



**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY (SVNIT), SURAT**  
(‘Institute of National Importance’, status granted by NIT Act in 2007)

**TENDER DOCUMENT  
FOR  
HIRING OF MONTHLY/DLY BASIS VEHICLE SERVICES**

Sardar Vallabhbhai National Institute of Technology, Surat Gujarat India 395007

**Time schedule for tender process:**

Date of publication of tender notification on CPP Portal	2 <sup>nd</sup> January, 2025
Last date and time for submission of online bids on CPP portal	23 <sup>rd</sup> January, 2025, 3:00 p.m.
Date and Time of the opening Technical Bids	24 <sup>th</sup> January, 2025, 3:30 p.m.
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers

***Note: This tender document contains 21 pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages while submitting their bids.***

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## INDEX

<b>S.No</b>	<b>Particulars</b>	<b>PageNo.</b>
1.	Introduction	3
2.	Notice Inviting Tender	3-4
3.	Submission of Bids	4-5
4.	Technical Eligibility Criteria	5-6
5.	Financial Bid	6
6.	Scope of work	6-7
7.	General Terms & Conditions	7-10
8.	Liquidated Damages	10
9.	Terms of Payment	10-11
10.	Security Deposit	11
11.	Conciliation/ Arbitration	12
12.	Applicable Law And Jurisdiction	12
13.	Annexure – I (Technical Bid)	13-14
14.	Annexure – IA (Details of vehicles)	15
15.	Annexure – II (Financial Bid)	16-17
16.	Annexure –IIA (Financial Bid)	18-19
17.	Annexure – III (Bank Guarantee format for Security Deposit)	20-21

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## 1. INTRODUCTION

The institute was initially established as Sardar Vallabhbhai Regional College of Engineering & Technology in 1961. The Institute has been granted the status of 'Institute of National Importance' w.e.f. Aug. 15, 2007. The Sardar Vallabhbhai National Institute of Technology (SVNIT) is one of the pioneering engineering institutions of the country, which has contributed many outstanding engineers in India and abroad. It is conducting eleven UG programs, twenty-one PG programs, three integrated five years M.Sc. programs, dual degree B. Tech + MBA program, PG programs by research, and Ph.D. programs in all disciplines of engineering and applied sciences. Special attention is given to interdisciplinary research all across departments. The institute has an excellent placement record and growing by high pace in research as well.

## 2. NOTICE INVITING TENDER

- 2.1 The Sardar Vallabhbhai National Institute of Technology (SVNIT), Surat invites Online tenders through CPP Portal from reputed DLY/vehicle service agencies under "**TWO BID SYSTEM**" for hiring of a single agency to provide premium SUV vehicles (Innova, Innova Crysta, or equivalent) for monthly vehicle service and electric/CNG/Petrol/Diesel vehicles for day-to-day hiring of vehicles for SVNIT, Surat - 395007.
- 2.2 The selected agency after due tender process will be required to execute a service contract initially for a period of one year, extendable on mutual consent of both the parties for another two years on year-to-year basis subject to the satisfactory performance of the agency during the contract validity period and on the same terms and conditions as per the original contract. Therefore, the bidders should not seek any revision in rates during the currency of the contract or at the time of extension of contract after first year or subsequent years thereafter.
- 2.3 The details of the tender are given below:-
- (a) Description of Services: Hiring of a single agency for provide premium SUV vehicles (Innova, Innova Crysta or equivalent) for monthly Taxi service and electric/CNG/Petrol/Diesel vehicles for day-to-day hiring of vehicles for SVNIT, Surat – 395007.
  - (b) Closing date & time for submission of bids: **3:00 P.M. on 23<sup>rd</sup> January, 2025**
  - (c) Date & time of opening of Bid :-
    - (i) Technical bid will be opened **on 24<sup>th</sup> January, 2025 at 3:30 P.M.** (in presence of the tenderers or their authorized representatives, who wish to attend. However, there shall be no extension or postponement only for the reason of non-attendance of the bidders/authorised representatives of bidders during bid opening.
    - (ii) **Financial bid** : After evaluation of Technical Bid, date & time will be

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informed to technically qualified bidders only. Financial bid of only the technically qualified bidders will be opened on a such specified / informed date.

(iii) **Bid validity period** :90 days from the date of receipt of financial bid.

