

F.No.RIEB/National Yoga Olympiad 2023/Transport REGIONAL INSTITUTE OF EDUCATION, (NCERT)

SHYAMLAK HILLS, BHOPAL - 462002

Short Tender Notice

The Regional Institute of Education, NCERT, Shyamla Hills, Bhopal – 462002 invites bids through open Tender method for providing the Transportation service contract for National Yoga Olympiad, 2023 to be held in the premises of Institute from 18-20 June, 2023 from the eligible experienced Tours and Taxi Operators.

CRITICAL DATES

Date of Published the Tender Document	06.06.2023
Bid Documents download/sale start date	06.06.2023
Bid Submission Start Date	07.06.2023 10 am
Last Date of Submission of Bids	12.06.2023 10 am
Bid Opening Date	12.06.2023 04 pm

Further details and complete Tender documents can be accessed from the website www.riebhopal.nic.in. Further any query relating to the process of bid submission or queries relating to the subject please contact Prof. L.K. Tiwary, Transportation committee on 9424237431 or write mail at aco@riebhopal.in

Administrative Officer
RIE, Bhopal
0755-2661096

**F.No.RIEB/National Yoga Olympiad, 2023/Transportation/
REGIONAL INSTITUTE OF EDUCATION, NCERT, SHYAMLA HILLS, BHOPAL – 462002**

Dated: 06.12.2019

SHORT Tender NOTICE

The Regional Institute of Education, NCERT, Shyamla Hills, Bhopal – 462002 invites Tender for providing Transportation services contract in respect of the National Yoga Olympiad, 2023 to be held in the premises of Institute from 18-20 June, 2023 from the eligible experienced firms/service providers.

INVITATION FOR BID

- 1.1** Regional Institute of Education, Shymala Hills, Bhopal - 462002 invites Tenders from reputed Transport/Tour and Travel Agencies/operators having minimum five years' experience in the field of providing Buses/Innova/Dzire and similar vehicles for large gatherings organized by Govt. Departments, including large gathering of students and with minimum average Annual Turnover of Rs. 10 lakhs during the last three years i.e. 2021-21, 2021-22 & 2022-23.
- 1.2** The bidders are required to accept all terms & conditions mentioned in the Tender Document. Principal, RIE, Bhopal reserves the right to reject any or all offers without assigning any reason thereof.
- 1.3** It is the responsibility of the bidders to read all the terms & conditions of the Tender Document before submitting the tender in the Institute. Incomplete Tender Documents or bids are liable to be rejected. Tenders received after the due date and time will not be entertained.
- 1.4** National Yoga Olympiad, 2023 will be held at Regional Institute of Education, Shyamla Hills, Bhopal – 462002 campus. However, Buses/Taxies will be utilized for transportation from RIE, Bhopal to other places nearby for Officials and students.
- 1.5** The bidder shall declare that only professional licensed drivers certified as having at least five years' experience of driving for such commercial vehicles shall be deployed. It will also be declared that all vehicles will be well up to date having all statutory formalities viz. Insurance, PUC, Permit, Tax, Fitness etc.
- 1.6** The Tender shall be accepted under Two Bid Systems. The interested firms have to submit the Technical Bids and Financial Bids separately in the prescribed proforma only personally or by post (Speed Post/Registered Post). Tender sent by any other mode will not be considered and the same will be rejected summarily. Delay in receiving post will be at the risk of the bidder and Institute will not have any responsibility for the same. All the documents in support of eligibility criteria etc. are also to be submitted along with the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.
- 1.7** All tender documents attached with this invitation to tender including the Specifications are sacrosanct for considering any offer as complete offer. It is therefore important that Tender Acceptance Letter which is a written undertaking that all the terms and condition of the tender

are understood and accepted should be signed and submitted in the Institute within time and before last date.

- 1.8** The Earnest money Deposit (EMD) of Rs.25000/- (Rupees Twenty Five thousand only) shall be payable in the form of DD/BC drawn in favour of Principal, RIE, Bhopal, payable at Bhopal. Earnest Money will be refunded without interest to the unsuccessful tenders/bidders after finalization of the contract. After award of contract the contractor has to deposit 10% of total contract value as performance security Deposit. Performance Security should remain valid for 1 months beyond the date of completion of all contractual obligations and issue of No dues certificate by RIE, Bhopal.
- 1.9** The interested parties can inspect the RIE, Shyamla Hills, Bhopal premises between 10:00 AM to 04:00 PM on any working day from 06.06.2023 to 09.06.2023. They may contact Prof. Lallan Kumar Tiwary, RIE, Bhopal on telephone No. 9424237431 during office hours on any working day for ascertaining the job requirements and any other additional information/clarification required by them.
- 1.10** All entries in the tender form should be legible and filled clearly, if the space provided for furnishing is insufficient; a separate sheet duly signed by the authorized signatory and then only submitted. No correction either in the Technical Bids or Financial Bids is permitted.
- 1.11** Conditional bids shall not be considered and will be rejected summarily.
- 1.12** The Technical Bid shall be opened online on the scheduled date and time at 12.06.2023 at 04.00 p.m. in the Institute.
- 1.13** The Financial Bids of only those bidders who qualify in the technical bid will be opened after evaluation by the Committee constituted for the purpose.
- 1.14** No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids its EMD will be forfeited.
- 1.15** The tender documents can be downloaded from the Institute's website www.riebhopal.nic.in
- 1.16** Any subsequent Updates, Addendums, Corrigendums etc. (if any) will be published only on the Institute's website www.riebhopal.nic.in. All bidders are required to regularly check the websites for any updates.
- 1.17** The Principal, RIE, Bhopal reserves the right to reject any or all the tenders submitted by the bidders at any time or relax/withdraw/ add any of the terms and conditions contained in the Tender Documents without assigning any reason thereof.

