



**International Institute of
Information Technology
Bangalore**
(Formerly Indian Institute of Information Technology)

Date : 16.06.2025

Tender# IIT-B/BUS-01/2025, 16-June-2025

INVITATION OF BIDS FROM ELIGIBLE BIDDERS

**HIRING OF A 32-SEATER BUS FOR STUDENT TRANSPORTATION TO THE
HOSTEL AT IIT-BANGALORE.**

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TENDER NOTICE

Hiring of a 32-seater bus for student transportation to the hostel at IIIT-Bangalore.

(Tender# IIIT-B/BUS-01/2025, 16-June-2025.)

1. The International Institute of Information Technology Bangalore, a Deemed University, popularly known as IIITB, was established in 1998 with a vision to contribute to the IT world by focusing on education and research, entrepreneurship and innovation. The Institute is a registered not-for-profit society funded jointly by the Government of Karnataka and the IT industry.
2. We are inviting tenders for the hiring of a 32-seater buses for transporting students between the college and hostel (college–hostel–college).

Timeline	
i) Availability of Tender Document on the website	16.06.2025
ii) Last Date for Bid Submission	02:00 P.M. on 30.06.2025
iii) The date and time for opening of Bid	03:00P.M. on 30.06.2025
iv) Tentative start date for service	01.08.2025

3. **Bid Security (EMD):** The tenderers are required to submit a Bid Security of ₹1,50,000/- (Rupees One Lakh Fifty Thousand Only) in the form of a Demand Draft (DD) drawn in favour of “International Institute of Information Technology-Bangalore”, to be enclosed along with the bid.
However, the Bid Security (EMD) is exempted for eligible tenderers registered under MSME/NSIC, subject to submission of valid supporting documents.
4. **Performance Guarantee:** The successful bidder shall submit a Performance Guarantee equivalent to 3% of the annual contract value, in the form of a Security Deposit or Bank Guarantee, within 20 days from the commencement of the contract. The Performance Guarantee must remain valid for the entire duration of the contract and for an additional 60 days beyond the contract period. In the event of any extension of the contract, the Performance Guarantee shall be renewed accordingly to cover the extended period.
5. IIIT-Bangalore, reserves the right to award the contract for the required services either to a single party or to multiple parties. IIITB also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document, or to reject any or all tenders without prior notice or assigning any reason, at any time before the award of the contract. Furthermore, IIITB is not bound to accept the lowest tender and may cancel the tender process altogether if the lowest quote is found to be unreasonably high. The decision of IIIT-Bangalore, in this regard shall be final and binding on all parties.

6. **Submission of the Tender:**

List of documents to be enclosed in the Technical Bid Cover-1

- i. Covering letter (Annexure-1) on the letter head of the bidder signed by the authorized signatory
- ii. Tender document signed by the authorized signatories.
- iii. Details of executed major Bus services in India (Annexure-2).
- iv. Copies of GST, PAN, ESI, PF, Registration Certificates, RCs and insurance for vehicles, Commercial Permit for vehicles
- v. Declaration that “Not blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said Bidder” in their Letter Head (Annexure-3)
- vi. Annexure-5, Declaration Regarding Relationship with Key Personnel

Price bid as per enclosed Commercial Bid, Cover-2 (filled annexure-4)

Cover – 3 : Both the covers (Cover-1 & Cover-2) shall be placed in this sealed envelope, superscripted :” Tender No. – Tender# IIIT-B/BUS-01/2025, HIRING OF A 32-SEATER BUS FOR STUDENT TRANSPORTATION TO THE HOSTEL AT IIIT-BANGALORE”

The full name of the bidder shall be written on the bottom left hand corner of the sealed covers.

Place of Submission:

The hard copies of complete set of tender in a sealed cover as mentioned above shall be submitted to the following address on or before **30th June, 2025, 02:00 PM**

To Chief Administrative Officer,
International Institute of Information Technology Bangalore 26/C,
Electronics City, Hosur Road,
Bengaluru: 560100
Tel # 080-4140 7777

7. If you have any queries related to this tender, please email them to caooffice@iiitb.ac.in clearly mentioning the tender reference number and tender title in the subject line.
8. Bid will be opened at 3:00 P.M. on 30.06.2025 in the presence of tenderers or their authorized representatives, who are present. Late and delayed tenders will not be opened and accepted at all.
9. The tender must be clearly filled in or typed and signed legibly in ink, providing the full address of the tenderer. The price should be quoted both in figures and in words. Any alteration or correction in the tender must be duly attested by the tenderer with full signature and official stamp/seal; failing which, the tender shall be deemed invalid. The tender must be signed by an authorized signatory. Unsigned tenders will be considered disqualified and will be rejected. In the event of any discrepancy between the quoted amount in figures and in words, the amount stated in words shall be considered final and binding.