- 2.4 **"TWO BIDS SYSTEM"** shall be followed for this tender. Bids received shall be evaluated as per the criteria prescribed in the tender document. SVNIT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender terms and conditions specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work.
- 2.5 Late bids i.e. bids received after the specified date and time, due to whatever reason, shall not be considered.
- 2.5 The tender document is not transferable to any other person. The tender document can be downloaded from the SVNIT's official website [www.svnit.ac.in](http://www.svnit.ac.in) as well as from Central Public Procurement Portal i.e. <https://eprocure.gov.in/epublish/app> for reference.
- 2.6 Clarification, if required, relating to downloading or registration of this tender on CPP portal or for grievance related to online bidding condition, bidding process and/or rejection of bid can be sought from :-

Dr. Manish K Rathod, Chairman, Tender Committee, Associate Professor,  
DoME, SVNIT, Gujarat – 395007 Phone No. 09904003856  
email ID : [mkr@med.svnit.ac.in](mailto:mkr@med.svnit.ac.in)

- 2.7. The grievance related to bidding condition shall be sent in writing at least 10 days in advance of the stipulated date of submission of bid.

### 3. **SUBMISSION OF BIDS**

- 3.1 The bidders may submit duly filled and completed bidding document OFFLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
- 3.2 The bidders shall submit their bids in two parts consisting of Part-I (Technical Bid as per ANNEXURE – I and I(A)) alongwith the supporting documents, EMD of the Tender of Rs. 30,000/- (Rupees Thirty Thousand only) and Part-II (Financial Bid as per ANNEXURE – II and II(A)). The EMD should be submitted in the form of Demand Draft drawn in the name of "Director SVNIT MHRD Fund", payable at Surat.
- 3.3 The main sealed cover should contain within it, the following two envelopes viz.
- (i) Part-I: A sealed Envelope superscribed as "Technical bid" consisting of duly filled ANNEXURE – I and I(A) along with supporting

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- documents, EMD.
- (ii) Part-II: A sealed Envelope superscribed as “Finance Bid” consisting of duly filled and signed ANNEXURE – II and II(A).
- 3.4 The bids shall be liable for rejection if not submitted in the prescribed format or if complete information is not given or the data asked for in the tender document is not filled.
- 3.5 This tender document is being issued with no financial commitment and SVNIT reserves the right to change or vary any part thereof or foreclose the case at any stage. SVNIT also reserves the right to reject any or all of the offers by providing adequate reason for doing so through email to the concerned bidder or all bidders, as the case may be. SVNIT also reserves the right to disqualify any vendor, should it be necessary, at any stage on grounds of National Security or any other ground which shall be informed to the concerned vendor through suitable form of communication.
- 3.6. The terms and conditions mentioned at section 7 should not be altered by the tenderer/bidder. No paper shall be omitted from the tender document.
- 3.7. The name and address of the tenderer must be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender.

***The interested bidders are advised to read carefully the entire tender document before submitting their tender. The tender documents not received in time or not in prescribed format or found incomplete in any respect will be summarily rejected.***

***The bidders are required to sign each and every page of this tender document for acceptance of terms and conditions and submit along with their bids.***

#### **4. TECHNICAL ELIGIBILITY CRITERIA**

- 4.1 Office of the Service Provider must be located in the Gujarat State. The firm/Company/Agency should not be blacklisted by any department of Central/State Government.
- 4.2 Only registered Firm/Company/Agency shall be eligible to apply. **(Please attach a copy of Registration No. of Firm/Company/Agency with the technical bid.)**
- 4.3 The tenderer / bidder should have a minimum average annual turnover of Rs. 25 lacs during any two consecutive financial years in last three years i.e. 2021-22, 2022-23 and 2023-24 **(Audited balance sheet duly certified by the registered Chartered Accountant must be attached with technical bid).**
- 4.4 Experience of supply of cars in Central / State Government / PSUs / Private reputed Companies / Banks etc. atleast in last 3 years **(Copy of work orders along with work completion certificate to be attached).**

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- 4.5 The tenderer/bidder should have valid PAN Card. **(Attach a copy of the same with the Technical Bid).**
- 4.6 The tenderer/bidder should have valid GST Number **(Attach a copy of the same with the Technical Bid).**
- 4.7 The agency applying for empanelment should not have been blacklisted by any Ministry/ Department/ Organisation/ PSU/ Autonomous Body. **(Self-certification on the letter head of the Agency shall be enclosed).**
- 4.8 Earnest Money (EMD) of Rs. **30,000/- (Rupees Thirty Thousand only)** in the form of Demand Draft drawn in the name of "Director SVNIT MHRD Fund", payable at Surat.