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General Information for the Bidders

2. SCOPE OF WORK

- 2.1 The tenderer should be registered as a transport business taxi tour operator.
- 2.2 The tenderer should have good condition and good number of buses and taxis available.
- 2.3 All the drivers of the tenderer should have necessary license in this regard.
- 2.4 All vehicles should have pollution control, insurance and fitness pass.
- 2.5 Disciplined behavior is expected from the drivers.
- 2.6 There should not be any technical defect in the vehicles.
- 2.7 Drivers must have at least five years of experience in driving commercial vehicles.
- 2.8 All vehicles must reach the premises 15 minutes before the requested time.
- 2.9 In case of failure to provide vehicles, this Institute will be at liberty to impose necessary penalty against the tenderer.
- 2.10 No change in rate will be accepted during the time limit of the contract.
- 2.11 If any technical problem arises inside the provided vehicle, it will be the responsibility of the tenderer to provide the same type of vehicle immediately. There is a provision for imposing penalty on the tenderer for failure to do so.
- 2.12 The driver shall not consume any kind of intoxicants while on duty.
- 2.13 The driver will also not show any kind of indiscipline, as well as it will be mandatory to follow the instructions given to the driver.
- 2.14 The premises of the Regional Institute of Education are residential premises, therefore it will be necessary for the driver to be restrained by the tenderer to maintain dignity and behave decently.
- 2.15 The driver will behave politely with the officers and guests and will not try to cause any unnecessary debate or disobey the orders.
- 2.16 Some vehicles will be required by the Institute for a period of 24 hours. The tenderer will depute drivers on shift duty on such vehicles.
- 2.17 Basically, the vehicles are proposed to be used inside the Bhopal Municipal Corporation premises, but in unavoidable situations or if required, they can be taken outside the Bhopal Municipal Corporation limits.
- 2.18 The rates quoted will be inclusive of all taxes, tolls, parking etc. No separate payment will be made by the institute.
- 2.19 It will also be the responsibility of the tenderer to get the vehicle washed and cleaned on a daily basis and if the tenderer fails to provide the requested vehicle at the requested time, then the institute will be free to take the vehicle from any other transport operator after waiting for 15 minutes. . It will be the responsibility of the tenderer to bear the extra expenditure for this. In case of repeated defaults, after canceling the contract, the same institute will be able to enter into a new contract with any other tenderer, for which the tenderer will have to bear all the expenses.
- 2.20 No extra charge will be given for night duty.
- 2.21 After the vehicle arrives at the Institute, the driver will note down the kilometer and time of the vehicle to any member of the Transport Committee or to any officer.
- 2.22 This receipt will be required to be produced at the time of payment.
- 2.23 After the completion of the programme, the tenderer shall provide a bill in respect of all the vehicles to the Institute. Along with this bill, he will have to attach the utilization certificate which will be duly signed by the members of the transport committee/by the chairman,

- Transportation committee or by any other officer. After receipt of the bill, the institute will process the payment within 30 (Thirty) days. The payment will be made directly by the Institute to the bank account provided by the tenderer and no cash payment or advance will be made.
- 2.24 Any default found in the services may be deducted from the payment to be made to the tenderer.
- 2.25 In case of any difference, the decision of the Principal, Regional Institute of Education, Bhopal will be final and binding.
- 2.26 The number of vehicles can be increased or decreased as per the requirement in the programme.
- 2.27 Drivers will not smoke and consume gutka etc. It will be mandatory for the driver to be present in white or khaki uniform only.
- 2.28 The tenderer will also have to provide the mobile number of the driver along with the vehicle at the time of providing the vehicle.
- 2.29 The driver must keep the mobile on at all times.
- 2.30 The driver shall operate the vehicle carefully. In case of negligent driving, the tenderer will have to change the driver immediately.
- 2.31 The registration of any vehicle should not be more than five years old.
- 2.32 The institute requires 40 seater and 23 seater buses, Innova, Swift, Desire etc. vehicles. Swift Dzire, Etios and Innova will be air conditioned vehicles while 40 - 23 seated bus will be non-air conditioned.
- 2.33 It is mandatory for all vehicles to have the necessary accessories. It is also necessary that the vehicles should be clean and hygienic.
- 2.34 It will be mandatory for the drivers to follow all the rules of RTO. In case of any default in these rules, it will be the responsibility of the tenderer to bear the penalty.
- 2.35 These rates can be used by the institute on the same terms and conditions till the end of this financial year.
- 2.36 For more information, the tenderer can contact the institute personally or the tenderer can talk to Professor SK Tiwary, President of Transport and Bhopal Darshan Committee, on telephone number 7974922049 from 10 am to 5:30 am on office days.