10. In case any document submitted in support of the eligibility criteria is found to be false, forged, or not genuine—either before or after the award of the contract—IIIT-B reserves the right to blacklist or debar the concerned bidder from participating in any future tendering processes at the Institute.
11. The detailed eligibility criteria and other terms and conditions of the contract are provided in the following pages for your reference.

ELIGIBILITY AND GENERAL TERMS AND CONDITIONS

1. The contracting agency must be based in Bangalore or must have an established office in either Bangalore.
2. The contracting agency must have a minimum of 3 years' experience, as on the date of this Notice, in providing passenger vehicles on a hire basis to Educational Institutions, Public Sector Undertakings (PSUs), Government Organizations, or other reputed private organizations. Experience limited to Call Centre operations will not be considered.

Bids submitted by agencies with inadequate or unrelated experience are liable to be rejected. It is mandatory for bidders to submit documentary proof of the required experience along with the technical bid, in addition to providing this information in the prescribed bid format.

3. The contracting agency must own the passenger vehicles being offered for hire, and these vehicles must be registered as tourist/commercial vehicles in the agency's name with valid commercial permits. Copies of the vehicle registration certificates and valid insurance policies must be enclosed with the bid. If the vehicles are not currently registered in the name of the tenderer, an affidavit duly attested by a Notary must be submitted, stating that, upon being awarded the contract, the tenderer will transfer the ownership of the vehicles to their name before supplying them to IIIT-B.
4. The bid must be accompanied by a refundable Earnest Money Deposit (EMD) of ₹1,50,000/- (Rupees One Lakh and Fifty Only). Amounts should be submitted in the form of a Demand Draft in favour of "International Institute of Information Technology Bangalore". In addition, the bid should include all necessary supporting documents such as experience certificates, licenses, registration certificates, permits, etc. Bids submitted without the EMD, or the required documents will be summarily rejected.
5. In the event of any tenderer withdrawing their bid, attempting to revise the quoted rates after the opening of bids, during the bid validity period, or after the award of the contract, the EMD submitted by such tenderer shall be forfeited. If the tenderer was exempted from submitting the EMD, they shall be blacklisted and debarred from participating in any future tenders at IIIT-B for a period of five years.
6. The rates quoted in the Bid shall be valid for at least 12 months from the date of award of tender. Tender valid for a shorter period shall be liable to rejection. However, after 12 months of the contract, whenever the fuel prices increase or decrease by more than 20% of the prices prevailing at the time of commencement of the contract, then the hire charges shall be increased or decreased proportionately.
7. The tender must be signed by an authorized representative of the contracting agency. The full name, designation, and official stamp of the signatory must be clearly indicated below the signature.
8. The successful bidder shall provide only the specified type of vehicles that are in good running condition and comply with BS-6 emission standards.

9. Vehicle Specifications:

- i. Seating Capacity: 32 passengers
- ii.
- iii. Air-conditioning: Non-AC
- iv.
- v. Year of Manufacture: Not older than 5 years as of the date of bid submission
- vi.
- vii. Emission Compliance: Must comply with BS-VI norms
- viii.
- ix. Registration Type: Commercial / Tourist Permit
- x.
- xi. Condition: Well-maintained, clean, and roadworthy, with valid fitness certificate