## 5. **FINANCIAL BID**

- 5.1 The contract will be awarded to ***L-1 bidder/agency of Annexure-II (A)-(3), provided the L-1 bidder/agency may agree to match the lowest rates quoted by any of the agencies in column (B)-(3), (B)-(4) and (B)-(5) of Annexure-II (A).***
- 5.2 L-1 of Annexure-II is essentially required to match the lowest rates of each column of row (B) of Annexure-II (A) so that a single agency is engaged for providing both monthly as well as day-to-day hiring services at lowest rates. In case L-1 of Annexure-II does not agree to match the lowest rates of Annexure-II (A) or withdraws bid within bid validity period or expresses inability to perform contract after its award or issue of Letter of Award, EMD of such bidder shall be forfeited. **Bidders are informed that the majority requirements are of Premium SUV (Innova, Innova Crysta, or equivalent) on monthly basis. Day-to-day hiring requirement is comparatively low.**
- 5.3 In case of multiple L-1 of Annexure-II who agree to match the lowest rates of Annexure-II (A) as described above, the contract will be awarded to the agency having higher number of vehicles. If number of vehicles is also equal, then the contract will be awarded to the agency having higher number of vehicles purchased in year 2024, then 2023, and so on.

## 6. **SCOPE OF WORK**

The SVNIT, Surat requires the services of reputed well established vehicle Service Provider Company / Firm / Agency (hereinafter referred to as Agency) to provide Premium SUV (Innova, Innova Crysta, or equivalent) on monthly hiring basis and electric / CNG / Petrol/Diesel vehicles on day-to-day hiring i.e. on-call basis for local / outstation journeys. Tenderer shall be able to supply on hire electric/CNG/Petrol/Diesel AC cars of Sedan or premium Sedan or 7-seater premium SUVs for local as well as for outstation journeys for use by SVNIT officials. However, no definite volume of work can be guaranteed during the currency of the contract and no assurance can be given as to the quantum of the requirements in advance at the time of tender. SVNIT requires Premium SUV (Innova, Innova

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Crysta, or equivalent) on monthly basis. **Normally duty hours will be 08:00 AM to 08:00 PM daily.** However, vehicle can be called for anytime with a prior 30 minutes notice. Further, for better administrative control, the vehicle will be parked at SVNIT, Surat during the duty hours. Use of vehicles by the contractor for any purpose except for SVNIT, Surat is strictly prohibited during the contract period. Notice period for regular requirements will be one day in advance and telephonic intimation shall be considered as notice.

## **7. GENERAL TERMS & CONDITIONS**

- 7.1 The offline bids will be accepted by **SVNIT upto 3:00 P.M. on 23<sup>rd</sup> January, 2025.** Any bid received at SVNIT after the above prescribed deadline shall neither be accepted nor considered.
- 7.2 The EMD of Rs. 30,000/- shall be forfeited if: -
- The bidder withdraws his bid during the period of bid validity.
  - In the case of failure of successful bidder to furnish the required Security Deposit within the specified time limit.
  - The bidder amends offer, rates or terms during the validity of the offer.
  - On emerging as L-1 for monthly hiring of vehicle as per Annexure-II, such L-1 bidder declines to match in Annexure-II (A) the respective lowest rates of each column of row (B), which might be quoted by any bidder
- 7.3 The EMD of the successful bidder shall be discharged only after furnishing of the required security deposit. EMD of unsuccessful bidders will be returned within 30 days of the signing of contract between SVNIT and the successful bidder/agency.
- 7.4 The bid shall have a minimum validity period of 3 months from the date of receipt of the bid at SVNIT.
- 7.5 The tenderer / bidder shall provide cars of models from the year 2020 or newer in excellent working condition, engine-wise as well as appearance-wise. The concerned tenderer / bidder shall also ensure that the odometers of such taxi- cars/ are in perfect working order.
- 7.6 All vehicles provided shall have all the necessary permits/licenses/clearances such as, but not limited to fitness certificate, PUC, full comprehensive insurance, road permit, registration certificate, as per the Motor Vehicles Act, RTO and other applicable laws and statutory bodies, for providing vehicles for this service. SVNIT shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to SVNIT have to be suitable compensated by contractor.
- 7.7 All vehicles provided shall be air conditioned and shall be equipped with an emergency medical first aid kit and a fire extinguisher.
- 7.8 All vehicles should always be in excellent working condition (both internally and externally).