3. Submission of Bids:

The Tender shall be accepted under Two Bid System. The interested firms have to submit the Technical Bids and Financial Bids in the prescribed proforma either personally or through post (speed post/Register post) only. The Institute will not be responsible for any postal delay. Tenders sent by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc. are also to be submitted along with the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

- (i)** Technical Bid: As per Performa for Technical Bid and should contain the following details:-
- a) Bidder's eligibility Criterion :- (As per the format given at Annexure-I)
 - b) Compliance Statement as per proforma at Annexure-X in respect of each item under

Instructions to Bidder, Scope of Work and specification requirement and terms & condition Annexure-II – point 1 to 60, Table - I under Annexure-III and duly signed and stamped by the bidder. Usage of vague terms like 'noted' shall lead to rejection of the bid. The compliance statement should be supported by authentic documentation as evidence for substantiation wherever applicable.

- c) All pages of the Technical bid shall be numbered, indexed and the document shall be used as final for all purposes.
- d) Demand draft/Banker Cheque of Rs.25,000/- (Rupees Twenty Five thousand only) submitted as EMD and also tender fee of Rs.250/- (Two Hundred Fifty only) non-refundable is required to be submitted with the bid document. The firms/service provider having MSME document for claiming exemption from EMD/Tender Fee must be attached.
- e) Tender Acceptance Letter signed by bidder with seal as per Annexure-IV
 - (ii) Financial Bid: Should contain Price Bid only. (As per Performa for Financial Bid) (Annexure-V).

4. Opening of bids:

- (i) The Technical Bid shall be opened by the Committee on the scheduled date and time at 12.06.2023 at 04.00 pm at RIE, Bhopal.
- (ii) The Financial Bids of only those bidders who qualify in the technical bid will be opened after evaluation by the Tender Opening Board/Committee. The date and time will be 13.06.23 01 pm.

5. Rates:

- (i) Rates are to be quoted as per Performa for Financial Bid in Rupees.
- (ii) The rate should be inclusive of all taxes and shall not be subject to any change/revision during the contract period. This will not apply to the rates of new demanded vehicle (if any). Rates shall be ascertained for the same by the mutual consent of RIE Authorities and the Contractor.
- (iii) No enhancement of rates will be allowed for the job contract during the currency of contract.

6. Validity of bid:

- i) The bid shall remain valid for 20 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by RIE, Bhopal as non- responsive.
- j) The Institute may use approved rates till the end of Financial year 2023-24 for its others programme on the same terms and conditions.

7. Earnest Money Deposit:

- i) EMD amount will be accepted in the form of Demand Draft/Banker Cheque drawn in favour of Principal, RIE, Bhopal and payable at Bhopal. The bid without EMD is liable to be summarily rejected.

- ii) Without prejudice to any other right of NCERT the Earnest Money Deposit may be forfeited by the NCERT:
 - (a) if the Bidder withdraws his/her bid during the period of bid validity; or
 - (b) in case the successful Bidder refuses to sign the Agreement; or
 - (c) if the bidder fails to furnish the Performance Security.
- (iii) EMD will be refunded to the bidders within thirty days from the date of issue of award letter to the successful bidder and no interest would be paid thereon.

8. Performance Security:

The successful bidder shall be required to deposit an amount equal to 10% of the contract value. Performance Security should remain valid for 6 months beyond the date of completion of all contractual obligations. Performance Security shall be submitted in the form of Demand draft in favour of Principal, RIE, Bhopal and payable at Bhopal or in the form of Bank Guarantee issued by a Scheduled/ Nationalized/ Commercial bank. Performance will be discharged after completion of contractor's performance obligations under the contract. The above security deposit will be liable to be forfeited during the period of contract, in case breach of any terms & conditions of the contracting contractor or failure to provide any services under the contract or loss results from contractor's failure and breach of obligation under the contract.

9. Period of Contract:

The contract shall initially be for a period of the programme, which can be extended as per the requirement on mutual consent and satisfactory performance.

10. Acceptance/Termination of Bid:

The RIE, Bhopal reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason.

11. Bid Evaluation:

- (i) The RIE, Bhopal shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
- (ii) If there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, RIE, Bhopal will determine the substantial responsiveness of each bid. A substantially responsive bid is one, which conforms to all the terms and conditions of bid document without material deviation. A bid determined as substantially non-responsive will be rejected by the RIE, Bhopal.
- (iii) The evaluation will be based on financial offer made by the various bidders based on the total of all rates quoted and other merits of the offer like vehicle quality check, appearance of the staff,

Latest Registration and new model of vehicle, similar experience and past record.

- (iv) Though the bid evaluation will be based on the overall lowest total amount quoted in the Financial Bid and will be considered for placement of offer. The lowest offer/bidder will be decided on the basis of overall lowest rates quoted by the bidder (s). Further the L-1 bidder so selected will have to match the L-1 rates of other individual items quoted in the financial bid without compromising the quality and quantity of vehicle. However, it may also be noted that the RIE, Bhopal is NOT bound to accept the lowest offer and reserves the right to award the work to the higher bidder who satisfy the requirement so needed.

12. Award of Contract

- a). The issue of a work order shall construe the intention of the RIE, Bhopal to enter into contract with the successful bidder.
- b). The successful bidder shall within 01 days of issue order, give his acceptance along with performance security and sign the contract with the RIE, Bhopal

13. Signing of Contract

The signing of contract shall construe the award of contract to the bidder. Upon successful bidder signing the contract, the RIE, Bhopal shall discharge the EMD. Failure of the successful bidder to comply with the signing requirement shall constitute the sufficient ground for the annulment of the award and forfeiture of the EMD in that situation the RIE, Bhopal may at its discretion award the work to other subsequent bidder or call for fresh bids.