10. A team of officials from IIIT Bangalore may visit or contact the clients of eligible bidders to verify the quality of services claimed to have been provided by the bidder.
11. Tenders submitted by contracting agencies that do not possess valid statutory approvals, registrations, permits, or insurance documents are liable to be summarily rejected.
12. The successful contractor shall provide the required number of specified vehicles along with the necessary number of drivers and relievers on all working days, including holidays (excluding Sundays). The hire charges quoted by the bidder shall be inclusive of all expenses related to the vehicles and drivers—such as fuel, maintenance, salaries, insurance, and provision of relievers—but exclusive of GST. IIIT Bangalore shall not be held responsible for any damages, losses, repairs, thefts, or fuel expenses related to the vehicles, nor for any injury or damage to the drivers, third parties, or other vehicles.
13. The contractor shall pay minimum wages, EPF, ESI, bonus, and all other statutory payments to the drivers on or before the 7th day of every month, strictly in accordance with the provisions of the applicable Labour Laws, at his own expense. In addition, the contractor must provide, at his own cost, two sets of uniforms, identity cards, and one pair of shoes to each driver deployed under the contract, within 15 days from the date of award of work.
14. The vehicles hired will be used for a maximum of 16 hours per day, primarily for internal transportation. However, in case of work exigencies, they may also be used for local transport outside the campus. Daily trips shall be carried out as per the schedule fixed by the Institute. A single driver must not operate the vehicle for the entire 16-hour period. The contractor shall make suitable substitute driver arrangements at his own expense.
15. The contract shall initially be for a period of one year and may be extended on a year-to-year basis for up to two additional years, on the same terms and conditions, subject to satisfactory performance by the contractor and the continued requirement of the Institute.
16. The contract can be prematurely terminated by either party by giving an advance notice of three months and after expiry of the notice period.
17. The vehicle services are required throughout the year, except on Sundays which will be considered holidays. The Institute requires Four 32-seater vehicle.
18. Generally, the vehicle will be required to commence daily service at IIIT-B at 7:30 A.M., except on Sundays which are considered holidays. However, the trip schedule is subject to change based on the requirements of the Institute.

19. The contractor shall provide uninterrupted services as per the terms of the contract. In case of discontinuation of services without the required notice, unsatisfactory performance, or breach of any contract terms and conditions, the contractor shall be liable for legal action, in addition to forfeiture of the performance security deposit.
20. The contractor shall not transfer, assign, pledge, or sub-contract any of its responsibilities, rights, or liabilities under this contract to any other agency without the prior written consent of IIIT-B.
21. The contractor shall abide by all relevant rules and regulations for engaging drivers on the vehicles deployed at IIIT-B and shall obtain all requisite licenses, sanctions, and permits, ensuring their validity throughout the contract period. Timely renewal of these documents shall be the responsibility of the contractor. The contractor shall also bear full responsibility for payment of any fines or challans imposed by government authorities for rule violations, at his own expense.
22. The contractor shall provide an immediate replacement, at his own expense, with a vehicle of the same type in the event of a breakdown.
23. IIIT-B reserves the right to impose a pecuniary penalty on the contractor for any serious lapses in the execution of the contract. The penalty amount shall be recovered from the monthly bills payable to the contractor.
24. The drivers of the vehicles deployed at IIIT-B must possess a valid driving license in their name. They must wear uniforms while on duty, be able to communicate in the local language, and maintain courteous behavior with vehicle users. The contractor shall be responsible for the drivers' integrity and conduct while on duty at the Institute. In case of any misbehavior by a deployed driver, IIIT-B reserves the right to impose a penalty on the contractor and demand the immediate replacement of the driver. The contractor shall comply without delay.
25. The contractor and IIIT-B shall make every effort to resolve any dispute or disagreement amicably through direct and informal negotiations. However, if any issue remains unresolved, it shall be settled under the jurisdiction of the appropriate court of law. The contract shall be governed and interpreted in accordance with the laws of India.
26. In case of a delay in reporting the vehicle, a penalty of ₹50 for every 15 minutes of delay will be imposed on the contractor.
27. Vehicles provided by the contractor will be periodically inspected by officers nominated by the Institute. In case of non-compliance with any conditions—such as the driver not possessing a valid license, or the vehicle operating without valid insurance or a pollution certificate—a penalty of ₹500 per lapse, per occasion, will be imposed and recovered from the contractor's dues.

28. The drivers of the vehicles deployed at the Institute shall maintain a daily logbook recording the timings and kilometers of each vehicle. They must obtain the signature of the Security Supervisor/Guard at the main gate twice daily—once at the start and once at the end of the service. IIIT-B reserves the right to inspect the logbook at any time.
29. The contractor shall ensure that the vehicles and drivers deployed at IIIT-B are not changed without valid reason. Frequent changes of vehicles or drivers will not be permitted. In case of any change, the contractor must inform the Institute in advance with the details of the replacement vehicle or driver. If a vehicle of a higher class than the contracted type is provided, payment will be limited to the rates specified in the contract. Vehicles of a lower class than the contracted type will not be accepted.
30. It shall be the responsibility of the service-providing agency/firm/company to bear all expenses related to transportation, food, medical needs, and any other requirements of the drivers engaged for these vehicles. IIIT-B shall have no liability in this regard.
31. For all intents and purposes, the agency shall be considered the “Employer” under applicable labour laws with respect to the drivers employed and deployed at the IIIT-B site. The drivers deployed by the agency shall have no claim of a master-servant or principal-agent relationship with or against IIIT-B.
32. The contracting agency shall be solely responsible for any accidents, injuries to other vehicles or pedestrians or passengers caused by these vehicles while on service at this Institute. Similarly, the contracting agency only is responsible to redress the grievances /resolve disputes relating to drivers engaged by them at IIIT-B site. IIIT-B shall, in no way responsible for settlement of such issues.
33. The drivers deployed by the contractor shall not collect any money from the users of the vehicles under any pretext, including fare, tips, or any other charges.
34. The agency shall submit the monthly bill as per the agreed rates immediately after the completion of each calendar month to the CAO Office of IIIT-B, along with duly signed duty slips and a photocopy of the relevant extract from the logbook.
35. The agency shall be solely responsible for the payment of all taxes, levies, cess, etc., related to the services rendered to IIIT-B, as applicable under prevailing rules and regulations, to the concerned tax authorities from time to time.
36. Income Tax (T.D.S.) shall be deducted at the prevailing rate from the monthly bills, as per the provisions of the Income Tax Department and as amended from time to time. A certificate for the same shall be issued by IIIT-B to the agency.
37. If required, IIIT-B may allow the vehicles to be parked inside the campus without any parking charges. However, no accommodation or overnight stay for the drivers will be permitted within the campus.

38. The successful tenderer shall enter into an agreement with IIIT-B, broadly covering the scope of work, requirements, and terms and conditions of the services to be provided. The agreement shall be executed on a judicial stamp paper of ₹100 or as per prevailing legal requirements, and the cost shall be borne by the contractor.
39. *Force Majeure*: Any delay in the execution of services due to Force Majeure shall not be attributable to the service provider. Force Majeure events shall include, but are not limited to, the following acts or events beyond the reasonable control of the affected party, which could not have been reasonably anticipated:
- Acts of God or natural disasters such as exceptionally adverse weather conditions, lightning, earthquakes, cyclones, floods, volcanic eruptions, fires, or landslides;
 - Radioactive contamination or ionizing radiation;
 - Strikes or boycotts (excluding those involving the vendor or its employees/representatives, or caused by their acts or omissions) that interrupt supplies or services under the contract for a period exceeding seven (7) continuous days;
 - Acts of war (declared or undeclared), invasion, armed conflict, acts of foreign enemies, blockades, embargoes, riots, insurrections, terrorist or military actions, civil commotion, or politically motivated sabotage that prevent the service provider from rendering the contracted services for a period exceeding seven (7) continuous days.
40. *Jurisdiction*: This Agreement, including all matters connected with it, shall be governed by the laws of India (both substantive and procedural) as in force at the time. The courts located in Bengaluru shall have exclusive jurisdiction over any disputes arising out of or in connection with this Agreement.

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**Annexure - 1**  
**(To be enclosed in Cover # 1, Technical Bid)**

**Covering Letter (Should be printed in the letter head of the Company)**

Tender# IIIT-B/BUS-01/2025, 16-June-2025.

Date :     /     /2025

To,  
The Chief Administrative Officer,  
International Institute of Information Technology,  
26/C, Electronics City Phase-1  
Bangalore - 560100

Dear sir,

**Subject : Hiring of a 32-seater bus for student transportation to the hostel at IIIT-Bangalore.**

1. I/We have downloaded "Tender Documents" for above mentioned "Tender/Work" at IIIT-Bangalore.
2. I/We hereby certify having read entire terms and conditions of the tender documents, including all annexures which form part of the contract agreement and I/We shall abide hereby the terms/Conditions/Clauses contained therein.
3. The Corrigendum (s) / Addendum (s) issued from time to time by IIIT-B too has been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the Tender Conditions of above mentioned tender documents, Corrigendum (s) & Addendum (s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your Institute shall be at liberty to reject this Tender/Bid and we shall not have any claim / right against your Institute in satisfaction of this condition.

Yours Faithfully,

(Signature of the Authorised Person with Company Seal)

Name :

Place :

**Annexure - 2**

**(To be enclosed in Technical Bid cover)**

**Applicant's Major Contracts during last 5 Financial years**

|          |                          | <b>Client #<br/>1</b> | <b>Client # 2</b> | <b>Client #<br/>3</b> | <b>Client<br/># 4</b> | <b>Client #<br/>5</b> |
|----------|--------------------------|-----------------------|-------------------|-----------------------|-----------------------|-----------------------|
| <b>1</b> | <b>Client's Name</b>     |                       |                   |                       |                       |                       |
| <b>2</b> | <b>Address</b>           |                       |                   |                       |                       |                       |
| <b>3</b> | <b>Contact Person :</b>  |                       |                   |                       |                       |                       |
|          | <b>Designation</b>       |                       |                   |                       |                       |                       |
|          | <b>Contact #</b>         |                       |                   |                       |                       |                       |
|          | <b>E-Mail</b>            |                       |                   |                       |                       |                       |
| <b>4</b> | <b>Contract value</b>    |                       |                   |                       |                       |                       |
| <b>5</b> | <b>Any other details</b> |                       |                   |                       |                       |                       |

**PS : Please sign and seal**

**Annexure - 3**

**(To be enclosed in Cover#1, Technical Bid)**

**Declaration regarding black listing and / or litigations**

**(To be printed in Company's Letter Head)**

**Tender # IIIT-B/BUS-01/2025, 16-June-2025.**

**Date :     /     /2025**

I/We hereby declare that our company / agency is not blacklisted by any Central/State Government/Corporations in India.

I/We further declare that no criminal case is registered or pending against the firm/company or its Owner / Partners / Directors anywhere in India

Signature of the authorized Person

Seal of the firm/company

Name : \_\_\_\_\_

Mobile # \_\_\_\_\_

Date : \_\_\_\_\_

**Annexure-4**  
**(On the official letter head of the bidder)**  
**BID**

A. Details to documents should be mandatorily submitted:

| Sl.No. | Particulars                                                                                                                                                                                                                                                            | Fill in the details                              |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 1      | Name of Firm/Tenderer/ Company (in block letters)                                                                                                                                                                                                                      |                                                  |
| 2      | Permanent Address & Telephone No. and Email address.                                                                                                                                                                                                                   |                                                  |
| 3      | Full Postal Address, Telephone/Fax No./E-mail for correspondence.                                                                                                                                                                                                      |                                                  |
| 4      | Experience Details[Attach certified proofs]                                                                                                                                                                                                                            |                                                  |
| 5      | Tender Fee details - Bank Draft No & Date, Banker's Name & Branch.                                                                                                                                                                                                     |                                                  |
| 6      | Is vehicle BS-6 Compliant[Attach Proofs]                                                                                                                                                                                                                               |                                                  |
| 7      | If the vehicles are not presently in the tenderer's name, an affidavit duly attested by a Notary that in the event of his being the successful bidder, he will get these vehicles transferred to his name before supplying them to IIT Hyderabad, should be submitted. | [Attach the affidavit as enclosure & refer here] |

B. Please quote your monthly hire charges for a 32 seater bus in the following table:

| Description                                                                               | Make, Model, & Seating Capacity of the Vehicle | Number of Buses Required. | Rate/Bus (Excluding GST)        | Total Amount (Excluding GST) | Rate per Extra KM | Rate per Extra Hour |
|-------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------|---------------------------------|------------------------------|-------------------|---------------------|
| (1)                                                                                       | (2)                                            | (3)                       | (4)                             | (5)                          | (6)               | (7)                 |
| Monthly hire rate for 32-seater bus with up to 120 km per day and up to 16 hours per day. | <b>32 Seater bus</b><br>Make:<br>Year/Model:   | <b>2</b>                  | Rs._____<br>Amount in Words:    | Rs._____<br>Amount in Words: |                   |                     |
| Monthly hire rate for 32-seater bus with up to 80 km per day and up to 8 hours per day.   | <b>32 Seater bus</b><br>Make:<br>Year/Model:   | <b>2</b>                  | Rs._____<br>Amount in Words:___ | Rs._____<br>Amount in Words: |                   |                     |
| TOTAL AMOUNT (EXCLUDING GST)                                                              |                                                |                           |                                 |                              | -                 |                     |

**Note:**

L1 will be determined based on the total amount quoted in Column (6). However, the selected bidder shall be required to match the lowest quoted rates in Column (7) and Column (8) as well.

Date:

Signature of the Tenderer with Seal & Address

## Annexure-5

### Declaration Regarding Relationship with Key Personnel

This has reference to our proposed contract for 'Tender for hiring of a 32 seater bus for internal transport at IIIT-B', to be entered into with IIIT-Bangalore

(i) I/We am/are not a relative/blood relation of any key managerial person of IIIT-B.

(ii) We are not a firm in which any key personnel of IIIT-B or his/her relative is a partner;

(iii) I/We am/are not a partner in a firm in which any key managerial person of IIIT-B or his/her relative is a partner.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Contractor  
(With Name and Company Seal)