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- 7.9 The agency shall ensure that the vehicles deployed are cleaned thoroughly both internally and externally, boot kept clear of dust, rubbish, oil, bad odour and any personal belongings of the driver.
- 7.10 The contractor shall send the vehicle for periodical servicing at his own cost. SVNIT will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be to the contractor's liability
- 7.11 All vehicles deployed shall arrive at designated location on time and with full or sufficient tank of fuel/ full charged battery. In addition, the driver should have enough money at his disposal to purchase additional fuel, if required during the course of journey. SVNIT will not make any arrangement for providing fuel for such Taxis or advance money for such purposes (including for outstation journeys).
- 7.12 The vehicle deployed shall be parked in SVNIT campus during the duty hours from 8:00 AM to 8:00 PM and cannot be taken out without written permission from the Competent Authority of SVNIT.
- 7.13 The drivers of the vehicles must possess a valid driver license and must have a minimum 2 years of driving experience. The drivers should possess sound health and be free from diseases and while on duty wear a valid Identity card with proper uniform issued by the Agency.
- 7.14 The drivers of the vehicles must have a working mobile number for easy contact by the passenger. It must also always have an active internet connection where google maps can be accessed, to navigate the shortest and/ or fastest route possible avoiding traffic jams. The driver shall be always reachable during duty hours.
- 7.15 The drivers of the vehicles deployed should maintain polite & courteous behaviour towards the passenger. "Misbehaviour" which may include, but not limited to, consumption of alcohol during or prior to duty, denial of duty during service hours as defined by SVNIT, use of abusive language, theft, shall attract deduction as per provisions of the contract.
- 7.16 A daily record indicating time and mileage for each vehicle hired on monthly basis shall be maintained by the driver in a log book in a format as per Govt. instructions and the log book shall be submitted to the concerned officer in SVNIT, Surat regularly for scrutiny. In case of taxi hired on day-to-day basis, duty slip duly signed by the user and journey commence and end reading of odometer shall be provided with bill.
- 7.17 Individual signing the tender document or other documents connected with the tender must specify whether he signs as:-
- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - (b) A partner of the firm if it is a partnership, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes

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concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

- (c) Director or Principal Officer duly authorized by the Board of Directors of the Company.
  - (d) In case of (b) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of power of attorney should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (c) the person signing the tender document should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.
- 7.18 The tenderer / bidder is required to quote the vehicle specifications as per **Annexure-I (A)**. The specifications should be clearly written and there should be no overwriting.
- 7.19 The vehicles shall be provided, as and when required, at the SVNIT, Surat. The vehicles must have the following accessories / utilities :-
- (a) Clean seat covers
  - (b) Good quality radio music system
  - (c) Tissue paper box
  - (d) Car perfume
  - (e) Mobile charger
  - (f) Seat Belts (Front Rear)
  - (g) Reading light
- 7.20 The tenderer / bidders are required to quote rates as per **Annexure – II & II (A)**. The Bidder shall quote the rates in figures as well as in words. The figures should be clearly written and there should be no overwriting. **In the event of any difference between the figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the individual totals shown in the Price Bid, the individual totals shall prevail.**
- 7.21 Any act on the part of the tenderer / bidder to influence anybody for favourable treatment / preference would make him liable for rejection of his tender.
- 7.22 SVNIT shall have the absolute right not to accept a particular driver without assigning any reason, whatsoever, to the agency. The concerned agency on its part shall be responsible to replace such driver(s) at once.

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- 7.23 The concerned agency shall be fully responsible in case of any violation of traffic rule(s) by the drivers of the taxi-cars deployed on duty of SVNIT as also in the event of any loss, damage or accident involving such taxi-cars. SVNIT shall have no liability, whatsoever, in this regard.