14. Relaxation/modification in tender:

RIE, Bhopal reserves the right to:

- Relax the tender conditions at any stage, if considered necessary for the purpose of finalizing the contract in overall interest of RIE, Bhopal.
- Re-Tender or modify the terms & conditions of the tender. It also reserves the rights to negotiate the rates with the lowest bidder.
- Accept or reject any or all of the financial bids in part or in full, irrespective of their being the lowest, without assigning any reasons.

15. TERMINATION OF CONTRACT, VACANT POSSESSION ETC.

- i) In case of loss or damage caused to any of the Building, furniture-fixtures etc. provided of RIE, Bhopal or any other during the contract period by the contractor, the cost thereof shall be recovered from the contractor and the same shall be deducted from the Security Deposit.
- ii) If the contractor commits breach of any of the aforesaid terms and conditions, the contract will

stand terminated forthwith and the contractor shall have to hand over vacant and peaceful possession of the premises to Licensor without raising any dispute whatsoever.

- iii) In case of the contractor going in liquidation, the contract shall be treated as cancelled and legal heirs/representatives or successors of the licensee shall not be entitled to claim any right over the demised premises.

16. Downloading of Tender document:

The tender document can be downloaded from the Institute's website www.riehopal.nic.in

17. Resolution of Disputes

17.01 The RIE, Bhopal and the Tenderer shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

17.02 If, after thirty (30) days from the commencement of such informal negotiations, the RIE, Bhopal and the Contractor have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism.

17.03 The dispute resolution mechanism to be applied shall be as follows:

(a) A dispute or difference arising between the RIE, Bhopal and Contractor relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the International Centre for Alternate Dispute Resolution by the Director, NCERT. The award of the Arbitrator shall be final and binding on the parties to the contract subject to the provision that the Arbitrator shall give reasoned award.

(b) The Indian Conciliation and Arbitration Act, 1996, the rules there under and any statutory modifications or re-enactments thereof, shall apply to the arbitration proceedings.

(c) If the parties fail to resolve the dispute then the dispute shall be referred to the Director, NCERT, for Arbitration. The Director may arbitrate himself/herself or in his/her discretion, may appoint any other person as an arbitrator to adjudicate upon the dispute. The decision of the arbitrator shall be final and binding on the parties.

18.04 The venue of arbitration shall be the place from where the contract is issued.

(Note: Hard copy of EMD and tender cost must be submitted in Establishment Section RIE, Bhopal before last date of tender)

Administrative Officer
RIE, Bhopal
0755-2661096

Eligibility conditions/Check List of Technical Bid Documents

S.No	Particulars	Attached supporting documentary evidence.	
		YES	Page No.
1.	Required Tender Fee (In the form of DD/BC) Rs. 250/- (Non refundable)		
2.	Required Earnest Money Deposit (EMD) (In the form of DD/BC) for Rs. 25,000/-		
3.	Copy of Firm's Registration		
4.	Copy of the PAN No of the firm		
5.	Copy of GST registration number of the Firm		
6.	Name & Address of tenderer's Bank and his current Account No (Attach copy of cancelled cheque)		
7.	Name and Address of the Contact persons to whom all references shall be made by the Council		
8.	Signature of the Bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document		
9.	A bona fide Transporter/service provider having at least 05 years of experience in providing commercial vehicles (Buses and Taxies) services for large gathering of students in any State/Central Govt. Organization/PSUs/ Autonomous bodies supported with relevant documents.		
12.	List of Institutions/Organizations (with complete postal addresses) served in the past and list of Institutions/Organizations where presently providing Taxi/Bus Services, Names, designations and telephone numbers of concerned officers in the respective Institutions/Organizations may also be indicated.		

13.	ITR for the last 03 years i.e 2020-21, 2021-22 & 2022-23		
14.	Supporting document showing Average Annual Turnover of an amount of Rs. 10.00 lakh for the last 03 years i.e. 2020-21, 2021-22 & 2022-23		
16.	An affidavit on a non-judicial stamp paper of Rs. 100/- as per Annexure VIII		
17.	Municipal/State Certificate as bonafide Service Provider, Registration Certificate of Vehicle, Copy of DL of Drivers, Insurance, PUC etc, as per As applicable law.		
18.	Local Office Address		
19.	Tender Acceptance letter as per Annexure- IV		

SPECIFICATIONS, REQUIREMENTS AND TERMS & CONDITIONS

1. The bidder should not use the non PUC vehicles during the entire National Yoga Olympiad, 2023 programme in strict compliance with the Government of India/RTO directives. Instead the bidder shall use safe and pollution free vehicles.
2. The bidder shall quote rates to provide Transportation service at RIE, Bhopal in specified Financial Bid proforma.
 - (a) The bidder shall quote rates on “per vehicle – per shift/24 Hr.” basis in Financial Bid separately for menu as given in Annexure – V. The rates should include cost of all including fuel, payment of drivers, all Taxes, Parking, Toll etc.
 - (b) The contractor shall be under obligation to provide any additional vehicle in accordance with the request of Chairperson Transportation and Bhopal Darshan Committee as per charges as per the contract. Extra vehicles to be provided during the event will be decided the by Chairperson, with prior intimation to the contractor.
3. The Contractor shall arrange for proper cleaning and hygiene of the vehicle at its own cost.
4. The Contractor shall not let out this work on sub contract or otherwise to anybody else. The Contractor will be fully responsible for breakage or damages done by them or their staff to the any asset/property, fixture and fittings providing or installed in the Institute, which is caused by them. Any loss/damage to the same will have to be made good by the Contractor, at his own cost.
5. Staff found to be not satisfactory by the administration of RIE or its representatives will be replaced immediately by the Contractor on intimation to the administration.
6. The Drivers will put on proper uniform as prescribed by the Administration. White/Khakhi dress, caps, shoes will also be necessary to be put on by drivers while on duty.
7. All staff of the contractor will have photo identity cards so that entry is restricted to only legitimate persons to the RIE, Bhopal.
8. Cleanliness and hygiene of the staff employed for vehicles should be of extra ordinary level. Staff with any contaminating disease should be immediately withdrawn from service by the Contractor.
9. The contractor shall use only commercial vehicles.
10. Smoking, consumption of tobacco, alcohol or any other narcotic substance is strictly prohibited in the Institute premises and while on duty. The contractor and its deployed staff has to take care of the same strictly.
11. The Bidder shall not sublet the tender awarded to it by RIE.
12. A flat fine of Rs. 2000/- per occasion will be imposed by RIE authority/ its authorized committee for breach of contract with respect to not maintaining the quality/ quantity/lack in service/non-conforming to rules as per agreement.
13. Payment will be made after completion of the programme on submission of bills along with

- required supporting documents, Log books etc. and satisfactory certifications by the Transportation and Bhopal Darshan Committee. No advance payment will be made at any stage. Any offer linked with the advance payment is liable to be disqualified.
14. Vehicle will be provided for checking at free of cost by the contractor to RIE Transportation and Bhopal Darshan committee for ensuring quality, cleanliness and other parameters as and when required. The visit shall be made randomly with a purpose to check the quality of vehicles to be provided.
 15. The Contractor for Transportation Services shall broadly cover the following jobs.
 - a. Pickup and dropping of the guests and officials as and when required from Airport/Railway Station/Bus stand.
 - b. Bhopal Darshan on places decided by the Transportation and Bhopal Darshan Committee.
 - c. Transportation of the officials and students/guests within and outside Institute premises.
 - d. Transportation from RIE, Bhopal to Ravinder Bhawan, (New), Bhopal.
 - e. To provide 24x7 vehicle facility as per the demand.
 16. Cleanliness:
 - (a) Cleanliness of the vehicles shall have to be arranged by the Contractor employing his own staff at his own cost.
 - (b) Air perfumes of good quality shall be used by the Contractor at his own cost in AC Vehicles
 17. The Vehicles have to reach the destination well in advance and before 15 minutes in any case.
 18. In case of breach of any conditions of the contract and for all types of losses caused by the Contractor, RIE shall make deductions as deemed suitable from the bills preferred by the Contractor or can recover the amount from Security Deposit.
 19. A Transportation committee/Officials of RIE will make a surprise check as & when needed. In the event of any lowering of quality/ quantity, the bidder will be liable for penal action/termination of the contract and then the performance security deposit amount will be forfeited.
 20. In case the Contractor fails to execute/ perform the assigned works or a part thereof, RIE shall be authorized to make suitable deductions as deemed fit by RIE from the bills of the Contractor and damages will be charged to extent of loss.
 21. The Staff employed including Drive/Conductor by the Contractor should be courteous civil and polite in behaviour towards all the Guest/Participants and the RIE establishment.
 22. The Contractor shall have to deploy sufficient number of staff and supervisors to ensure complaint free servicing.
 23. RIE is NOT bound to accept the lowest offer and reserves the right to award the work to more than one bidder depending upon urgency and requirement.

In case any proceedings are initiated against the contractor by any Court/Municipal/or Govt. Authority under the provisions or by RTO or any other law/rule or regulation applicable in such matter, the contractor shall be solely and directly liable and responsible for that.
 24. The expenses for execution, registration charges, stamp duty etc. relating to the agreement shall be borne by the contractor.

25. It will be the sole responsibility of the Contractor not to engage any person with criminal record, child labour, insane person or any such person who is not supposed to become part in such events.

Other TERMS AND CONDITIONS OF CONTRACT

26. The bids must be accompanied with a Bank Draft/Pay Order issued by any Nationalized/Scheduled Bank for Rs.10,000/- (Rupees Ten thousand only) only in favour of Principal, RIE, Bhopal.
27. The Technical Bids shall be opened at Regional Institute of Education, Shymala Hills, Bhopal – 462002 by a duly constituted Committee in the presence of such Bidders or their authorized representatives as may desire to be present at the time of opening of bids.
28. It is the responsibility of Bidders to read all the terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms and conditions are liable to be rejected. The bidder should sign the undertaking along with the bid document that he has read the complete tender document and will abide by its terms & conditions.
29. The financial bids shall be opened at Regional Institute of Education, Shymala Hills, Bhopal – 462002 and shall be evaluated on the basis of recommendation of the Tender Committee on following basis but not limited to -
- i) Quality of Vehicles
 - ii) Quoted rate and reasonability of rate as recommended
 - iii) Previous experience in such kind of events.
30. The bid shall contain no erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.
31. If, even after award of contract, any information/facts submitted by the bidders are found misleading/incorrect/false etc., RIE, Bhopal reserves the right to terminate the contract.
32. The successful bidder has to furnish interest free Performance Security Deposit @ of 10% of the total value of the order in the form of Account Payee Demand Draft or Bankers Cheque from a Commercial Bank drawn in favour of **“Principal, Regional Institute of Education, Bhopal” payable at Bhopal**. This has to be given within stipulated period as mentioned in the letter of award of contract. The Security Deposit will be valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be paid on such deposits. It may be noted that the Performance Security shall stand forfeited in the event of the firm fails to comply with the terms and conditions of the contract and thereafter the contract shall be treated as cancelled.
33. The Earnest Money Deposit will be refunded to the unsuccessful bidders after finalization of tender, without any interest.
34. However, the Earnest Money of the successful bidder will be liable to be forfeited, if the bidder

does not fulfill any of the following conditions:

- (a) The successful bidder shall have to deposit Security deposit before award of work order. The security so deposited with Regional Institute of Education, Shymala Hills, Bhopal – 462002, shall not carry any interest.
- (b) To undertake the work from the specified date mentioned in the award letter.
35. The successful bidder will have to execute the complete contract as per demand and rates as given in the price schedule/Financial Bid document as per Annexure-IV attached with this Tender Document.
36. The successful bidder will be responsible for executing the complete contract at his own cost as per the requirement, irrespective of time. In case of any fault, delay etc., 'risk purchase' will be made by the RIE, Bhopal out of the Security Deposit of the said Contractor (this includes the difference between the tender rate and risk purchase plus incidental charges).
37. In case of supply of contracted items/services, if such articles/ services are found deficient in quantity or quality and not of standard quality or not supplied in time, a deduction of 10% will be made from the bill as penalty or as decided by the Principal, Regional Institute of Education, Shymala Hills, Bhopal – 462002. Repeated faults/delays may result in forfeiture of part or whole of Security Deposit and even termination of the contract.
38. The successful bidder will ensure compliance of all the relevant provisions of the prevailing Laws.
39. Regional Institute of Education, Shymala Hills, Bhopal – 462002 reserves the right to visit the existing or the past customers of the bidder to ascertain the quality of work performed by the bidder and in case any negative report is received against the bidder, the bid may be rejected. Also in case any information provided by the bidder is found to be false, such bid may be rejected and part or whole of the security forfeited.
47. The successful bidder will submit the bill in triplicate to Principal, Regional Institute of Education, Shymala Hills, Bhopal – 462002 for arranging the payment. Payment will, as far as possible, be made within 30 (thirty) days from the date of receipt of bill after deduction of tax as per rules through NEFT/RTGS system.
48. The Earnest Money of the successful bidder will be refunded after depositing of the Security Money against the contract. However, the same will not carry any interest.
49. Conditional/Incomplete offers not conforming to tender document will be rejected.
50. The bidder shall submit the ITR for the last three financial years (i.e. 2020-21, 2021-22 & 2022-23) of the Firm/Proprietorship Firm. However, ITR of individual, other than proprietor, will not be considered /accepted in any case by the RIE.
51. GST Registration No., and PAN of the bidder shall be submitted along with the bid document.
52. No Advance payment will be made; any offer linked with advance payment is liable to be disqualified. However, part payment can be considered by the NCERT on request by the firm.
53. After being declared successful, if the bidder fails to execute the contract as per the terms stipulated in the tender, the EMD will be forfeited and the bidder will be blacklisted / debarred

from participating in any future bid/tender for a period of two years in the Institute.

- 54 The decision on acceptance of tender will lie with the competent authority of RIE, Bhopal who do not bind themselves to accept the lowest quotations received, without assigning any reasons.
- 55 The Principal, RIE, Bhopal reserves the right at the time of award of contract to increase or decrease the quantity without any change in terms & conditions.
- 56 The Inspection Team of RIE, Bhopal will be entitled to check the suitability of the vehicles by short trip.
- 57 Any violation of the laws would be liable to result in cancellation of contract, forfeiture of performance security deposit apart from any other penal action that such violation may entail.
- 58 The contractor shall certify the professional qualifications/experience as also the character/antecedents of all personnel deployed by him at the campus venue. Any incident of unprofessional or untoward conduct leading to endangering public safety or the well-being of persons present at the campus venue, will invite penal action which may extend to cancellation of contract, forfeiture of performance security deposit apart from any other penal action that such violation may entail.
- 59 The contractor shall also be responsible for maintaining safety of operations while driving. He shall also be bound with the orders/instructions issued in that regard from time to time by the Regional Institute of Education, Shymala Hills, Bhopal – 462002. Failure to conform to the safety requirements and failure to comply with any orders/instructions in this regard shall be liable to result in penal action including cancellation of contract, forfeiture of performance security deposit apart from any other penal action that such violation may entail.
- 60 The contractor will be required to furnish a certificate (as per annexure-VI) at the time of submitting the tender to the effect of accepting the condition of allowing prior inspection of his facilities including vehicles, Drivres, Garage, by designated team of RIE, Bhopal within 02 days from the date of issue of offer letter from RIE, Bhopal and the expenditure towards the inspection will be borne by the contractor.

ANNEXURE-III

Proposed requirement of vehicle

S. No.	Type of Vehicle	Rates Required	Rates Required	Rates Required	Rates Required	Rates Required
1	40 Seated Bus (non AC)	8 Hr. 80 Km.	10 Hr. 100 Km	24 Hr. (250 Km)	Bhopal To Sanchi & Back	Airport Pickup/drop
2	40 Seated Bus (AC)	8 Hr. 80 Km.	10 Hr. 100 Km	24 Hr. (250 Km)	Bhopal To Sanchi & Back	Airport Pickup/drop
3	23 Seated Bus (non AC)	8 Hr. 80 Km.	10 Hr. 100 Km	24 Hr. (250 Km)	Bhopal To Sanchi & Back	Airport Pickup/drop
4	23 Seated Bus (AC)	8 Hr. 80 Km.	10 Hr. 100 Km	24 Hr. (250 Km)	Bhopal To Sanchi & Back	Airport Pickup/drop
5	Traveller 12 seated	8 Hr. 80 Km.	10 Hr. 100 Km	24 Hr. (250 Km)	Bhopal To Sanchi & Back	Airport Pickup/drop
6	Innove - Crysta	8 Hr. 80 Km.	10 Hr. 100 Km	24 Hr. (250 Km)	Bhopal To Sanchi & Back	Airport Pickup/drop
7	Innova	8 Hr. 80 Km.	10 Hr. 100 Km	24 Hr. (250 Km)	Bhopal To Sanchi & Back	Airport Pickup/drop
8	Dzire	8 Hr. 80 Km.	10 Hr. 100 Km	24 Hr. (250 Km)	Bhopal To Sanchi & Back	Airport Pickup/drop
9	Etioz	8 Hr. 80 Km.	10 Hr. 100 Km	24 Hr. (250 Km)	Bhopal To Sanchi & Back	Airport Pickup/drop

Annexure-IV

To,

The Principal, RIE
Shyamla Hills Bhopal.

Sub: Tender Acceptance letter

Sir,

I hereby undertake that I have read and understood the entire tender document and accept & agree to comply with the same. I also accept and agree that any subsequent Addendums and Corrigendum if issued in this regard I shall comply accordingly.

Signature of the Authorized Signatory
of the Bidder
with seal of firm

Date:

Place:

PROFORMA FOR FINANCIAL BID

To,

The Principal, RIE
Shyamla Hills Bhopal.

Subject: Quotation for providing Transportation Services in at National Yoga Olympiad, 2023 to be held at RIE, Shyamla Hills, Bhopal.

Sir,

With reference to your Tender F.No.RIEB/ National Yoga Olympiad, 2023/Transportation/ dated On the subject mentioned above, the undersigned have read the terms and conditions of the Tender and quote the rates are as under:-

S. No.	Type of Vehicle	8 Hr. 80 Km.	10 Hr. 100 Km	24 Hr. (250 Km)	Bhopal To Sanchi & Back	Airport Pickup/drop
1	40 Seated Bus (non AC)					
2	40 Seated Bus (AC)					
3	23 Seated Bus (non AC)					
4	23 Seated Bus (AC)					
5	Traveller 12 seated					
6	Innove - Crysta					
7	Innova					
8	Dzire					
9	Etioz					

I/We undertake that if our bid is accepted we will provide Transportation Services in accordance as specified in the Schedule of Requirements and Specifications.

I/We undertake that I/we shall furnish the Performance Security within one day after issue of notification of award for an amount equal to 10% of the contract value in the form of demand draft or Fixed Deposit Receipt (in original) or Bank Guarantee in an acceptable form from any Nationalized/Commercial Bank in favour of Principal, RIE, Bhopal. Performance Security shall remain valid for a period of 2 months beyond the date of completion of all contractual obligations of the supplier. No interest will be paid on amount, the same will be refunded when the contract is over and after clearing all dues in respect of PNG charges, electricity and water charges and license fee etc.

I/We also agree to abide by this Bid validity period of 180 days from the date of opening of Technical Bid. It shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

I/We understand that you are not bound to accept the lowest or any bid you may receive.

I/We attach here with an affidavit confirming that the information furnished in the Bid is correct to the best of our knowledge and belief.

I/We clarify/confirm that we comply with the eligibility requirements of the bidding documents till our contract remain in operation/force.

Dated this _____ day of _____ 2023

Signature of the Authorized Signatory
of the Bidder with seal of firm

Date:

Place:

AGENCY DETAILS

(Including performance records, financial viability etc.)

1. Name of Agency (Copy to be enclosed) :
2. Status of ownership of the firm(Proprietary/Partnership/Company) (Copy to be enclosed)
3. Registration No. for Transportation/Taxi Services (Municipal Corporation) (Copy to be enclosed):
4. GST Registration No. (Copy to be enclosed) :
5. PAN Number (Copy to be enclosed) :
6. Income Tax A/C No. & Tax Paid During Last three Year(Copy to be enclosed): 7.Tin Number of the Agency if any (Copy to be enclosed) :
7. Registration Certificate of vehicles. (Copy to be enclosed) :
8. No. of Manpower (Qualified, Skilled and Unskilled) Available with the firm as on date as per the Master Rolls. (Copy to be enclosed) :
9. Telephones / Mob Nos. :
10. Residential Address :
11. Banker's Name & Address(Copy of cancelled CTS 2010 cheque/NEFT details to be enclosed) :
12. Experience (Years) :
13. Minimum average annual turnover of Rs
14. List of Major Clients(Enclose copy of Orders/Contracts : alongwith Items Details/ list of Completion certificate, Performance Report)
15. Any Capabilities for award of contract.
Other

Signature of the Contractor Name/Firm Address

Date:

Place:

EXPERIENCE CERTIFICATE

Certified that M/s.....has awarded the contractor for supply of Taxies/Buses/Office Car in this PSU/Government Department, satisfactorily for the period fromto.....

Authorised signatory with Office Seal /Rubber Stamp

OR

The bidder is required to furnish the copy of the contract paper/ work order from the concerned organizations where similar types services were done.

An undertaking enclosed at Annexure of the tender/bid document on non- judicial stamp paper of Rs. 100/- attested by notary

UNDERTAKING

I/We have read and understood the contents of tender and agree to abide by the terms and conditions of this tender and undertake the following.

1. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as mentioned in the bid document.
2. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the government have banned/suspended business dealing.
3. I/We agree that all disputes, if arising related to this tender, shall be within the jurisdiction of courts of Bhopal.
4. I/we undertake that the firm/company etc has never been blacklisted by any of the Central/Govt. Organization and no criminal case is pending against the firm/company.
5. That the information supplied by the firm/company/bidder in the bid are true and nothing has been concealed and in case at any stage any information is found false our EMD/ Performance Security can be forfeited and our tender can also be rejected by the Institute.
6. An Inspection Team to be nominated by the RIE, Bhopal may make surprise inspection to ensure proper maintenance and hygiene of the Vehicles as laid down in the standard at any time.
7. In the event of any short-fall in respect of supply of vehicle as demanded by RIE, Bhopal or deficiency of Service will make me liable for termination of the contract or / and the RIE, Bhopal Authorities can make suitable recovery from the performance Security Deposit for any breach of Contract.

Signature of the tenderer/bidder)

Name: Designation with seal of the firm/company

Date:

Place :

To,

The Principal, RIE
Shyamla Hills Bhopal.

PROFORMA FOR TECHNICAL BID

S.No	Particulars	Attached supporting documentary evidence.	
		YES	PageNo.
1.	Required Tender Fee (In the form of DD/BC) Rs. 250/- (Non refundable)		
2.	Required Earnest Money Deposit (EMD) (In the form of DD/BC) for Rs. 25,000/-		
3.	Copy of Firm's Registration		
4.	Copy of the PAN No of the firm		
5.	Copy of GST registration number of the Firm		
6.	Name & Address of tenderer's Bank and his current Account No (Attach copy of cancelled cheque)		
7.	Name and Address of the Contact persons to whom all references shall be made by the Council		
8.	Signature of the Bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document		
9.	A bona fide Contractor having at least 05 years of experience in providing Transportation/Taxi services for large gathering of students in any State/Central Govt. Organization/PSUs/ Autonomous bodies supported with relevant documents.		
12.	List of Institutions/Organizations (with complete postal addresses) served in the past and list of Institutions/Organizations where presently providing Transportation/Taxi Services, Names, designations and telephone numbers of concerned officers in the respective Institutions/Organizations may also be indicated.		

13.	ITR for the last 03 years i.e 2020-21, 2021-22 & 2022-23.		
14.	Supporting document showing Average Annual Turnover of an amount of Rs. 10.00 lakh for the last 03 years i.e. 2020-21, 2021-22 & 2022-23.		
16.	An affidavit on a non-judicial stamp paper of Rs. 100/- as per Annexure VIII		
17.	Municipal/State Certificate as bonafide Transportator/Tour/Taxi Operator etc, as per applicable law.		
18.	Valid Driving license issued by RTO, Insurance, PUC, Fitness and RC of the vehicles.		
19.	Tender Acceptance letter as per Annexure-IV		
20	Note: Scanned photocopies duly signed by the authorized signatory of all documents from Sr. 01 to 08above may be submitted together with the technical bid.		

1. It is to certify that above information are correct and duly certified copy of relevant documents in the proof of above is enclosed herewith. All pages of the Technical bid have been numbered, indexed and the document is final for all purposes.
2. All the above mentioned documents have been scanned & submitted along with bid documents.

Signature of the Authorized Signatory
of the Bidder
with seal of firm

Date:
Place:

Compliance Statement Certificate

I/we do hereby state that each item under instructions to bidder and scope of work as per Annexure II has strictly been complied and nothing has been concealed or left as required in the tender document.

Authorised signatory with Rubber Stamp

Date :

Place:

NO RELATION CERTIFICATE

I/We hereby certify that none of my relatives as defined in the bid document is/are employed in RIE, Bhopal. In case at any stage, it is found that the information given by me/us is false/incorrect, RIE, Bhopal shall have the absolute right to take any action as deemed fit without prior intimation to me/us.

Authorized signatory with Rubber Stamp

Date :

Place:

UNDERTAKING

I/We undertake that our firm having minimum infrastructure like Sufficient numbers of Buses, Taxies, SUVs; trained manpower and garage and any other item/equipment that they may deem necessary for proper and efficient functioning of such Vehicles. Our Vehicles are totally fit and are equipped with major accessories as usually required for such kind of operation in the business. We are authorized to provide such services to the people/Institutions and we are never blacklisted or/and debarred from any contract.

Authorized signatory with official Seal / Rubber Stamp

Dated:

Place: