/State Government as applicable from time to time and the rates quoted will be inclusive of all such taxes.
40. The document verified drivers only should attend to regular duties. The change of driver details should be informed to TIFR Hyderabad with the submission of relevant documents with current residential address and driving license by the contractor well in advance.
41. Frequent change of driver is not permitted.
42. Any problem occurs due to the driver then it is the sole responsibility of the contractor/service provider only.

43. The driver should get the medical fitness certificate for vision and overall health from the authorized medical doctors in the attached format. (Annexure - I)

44. **Exit Clause:** If the performance of the contractor is not satisfactory then TIFR Hyderabad has the right to terminate the contract by giving 1 month's notice. If the contractor likes to quit the contract, they should give three months' notice well in advance and the same contractor will not be considered in future tenders. *Also, TIFR Hyderabad will give one month notice's to the contractor, if the services are required below one year.*

45. You will be required to be present on Sunday's/holiday's as per the exigencies of the institute.

46. **Arbitration:** Settlement of Disputes & Arbitration: All matters relating to disputes and difference of opinion shall be settled mutually as far as possible. In case of any interpretational issues arises in this tender, the interpretation/decision of TIFR Hyderabad shall be final and binding on the bidder. The arbitration will proceed as per Indian Arbitration Act, 1940, as amended up to date.

(D. Hari Prasad)  
Administrative Officer

**Annexure - I**

**FORM 1-A**  
[See Rules 5(1), (3), (7), 10(a), 14(d) and 18(d)]  
**MEDICAL CERTIFICATE**

Space for  
passport size  
photograph

[To be filled in by a registered medical practitioner appointed for the purpose by the State Government or person authorised in this behalf by the State Government referred to under sub-section (3) of Section 8.]

1. Name of the applicant : .....
2. Identification marks (1) : .....
- (2) : .....
- .....

**Declaration:**

3. (a) Does the applicant, to the best of your judgment, suffer from any defect of vision? If so, has it been corrected by suitable Spectacles? Yes/No
- (b) Can the applicant, to the best of your judgment, readily distinguish the pigmentary colours, red and green? Yes/No
- (c) In your opinion, is he able to distinguish with his eyesight at a distance of 25 metres in good day light a motor car number plate? Yes/No
- (d) In your opinion, does the applicant suffer from a degree of deafness which would prevent his hearing the ordinary sound signals? Yes/No
- (e) In your opinion, does the applicant suffer from night blindness? Yes/No
- (f) Has the applicant any defect or deformity or loss of member which would interfere with the efficient performance of his duties as a driver? If so, give your reasons in detail. Yes/No
- (g) Optional
- (a) Blood Group of the applicant (if the applicant so desires that the information may be noted in his driving licence),
- (b) RH factor of the applicant (if the applicant so desires that the information may be noted in his driving licence).

**Declaration made by the applicant in Form-1 as to his physical fitness is attached.**

**Certificate of Medical Fitness**

I certify that:-

- (i) I have personally examined the applicant Shri/Smt/Kum.....
- (ii) that while examining the applicant I have directed special attention to his/her distant vision;
- (iii) while examining the applicant, I have directed special attention to his/her hearing ability, the condition of the arms, legs, hands and joints of both extremities of the applicant; and
- (iv) I have personally examined the applicant for reaction time, side vision and glare recovery, (applicable in case of persons applying for a licence to drive goods carriage carrying goods of dangerous or hazardous nature to human life).

And, therefore, I certify that, to the best of my judgment, he is medically fit/not fit to hold a driving licence.

The applicant is not medically fit to hold a licence for the following reasons:-

→

Signature:

1. Name and designation of the Medical Officer/Practitioner

(Seal)

2. Registration Number of Medical Officer

Date: .....

Signature or thumb impression of the candidate

Note 1. - The medical officer shall affix his signature over the photograph affixed in such a manner that part of his signature is upon the photograph and part on the certificate.]

2. Dumb persons without deafness may be granted a valid certificate of driving licence for non-transport vehicle.
-