## **8. LIQUIDATED DAMAGES**

SVNIT reserves the right to terminate the contract at any time by giving one month's written notice to the agency, if the services are found unsatisfactory, and also has the right to award the contract to any other agency at the cost, risk and responsibility of the agency and excess expenditure incurred on account of such award/hiring will be recovered by SVNIT from Performance Security Deposit or pending bill or by raising a separate claim as the case may be against the defaulting agency.

## **9. TERMS OF PAYMENT**

- 9.1 Counting of mileage (Kilometers) and timing (duration of hire) will start from SVNIT Surat.
- 9.2 The rate applicable to a particular slab shall be payable if a vehicle exceeds either the duration or the kilometers of the previous slab.
- 9.3 Parking and Toll Tax shall be paid on the spot by the concerned agency (through their drivers) and the same shall be reimbursed to the agency on monthly basis along with monthly bills for payment.
- 9.4 The agency will maintain monthly payment data. The payment shall be released on monthly basis on submission of bill in duplicate along with copy of log book by the agency to member secretary of tender committee within 15 days.
- 9.5 The agency shall ensure that a proper account of each and every journey made by the taxi-cars deployed to SVNIT is maintained by the respective drivers and is submitted to the Officer of SVNIT along with the bill.
- 9.6 In case, the agency fails to deploy the actual number of taxi-cars required by SVNIT, on a particular day/occasion, SVNIT shall be free to make alternate arrangements of equivalent standard from other sources. The entire and actual cost incurred by SVNIT on making such alternate arrangements shall be fully borne by the defaulting agency without any reference to the hire charges applicable under the contract with him. Such cost will be deducted from the bills submitted by the agency and payment will be made by reducing the bill amount accordingly. The agency shall be barred from claiming for such short payment.
- 9.7 In case of any breakdown of a particular taxi-car deployed on hire to any of the concerned Official/guest during the course of a particular journey, the tenderer / bidder shall bear the actual cost incurred by the official/guest concerned to complete that particular journey by alternative means of transport of equivalent standard. The tenderer / bidder shall also be responsible to provide replacement of such broken-down taxi-car at once

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- 9.8 All Challans/Transport Authority payments will be borne by the tenderer / bidder.
- 9.9 The agency shall be responsible to provide the vehicles without any obstacles and within 30 minutes of the call. Delay in arrival beyond 30 minutes from the scheduled time, shall attract deductions. If the agency fails to provide the vehicle or fails to provide the desired vehicle within stipulated time more than twice in a single month, then Rs. 500/- for each such instance of failure will be deducted from the bill payment.
- 9.10 The rates quoted should be excluding the GST. For claiming GST, the agency has to submit proof of payment of GST on monthly basis.

## 10. **SECURITY DEPOSIT**

The successful bidder shall deposit an amount of **Rs. 70,000/- (Rupees Seventy Thousand only)** as Performance Security in favour of 'Director, SVNIT, MHRD Fund' payable at Surat. Security Deposit shall be submitted within 15 days of date of letter of award. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the agency to SVNIT. Alternately, EMD of successful bidder may be converted into commensurate portion of security deposit if the bidder / Agency so requests by written communication to SVNIT.

- 10.1 The Security Deposit of the agency shall be liable to be forfeited :-
- (a) If the tenderer/bidder breaches the terms and conditions of the contract after accepting the work order.
  - (b) If the tenderer/bidder fails to commence the service within 10 (Ten) days of the receipt of the letter of award.
- 10.2 The tenderer / bidder when submitting request for termination of contract shall be bound to give reasons.
- 10.3 Escalation clauses shall not be accepted on any ground during the currency of contract.

## 11. **CONCILIATION/ ARBITRATION**

- 11.1. If any dispute(s) or difference(s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by SVNIT in consultation with the other party.
- 11.2. Any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

## 12. **APPLICABLE LAW AND JURISDICTION**

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- 12.1. All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being force and shall be subject to the exclusive jurisdiction of the Head Quarters of the Division of the Principal/Owner, who has floated the Tender.
- 12.2. The Agency will be required to follow professional ethics and regulatory rules/ laws, if any, while dealing with SVNIT and ensure confidentiality in matters that may become detrimental/ cause loss or damage to the interest/ image of SVNIT in any manner.
- 12.3. SVNIT reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of SVNIT action.
- 12.5. After award of LOA, the Agency is required to enter into a Contract with SVNIT on the terms and conditions as detailed in the tender document.

**(Signature of the authorized person with seal)**



## Annexure-I

### TECHNICAL BID

	Name of the Agency	
	Registered Office	
	Address of Communication	
	Telephone number of the contact : Person (Mobile number if any)	
1.	Firm/Company/Agency whose registered office at Gujarat State will only be eligible to submit the tender documents <b>(proof of the same must be enclosed with technical bid)</b>	
2.	Registration of Firm/Company/Agency. <b>(Kindly attached a copy of Registration no. with technical bid)</b>	
3.	The tenderer / bidder should have a minimum average annual turnover of Rs 10 lacs for any two consecutive years in last 3 years i.e. 2021-22, 2022-23 and 2023-24 <b>(Audited balance sheet duly certified by the registered Chartered Accountant also be attach with technical bid).</b>	
4.	Experience for supply of vehicles in Central / State Government / PSUs / Private reputed Companies / Banks etc. atleast in last 3 years i.e. 2021-22, 2022-23 and 2023-24 <b>(Copy of work order along with completion certificate to be attached).</b>	
5.	The tenderer/bidder should have valid PAN Card. <b>(Also attach a copy of the same with the Technical Bid).</b>	
6.	GST no. <b>(Copy to be enclosed)</b>	
7.	The bidder is required to sign each page of each part of this tender document for acceptance of terms and conditions and submit alongwith bid.	
8.	A self-attested form stating that <i>“the agency / bidder applying for empanelment has not been blacklisted by any organization”</i> is required to be enclosed	
9.	Those exempted from submission of EMD must submit certificate issued by Department of Micro, Small and Medium Enterprises (MSME) / NSICs etc. or Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP).	

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10.	Earnest Money (EMD) of <b>Rs. 30,000/- (Rupees Thirty Thousand only)</b> in the form of Demand Draft	
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Any other information which you would like to add (may be given on a separate page)

(Supporting Documents to be attached duly signed by the authorized signatory of the organization)

I/We do hereby certify that the information as provided above in the proposal is true in all respects. In case of furnishing of any false information or suppression of any material information, the proposal shall be liable for rejection. Besides initiation of penal proceeding by SVNIT, if deems proper.

**(Signature of the authorized person with seal)**

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**Annexure - I (A)**

Details of Cars possessed by the tenderer/bidder (like Tata Tigor, Mahindra Verito, Hyundai Xcent, Honda Amaze, Maruti Ciaz, Swift Dzire, Toyota Innova, Crysta, Ertiga & other similar sedan, premium sedan or 7-seater premium SUV cars. Details of only those cars should be provided which were purchased in or after 2020.

<b>S.N.</b>	<b>Registration No. of vehicles</b>	<b>No. of</b>	<b>Make and Model</b>	<b>Electric vehicle or CNG / Petrol/ Diesel</b>	<b>Year of purchase</b>	<b>Comprehensive Insurance valid upto (attach copy of the same)</b>
(1)						
(2)						
(3)						
(4)						
(5)						

Date:

Place :

**Yours faithfully,**

(Signature of the Authorized person)  
Name  
Designation  
Company Seal

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## ANNEXURE – II

### FINANCIAL BID

(For providing Premium SUV cars (Innova, Innova Crysta or equivalent) of 2020 and newer model on Monthly basis)

S. No.	Model of vehicle	2000 kms and upto 320 hrs. per month (Per month rates in Rs.)	Extra charges per k.m. beyond 2000 km (Per k.m. charges in Rs.)	Extra charges per hour beyond 320 hrs. (Per hour charges in Rs.)
(1)	(2)	(3)	(4)	(5)
(A)	Premium SUV cars (Innova, Innova Crysta or equivalent)			
(B)	Night charges & Timing			

**NOTE :** The rates quoted should be excluding the GST. For claiming GST, the vendor has to submit proof of payment of GST in the monthly basis.

I / we Accept the terms and conditions stipulated in your above quoted tender and agree to abide by the same.

**Note :-**

1. The Bid of only those bidders will be considered for finalization of tender who have quoted rates as per Annexure – II & II (A) (Financial Bid).

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**2. The award of contract will be decided on the rates of above L-1 bidder of monthly basis i.e. Annexure II (A)-(3) provided he/she may agree to match the lowest rates quoted by any bidder in each column of row (B) at Annexure-II (A) so that a single agency may be hired for meeting both the requirements i.e. monthly basis vehicles as well as day-to-day hiring of electric/CNG/Petrol/Diesel vehicles.**

**3. In case, multiple L-1 bidders in per Annexure II and all such bidders have agreed to match the lowest rates of all columns of row (B) of Annexure-II (A), the contract will be awarded to that L-1 bidder who possesses higher number of vehicles. In case number of vehicles are also same, then the L-1 bidder having higher number of vehicles purchased in 2024, then in 2023, then in 2022 and so on and so forth.**

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## ANNEXURE – II (A)

### FINANCIAL BID

(For providing AC electric / CNG / Petrol / Diesel cars of model 2020 or newer on day-to-day basis for Surat as well as outstation hiring)

S. No	Slab	AC Sedan i.e. Swift Dezire, Hyundai Xcent, Honda Amaze & other similar AC compact sedan of other brands / manufacturers  (in Rs.)	AC Premium Sedan i.e. Suzuki Ciaz, Honda City, Hyndai Verna, Toyota Corolla & other similar AC Premium sedan cars of other brands / manufacturers  (in Rs.)	7- seater Premium SUVs i.e. AC Toyota Innova, Innova Crysta, Ertiga, XUV700, Tata Safari and similar 7-seater premium SUVs of other brands / manufacturers  (in Rs.)
(1)	(2)	(3)	(4)	(5)
(A)	4 hrs/40 kms			
(B)	8hrs/80 kms			
(C)	Extra Kms			
(D)	Extra Hrs			
(E)	Night Charges & Timing			

Note : The rates quoted should be excluding the GST. For claiming GST, the vendor/agency has to submit proof of payment of GST in the monthly basis.

Reference clause 5.1 (Price Bid) - The Bid of only those bidders will be decided at the time of finalization of tender who have quoted rates as per Annexure – II & II (A) (Financial Bid).

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The award of contract will be decided on the rates of L-1 bidder of monthly basis i.e. Annexure – II (A)-(3) who may agree to match the lowest rates quoted by any bidder in columns (3), (4) and (5) against row (B) in this Annexure-II (A) so that a single agency may be hired for meeting both the requirements i.e. monthly basis electric cars as well as day-to-day basis electric/CNG/Petrol/Diesel vehicles.

In case, multiple L-1 bidders in per Annexure II and all such bidders have agreed to match the lowest rates of all columns of row (B) of Annexure-II (A), the contract will be awarded to that L-1 bidder who possesses higher number of vehicles. In case number of vehicles are also same, then the L-1 bidder having higher number of vehicles purchased in 2024, then in 2023, then in 2022 and so on and so forth.

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## ANNEXURE – III

### FORM OF PERFORMANCE SECURITY - BANK GUARANTEE BOND (BG)

From

Bank: .....

To

The Director

Sardar Vallabhbhai National Institute of Technology, Surat.

In consideration of the Director, Sardar Vallabhbhai National Institute of Technology (hereinafter called "SVNIT") having agreed under the terms and conditions of Letter of Intent / Agreement No.....dated..... made between .....and ..... (hereinafter called "the said Contractor{s}"). for the work ..... (hereinafter called "the said Letter of Intent / Agreement") having agreed to production of an irrevocable bank Guarantee for Rs..... (Rupees ..... only), as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement, we .....(Indicate the name of the Bank) (hereinafter referred to as "the Bank") hereby undertake to pay to the SVNIT an amount not exceeding Rs. .... (Rs..... only) on demand by the SVNIT

2. We ..... (indicate the name of Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the SVNIT stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).

3. We, the said bank, further undertake to pay to the SVNIT any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.

4. We..... (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the SVNIT under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of the SVNIT certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We ..... (indicate the name of Bank) further agree with the SVNIT that the SVNIT shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend

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time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the SVNIT against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the SVNIT or any indulgence by the SVNIT to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

7. We, ..... (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the SVNIT in writing. 8. This guarantee shall be valid up to ....., unless extended on demand. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. .... (Rupees ..... only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Signed and sealed

Dated the ..... day of ..... for ..... (indicate the name of Bank)

\* \* \*

(Note: The Letter of Intent shall form part of the Agreement)

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(Full Signature & Stamp of the Tenderer)