

राष्ट्रीय प्रौद्योगिकी संस्थान कर्नाटक, सुरत्कल

DOC - 4

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

POST-SRINIVASNAGAR, MANGALURU – 575 025 (D.K)

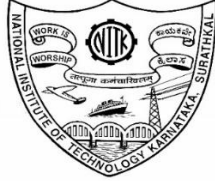
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निविदा दस्तावेज/TENDER DOCUMENT

निविदा अधिसूचना संख्या/Tender Notification No: 05/HTS/NITK/2026-27/A7

दिनांक/Date: 01.10.2026.....

सेवा का नाम/ Name of Service	Empanelment of agency for providing taxi services at NITK.
ई.एम.डी राशि/ EMD Amount	₹ 50,000/- (Rupees fifty Thousand only) to be deposited through Bank Guarantee, DD/e - payment mode (through NEFT/RTGS,
वस्तु की आपूर्ति का समय / Time for Supply of service	24x7 during the contract period as and when required.
पूर्व- बोली सम्मेलन की तिथि, समय और स्थान / Date, Time & Venue of Pre-Bid Conference	08.10.2026/ 3.30 PM/ MIS Discussion Room
दस्तावेज डाउनलोड आरंभ तिथि / Bid Document Download Start Date	01.10.2026
स्पष्टीकरण आरंभ तिथि / Clarification Start Date	01.10.2026
स्पष्टीकरण समाप्ति तिथि/ Clarification End Date	08.10.2026
ऑनलाइन बोली जमा करने की आरंभ तिथि / Online Bid Submission Start Date	09.10.2026
ऑनलाइन बोली जमा करने की अंतिम तिथि / Online Bid Submission End Date	22.10.2026
निविदा जमा करने का पता / Address for Submission of Tender	https://eprocure.gov.in/
तकनीकी बोली खोलने की तिथि / Date of opening technical bid	23.10.2026
संविदा अवधि /Contract period	One Year (Extendable for two more years on yearly basis subject to satisfactory performance during the review and assessment at the end of each year.)
खरीद अधिकारी का नाम और संपर्क (खरीद पूछताछ से संबंधित) Purchase officer Name and Contact (Related to purchase inquiry)	Assistant Registrar (Purchase), NITK. Email – id - ar.purchase@nitk.edu.in Phone No. 0824-2474025

**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL****राष्ट्रीय प्रौद्योगिकी संस्थान कर्नाटक, सुरत्कल**

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NOTICE INVITING e-TENDER (e-NIT)

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an Institute of National Importance under Ministry of Education, Govt of India imparting Technical Education and engaged in Research Activities.

Online Tenders (<https://eprocure.gov.in/>) are invited for the following items in **two cover systems** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed Firms or its authorized dealers so as to reach this office on or before scheduled date and time. The tender (Technical bid) will be opened online on the due date as mentioned. Bidders can verify their bid status through the online portal <https://eprocure.gov.in/>. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

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पूर्व- बोली सम्मेलन की तिथि, समय और स्थान / Date, Time & Venue of Pre-Bid Conference	08.10.2026/ 3.30 PM/ MIS Discussion Room
दस्तावेज़ डाउनलोड आरंभ तिथि / Bid Document Download Start Date	01.10.2026
स्पष्टीकरण आरंभ तिथि / Clarification Start Date	01.10.2026
स्पष्टीकरण समाप्ति तिथि/ Clarification End Date	08.10.2026
ऑनलाइन बोली जमा करने की आरंभ तिथि / Online Bid Submission Start Date	09.10.2026
ऑनलाइन बोली जमा करने की अंतिम तिथि / Online Bid Submission End Date	22.10.2026
निविदा जमा करने का पता / Address for Submission of Tender	https://eprocure.gov.in/
तकनीकी बोली खोलने की तिथि / Date of opening technical bid	23.10.2026
संविदा अवधि /Contract period	One Year (Extendable for two more years on yearly basis subject to satisfactory performance during the review and assessment at the end of each year).
खरीद अधिकारी का नाम और संपर्क (खरीद पूछताछ से संबंधित) Purchase officer Name and Contact (Related to purchase inquiry)	Assistant Registrar (Purchase), NITK. Email – id - ar.purchase@nitk.edu.in Phone No. 0824-2474025

**Sd/-
Registrar /c**

SECTION 1 A: Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll 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 Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) 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.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra, etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There is various search options built-in in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to the rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with the black and white option which helps in reducing the size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates, etc.) has been provided to the bidders. Bidders can use the "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in the My Documents space, this does not automatically ensure these Documents being part of the Technical Bid.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "online" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white-colored (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage

encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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8. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.

10. The off-line tender shall not be accepted and no request in this regard shall be entertained whatsoever.

11. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

12. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.

13. No deviation from the technical and commercial terms & conditions are allowed.

14. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal, in general, may be directed to the 24x7 CPP Portal Helpdesk.

SECTION 1B: INSTRUCTION TO BIDDER (ITB)

1. The bid should be submitted in two covers **System-Technical Bid** and **Financial Bid** through <https://eprocure.gov.in/>

2. **Technical Bid:** Documents related to the **Technical Bid** should be submitted in PDF format through the E-Tendering portal <https://eprocure.gov.in/>.

3. Earnest Money Deposit (EMD) / Bid Security:

1. EMD / Bid Security of **Rs. 50,000/- (Rupees fifty Thousand only)** must be in the form of Bank Guarantee (as per Annexure- VIII) / DD/e-Payment mode (through Net Banking/ NEFT/RTGS).

- a) The bidders are allowed to submit their bid only after the successful payment of EMD. The bidders are required to submit a proof of successful payment details of EMD along with technical bid i.e. transaction reference no, bank details and UTR no.
- b) In online payment of EMD, if the payment is made by the bidder within the last date and time of bid submission but not received by NITK within the specified period i.e. **21/10/2026 (: Hrs.)** to any reason(s) whatsoever then the bid will not be accepted. EMD received after due date and time as specified will be forfeited.

c) Bank details for NET-BANKING / NEFT / RTGS / in an acceptable form is as follows:

Bank Name: State Bank of India

Branch: NITK Campus, Surathkal

Account Name: NITK SURATHKAL

Account No.: 37772503911

IFSC: SBIN0002273

- 2. EMD / Bid Security of the unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before 30 days after the award of the contract to the L1 bidder.
- 3. Bids received without Earnest Money Deposit shall stand technically disqualified and thus shall not be considered for evaluation at any stage.
- 4. The EMD / Bid Security of the bidder who withdraws their bid in breach of terms and conditions of the contract, withdraws at any stage after the opening of the technical bid or the price bid and who evades or refuses to accept the Award of Contract after being L1 within the period of validity, shall be liable to forfeiture.
- 5. The EMD submitted by the successful bidder shall be refunded within thirty days of submission of the Performance Security/Performance Bank Guarantee/ Security Deposit and acceptance of the award of contract.

3.1. Bid security Exemption:

- 1. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) for services rendered, are exempted from EMD. Accordingly, MSEs shall be required to submit a valid Udyam Registration Certificate for availing benefit under MSE Procurement Policy. The benefit as above to MSMEs shall be available only for services rendered by MSMEs. However, traders are excluded from the purview of MSME Procurement Policy.

2. Startup(s) as recognized by 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.
3. Eligible MSE and startup bidders who seek exemption from Bid Security as per above clause, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to execute the contract, or to submit a performance security before the deadline defined in the request for bids document/contract, they will be suspended for the period of three years or for a period as decided by the competent authority from being eligible to submit bids for future contracts with the NITK.
4. Those firms who have applied for renewal of registration with any of the above bodies but have not obtained the valid certificate as of the closing date of the tender are not eligible for exemption.

3.2 Performance Security / Security Deposit:

1. The successful bidder shall have to deposit a Performance Security (PS) of **Rs. 1,50,000/- (Rupees one lakh fifty thousand only)**, within 15 days after the issuance of the Work Order, in the form of Bank Guarantee (as per Annexure - X)/ of any scheduled bank drawn in favour of The Director, NITK Surathkal, payable at Mangaluru/ DD/e-Payment mode (through Net Banking/ NEFT/RTGS). The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
2. The Performance Security will not attract any interest. Any pending dues shall be adjusted recovered from PS.
3. The Performance Security shall be liable to be forfeited if the successful bidder fails to undertake the work within the stipulated period or fails to comply with any of the terms and conditions of the contract.

4. Eligibility Criteria:

1. **Status:** The bidder shall necessarily be a legal entity either in the form of sole proprietorship, partnership, Limited, or Private Limited Company registered under the Companies Act 1956 or subsequent amendments of the act. The bidder in the form of a Joint Venture (JV) / Consortium is not permitted. A copy of Registration No. under the Shop & Commercial Establishment Act 1956 may be enclosed. Proof in support of the firm/bidder must be attached. Also, the bidder or firm must have been incorporated or established for a minimum of two years in the **Karnataka state** and must currently be engaged in the same line of business. The two-year period will be calculated as per the date specified in incorporation or establishment certificate or proof in support of the local address and the copy of certificate must be submitted for verification.

Bidder must have an **office or workshop set up in Dakshina Kannada/ Udupi** to ensure operational conveniences. Further, a declaration (Annexure – XII) may be submitted by the bidder stating that an office or workshop shall be setup in 30 days from the date of issuance of Work order, if they don't have office currently.

2. **Financial Capacity:** The Bidders should have a minimum average annual turnover of **Rs. 15,00,000/- (Rupees fifteen Lakh only)** in the last three financial years i.e. FY **2023-24, 2024-25, 2025-26**. Bidders are required to submit documentary evidence like an Audited Balance Sheet, Profit & Loss Statement duly certified by a Chartered Accountant and Income Tax Return (ITR). The firms must be willing and/or capable of sustaining themselves financially until bills are processed and payments are released.
3. **Experience:** Bidder should have a **minimum three years of experience** of providing the transport services (Taxi/Bus) on hire basis to the Government Offices / Public Sector Undertakings/Autonomous Bodies (State or central) in the last five financial years i.e. Financial Year 2021-22 to 2025-26. A copy of the Work Orders / Service Orders pertaining to transport services along with experience and satisfactory performance certificate against the respective work order should be produced in support of their experience (as per the formats attached

in **Annexure- IV & V**). Copy of work order without respective satisfactory performance report shall not be counted as a valid experience.

4. **Vehicle Ownership:** Bidders must own a **minimum of three vehicles, of which one should be bus with seating capacity of at least 50 (excluding driver)**, and two commercially registered vehicle with a carrying capacity of at least Four persons (excluding the driver). The vehicles **should not exceed four years of age** as on last date of bid submission and must be registered under the name of the bidder (agency/proprietor) in accordance with the prevailing motor vehicle act. Each vehicle must have comprehensive insurance coverage.

If vehicle is not registered in the name of the firm/owner of the firm, valid lease holding agreement must be attached with the bid.

5. The Bidder should NOT have been debarred/blacklisted or penalized by any Government Department/Agency in the past 3(three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance.

5. Documents to be submitted by Bidder along with the technical bid:

1. Category of Bidder, whether Proprietary Firm, Registered Firm, Registered Partnership Firm, Private Limited Company, Public Limited Company, Co-operative Society, etc. along with the following documents:
 - a. In the case of Proprietary Firm, attested copy of the affidavit of Sole Proprietary.
 - b. In the case of the Partnership Firm, an attested copy of the Partnership deed along with amendments if any, and proof of registration, if any.
 - c. In the case of Limited Companies, an attested copy of the Memorandum & Articles of Association, Certificate of Incorporation, Authorized, Subscribed and paid-up capital.
 - d. In the case of Co-operative Society, an attested copy of the certificate of registration from the Registrar of Co-operative Societies.
 - e. If required, the original documents will have to be produced for verification at the time of the Technical Bid Evaluation.
2. A Tender by a partnership firm shall be signed in the firm's name by one of the partners duly authorized by other partners. Tender by Company shall be signed in the name of the company, by a person duly authorized on its behalf. A power of attorney or other satisfactory proof showing that the person signing the tender document on behalf of the agency is duly authorized to do so shall accompany the tender. The Tender submitted without furnishing the full particulars or tender documents without strictly adhering to the directions given herein shall be technically disqualified.
3. Information about the officer of the firm/company being an employee, past or present, or relationship of any employee of NITK with Proprietor, Partner – Director of the firm is to be furnished.
4. The near relatives of employees of this office are prohibited from participation in this tender. The near relatives for this purpose are defined as: - (a) Members of a Hindu Undivided Family. (b) Their husband or wife. (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in law), Daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law). Accordingly, the bidder shall submit a declaration confirming that no near relative is/are employed in NITK, Surathkal. (**Annexure – XI**).
5. Whether the bidder or any of the Proprietor, Partner, Director, Shareholders, or their spouse working as contractors in NITK, or any Government Department / Public Undertaking has been:

- a. Blacklisted.
 - b. Removed from the approved list of Contractors.
 - c. Demoted to the lower class of job.
 - d. Under orders for banning or suspending business with him/them. if yes, give the details indicating the period.
 - e. Convicted by a court of committing any offense.
6. Copy of GST Registration Certificate;
7. Copy of Permanent Account Number (PAN);
8. Copy of Labour License, issued by the Labour Commissioner; (if applicable)
9. Registration Certificate of Employee Provident Fund Organization (EPFO); (if applicable)
10. Registration Certificate of Employee State Insurance Corporation (ESIC); (if applicable)
11. A Copy of Audited Balance sheet, Profit & Loss Statement duly certified by a Chartered Accountant, and Income Tax Return for last three years ending on 31st March 2026;
12. Proof of local office Address within the Dakshina kannada/ Udupi (valid rental agreement/ proof of ownership documents);
13. A Copy of requisite work orders/ service orders/ completion certificate and experience certificate along with performance satisfactory certificate issued by the organization;
14. The following documents should be furnished in support of proof of ownership or lease of **all the three vehicles**:
 - a) Vehicle Model
 - b) Registration No. etc, RTO Registration details, RC Book
 - c) Up to date Road Tax paid details
 - d) Valid insurance policy
 - e) Up to date Taxi permit
 - f) Up to date Fitness certificate of the vehicle
 - g) Up to date Pollution certificate
 - h) Up to date Hypothecation details (if applicable)
15. Duly signed Checklist for technical bid (Annexure – I);
16. Duly signed tender acceptance letter (Annexure-II);
17. Duly signed Self Declaration-Non-Blacklisting (Annexure-III);
18. Duly signed Performance Report issued by previous organization (Annexure – V);
19. Duly signed Experience details of the bidder (Annexure-IV);
20. Duly signed Annual turnover details of the bidder (Annexure-VI);
21. Duly signed Company details of the bidder (Annexure-VII);
22. Bank Guarantee - EMD format (Annexure-VIII);
23. Details of owned commercially registered vehicles (Annexure-IX);
24. Performance security format (Annexure-X)
25. Declaration Near Relative (Annexure – XI)
26. Declaration for Office setup (Annexure – XII)

NOTE: The Bidder must attach self-attested copies of the above-mentioned documents along with the technical bid. Any bids not accompanied by the above documents shall be technically disqualified.

6. Bid Evaluation Procedure:

6.1 Technical Bid Evaluation:

1. Technical bids will be opened on the specified date & time by the Tender Evaluation Committee duly constituted by the competent authority of NITK. The bids will be evaluated based on the documents submitted by the bidders in the e-Procurement module of CPP Portal, the satisfactory performance report from the previous works and eligibility criteria notified in the tender document.
2. The Institute also reserves the right to seek confirmation/clarification from the issuing agency for the supporting documents submitted by the bidder.
3. To assist in the examination, evaluation and comparison of the bids, and qualification of bidders, the committee may, at its discretion ask any bidder for a clarification of its bid. The committee's request for clarification and the response shall be in writing through e-procurement mode only. No other mode shall be entertained. Any clarification submitted by a bidder that is not in response to a request shall not be considered.
4. If any bidder fails to provide the requested clarification/information within the stipulated date and time given by the Institute, the bid shall be technically disqualified.
5. The request for clarification and the response shall be in writing, without change in the price or substance of the bid offered shall be permitted.
6. Financial bids of those bidders whose technical bids are found technically qualified shall be opened by the Committee on the specified date & time. The same shall be communicated to the prospective bidders through e-mail by NIC.

6.2 Financial Bid Procedure & Evaluation:

1. Bidders are advised to quote the offer inclusive of all aspects of service delivery, manpower and consumables required to provide the service (inclusive of all charges and expenditure required to be incurred by the bidder for the prescribed scope of work as per the bid document) including applicable taxes.
Toll charges, parking charges, and border tax shall be paid separately by NITK, based on actual expenses, upon the submission of invoices along with the monthly bill, and subsequent certification by the concerned official of NITK Surathkal.
2. The Financial bid (BOQ) shall be in Excel sheet form. The financial bid (BOQ) of all technically qualified bidders may be opened by the committee on the scheduled date & time.
3. **Benchmark Rate (L1):** Benchmark rate (L1) will be declared for all the items (segments) mentioned in BOQ based on item wise lowest rates quoted by bidders qualified technically. In case of an abnormal rate (as per our internal assessment) for any item, NITK may go for market rate. In such cases the rate decided by NITK shall be final and binding upon all.
4. **Empanelment of Service Providers/Award of contract:** The benchmark rate (L1) shall be offered to all qualifying bidders for their acceptance. The bidders who accept the benchmark rate shall be empaneled as the service providers. The distribution shall be equal on rotation basis as far as practically possible. The distribution of the services shall also be based on quality of the service provided and subsequent feedback.
5. After completion of tendering process, if required, NITK may empanel more than one bidder, who meet the tender criteria for empanelment and match the benchmark rates (L1 rates) for the categories mentioned in the BOQ. The decision of the Institute in this matter will be final and binding on all the bidders/empaneled agencies.

6. If a bidder quotes predatory pricing/abnormally low bids, the tender evaluation committee may ask for written clarification from the bidder for detailed price analysis/ price break-up/price justification of its bid price in relation to scope, schedule allocation of risks and responsibilities, any other requirements of the bid documents during the financial evaluation process.
7. If, during the evaluation of the price analysis/price justification, the bidder fails to demonstrate the basis of the quoted price with substantiating documents/evidence/calculation, the committee at its sole discretion shall reject the bid.

7. Delivery Schedule:

The successful bidder shall have to start the services within **one calendar month** after issuance of Service Order as per terms and conditions of the tender/contract.

8. Payment Terms:

1. The successful bidder shall submit the original tax invoice in duplicate after completion of the journey to the end user/designated officer of the Institute for settlement of payment. The concerned official of NITK, Surathkal, on receipt of the bill, will check the work record, and thereafter process the bill for payment. The payment will be made by online transfer within 15 working days from the date of submission of bills along with the following documents:
 - a) Original Tax Invoice certified by the end user.
 - b) Logbook and Trip Sheet duly signed by users and controlling officer of the NITK.
2. Income Tax, TDS, damages, if any and other statutory levies as applicable from time to time will be deducted from the monthly bill of the successful bidder.
3. Under any circumstances, no advance payment will be made.
4. The contractor needs to provide details of his Bank Account number, name and address of the bank, Branch and Branch Code, IFS code, etc., to facilitate payment through a bank (digital payment).
5. The contract is purely a service contract. The rate contract value shall remain unaltered during the validity of the contract.

9. Key factors to be considered during bid submission:

1. The tender shall be valid for 120 days for acceptance from the date of opening of the technical bid and withdrawal in between shall entail the forfeiture of Earnest Money Deposit.
2. Tenders containing overwriting or erasing, without authentication with full signature in the page(s) of "Schedule of Rates" (Financial Bid) and amount not shown in figures and words will be liable for rejection.
3. The rates quoted in the tender by the bidder shall be in figures as well as in words. In case of a discrepancy in the rate between the figure and words, the value written in words shall be taken as the final quoted rate.
4. Tenders submitted with rates in units other than those prescribed in the "Schedule of Rates" or not submitted in the prescribed format of the Price Bid (BOQ) will be disqualified.
5. The rate in the tender shall cover/include all statutory duties/taxes/levies etc. as on the closing date of tender excluding GST, unless specified.
6. Any Conditional tenders either in Financial or technical bid of the tenders shall be liable to be rejected.
7. Any request from the bidder in respect of any additions, alteration, modification, correction, etc. of either terms and conditions or quoted rate, after the opening of the technical bid, shall not be entertained under any circumstances.

8. By submitting a bid, the bidder will be deemed to have satisfied himself that the rate quoted by him in the tender will be adequate to provide the service according to the specifications and conditions attached and all conditions and difficulties that may arise during its progress/execution have been considered. Any complaint in this regard after submission of the offer shall not be entertained.
9. Canvassing in any form is strictly prohibited and the bid submitted by the bidder who resorts to canvassing will be liable for rejection.
10. The Authority of NITK reserves the right to accept/reject any or all bids without assigning any reason thereof.
11. Proprietary firms, Registered Firms, Registered Partnership Firms, Private Limited Companies, Public Limited Companies, Co-operative Society etc. formed after the publishing date of the tender are not eligible.
12. It shall be the responsibility of the person/firm submitting the tender to ensure that the tender has been submitted in the format as per the terms and conditions prescribed in the Institute website and no change is made therein after submission of the tender. In the event of any doubt regarding the terms and conditions/format, the person concerned may seek clarification from the authorized officer of the Institute. In case any tampering / unauthorized alteration is noticed in the submitted tender documents, the said tender shall be rejected straightaway.
13. Before submitting the tender, the bidder should ensure that the details/documents are submitted as per the checklist.
14. For any clarification, please contact: -
 - **Assistant Registrar (Purchase),**
NITK, Surathkal
Ph. No.: 0824-2474025
Email: ar.purchase@nitk.edu.in

NOTE: *At any time before the deadline for submission of proposals, the institutions reserve the right to add / modify / delete any portion of this document by the issuance of a Corrigendum, which will be published on the website and will also be made available to the all the Bidders who have been issued the tender document. The corrigendum shall be binding on all the bidders and will form part of the bid documents.*

SECTION 2: GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. Definitions

1. **Approved** means approved in writing, including subsequent confirmation of previous verbal approval.
2. **Competent Authority** means the Director, NITK or any officer authorized in this regard.
3. **Contract** means the Invitation to Tender, Instructions to bidders, General Conditions of Contract, Special Conditions of Contract, Scope of Work showing approximate quantities, tender submitted by the bidder including his price offer, Performance Guarantee Bond and other Bonds, Letter of Acceptance, Work Order and any communication having the effect of amendment of the contract, and the contract agreement, unless otherwise specified.
4. **Contract Rate / Price** means the sum named in the tender that has been accepted subject to such additions thereto or deductions therefrom as may be made during the tender evaluation or thereafter.
5. **Contractor or Agency or Firm or Company or service provider** means "The Bidder" whose tender has been accepted and includes the Contractor's authorized representative, successors, permitted assignees and legal heirs.
6. **Director** means and includes the Director of NITK or his authorized representative.
7. **Duration of Contract / Contract Validity** means the period stipulated in the contract or work order and includes any extended period thereof, if any made through a written communication.
8. **NITK means National Institute of Technology, Karnataka Surathkal** represented through an authorized officer for this contract or Director as the case may be.
9. **Authorized officer / Representative** means and includes Asst. Registrar, Deputy Registrar, Registrar, Dean and Warden, HOD of NITK authorized or designated for this contract.
10. **Institute** means National Institute of Technology Karnataka. (in short NITK).
11. **Notice in writing** or written notice including notice in digital mode means a notice in written, typed, or printed characters sent or emailed (unless delivered personally or otherwise proved to have been received) by registered post/courier (with POD) to the notified address or the Registered office of the addressee, or the contractor's site office and shall be deemed to be sufficient service if so sent or left at that address.
12. **Terms and Conditions** means the General terms and Conditions of the Contract (GCC) herein mentioned and other stipulations incorporated in any part of the tender document and/or agreement.
13. **Tender** means an offer against enquiry/advertisement/Notice Inviting Tender submitted by the bidder in a single part or multiple parts like Technical bid part, price bid part.
14. **Tenderer/Bidder** means and includes the person or firm or company who has submitted a valid tender and also includes its authorized representatives, heirs, executors, administrators, successors, and assignees as approved by the employer.
15. **Work** means all work given in the Scope of Work in the tender documents and includes any associated work required for the fulfillment of the Scope of Work and as set forth and required by the specifications and such additional instructions issued from time to time during the progress of the work.

2. Assignment and Sub-Contracting:

1. The contractor shall not assign the contract, or any part thereof, any benefit or interest therein to any third party without prior written consent of NITK. The contractor shall not sub-contract the services to other firms

3. Contract Documents:

1. **Documents mutually explanatory:** The several documents forming the contract are to be taken as mutually obligatory of one another, and interpreted harmoniously, and in case of ambiguities or discrepancies, the same

shall be clarified by NITK who shall thereupon issue to the contractor instructions / directions indicating the manner in which the work is to be carried out.

2. **Further instructions:** The representative of NITK shall have full power and authority as delegated to him to issue to the contractor, from time to time during the progress of the work, such further instructions as shall be necessary for the purpose of proper and adequate execution of the work and the Contractor(s) shall carry out and be bound by such further instructions.

4. **General Obligations of the Contractor:**

1. **Sufficiency of Tender:** The contractor shall be deemed to have satisfied himself before submitting the tender as to the correctness and sufficiency of his tender for the works and of the rates stated in the tender schedule which shall cover all his obligations under the contract and all matters things necessary for the proper completion.
2. **Illegal gratification, breach of contract:** The contract may be terminated and the Contractor shall be liable for any loss or damage resulting from such termination, if it is found that any bribe, gratuity, gift, loan, reward, or any other advantage, whether pecuniary or otherwise, has been directly or indirectly given, promised, or offered by the Contractor or any of their employees or agents to any person employed by NITK, who is in any way directly or indirectly involved in the contract. Additionally, the contract may be terminated if the Contractor has committed a breach of any of its terms.
3. **Code of Integrity:** All bidders are required to adhere to the Code of Integrity for Public Procurement in accordance with the regulations issued by the Government of India. Any violation of this code may lead to punitive actions, including contract cancellation, banning, blacklisting, or other actions initiated by NITK as per extant rules.
4. **Debarment of Business Dealings:**
 - i. As per the Rule 151 of GFRs 2017 a bidder or a firm shall be debarred if he has been convicted of an offence.
 - a) Under the Prevention of Corruption Act, 1988; or
 - b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

If a bidder debarred under the aforementioned clause, then the bidder or any successor of the bidder shall be ineligible to participate in procurement processes of NITK for a period as decided by the Competent Authority with maximum ceiling of three years commencing from the date of debarment.

- ii. NITK reserves the authority to debar a bidder or any of its successors from participating in procurement processes for up to two years if it is determined that the bidder has violated the code of integrity, as outlined in Rule 175 of GFRs 2017.
 - iii. The Institute will maintain a list of debarred entities, which will also be publicly accessible on its website and may forward to appropriate ministry/department for hosting it in their domain.
 - iv. The Institute adheres to the guidelines of the Ministry of Finance vide Office Memorandum No. F.1/20/2018-PPD dated 02/11/2021 for the purpose of debarring firms from bidding and participating in the procurement processes.
5. **Cartel:** If it is found that the tender price is rigged by cartel formation, the tender process/tender of the cartel group shall be cancelled. (Cartel means quoting price in connivance to influence the bid).

6. **Final Certificate:** The contract shall not be considered complete until a Final Certificate has been signed and issued to the contractor stating that the services have been completed by the terms of the contract. The Contractor has to submit a no-dues certificate evidencing the closure of contract.

7. **Notice:**

- a. **Service of notice to Contractor:** Any notice given to the Contractor under the terms of the contract shall be served to his representative by registered post/courier or by hand at his registered office or at the Contractor's site office.
- b. **Service of notice on NITK:** Any notice to be given to NITK under the terms of the contract shall be served by sending the same by registered post/courier to the office of Registrar, NITK, Surathkal – 575025, Karnataka.
- c. **Change of Address:** Any change of address of the Contractor shall immediately be notified to the Registrar, NITK, Surathkal– 575025, Karnataka.

8. **Safety:**

- a. The Contractor/Agency will be responsible for ensuring the safety of the people working under them.
- b. For violation of safety norms, the damages may be imposed on the Contractor. The damages shall be decided after investigation and obtaining the report from the committee constituted for the purpose.

9. **Policing of work:** Should the general conduct of the works including the Premises of NITK under the occupation of the Contractor lead to violation of any of the provisions of the BNS either in consequence of riotous or illegal proceeding of the contractor's labour or supervising staff or others to such an extent as to necessitate the deployment of Special Police or Magistrate the cost of such extra forces is to be defrayed by the Contractor and not by the employer.

10. **The Law in Force in Relation to Contract:** The contract or amendments thereof entered between NITK and the Contractor under the contract shall be governed and regulated by the relevant laws for the time being in force in the territory of India relating to contracts.

11. **Statutory Obligation:** The Contractor shall comply with all statutes, rules, regulations, by law and orders of statutory authority including but not limited to compliance of:

- a. Statutory payment and Labour 2020 codes shall be followed.
- b. Contract labour (R&A) ACT & such other laws if applicable for execution of the contract in question as employer of this staff engaged / deployed in execution (Linked to Govt. of India).

The list is indicative only, otherwise the contractor should be aware of all the Acts/Labour Laws and should follow diligently on the work. The contractor shall be fully and personally responsible for the violation of any Act/Labour Law time being in force.

5. **Arbitration:**

All disputes or differences of any kind whatsoever arising out of or in connection with the contract work during the subsistence of the contract or otherwise, shall be governed by the provisions of ARBITRATION AND CONCILIATION ACT, 1966 and any statutory rules/amendments thereof.

6. **Jurisdiction & Right to Amend the Rules:**

- i. The Institute reserves the right to amend the rules whenever and wherever considered necessary & appropriate. The same shall be intimated to the firm in due course of time, which shall be final and binding on the firm.

- ii. The Institute rules shall be binding when executing the contract. If differences persist ever after arbitration & there are compelling reasons to go to court, it will be decided in Mangalore Jurisdiction only.

7. Contract Validity:

- i. **Initially, the contract period will be for one year from the date of issue of the work order/Rate Contract.** It may be extended for two more years on a year-to-year basis subject to satisfactory performance and requirement of the Institute on the approval of competent authority. Any further extension beyond the tenure shall be purely based on performance of the service provider and as per the need of the institute. The contract shall be reviewed at the end of each term and the contract value may be revised based on the decision of the competent authority.
- ii. If the successful firm fails to initiate the job within one calendar month from the date of issue of the work order, the work order shall be cancelled immediately without assigning any reason thereof along with forfeiture of the Performance Security.

8. Contractor's Background:

Persons convicted for any criminal offence involving moral turpitude/economic offences (other than freedom struggle) would not be eligible for execution of allotment Contract and if such a person procures any Contract by suppression of information, it shall be cancelled.

9. Liabilities, Control, etc. of the Persons Deployed:

- i. The personnel presented to the Institute by the agency should be of good character and should not have any Police records/criminal cases against them and Police Clearance Certificate has to be submitted to the NITK.
- ii. **Medical Fitness:** The service provider must ensure that personnel presented at NITK are medically fit to perform their duties. NITK will not bear any expenses related to the medical fitness assessments, medical expenses, or other costs associated with ensuring that the personnel meet the necessary medical and legal standards. These costs are the sole responsibility of the service provider.
- iii. **Compliance with Labour Laws:** The service provider is required to strictly follow all applicable labour laws, rules, and regulations concerning the deployed personnel. This includes ensuring that the rights and welfare of the personnel are safeguarded according to applicable laws.
- iv. **Liability for Non-Compliance:** Any liability that may arise from the service provider's failure to comply with the medical fitness requirements or labour laws will fall solely on the service provider. NITK will not be held responsible for any such liabilities, whether they are financial or otherwise.
- v. The persons deployed shall neither have nor shall claim, any benefits/compensation/absorption/regularization/appointment of services from/in NITK under the provision of the Industrial Disputes Act 1947 and Contract Labour (Regulation & Abolition) Act, 1970. This also includes any claim of compensation, or interest thereon, for injury, temporary or permanent disability, or death under any Law. All other statutory requirements in respect of any personnel/employees of the agency shall be the responsibility of the agency and these must be considered while making the financial proposal. All such liabilities are those of the outsourcing agency as the employer and therefore, all such claims shall be made only with the agency, and the Institute will not bear these liabilities for any reason whatsoever.

10. Risk and Cost:

- i. **Poor Performance and Non-compliance:** If the service provider fails to meet the requirement or operational standards as defined in the scope of work, NITK shall immediately take over the job, either partially or entirely, at the contractor's expense as mentioned in the scope of work.
- ii. **Claims of Ignorance or Oversight:** The agency cannot claim that they were unaware of their liabilities or that any rules were missed by oversight. The contract provides adequate opportunities for bidders to understand all obligations and seek clarifications. If any issues arise after the contract is awarded, the agency will be liable for damages, as decided by the institute.
- iii. If the contractor fails to comply with the terms of the contract, NITK shall recover damages as deemed fit and also use the Performance Security deposit to cover financial obligations to deployed personnel, as per applicable government laws. The agency must replenish the Performance Security if used.
- iv. **Loss or Damage Caused by Personnel:** In case, the deployed personnel cause any loss to NITK, the service provider must bear the cost of the loss. The Director of NITK has the authority to deduct the appropriate amount from the agency's bill or Performance Security. Additionally, frequent lapses by personnel could lead to contract termination or other actions, at the discretion of the Director.
- v. **Negligence and Termination of Contract:** If the service provider fails to execute the contract as per the terms & conditions, NITK can hire alternate source to complete the service at the risk and cost of the service provider. The contract may be terminated, and the agency may face blacklisting or debarment due to non-compliance to the terms and conditions of a WO/Contract

11. Foreclosure/Termination of the service contract in full or part:

- i. NITK reserves the right to terminate the contract at any time as per the following terms & conditions.
 - a) By giving one month's notice to the service provider without assigning any reason thereof.
 - b) By giving one month's notice to the service provider, if the service provider fails to perform its duties as per the agreed terms and conditions of the contract.
 - c) By giving one month's notice to the service provider, for committing breach of the terms & conditions of the contract, or assigning the contract, or any part thereof, or benefit or interest therein or hereunder by the agency to any third party for subletting whole or part of the contract.
 - d) By giving one month's notice to the service provider, if the service provider is declared bankrupt or otherwise insolvent by the court of law. During the notice period, the service provider is to continue their duties until the expiry of notice period. On termination of the contract, it shall be the duty of the service provider to ensure that no person creates any disruption/hindrance/problem of any nature to NITK.
 - e) In case the firm voluntarily requests for cancellation of contract, the notice period shall be 90 days.

12. Cancellation of Tender:

- i. Notwithstanding anything specified in this tender document, NITK at its sole discretion without assigning any reasons, reserves the rights.
 - a. To accept any bid in full or in part.
 - b. Float/ initiate a parallel tender for identical requirement.
 - c. Cancel the tender at any stage.

- ii. **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 Contract:** The contract will not be awarded, EMD shall stand automatically forfeited, and the bidder shall be liable for any further action as may be deemed appropriate by NITK; or
 - b. **After award of Contract:** The contract shall be cancelled, Security Deposit shall stand forfeited, and the service provider shall be liable for any other action as may be deemed appropriate by NITK.
- iii. Until a formal agreement is prepared and executed, acceptance of terms and conditions of this tender shall constitute a binding contract between bidder and NITK.
- iv. The contractor is not eligible for any compensation or claim in the event of such cancellation.

13. Indemnity:

The service provider is responsible for all involved risks, liabilities, and obligations arising out of this contract under any provisions of law in force from time to time. Under no circumstances the NITK shall be held liable for any mishap, injury, accident, or death of deployed manpower during anytime (whether on and off duty). The service provider shall have all the responsibility in all cases. The Service Provider shall be liable to pay compensation in accordance with the provisions of the Act, Laws, or Rule (as applicable) of land. In case of loss to the Institute due to negligence of the deployed manpower, the same shall be recovered from the Service Provider.

14. Force Majeure:

Should any force majeure circumstances arise, each of the contracting parties be excused for nonfulfillment or for the delayed fulfilment of any of its contractual obligations if the affected party, within 15 days of its occurrence, informs the other party in a written form. Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

15. Operational guidelines of the Contract:

- i. The contractor/firm after the award of contract shall mobilize its resources for execution of the work as per terms of contract.
- ii. The contractor, while discharging, its aforesaid responsibility shall carry out the instructions of Officer In-charge from time to time.
- iii. Utmost care is to be taken while working to avoid any damage to the fixtures and accessories installed in the premises and in case of any damage, the same is to be repaired/replaced to make the same normal/functional to its original state, at the cost of agency/firm/contractor and the agency/firm/contractor shall be liable to compensate the loss, if any to the NITK, which shall be recovered from the bills accrued to the agency/firm/contractor.
- iv. The agency/firm/contractor shall obtain written permission in respect of all its staff and officials for entry and working inside the campus premises and shall maintain records in this regard. Unauthorized entry and deployment of persons without prior permissions of the Registrar's office is prohibited.
- v. The agency/firm/contractor shall ensure that proper discipline is to be maintained by the staff and officials engaged by the agency/firm/contractor, and they shall have to behave soberly at all times while functioning

inside academic and administrative buildings. The conduct safety and security of the staff and officials shall be the sole responsibility of the agency/firm/contractor.

- vi. **Quantum of work:** The interested firms may visit the NITK campus and acquaint themselves with the type and magnitude of works/services on the campus. The quantity mentioned in Price bid is one each. Hence the bidder has to quote for one-unit rate. Actual quantity in each category may vary to any extent. Actual executed quantities shall be measured and paid. The rates fixed for a particular period shall remain the same throughout that duration. Distribution of trips shall be as per NITK requirement from time to time and based on the performance of the agencies. There is no guarantee for minimum business from NITK.
- vii. **Non-Tender Items:** In the case of items which the contractor has to execute which are not covered in the tender BOQ items, the rates shall be paid based on mutually agreed rates. NITK may include additional items if required during the entire tenure of the contract.

****Disclaimer**** Bidders are advised to exercise caution and not respond to any unknown calls, emails, or embedded links requesting payment for participating in the tender or for any other purpose. Please note that NITK Surathkal never asks for any tender fee for participation in tenders or bids.

SECTION 3: SCOPE OF WORK

The objective of this tender is to empanel the firm/agency for providing taxi services for the official use of NITK. These services will include travels within Mangalore city, as well as intrastate and interstate journeys. The selected firm/agency shall operate in strict compliance with the terms and condition and guidelines as per the tender document. The scope of work may vary over time to time, including increase or decrease in numbers of vehicle depending upon the requirements of NITK. The empaneled firm/agency shall provide the vehicles based on the scope of service as follows but shall just not be limited to it.

1. The rates must be quoted by the bidder for various categories of trips, including Driver & Fuel costs including taxes as per the format prescribed in the price bid BoQ. All vehicles provided shall possess a valid RTO taxi permit, necessary national permits/licenses/clearances, including but not limited to fitness certificate along with comprehensive insurance coverage, PUC (Pollution Under Control), registration certificate, as per the Motor Vehicles Act, RTO and other applicable laws and statutory bodies and the documents should be available in the vehicle. Additionally, any other requirements necessary to fulfill the scope of services shall be the responsibility of the service provider.
2. The requirements for vehicles on a trip basis shall be informed to the empaneled service provider via email/phone/online portal by the end user/designated officer of the Institute.
3. The Kilometers shall be calculated based on actual pick-up and drop-off points as specified by the Institute. No claims shall be entertained for billing from garage to garage.
4. The successfully empaneled service provider shall ensure that vehicles provided are **not older than four years** at the time of empanelment. The vehicles must be well maintained for official usage of NITK.
5. The vehicles provided shall be as per the specified requirement and be equipped with an emergency medical first aid kit, safety airbag, fire extinguisher, required tools, spare wheels and spares for any repairs that may need to be carried out en-route.
6. The service provider shall ensure that both interior and exterior of the deployed vehicles are thoroughly cleaned and maintained properly. The boot must be kept free of dust, rubbish, oil, unpleasant odors, and any personal belongings of the driver.
7. The vehicle should be in very good condition with a trouble-free and noiseless engine. In case the condition of the vehicles provided is found to be unsatisfactory, they shall be returned for immediate replacement within the scheduled time as per the user requirement. If no replacement is provided within the scheduled time, NITK reserves the right to hire vehicles from the market and expenditure incurred by NITK shall be borne by the empanel agency that failed to provide the required service.
8. The Service Provider shall ensure that all maintenance work related to the assigned vehicles is carried out promptly and efficiently. It shall be the responsibility of the service provider to ensure that all electrical connections including lights (both back and front), horn, turn indicators, air conditioning, heating equipment, and all other amenities are regularly inspected and maintained in top condition to prevent any inconvenience to the user.
9. The service provider shall be responsible for ensuring strict compliance with all the provisions related to Labour Law [Central/State] and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act, Motor Vehicle Act, Motor Transport Workers Act, 1961 and any other applicable laws or regulations, and amendments thereof, during the tenure of the contract. The service provider shall be sole responsible for compliance with all applicable laws, acts, and rules, and NITK shall not be held liable in any manner for any non-compliance.

10. Vehicles, along with drivers, must be deployed at the NITK campus with a full or sufficiently filled fuel tank. Drivers should hold valid taxi driving licenses with minimum of three (3) years of experience in driving Cars or Buses.
11. The service provider shall ensure that all drivers are provided with the proper uniform and badges and photo identity cards at their own cost, in compliance with the Motor Transport Workers Act 1961.
12. The service provider must ensure that all necessary measures are adopted by their driver to prioritize the passenger safety, by avoiding negligent driving practices such as over speeding, rash driving, and operating a vehicle with faulty or defective brakes/gears, amenities etc.
13. The driver of the vehicle must have a working mobile number for easy contact by the officials. Additionally, the driver must maintain an active internet connection in his mobile phone at all times for the use of google maps, ensuring navigation through the shortest and/or fastest route while avoiding traffic jams. The driver must be reachable at all times during duty hours.
14. The driver must be decent, well behaved and should not have any criminal antecedents. It shall be the responsibility of the service provider to verify the driver's background and ensure that a police verification is conducted prior to deployment and documentary evidence thereof may be submitted to the officials. The conduct of the driver shall be the sole responsibility of the service provider, and NITK shall not be held liable in any manner whatsoever in this regard.
15. Drivers of the vehicles deployed must maintain polite and courteous behavior towards the users during the service. Any form of "misbehavior," including but not limited to, consumption of tobacco/alcohol during or prior to duty, refusal to perform duties, use of abusive language, or theft, inappropriate dress code, shall result in damages.
16. The Service Provider shall not deploy or discontinue the deployed personnel unless specifically requested by the NITK and must ensure the prompt replacement of such personnel without any additional cost to NITK. The deployed personnel should ordinarily be continued and should not be changed without prior consultation with NITK.
17. In an event that empaneled agency / service provider fails to deliver or complete tasks as per the agreed schedule due to non-delivery of vehicle, break-down, servicing and repairs of vehicles, or if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons, the empaneled agency / Service Provider at their own cost shall make alternate arrangement by providing similar or higher class of vehicle(s), without any additional charges. Failure to do so will result in a levy of damages, and NITK reserves the right to recover damages as per the provisions of the contract.
18. If a service provider provides a vehicle, which is of higher class than the requested type, payment shall be made according to the requested vehicle. Vehicles of lower class than the requested type of vehicle shall not be accepted.
19. NITK shall not be responsible for any violation of traffic rules and /or infringement of any other laws in force, whether committed by the driver of the vehicle or by the service provider. The service provider shall bear the cost of full responsibility for such violations.
20. In case of any accident to the vehicle, it shall be the responsibility of the empaneled agency / service provider or his representative (drivers) to promptly lodge a FIR with police and handle all necessary judicial procedures and formalities.
21. NITK shall not be held liable for any damage to public property and /or any third person arising from accidents that occur during the deployment of a vehicle by the empaneled agency/service provider. Appropriate comprehensive insurance should be done by the service provider to meet such incidents.

22. The expenses towards the salaries of drivers, uniform to the drivers, repair & maintenance, fuel, engine oil, damages due to accident, comprehensive insurance, road tax, and any other necessary renewals shall be borne by the empaneled agency / service provider at their own cost.
23. The driver shall possess normal or adequately corrected vision and shall be medically fit to drive in accordance with the provisions of the Motor Vehicles Act, 1988 and the rules made thereunder. The driver shall be between **21 and 55 years** of age. Documentary proof of age shall be produced whenever required by the institute. Wherever specifically requested by the concerned NITK official, the contractor shall provide trained and duly licensed women drivers meeting the same eligibility, experience and fitness requirements as specified in this tender document.
24. Toll charges, parking charges, and border tax shall be paid separately by NITK, based on actual expenses, upon the submission of invoices along with the monthly bill, and subsequent certification by the concerned official of NITK Surathkal.
25. No individual, other than the authorized representative or driver of the empaneled agency / service provider shall be permitted to enter the office premises. Furthermore, the drivers or personnel provided by the empaneled agency / service provider shall not have any employee, employer relationship with the Institute and should not claim so under any circumstances.
26. The personnel or driver of the empaneled agency / service provider shall not engage in any private work within the office premises, other than the duties assigned to them.
27. The empaneled agency shall provide the details of the deployed vehicle and driver via SMS / email to the user/custodian of the Institute. Additionally, the service provider will designate a supervisor/coordinator who will be responsible for ensuring seamless communication with NITK, thereby facilitating the uninterrupted provision of services. The supervisor/coordinator should be available round the clock through direct or mobile telephone to promptly respond to service requests especially in urgent or emergency situations. The supervisor/coordinator should be accessible during holidays and Sundays to meet requirements of NITK.
28. The vehicle engaged should arrive on time at the designated location and no detours, including stops for fuel or other reasons, shall be permitted.
29. The driver is responsible for maintaining the logbook accurately and ensuring it is signed by the passenger/user upon the completion of the trip.
30. The contractor shall submit the monthly Invoice based on actual hours and kilometers traveled and as per the agreed rates. Only toll charges, border tax, Night halt fees, and parking charges will be reimbursed separately, provided they are included in the invoice along with the relevant receipts.
31. During the term of the contract, if the services provided by the empaneled agency fail to meet the standards outlined in the scope, the Institute reserves the right to terminate the empanelment and shall notify the contractor accordingly.
32. The vehicle must have an approved 'For Hire' registration in the state of Karnataka. Additionally, RTO clearance in all aspects is mandatory at the time of inspection.
33. **Insurance:** The service provider shall be responsible for ensuring that the vehicle is comprehensively insured in compliance with the provisions of the prevailing Motor Vehicle Act, 1961. The service provider shall produce proof of insurance for the vehicle and ensure it remains insured throughout the contract period. In the event of an extension of the contract period, the insurance shall be renewed accordingly. If the Vehicle is involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability,

the NITK shall have no responsibility whatsoever and will not entertain any claim in this regard. The cost of insurance shall be borne by the Service provider.

34. The empaneled agency or contractor is responsible for providing tea, coffee, and meals for the driver. The Institute's facilities will not be available for this purpose.
35. The personnel engaged by the service provider will be subject to security check by the Institute Security or an authorized employee in charge while entering or leaving the campus premises.
36. The vehicle provided to the Institute must not be owned by any employee of this Institute, their family members or dependents. An undertaking to this effect shall be submitted before entering into the contract.
37. The vehicle rate contract shall be utilized by other departments of the institute for the official purposes and payment shall be settled by the concerned departments. Rate contract may also be utilized by NITK community members for their personal usage. The service provider will be required to settle payments directly with the individual or group users in case of usage for the personal purpose with the same rates. NITK shall not be liable for payments for services provided directly by the service provider to the individual or group users upon their request, nor shall the department engage in any mediation.
38. **Contract Agreement:** The successful Bidder has to execute a contract Agreement with NITK on the non-judicial stamp paper of Rs.500/- (Rupees five hundred only). The cost of stamp paper shall be borne by the successful Bidder. NITK reserves the right to amend the terms & conditions of contract/Empanelment after Mutual discussions and shall only be in writing.
39. **Damages:** The default and consequential damages will be applicable below:

Sl. No.	Nature of Default	Damages for poor performance (in Rs.)			Remarks
		1 st Instance	2 nd Instance	3 rd Instance	
1	Non-deployment of vehicle in time	Amount of charges for vehicles hired by NITK from third party to be settled by the agency.	Amount of charges for vehicle hired by Buyer from third party and damages of Rs. 500/- per car and Rs. 1500/- per bus.	Amount of charges for vehicle hired by Buyer from third party and damages of Rs.1000/- per car and Rs. 2000/- per bus.	After the 3rd instance, the NITK may terminate the contract or continue to impose the same damages as imposed for the 3rd instance.
2	Breakdown of vehicle during trip (no replacement provided within 2 hours of the incident)	Amount of charges for vehicles hired by NITK from third party to be settled by the agency.	Amount of charges for vehicle hired by Buyer from third party and damages of Rs. 500/- per car and Rs. 1500/- per bus.	Amount of charges for vehicle hired by Buyer from third party and damages of Rs. 1000/- per car and Rs. 2000/- per bus.	After the 3rd instance, the NITK may terminate the contract or continue to impose the same damages as imposed for the 3rd instance.

3	Delay in arrival of vehicle / driver for 30 mins or more.	Amount of charges for vehicles hired by NITK from third party to be settled by the agency.	Amount of charges for vehicle hired by Buyer from third party and damages of Rs. 500/- per car and Rs. 1500/- per bus.	Amount of charges for vehicle hired by Buyer from third party and damages of Rs. 1000/- per car and Rs. 2000/- per bus.	After the 3rd instance, the NITK may terminate the contract or continue to impose the same damages as imposed for the 3rd instance.
4	Misbehavior by driver / unacceptable behavior by driver (per instance)	Rs. 1000/-	Rs. 1500/-	Rs. 2000/-	After the 3rd instance, the NITK may terminate the contract or continue to impose the same damages as imposed for the 3rd instance.
5	Driver in intoxicated state (per instance)	Rs. 1000/-	Rs. 1500/-	Rs. 2000/-	After the 3rd instance, the NITK may terminate the contract or continue to impose the same damages as imposed for the 3rd instance.
6	Causing damage to public property/ Institute Infrastructure	Three times the market value of the damaged property.			
7	Failure to address deficiencies pointed out at inspection	Rs. 500/-	Rs. 800/-	Rs. 1200/-	After the 3rd instance, the NITK may terminate the contract or continue to impose the same damages as imposed for the 3rd instance.

40.Types of Cars: Users of this service will have the option to choose the type of vehicle as per their requirement, for which the following categories have been defined.

Type of Cars	
Sedan	01. Honda Amaze 02. Maruti Suzuki Dzire 03. Tata Nexon 04. Toyota Etios 05. Tata Indigo 06. Mahindra Logan 07. Hyundai Xcent
SUV	01. Mahindra XUV500 02. Mahindra Scorpio N 03. Hyundai Venue 04. Toyota Innova Hycross 05. Toyota Innova Crysta 06. Maruti Ertiga 07. Maruti XL6 08. Renault Triber
Bus	01. Mini bus (tempo traveller-22-seater) Bharat force 02. 50-seater bus of either a) Ashok Leyland or b) Tata

SECTION 4 - PRICE BID

[To be used by the bidder for submission of the bid]

S No	Description of services	UOM	Unit rate to be quoted by the bidder in INR
A	SEDAN - AC		
1	Mangalore to Mangalore Air Port Drop or Pick up	EACH	
2	NITK to Mangalore Air Port Drop or Pick up	EACH	
3	NITK to Mangalore Junction Railway Station Drop or Pick Up	EACH	
4	NITK to Mangalore Central Railway Station Drop or Pick up	EACH	
5	Mangalore to Mangalore Junction Railway Station Drop or Pick up	EACH	
6	Mangalore to Mangalore Central Railway Station Drop or Pick up	EACH	
7	NITK to Surathkal Railway Station Drop or Pick up	EACH	
8	For below 4hrs or up to 50 km	EACH	
9	For 4hrs above and below 8hrs (upto 100 km)	EACH	
10	For 8hrs above and below 12hrs (100 km to 250 km)	EACH	
11	Additional Mileage Rate per KM	KM	
12	Rates of Additional Hours	HOUR	
13	Night Batta (11PM to 6AM)	EACH	
B	OUTSTATION DUTY		
1	Charges Per Day 24HRS/250 KMS	EACH	
2	Extra KM Rate beyond 250 KMS	KM	
3	Night Batta (11PM to 6AM)	EACH	
4	Rates of Additional Hours	HOUR	
C	SUV/MUV - AC		
1	Mangalore to Mangalore Air Port Drop or Pick up	EACH	
2	NITK to Mangalore Air Port Drop or Pick up	EACH	
3	NITK to Mangalore Junction Railway Station Drop or Pick Up	EACH	
4	NITK to Mangalore Central Railway Station Drop or Pick up	EACH	
5	Mangalore to Mangalore Junction Railway Station Drop or Pick up	EACH	

6	Mangalore to Mangalore Central Railway Station Drop or Pick up	EACH	
7	NITK to Surathkal Railway Station Drop or Pick up	EACH	
8	For below 4hrs or upto 50 km	EACH	
9	For 4hrs above and below 8hrs (upto 100 km)	EACH	
10	For 8hrs above and below 12hrs (100 km to 250 km)	EACH	
11	Additional Mileage Rate per KM	KM	
12	Rates of Additional Hours	EACH	
13	Night Batta (11PM to 6AM)	EACH	
D	OUTSTATION DUTY		
1	Charges Per Day 24HRS/250 KMS	EACH	
2	Extra KM Rate beyond 250 KMS	KM	
3	Night Batta (11PM to 6AM)	EACH	
4	Rates of Additional Hours	Hours	
E	LOCAL DUTY DELUXE BUS (AC) – 50-seater		
1	Mangalore airport drop or pickup	EACH	
2	Mangalore railway station (Junction or central) drop or pickup	EACH	
3	For below 4 hours or up to 50 kms	EACH	
4	For above 4 hours and below 8 hours (up to 100kms)	EACH	
5	For above 8 hours and below 12 hours (100kms to 250 kms)	EACH	
6	Additional mileage rate per km	KM	
7	Rates of additional hours	HOUR	
8	Night batta (11pm to 6am)	EACH	
F	LOCAL DUTY DELUXE BUS (Non - AC) - 50-seater		
1	Mangalore airport drop or pickup	EACH	
2	Mangalore railway station (Junction or central) drop or pickup	EACH	
3	For below 4 hours or up to 50 kms	EACH	
4	For above 4 hours and below 8 hours (up to 100kms)	EACH	
5	For above 8 hours and below 12 hours (100kms to 250 kms)	EACH	
6	Additional mileage rate per km	KM	
7	Rates of additional hours	HOUR	
8	Night batta (11pm to 6am)	EACH	
G	LOCAL DUTY DELUXE MINI BUS (AC) – 22-seater		

1	Mangalore airport drop or pickup	EACH	
2	Mangalore railway station (Junction or central) drop or pickup	EACH	
3	For below 4 hours or up to 50 kms	EACH	
4	For above 4 hours and below 8 hours (up to 100kms)	EACH	
5	For above 8 hours and below 12 hours (100kms to 250 kms)	EACH	
6	Additional mileage rate per km	KM	
7	Rates of additional hours	HOUR	
8	Night batta (11pm to 6am)	EACH	
H	LOCAL DUTY DELUXE MINI BUS (Non - AC) – 22-seater		
1	Mangalore airport drop or pickup	EACH	
2	Mangalore railway station (Junction or central) drop or pickup	EACH	
3	For below 4 hours or up to 50 kms	EACH	
4	For above 4 hours and below 8 hours (up to 100kms)	EACH	
5	For above 8 hours and below 12 hours (100kms to 250 kms)	EACH	
6	Additional mileage rate per km	KM	
7	Rates of additional hours	HOUR	
8	Night batta (11pm to 6am)	EACH	
I	OUTSTATION DUTY DELUXE BUS (AC) – 50-seater		
1	Charges per day 24 hours/250kms	EACH	
2	Extra km rate beyond 250kms	KM	
3	Night batta (11pm to 6am)	EACH	
4	Rates of additional hours	HOUR	
J	OUTSTATION DUTY DELUXE BUS (Non - AC) - 50-seater		
1	Charges per day 24 hours/250kms	EACH	
2	Extra km rate beyond 250kms	KM	
3	Night batta (11pm to 6am)	EACH	
4	Rates of additional hours	HOUR	
K	OUTSTATION DUTY DELUXE MINI BUS (AC) – 22-seater		
1	Charges per day 24 hours/250kms	EACH	
2	Extra km rate beyond 250kms	KM	
3	Night batta (11pm to 6am)	EACH	
4	Rates of additional hours	HOUR	

L	OUTSTATION DUTY DELUXE MINI BUS (Non - AC) – 22-seater		
1	Charges per day 24 hours/250kms	EACH	
2	Extra km rate beyond 250kms	KM	
3	Night batta (11pm to 6am)	EACH	
4	Rates of additional hours	HOUR	
	Total Amount (Rs.) excluding GST		
	GST		
	Total Cost after GST		

Note: The service provider needs to quote his rate for all the items, failing to which his bid will be liable for rejection.

Checklist for BIDDERS

BIDDERS are to indicate whether the following documents are uploaded by striking out the non-relevant option and the relevant technical bid documents should be in order.

Sl. No.	Documents	Content	Document Attached
1	Technical Bid	A signed copy of the tender document should be uploaded	(Yes /No)
2		Self- Attested copy of Category of Bidder	(Yes /No)
3		Self-Attested copy of GST certificate	(Yes /No)
4		Self-Attested copy of PAN	(Yes /No)
5		Self – Attested copy of EPF, ESIC, Labour License Registration No. (if applicable)	(Yes /No)
6		The Bidders should have a minimum average annual turnover of Rs. 15,00,000/- (Rupees Fifteen Lakh) in the last three financial years i.e. FY 2023-24, 2024-25, 2025-26 . Bidders are required to submit documentary evidence like an Audited Balance Sheet, Profit & Loss Statement duly certified by a Chartered Accountant and Income Tax Return (ITR) (Annexure -VI).	(Yes /No)
7		Self- Attested copy of local office address within Dakshina Kannada/ Udupi	(Yes /No)
8		Declaration for setting up of Office (Annexure – XII)	(Yes /No)
9		Near Relative Declaration (Annexure – XI)	(Yes /No)
10		Bidder should have a minimum three year of experience of providing the transport services (hiring of Light/Heavy vehicle) on hire basis to the Government Offices / Public Sector Undertakings/Autonomous Bodies (State or central) in the last five financial years i.e. Financial Year 2021-22 to 2025-26. A copy of the Work Orders / Service Orders pertaining to transport services along with experience and performance satisfactory certificate against the respective work order should be produced in support of their experience. Only work order without respective satisfactory performance report shall not be counted as a valid experience (Annexure- IV).	(Yes /No)
11		Satisfactory service performance certificate/reports of similar services preferably from the Govt. organizations / PSUs (at least one report on the letter head of the clients under signature of the authorized signatory with seal. (attach separate list if necessary) (Annexure-V).	(Yes /No)
12		Incorporation / Registration certificate of the company	(Yes /No)
13		Details of the firm / Company (Annexure- VII)	(Yes /No)

14		Other business of the firm	(Yes /No)
15		List of Owner/partners of the firm and their contact numbers (Bidder Information)	(Yes /No)
16		Details of commercially registered vehicle (Annexure 'IX')	(Yes /No)
17		Tender Acceptance (Annexure – II)	(Yes /No)
18		Declaration of abandoned or suspended any awarded service & Blacklist Certificate. Annexure 'III'	(Yes /No)
19		EMD declaration (Annexure 'VIII')	(Yes /No)
20		Undertaking that the successful BIDDER agrees to give a 3% Performance Security. (Annexure - X)	(Yes /No)
1	Financial-Bid	Price bid	(Yes /No)

Date:
Place:

Signature of Authorized person
Full Name:
Designation:
Seal:

(On The Letterhead of the Firm)

TENDER ACCEPTANCE LETTER

To,

The Registrar,
National Institute of Technology Karnataka, Surathkal
Mangalore – 575025
Karnataka

Sub: Acceptance of all the terms & conditions of tender.

Ref.: Tender for Empanelment of Agency for providing Transport Services on Annual Rate Contract at NITK Surathkal.

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned “Tender/Work” from the CPP Portal or NITK web site(s).
2. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished for this tender are authentic to the best of my knowledge and belief.
4. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
5. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
6. I / We/ are aware of the fact that furnishing of any false information / fabricated documents would lead to rejection of my / our tender at any stage besides any liabilities towards prosecution under the appropriate law.

Date:

Place:

Signature of Authorized person

Full Name:

Designation:

Seal:

(On the Letterhead of the Firm)

SELF DECLARATION – NON-BLACKLISTING

I/We Mr./Ms. _____, S/o/ of Mr. _____ aged about _____ years, resident of _____ ,
working as ----- (designation) for ----- (name and address of the bidding agency).

I solemnly affirm and the state as under:

1. That I am working as ----- /proprietor of the ----- (name of the firm) and authorized to sign this declaration.
2. That the firm M/s---- (complete address of the firm) has not abandoned or suspended any contract work of any organization/ department so far/ during the previous five financial years.
3. That the firm M/s---- (complete address of the firm) has not been blacklisted/ debarred for competing in tenders by any organization/ department so far/ during the previous five financial years.
4. I solemnly confirm that the facts stated above are true and nothing has been concealed.

Date:

Place:

Signature of Authorized person

Full Name:

Designation:

Seal:

(On the Letterhead of the Firm)

EXPERIENCE

Bidder's Experience details during the last five financial years				
Financial Year	Name of the contract	Purchase Order No. & Date <i>(Copy Work Orders to be attached)</i>	Date of successfully completion of Work <i>(copy of report from client to be attached)</i>	Contact Details of Client
2021-22				
2022-23				
2023-24				
2024-25				
2025-26				

NOTE: *In case of ongoing contracts please mention continuing and enclose the experience certificates*

Date:**Place:****Signature of Authorized person****Full Name:****Designation:****Seal:**

(On the Letterhead of the Firm)

PERFORMANCE REPORT

Performance report/experience certificates form for the completed and in progress during the last 5 years (attach copies of work order/agreement – Please use different sheets for different organization and may be followed as per requirement).

1	Name of the Firm/Agency	
2	Name of the work / Project & Location	
3	Nature of Work	
4	Agreement No. / Work Order No. (Please enclose copy of the work order with Authorized Signatory)	
5	Tendered Cost	
6	Value of work done	
7	Tenure of the contract from: _____	To: _____
8	Date of Commencement	
9	Date of Completion (Please mention "under progress/continuing" if not completed)	
10	Performance report based on quality of Transport services Excellent / Good / Satisfactory / Bad / Very Bad (Please select Any one)	

Note: Bidder must submit the performance report on the above format.

Date:
Place:

Signature of Authorized person
Full Name:
Designation:
Seal:

ANNEXURE – VI

(On the Letterhead of the Firm)

ANNUAL TURNOVER

Bidder's Annual Turnover details for the last Three Financial years			
Financial Year	Turnover in Rs.	Remarks	Please submit documentary evidence like an Audited Balance Sheet, Profit & Loss Statement, and Income Tax Return (ITR) etc. for the last three financial years. All financial documents submitted must be duly certified by the Chartered Accountant with this Annexure.
2023-24			
2024-25			
2025-26			

Date:

Place:

Signature of Authorized person

Full Name:

Designation:

Seal:

(On the Letterhead of the Firm)

FIRM /COMPANY DETAILS

Name of the bidder		
Date of Incorporation / Registration details		
Registered Office Address		
PAN Number		
GST Registration Number		
Bank Details	Account Number	
	IFS Code	
	Bank Name	
	Branch Name	
Authorized Signatory Details <i>(Company/Firm Authorization by the competent authority, to be attached)</i>	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Date:
Place:

Signature of Authorized person
Full Name:
Designation:
Seal:

FORMAT FOR EARNEST MONEY DEPOSIT / BID BOND

(To be typed on Non-judicial stamp paper of value Indian Rupees Five Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT MANGALURU OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT MANGALURU OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT MANGALURU. BONDS ISSUED BY COOPERATIVE BANKS ARE NOT ACCEPTED)

LETTER OF GUARANTEE

To
Director,
National Institute of Technology Karnataka,
Srinivasnagar P.O., Surathkal
Mangaluru – 575025

IN ACCORDANCE WITH YOUR TENDER for the supply of, M/s..... (hereinafter called the "Bidder") having its Registered Office at, wish to participate in the said bid for the supply.....as an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of Rs. (Rupees.....) valid up to **(180 days from the date of issue of Bank Guarantee)**, is required to be submitted by the bidder as a condition precedent for participating in the said bid, which amount is liable to be forfeited by the Purchaser on (1) the withdrawal or revision of the offer by the bidder within the validity period, (2) Non acceptance of the Letter of Intent/Purchase order by the Bidder when issued within the validity period, (3) failure to execute the contract as per contractual terms and condition within the contractual delivery period and (4) on the happening of any contingencies mentioned in the bid documents.

During the validity of this Bank Guarantee:

We,(Bank name) having the registered office at.....guarantee and undertake to pay immediately on first demand by NITK Surathkal, an amount of Rs..... (Rupees.....) without any reservation, protest, demur and recourse. Any such demand made by the NITK Surathkal shall be conclusive and recourse. Any such demand made by the purchaser shall be binding on the Bank irrespective of any dispute or difference raised by the Bidder.

The Guarantee shall be irrevocable and shall remain valid up to.....(180 days from the date of issue of Bank Guarantee) If any further extension is required, the same shall be extended to such required period on receiving instruction from the Bidder, on whose behalf the is Guarantee is issued.

Notwithstanding anything contained herein:

- * Our liability under this Bank Guarantee shall not exceed Rs..... (Rupees.....).
- * This Bank Guarantee shall be valid up to.....(date).
- * We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee Only and only if you serve upon us a written claim on or before(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office atsituated at(Address of local branch).

Yours truly,

Signature and seal of the guarantor: Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. The bank is requested to take appropriate necessary action on or after the expiry of the bond period

ANNEXURE – IX

(On The Letterhead of the Firm)

Details of the Owned commercially registered Vehicles

The Bidders must own a minimum of 3 vehicles (of which one shall be bus & two commercially vehicle) registered in the name of agency/proprietor, supporting documents to be submitted.

Sl. N o.	Vehicle Registration No.	Vehicle Model	Year of Manu facturing	Seating Capacity	Insurance Status (Active / Not Active) & validity date	Road Tax validity date	Taxi permit validity date	Fitness certificate validity date	Pollution certificate validity date	Hypothec ation (if applicable)
1										
2										
3										
4										
5										

Date:

Place:

**Name, Designation and signature of the authorized
Person of the bidder along with seal**

FORMAT FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of Five Hundred)

To,
Director,
National Institute of Technology Karnataka,
Srinivasnagar P.O., Surathkal
Mangaluru – 575025

Whereas..... (name and address of the contractor) (hereinafter called “the contractor”) has undertaken, in pursuance of contract no date..... to supply (description of goods and Works/ Services) (hereinafter called “the contract”).

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until theday of20.....

Our.....branch at.....*(Name & Address of the*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt..... otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

.....
.....
Name and designation of the officer
.....

Seal, name & address of the Bank and address of Branch

(On the Letterhead of the Firm)

DECLARATION FOR NO NEAR RELATIVE (S)

I/We, _____, Proprietor/Partner/Director/Authorised Signatory of M/s _____, hereby certify that none of my relative (s) as defined in the tender document is/are employed in NITK, Surathkal as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, NITK shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the authorized person of the bidder with seal.

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) Spouse.
- c) Father, mother, sister, Sister-in-law, Daughter, Daughter-in-law, brother, brother-in-law etc.

In case of proprietorship firm, certificate will be given by the proprietor, and all Partners in case of a Partnership and all Directors or the duly authorised representative on behalf of the Directors in case of a Private/Public Limited Company; and the duly authorised representative in case of a Cooperative Society or any other registered entity.

I/We certify that the above information is true and correct to the best of my/our knowledge and belief. In case the information is found to be false or incorrect at any stage, the Department/Employer shall be entitled to take appropriate action as per the terms and conditions of the Tender and applicable rules.

Date:

Place:

Signature of Authorized person

Full Name:

Designation:

Seal:

(On the Letterhead of the Firm)

DECLARATION FOR SETTING UP OF OFFICE

I/We, **M/s** _____, hereby undertake that, in the event of award of the contract for **Empanelment of agency for providing taxi services at NITK**, we shall establish and maintain an office at **Dakshina Kannada / Udupi** within **30 days** from the date of award of the contract and throughout the contract period.

The office shall be used for effective coordination, supervision and management of the vehicles deployed under the contract and for communication with the Department.

I/We further undertake to furnish documentary proof of the office address to the Department before commencement of the services.

Date:
Place:

Signature of Authorized person
Full Name:
Designation:
Seal: