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Published Corrigendum Details

Date : 13-Oct-2025 05:08 PM

Print

Organisation Chain :	IIT BHUBANESWAR  Stores and Purchase Section
Tender ID :	2025_IITBR_880217_1
Tender Ref No :	IITBBS/AMBULANCE/2025-26/01
Tender Title :	HIRING OF AMBULANCE
Corrigendum Type :	Terms and Conditions

Corrigendum Document Details					
Corr.No.	Corrigendum Title	Corrigendum Description	Published Date	Document Name	Doc Size(in KB)
1	Corrigendum-1	Corrigendum-1	13-Oct-2025 05:07 PM	<a href="#">Corrigendum.pdf</a>	819.98



# भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

## INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

F.6.3/133/2025-26 (S&P)  
Date: 13.10.2025

### Corrigendum – I

The following Corrigendum is incorporated in the CPP vide Tender Ref No: IITBBS/AMBULANCE/2025-26/01 (Tender ID: 2025\_IITBR\_880217\_1), dated 13.10.2025 and Corrigendum, dated 13.10.2025 for *Hiring of Ambulance*.

<u>Sl. No.</u>	<u>For</u>	<u>To be Read as</u>
1.	<p>As per NIT clause No 11 (A) of <b><u>PERFORMANCE SECURITY (PS) (Non-interest Bearing)</u></b> in page No. 6 is as follows:</p> <p>“The successful bidder shall be required to furnish a Performance Security (PS) within 21 days of receipt of ‘Letter of Offer’ for an amount of <b>10% of the contract Value</b> OR an equivalent amount of one-month bill whichever is higher in the form of an Account Payee DD, or direct credit to IIT Bhubaneswar Account or Bank Guarantee in an acceptable form (Annexure-VII) duly pledged in favour of the Registrar, IIT Bhubaneswar and payable at Bhubaneswar. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly”.</p>	<p>As per NIT clause No 11 (A) of <b><u>PERFORMANCE SECURITY (PS) (Non-interest Bearing)</u></b> in page No. 6 is as follows:</p> <p>“The successful bidder shall be required to furnish a Performance Security (PS) within 21 days of receipt of ‘Letter of Offer’ for an amount of <b>5% of the contract Value</b> OR an equivalent amount of one-month bill whichever is higher in the form of an Account Payee DD, or direct credit to IIT Bhubaneswar Account or Bank Guarantee in an acceptable form (Annexure-VII) duly pledged in favour of the Registrar, IIT Bhubaneswar and payable at Bhubaneswar. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly”.</p>

All other Terms & Conditions of the CPP Tender document shall remain unaltered.

Sd/-  
Assistant Registrar (S&P)



**Government  
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## eProcurement System Government of India

### Tender Details

Date : 13-Oct-2025 03:42 PM

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#### Basic Details

Organisation Chain	IIT BHUBANESWAR  Stores and Purchase Section		
Tender Reference Number	IITBBS/AMBULANCE/2025-26/01		
Tender ID	2025_IITBR_880217_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Empanelment
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

#### Payment Instruments

Offline	S.No	Instrument Type
	1	Direct Credit
	2	Demand Draft
	3	R-T-G-S
	4	FDR
	5	ECS
	6	NEFT
	7	Bank Guarantee

#### Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Bid
2	Finance	.xls	Financial Bid

#### Tender Fee Details, [Total Fee in ₹ \* - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

#### EMD Fee Details

EMD Amount in ₹	50,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Registrar IIT Bhubhaneswar	EMD Payable At	IIT Bhubhaneswar

[Click to view modification history](#)

#### Work /Item(s)

Title	HIRING OF AMBULANCE				
Work Description	HIRING OF AMBULANCE				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	1	Product Category	Hiring of Vehicles	Sub category	NA
Contract Type	Empanelment	Bid Validity(Days)	180	Period Of Work(Days)	365
Location	IIT Bhubaneswar	Pincode	752050	Pre Bid Meeting Place	IIT Bhubaneswar
Pre Bid Meeting Address	Room No.130, Administrative Building,IIT Bhubaneswar, Argul, Jatni	Pre Bid Meeting Date	23-Oct-2025 03:00 PM	Bid Opening Place	IIT Bhubaneswar
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

#### Critical Dates

Publish Date	13-Oct-2025 05:30 PM	Bid Opening Date	04-Nov-2025 11:00 AM
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<b>Document Download / Sale Start Date</b>	13-Oct-2025 05:30 PM	<b>Document Download / Sale End Date</b>	03-Nov-2025 11:00 AM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	13-Oct-2025 05:30 PM	<b>Bid Submission End Date</b>	03-Nov-2025 11:00 AM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Technical Bid	1283.67	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	TechnicalBid.pdf	Technical	1266.10
	2	BOQ	BOQ_925187.xls	Financial Bid	246.00

**Bid Openers List**

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	suhanaparween@iitbbs.ac.in	Suhana Parween	SUHANA PARWEEN
2.	sambit@iitbbs.ac.in	Sambit Ranjan Mohanty	SAMBIT RANJAN MOHANTY
3.	biswaranjan@iitbbs.ac.in	BISWARANJAN PRADHAN	BISWARANJAN PRADHAN

**GeMARPTS Details**

<b>GeMARPTS ID</b>	2420XESBSQRX
<b>Description</b>	Hiring of Ambulance
<b>Report Initiated On</b>	22-Sep-2025
<b>Valid Until</b>	22-Oct-2025

**Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Stage to disclose Bid Details in Public Domain</b>	Technical Bid Opening
<b>BoQ Comparative Chart model</b>	Normal	<b>BoQ Compative chart decimal places</b>	2
<b>BoQ Comparative Chart Rank Type</b>	L	<b>Form Based BoQ</b>	No

**TIA Undertaking**

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	<a href="#">PPP-MII Order 2017</a>	Agree	
2	<a href="#">MSEs Order 2012</a>	Agree	

**Tender Inviting Authority**

<b>Name</b>	SMO
<b>Address</b>	IIT Bhubaneswar

**Tender Creator Details**

<b>Created By</b>	RAJASEKHAR BENDI
<b>Designation</b>	Assistant Registrar
<b>Created Date</b>	06-Oct-2025 01:27 PM



**भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर**  
**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
**प्रशासनिक भवन, अरगुल , जटनी, भुवनेश्वर – 752050**  
**ADMINISTRATIVE BUILDING, ARGUL, JATANI – 752050**  
**[www.iitbbs.ac.in](http://www.iitbbs.ac.in)**

**Tender Document**  
**for**  
**HIRING OF AMBULANCE**

**Tender Enquiry No. : IITBBS/NIT/TRANSPORT/AMBULANCE/2025-26/01; dated: 13.10.2025**

**Indian Institute of Technology Bhubaneswar**  
**Argul, Jatani – 752050**

**Tel: 0674-713-9200/9301; Email: [office.transport@iitbbs.ac.in](mailto:office.transport@iitbbs.ac.in)/[office.sp@iitbbs.ac.in](mailto:office.sp@iitbbs.ac.in)**



**भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर**  
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### **CONTENTS OF TENDER DOCUMENT**

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INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR  
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ADMINISTRATIVE BUILDING, ARGUL, JATANI – 752050  
[www.iitbbs.ac.in](http://www.iitbbs.ac.in)

## SECTION - I NOTICE INVITING TENDER

No. IITBBS/NIT/TRANSPORT/AMBULANCE/2025-26/01

dated: 13.10.2025

Subject: TENDER FOR HIRING OF AMBULANCE – Reg.

1. Indian Institute of Technology Bhubaneswar invites **online** Tenders through CPP Portal <https://eprocure.gov.in/eprocure/app> from reputed, experienced and financially sound Company/Partnership Firm/Agency for providing vehicles in excellent condition with POL / dry lease basis to IIT Bhubaneswar for a period of **three years** from the date of contract with the provisions of extension for further **two-year** subject to satisfactory performance.
2. All interested Transport Agencies are requested to send their quotations in **Two Bid System** for supply of the above item as per details Technical Specification, General Terms and Conditions and other details including Annexure I to IX. Details of tender are as follows: -

Sl. No	Particulars	Remarks
1	Tender Reference No. & Date	IITBBS/NIT/TRANSPORT/AMBULANCE/2025-26/01;Dt- 13.10.2025
2	Type of Tender	Two Bid System (Technical and Financial Bids)
3	Publish Date & Time	As per CPPP Date sheet.
4	Sale/document Download Start Date & Time	
5	Pre-Bid Meeting	
6	Bid Submission Start Date & time	
7	Bid Submission End Date & Time	
8	Time and Date for Opening of Bid	
9	Contact Telephone Numbers	+91 9439816082, 0674-713-9200/9301
10	For queries Contact through E-mail	Dr. M. A. Khan, SMO, <a href="mailto:smo@iitbbs.ac.in">smo@iitbbs.ac.in</a> , <a href="mailto:sanjeewanhealthcentre@iitbbs.ac.in">sanjeevanhealthcentre@iitbbs.ac.in</a> ; PIC (Healthcare): <a href="mailto:pic.healthcare@iitbbs.ac.in">pic.healthcare@iitbbs.ac.in</a>

3. Please refer CPPP system generated DATE SHEET for Tender ID and Critical Dates.
4. The tender document and details of terms and conditions can be downloaded from our website [www.iitbbs.ac.in](http://www.iitbbs.ac.in) & <https://eprocure.gov.in/eprocure/app>
5. Bidder may submit their bid at <https://eprocure.gov.in/eprocure/app>
6. The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents under Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
7. Guidelines for online bid submission on CPPP [https://eprocure.gov.in/cppp/hassle free bid submission.pdf](https://eprocure.gov.in/cppp/hassle%20free%20bid%20submission.pdf)

## PRE BID MEETING

- A pre bid meeting will be held on **23.10.2025 at 3:00 PM** in Room No.130, Administrative Building, Argul, Jatni, for seeking clarification on the tender conditions if any. Participation in the Pre-Bid Meeting is voluntary.
- Bidders who desire to attend the Pre-Bid Meeting shall send such intimation along with the queries, if any by email to **pic.healthcare@iitbbs.ac.in,** **smo@iitbbs.ac.in,** **sanjeevanhealthcentre@iitbbs.ac.in,** **office.transport@iitbs.ac.in and office.sp@iitbbs.ac.in** on or before 22.10.2025 @ 15.00 Hrs. **Only those bidders who send their willingness to participate in Pre-Bid meeting before above time period will be provided user id for Video-conferencing.**

## INSTRUCTIONS

**The offer must comprise of the following failing which it will be treated as unresponsive, hence rejected:**

- 1) **Conditional tenders will not be accepted.**
- 2) **Price Bid (BoQ) must be submitted in as per Annexure-II in MS Excel format only, no other format will be accepted.**
- 3) **ONE BID PER BIDDER:** Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
- 4) **COST OF BID:** The bidder shall bear all costs associated with the preparation and submission of his bid and the Institute will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- 5) **CLARIFICATION OF TENDER DOCUMENT:**
  - A) The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder may inform the Office of the transportation and Office of the Store & Purchase, IIT Bhubaneswar in writing to **office.transport@iitbs.ac.in,** **office.sp@iitbbs.ac.in** for clarification. They may reach the office through 0674-7134511/4820/9200/9301.

**The Tender document comprises of:**

- a. **Notice of Invitation of Tender: Section-I**
- b. **Pre-Bid meeting**
- c. **Instructions**
- d. **Bid preparation and Submission**
- e. **Eligibility Criteria, Scope of Service, Evaluation of Bids : Section-II**
- f. **Special Terms and Conditions of the Contract : Section-III**
- g. **Technical Bid -Bidders Profile (Annexure – I)**
- h. **Price Bid BoQ format (Annexure – II)**
- i. **Undertaking (Annexure – III)**
- j. **Declaration for Non Blacklisting(Annexure – IV)**
- k. **Bid Security Declaration (Annexure – V)**
- l. **Vendor Master Form (Annexure – VI)**
- m. **Performance Bank Guarantee (PBG) (Annexure – VII)**
- n. **Acceptance of Terms & Conditions of Tender (Annexure – VIII)**
- o. **Certificate regarding turnover from the Transport Services during the last three financial year. (Annexure – IX)**

**p. Duty Slip (Annexure – X)**

**q. Check List for Technical Bid(Annexure – XI)**

- B) The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his/her bid.
- C) The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.
- D) Amendment to Tender Document: At any time prior to the deadline for submission of bids, IIT Bhubaneswar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or as an outcome of Pre-Bid meet, modify the tender documents by amendment. The same would also be hosted on the website of the IIT Bhubaneswar and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments, if any.

**6) PREPARATION OF BIDS**

- a. All the pages of the bid must be serially numbered and duly signed and sealed by the Authorized signatory giving detail of the page numbers in the index of the bid.
- b. Bid security Declaration and Self-Attested copy of Memorandum of Understanding (MoU) shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership or relevant document about sole proprietorship.
- c. An undertaking to the effect that the firm is not being blacklisted/banned/suspended/ debarred from any organization/Institute and no case is pending with the police or in court of law against their name, duly notarized.
- d. Non-submission of any/more of these documents will make the bid as unresponsive and such bids shall not be considered as valid.

**7) VALIDITY OF TENDER:** The tender must remain valid and open for acceptance for a period of **180 days** from the date of opening of Technical Bid.

**8) BID OPENING AND EVALUATION:**

- A) The authorized representatives of the Institute will open the Technical Bids in the presence of the Bidders or their authorized representatives who choose to attend at the specified place and time as mentioned in the NIT.
- B) The Institute reserves the right to verify the original documents for verification as and when required.
- C) The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

**9) RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

- A) The Institute is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing to the bidders terminate the tendering process.
- B) The Institute may terminate the contract if it is found that the contractor is blacklisted on previous occasions by the any of the Institutes/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
- C) The Institute may also terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.

#### 10) Bid Security/ EMD (Non-Interest Bearing)

- A) The Bidder shall submit Bid Security (Earnest Money Deposit) for an amount of ₹50,000/- (Rupees Fifty Thousand only) in the form of an Account Payee Demand Draft/FDR/BG duly pledged in Favour of Registrar IIT Bhubaneswar payable at Bhubaneswar or Direct Bank Transfer through NEFT/RTGS to the Institute Account. No other form of Bid Security (EMD) Instrument is acceptable.
- B) Copy of EMD details to be uploaded along with bid and original instrument to be sent to S&P Office, 3rd Floor, Admin, Bldg., IIT Bhubaneswar, Argul, Jatni-752050 so as to reach on or before the bid opening date.
- C) MSE Bidders are exempted from the submission of Bid Security/EMD. However, MSE bidder must submit the Udyam registration certificate mentioning nature of activity as Transport Services along with Bid Security Declaration, as per Annexure-V.

#### 11) PERFORMANCE SECURITY (PS) (Non-interest Bearing):

- A) The successful bidder shall be required to furnish a Performance Security (PS) within 21 days of receipt of 'Letter of Offer' for an amount of 10% of the contract Value OR an equivalent amount of one-month bill whichever is higher in the form of an Account Payee DD, or direct credit to IIT Bhubaneswar Account or Bank Guarantee in an acceptable form (Annexure-VII) duly pledged in favour of the Registrar, IIT Bhubaneswar and payable at Bhubaneswar. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
- B) **IIT Bhubaneswar Account Details for Online payment of Bid/Performance Security as under:**
  - Name of Account Holder: Registrar, IIT Bhubaneswar
  - Bank A/c No- 006101055198 (Saving A/c)
  - IFSC code- ICIC0001985
  - MICR Code- 751229009
  - ICICI Bank Ltd., Jatni Branch.

- 12) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

### **Preparation & Submission**

- 1. Bidders must submit their digitally signed bids in first Envelope with the following documents:

#### **I. Cover 1**

- Bid Security Details /EMD or for MSE bidders Udyam registration + Bid Security Declaration as per Annexure-V
- Technical Bid and Bidder's details. (as per Annexure-I)
- All relevant documents should be submitted as per **Section II Eligibility Criteria Sl. No 1 to 14, Checklist Annexure XI** and as per other Provisions of NIT. All Annexure I to IX (excluding price bid) duly filled & signed to be submitted along with the technical bid

## **II. Cover 2**

- 1. Price Bid BoQ in MS –Excel format
2. The offer must be submitted in **Two Bid – Two Envelopes** only though uploading in the CPP Portal, before the last date & time for bid submission.
3. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm.
4. Bidders **may submit their bid** at <https://eprocure.gov.in/eprocure/app>

## **SECTION – II**

### **A- ELIGIBILITY CRITERIA**

All the Bidders / Agencies must fulfil the following eligibility criteria and submit the documents and the declarations (**duly self-attested with stamp**) in support of their claim along with the Technical Bid. The Financial bids of only those bidders who meet all the eligibility criteria will be considered for opening. The bids not meeting the criteria and not accompanied with the requisite documents shall be treated as non-responsive hence rejected; and, the corresponding financial bids shall also not be opened.

1. **The Agency must have similar experience of more than Three Years in engagement or providing of such kind of Ambulance on hiring basis to Govt. organizations/PSUs/ Reputed Govt. /Pvt. Educational Institutes or Companies etc. At least two such Work Orders issued after 2021 and Customer Satisfactory Performance Certificates (from the organizations of which work experience has been shown in the Bid) are to be submitted along with the Technical Bid.**
2. *The Agency must have registered office in Jatni/Khordha/Bhubaneswar/Cuttack. In case of not having office in Jatni/Khordha/Bhubaneswar/Cuttack they need to submit an undertaking to start an office at Jatni/Bhubaneswar/Cuttack within one month of award of contract, failing which the contract shall be cancelled and EMD will be forfeited and /or the action will be initiated as per BID security declaration.*
3. The Agency must have Goods and Service Tax (GST) Registration Number and submit a self-attested copy of certificate of Registration.
4. Ambulance drivers must have a valid **First-Aid training certificate** and emergency medical technicians (EMTs) must have valid **EMT certificate**.
5. Bidders must submit an undertaking for providing Monthly Wages/Salary to be paid to the drivers and EMTs (not less than the minimum wages) including provision of mobile phones, Navy Blue uniform (two pairs), Black Shoes (2 Pairs) and washing allowance as applicable for the drivers and EMTs should be indicated by the bidders.
6. Bidders must submit an undertaking to the effect that the firm is not being blacklisted / banned / suspended / debarred from any organization / Institute and no case is pending with the police or in court of law against their Name, duly notarized on ₹ 100 Stamp paper.
7. The Agency should submit their bids(s) in the format attached.
8. The Agency must have Permanent Account Number (PAN) and submit a self-attested copy of PAN Card.
9. The Agency must have submitted Income Tax Return (ITR) for last three years. Copies to be attached.

10. All the ambulance vehicles must be of brand new or not before 2024 with specific make and model as mentioned in the NIT.
11. The agency must have turnover from Transport services of ₹ 10 Lakh or more each year since 2022-2023 financial year. A specific certificate regarding the Turn Over is required to be furnished from the Chartered Accountant/CA firm which had undertaken Audit of the account of the bidder during last financial year.
12. The desirous bidders must submit the required PBG as specified above on the event of award of contract.
13. Copy of entire tender document must be numbered page-wise and duly self-attested and stamped on each page as a token of acceptance of our terms & conditions.
14. The Bank Mandate form in the prescribed format must be submitted with the technical bid for any kind of financial transaction.

## **B. SCOPE OF SERVICES**

**The following Ambulance vehicles are required to be provide along with Drivers/EMTs**

<b>Item No</b>	<b>Item Description:</b>	<b>Qty.</b>
<b>1</b>	<b>Supply of Standard Ambulance on monthly hiring (dry lease) including shift-wise (12 hours in a day) drivers (minimum 2nos. per vehicle) and Emergency Medical Technicians ( for Type-D, minimum 2 nos. per vehicle), including all costs, except fuel charges. Fuel charges will be as per actual based on mileage</b>	
1.01	Standard Ambulance - <b>Type D</b> Advanced Life Support Fully Company fitted, Air Conditioned ( <b>Dry lease, Full time: 24x7</b> ) including shift-wise Drivers and Emergency Medical Technicians. ( <b>Rate per month including all taxes</b> ) <b>(Make:</b> Force Traveller or Equivalent; <b>Fuel:</b> Diesel; Brand New or not before 2024 make) 1) The ambulance must be equipped according to the specifications of AIS-125 by MoRTH for an Advanced Life Support Type D ambulance. 2) Emergency Medical Technicians with valid EMT certificate. He/ She should wear neat & clean Navy Blue scrub suit uniform and Black Shoes always. 3) The Ambulance Drivers should have Valid Certificate on First Aid Training. He/ She should wear neat & clean Navy Blue uniform and Black Shoes always.	01
1.02	Standard Ambulance - <b>Type C</b> Basic Life Support Fully Company fitted, Air Conditioned) ( <b>Dry lease, Full time: 24x7</b> ) including shift-wise Drivers ( <b>Rate per month including all taxes</b> ) <b>(Make:</b> Force Traveller or Equivalent; <b>Fuel:</b> Diesel; Brand New or not before 2024 make) 1) The ambulance must be equipped according to the specifications of AIS-125 by MoRTH for a Basic Life Support Type C ambulance. 2) The Ambulance Drivers should have Valid Certificate on First Aid Training. He/ She should wear neat & clean Navy Blue uniform and Black Shoes always.	01

**Note:**

1. Number of vehicle requirement is indicative only. IIT Bhubaneswar may increase or decrease number of vehicles as per the requirement.
2. Also, IIT Bhubaneswar reserves the right to drop any particular vehicle requirement or any of the listed item.
3. The bidders need to participate for both the categories (Type- C & Type-D) of the ambulance.

### **EVALUATION OF TECHNICAL BID**

- A) The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.
- B) The bidder must produce the original document(s) towards the eligibility/qualifying criteria on the date of opening of the tender for verification. Besides this Institute reserve the right to verify the document(s) so submitted from those Institutes/ Organizations who have issued such certificates.
- C) After technical evaluation, qualified & non-qualified bidders will be intimated.

### **EVALUATION OF FINANCIAL BID**

- A) Financial bids of only the technically qualified bidders will be opened for evaluation.
- B) The financial bid shall contain the exact charges as applicable against the vehicles (as per the tender) in dry lease/per km/per hour as the case may be.
  - (i) **For dry lease basis** (monthly hiring) the total cost will be calculated as follows to identify the L1 bidder:

Total Cost (Rs.) = [Quoted Basic Rate (*including all costs except fuel and including GST*) + {(3500 km/*quoted mileage for that vehicle*) X Rs. 95 (*approx. average diesel price including taxes at present*)}].

- C) **Contract shall be awarded to the lowest evaluated bidder L1. However, Institute may consider empanelment of remaining vendors (L2, L3 etc.) on matching at L1 price.**
- D) Further, the Institute also reserves the right to cancel the financial bid of an agency if it is found that the charges quoted is unreasonable or unjustified.
- E) The bidder has to submit the price reasonability certificate on demand for the quoted price.

## SECTION – III

### SPECIAL TERMS & CONDITIONS

1. The Ambulance should be in white color with the LOGO, NAME & ADDRESS of the Institute on the front in a prominent place during period of contract for which no extra charges will be paid.
2. The bidders shall quote the rates inclusive of Ambulance (Type of vehicle & model) as mentioned clearly in the price bid at Annexure – II. The rate of hire charges quoted should be inclusive of GST, wages of the drivers and Emergency Medical Technicians (12 hours a day shift-wise), cost of maintenance of the Ambulance along with its equipment and the cost of lubricants/coolants etc. as required for running an Ambulance 24 x 7.
3. The Vehicle must be in excellent condition and must be of brand new or not later than 2024 registration for monthly hired vehicles. Charges must be quoted as per the models specified in the financial bid form.
4. The interior and the exterior conditions of the vehicles should be well maintained which will be checked and certified by the authorized officer of the Institute.
5. **Payment terms :**
  - i. Payment will be made on monthly basis on submission of GST Invoice, certified logbook and Duty slip (Attached as Annexure) by SMO, Sanjeevan Health Centre, IIT Bhubaneswar. For dry lease vehicles the monthly average diesel rate will be considered for calculation of fuel charges. The agency will submit the daily diesel rate for the same from authorized dealers.
  - ii. **The agreed price will remain fixed during the entire duration of the contract.**
  - iii. **Monthly Fuel bill will be reimbursement as per the actual running kilometres.**
6. The driver and EMTs should not be engaged for more than 12 hours in a day. The drivers and EMTs must observe all etiquette and protocol while performing the duty. They must be neatly dressed, should wear **Black Shoes and neat & clean Navy Blue uniform (for Drivers) / neat & clean Navy Blue scrub suit uniform** to be decided by the Institute at the time of engagement for which no extra payment will be provided. They must carry mobile phones (with WhatsApp facility) in working condition, for which, no separate payment shall be made by the Institute.
7. The Bidder would manage shifting of drivers and EMTs in such a manner that the 24 hours services should not be interrupted. The Bidder has to furnish the list of drivers and EMTs for shift duty immediately after award of contract. (Shift of drivers and EMTs not more than 12 hours)
8. The Ambulance Drivers should have valid certificate on First Aid Training and EMT technicians have valid EMT Certificates respectively, which shall be submitted before the issuance of Work Order.
9. **The Institute will sign a contract for three-years subject to renewal for further two years on satisfactory annual performance for hiring of Ambulance on dry lease basis. Contract can be terminated on poor performance or violation of condition any time during the period by one-month notice.**
10. The vehicles provided to the Institute must have all valid permits, statutory compliance and drivers must have valid license. The Institute shall not be responsible for any such default on the part of the Agency/Firm.

11. For monthly hired vehicles the agency has to maintain daily log book, to be verified by the concerned authority appointed by IIT Bhubaneswar.
12. Institute will not provide any accommodation facility for drivers and EMTs, and agency has to make their own arrangement. However, in future, if accommodation is available then on request of Agency same may be considered as per Institute, rules.
13. The drivers and EMTs should be available during the scheduled duty hours and in case of no duty, they should be available on phone to reach the campus on call within 1 hour for any additional/emergency duty. In case of leave/absence of the assigned Driver and EMTs, the agency has to provide the substitute. In case the assigned driver and EMTs is not available for any required additional/emergency duty other than the regular scheduled duty, substitute driver to be provided by the agency. If the agency fails to provide the substitute of Driver/EMTs/Vehicle, **a penalty @ 2 times per day** on the hiring cost of the vehicle shall be imposed.
14. **The Drivers and EMTs should be under Insurance cover of Accident Policy for loss of life, injury etc. & compensation, if any. This will be responsibility of the Agency.**
15. The driver running the vehicle should have valid driving license and the vehicle should be registered with the concerned authorities of Government of Odisha. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Original copies of Registration, Insurance of Vehicle, valid permit, statutory compliance, driving License & valid first-aid certificate of Ambulance Drivers, EMT certificate in favour of EMTs must be produced before engagement of vehicle.
16. During duty hours or within Institute premises if any driver/EMT found under intoxicating condition, they must be replaced immediately, for which Institute will put penalty on the agency as per Institute guidelines. The drivers and EMTs should behave cordially with the patients and their attendants while travelling in the vehicle. The agency needs to replace the driver/EMT immediately in case of any reported incident of misbehavior/offence by them.
17. The Institute will assess the drivers and EMTs selected by the agency before his/her engagement is finalized.
18. During the contract period, maintenance and servicing of the vehicles should be done by the Agency at their own cost. The interior and the exterior conditions of the vehicles should be well maintained always.
19. In case of break-down, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle **within one hour**. Institute will not pay any type of compensation for maintenance of the vehicle.
20. Total breakdown period excluding routine maintenance **in a year should not exceed 12 days. Liquidated Damage (LD) will apply per day 3 times per day hiring cost of the vehicle in case non-reporting of the regular Ambulance, from 13<sup>th</sup> day onwards in each calendar year.**
21. **During routine maintenance, LD is also applicable for non-deployment of alternate ambulance @3 times of per day hiring charges of vehicle.**
22. Agency needs to provide a substitute ambulance vehicle in case of breakdown or when the vehicle remains off road for preventive maintenance.
23. In case of any accident/incident arises due to the vehicle within the Institute premises or outside the campus, it will be the sole responsibility of the agency to handle and settle the matter with police/regulatory authority. Institute shall in no way be liable for any such incident.
24. During parking or movement of vehicle within Institute premises, the cost of repair of any damage to the Institute property due to the vehicle, will be recovered from the agency.

25. In case of frequent violation of the terms and conditions, the contract can be cancelled forthwith at the cost of the agency.
26. The Institute reserves the right to relax any of the eligibility criteria given in the tender document for award contract in the best interest of the Institute.
27. The Institute is not bound to accept the lowest rates and reserves the right to accept tender in whole or in part or can reject it entirely without assigning any reason thereof.
28. In case of default or abrogation of the conditions stipulated above, Institute is at liberty to take suitable action.
29. The vehicle is to be delivered within 15 days from the date of issue of the offer.
30. The Agency shall abide by all statutory laws, rules and regulations of the state Govt. / Central Govt. as per jurisdiction.
31. **All the certificates, testimonials desired in tender as per the eligibility criteria will be verified** with the original documents to be presented by the firm/agency during the evaluation of bids. If any bidder fails to submit the original documents within stipulated time, their offers will be summarily rejected.
32. It is the responsibility of the agency to pay the wages to the Drivers and EMTs as per the Minimum Wages Act and statutory liability such as EPF/ESI to concerned authorities. As notified by the Ministry of Labour from time to time. The drivers and EMTs must be paid not less than the minimum wage. The contract may be cancelled if any complaints received from the drivers and EMTS on this issue. The agency shall provide all the facilities to the driver and EMTs engaged under this contract period. The Institute shall not have any liability towards the payment of salary, perks or other benefits to the drivers and EMTs employed by the agency.
33. No manpower should be engaged exclusively for this contract; when the contract terminates there shall be no physical or moral pressure on the Institute, on grounds of “person displaced from job”. The Institute shall not entertain such claim.
34. During the contract period, all safety measures must be taken care of by the agency for the vehicle and the personnel engaged under this contract. If any hazard occurs during the contract period, it shall be the sole responsibility of the Agency. The Institute shall in no way be liable for any such incident occurring during or in connection with this contract.
35. **Amendment to Tender Document:** At any time prior to the deadline for submission of bids, IIT Bhubaneswar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or as an outcome of Pre-Bid meet, modify the tender documents by amendment. The same would also be hosted on the website of the IIT Bhubaneswar and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments, if any.
36. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, IIT, Bhubaneswar is the sole arbitrator to decide the same or his decision is final and binding on both the parties. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Bhubaneswar only.
37. The vehicle can be de-hired giving prior notice of one month considering the requirement of the Institute for which no payment will be made by the Institute. In case of unsatisfactory services, the work order of the Agency may be terminated giving one weeks’ notice.
38. The Institute reserves the right to cancel /reject any or all proposals without assigning any reason thereof.
39. The contract cannot be outsourced to third party.
40. **Arbitration:** In case of any dispute or difference arising out of or in connection with the tender conditions / job order and contract, the Institute and the contractor will address the dispute / difference

for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on both the parties.

- 41. Jurisdiction:** The court at Bhubaneswar alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Bhubaneswar court shall have jurisdiction in the matter.
- 42.** Institute reserves the right to cancel tendering process at any time without providing reasons.
- 43. Force Majeure:** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.

\* \* \*

Yours faithfully

Sd/-  
Senior Medical Officer  
E-mail: [smo@iitbbs.ac.in](mailto:smo@iitbbs.ac.in)

**TECHNICAL BID – HIRING OF VEHICLES  
QUALIFYING REQUIREMENT DATA**

Paste passport  
size photo

Sl. No.	General particulars of the Agency	Details to be filled up by the Bidder
1.	(a) Name of the Agency	
	(b) Registered Address with Telephone No., Fax, Mobile No & Email ID	
	© Year of Establishment/Incorporation	
	(d) Authorized Person's	
	a. Name & Designation	
	b. Tel. No. Landline	
	c. Email ID	
	d. Mobile	
	e. Fax	
2.	Type of Firm: Private Ltd./Public Ltd./ Cooperative/ NGO/ PSU. (Please enclose copy of Memorandum/Articles of Association / Certificate of Incorporation)	
3.	Details of bid document amount (Tender Fee) DD No., Date, Amount, Drawn On:	
4.	Details of Earnest Money Deposit (EMD) DD No., Date, Amount, Drawn On:	

5.	The firm/agency should be registered with GST Department	GST Reg. No _____ (Copy of certificate attached) Yes/No
6.	The firm/agency should have PAN No.	PAN No _____ (Copy of certificate attached ) Yes/No
7.	The bidder should have at least three (3) years experience in work of similar nature with Govt. offices / IITs / NITs/ PSU's and must have executed the similar contract as mentioned in the eligibility criteria.	Copy of the same to be attached
8.	Copy of Work Order & Satisfactory Performance Report from at least two clients where the Agency has been working/worked during last one year attached	Yes/No
9.	IT Returns for the last one year Copy of the same to be attached	Yes/No
10.	Annual Turnover for the last one year	Yes/No

**Note:** Agencies / Bidders not submitting full information / documents at the first instance shall be rejected.

Signature with stamp: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(i) **Price Bid As per BoQ in MS-Excel Format**

Validate		Print		Help		Item Rate BoQ				
Tender Inviting Authority: IIT Bhubaneswar										
Name of Work: Tender for Hiring of Ambulance										
Contract No: ITBBS/NT/TRANSPORT/AMBULANCE/2025-26/01 DATE: 03.10.2025										
Name of the Bidder/ Bidding Firm										
<b>PRICE SCHEDULE</b>										
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)										
NUMBER	TEXT	NUMBER	TEXT	NUMBER	NUMBER	NUMBER	NUMBER	NUMBER	TEXT	
1	2	3	4	5	6	7	8	9	10	
Sl. No.	Item Description	Quantity	Units	Basic Rate per unit including all taxes and GST in Figures to be entered by the Bidder in Rs. P.	Quoted Mileage value in Km per litre of fuel	Fuel Cost per KM, considering the fuel cost is Rs.35/- in Rs. P.	TOTAL AMOUNT per unit Rs. P. Col 9= [ Col 4 + ( Col 7 x 3500 ) ]	TOTAL AMOUNT With Taxes in INR	TOTAL AMOUNT in Words	
1	Supply of Standard Ambulance on monthly hiring (dry lease) including shift-wise (12 hours in a day) drivers (minimum 2 nos. per vehicle) and Emergency Medical Technicians (for Type-D, minimum 2 nos. per vehicle), including all costs, except fuel charges. Fuel charges will be									
1.01	Standard Ambulance - Type D Advanced Life Support Fully Company fitted, Air Conditioned (Dry lease, Full time: 24x7) including shift-wise Drivers and Emergency Medical Technicians (Rate per month including all taxes) (Make: Force Traveller or Equivalent; Fuel: Diesel; Brand New or not before 2024 make)  1) The ambulance must be equipped according to the specifications of AIS-125 by MoRTH for an Advanced Life Support Type D ambulance. 2) Emergency Medical Technicians with valid EMT certificate. He/She should wear neat & clean Navy Blue scrub suit uniform and Black Shoes always. 3) The Ambulance Drivers should have Valid Certificate on First Aid Training. He/She should wear neat & clean Navy Blue uniform and Black Shoes always.	1	Nos				0.00	0.00	INR Zero Only	
1.02	Standard Ambulance - Type C Basic Life Support Fully Company fitted, Air Conditioned (Dry lease, Full time: 24x7) including shift-wise Drivers (Rate per month including all taxes) (Make: Force Traveller or Equivalent; Fuel: Diesel; Brand New or not before 2024 make)  1) The ambulance must be equipped according to the specifications of AIS-125 by MoRTH for a Basic Life Support Type C ambulance. 2) The Ambulance Drivers should have Valid Certificate on First Aid Training. He/She should wear neat & clean Navy Blue uniform and Black Shoes always.	1	Nos				0.00	0.00	INR Zero Only	
<b>Total in Figures</b>							0.00	0.00	INR Zero Only	
<b>Quoted Rate in Words</b>		<b>INR Zero Only</b>								

**UNDERTAKING**

**(TO BE TYPED ON A LETTER HEAD OF THE TRANSPORT AGENCY)**

To

The Registrar,  
IIT Bhubaneswar,  
Argul – 752050  
Odisha

**Subject: Submission of undertaking for providing Transport Services in IIT Bhubaneswar vide tender notification No..... dated .....**

Dear Sir,

We, the undersigned, are submitting our bid for providing transport services in your Institute in accordance with your Tender Enquiry No.:..... dated .....

We hereby declare that all the information and statements made in this bid are true and we accept that any misinterpretation or false information /documentation contained in it may lead to our disqualification.

We accept all the terms and conditions of this tender document and we are not deviating from your terms and conditions. Our bid is binding upon us. We understand that IIT Bhubaneswar is not bound to accept any bid.

Yours sincerely,

Authorized Signature [*In full and initials*]

Name and Title of Signatory:\_\_\_\_\_

Name of Bidder:\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone (Office):\_\_\_\_\_

Fax:\_\_\_\_\_

Email:\_\_\_\_\_

**DECLARATION REGARDING NON-BLACKLISTING/DEBARRING FOR PARTICIPATION IN TENDER**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non-judicial Stamp paper by the bidder scan copy to be submitted along with bid and original to be sent to S&P Office, IIT Bhubaneswar, Argul , Jatni 752050. )

**Tender Enquiry No. : IITBBS/NIT/TRANSPORT/AMBULANCE/2025-26/01 dt. 13.10.2025**

I / We \_\_\_\_\_ (Name of Authorized Signatory) of  
M/s. \_\_\_\_\_ (Firm/Agency Name) hereby  
declare that the firm/agency namely M/s. \_\_\_\_\_ has not been  
blacklisted or debarred in the past by Union / State Government, PSU/Autonomous organization from taking  
part in Government tenders in India. And no case is pending with the police or in court of law against their name  
or firm/agency.

**Or**

I / We \_\_\_\_\_ (Name Of Authorized Signatory) of \_\_\_\_\_ (Firm/Agency Name)  
M/s. \_\_\_\_\_ Hereby  
declare that the Firm/company namely M/s. \_\_\_\_\_ was blacklisted or  
debarred by Union / State Government or any Organization from taking part in Government tenders for a  
period of \_\_\_\_ Year w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the  
firm/company is entitled to take part in Government tenders. And no case is pending with the police or in court  
of law against their name or firm/agency.

In case the above information found false or submission of false documents detected, I/we are fully aware  
that the tender/ contract will be rejected/cancelled by Registrar, IIT Bhubaneswar and EMD/Performance  
Security and Security deposit shall be forfeited. And I/We accept that I/We may be disqualified from bidding for  
any tender/contract with you for a period of two year from the date of notification.

In addition to the above Director, IIT Bhubaneswar will not be responsible to pay the bills for any completed  
/ partially completed work.

DEPONENT (Bidder)

Name  
Address

**Bid-Security Declaration Form**  
**(to be submitted by MSE Bidder only along with Uydham registration for claiming EMD exemption)**

Date: *[insert date (as day, month and year) of Bid Submission]*

**Tender Enquiry No. :** IITBBS/NIT/TRANSPORT/AMBULANCE/2025-26/01 ; dated: 13.10.2025

To: *[insert complete name and address of Purchaser]*

I/We/the undersigned, declare that:

I/we understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/we accept that I/We may be disqualified from bidding for any contract with you for a period of two year from the date of notification if I am /we are in a breach of any obligation under the bid conditions, because I/we

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid;  
or

(b) having been notified of the acceptance of our bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful bidder; or (ii) thirty days after the expiration of the validity of my/our bid.

Signed: (Insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_(insert date of signing)

**Corporate Seal (where appropriate)**

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

**VENDOR MASTER FORM**

**(To facilitate registration under PFMS and fund transfer through RTGS, NEFT/ INTRA  
BANK Transfer-One time information required)**

<b>Sl No.</b>	<b>Information required</b>	<b>Data furnished</b>
1	Name of the supplier company /firm	
2	CIN Number (in case of company)	
3	Complete contact address with PIN number	
4	Landline phone number	
5	Mobile number of contact person/ Finance Executive (for SMS on payment details)	
6	e-Mail ID (for receiving payment details)	
7	PAN Number	
8	GST Registration Number (with copy of GST registration certificate)	
9	TAN Number	
10	Bank account number (with a copy of cancelled cheque or Xerox copy of cheque leaf)	
11	Name of the Bank	
12	Name of the Bank Branch	
13	IFSC Code of Bank	
14	MICR Code of Bank	
15	Bank Account details where LC is to be opened in case of foreign suppliers	

I / We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reason of incomplete or incorrect information, the Indian Institute of Technology, Bhubaneswar will not be responsible.

**Authorised signatory with date and seal**

**FORMAT FOR PERFORMANCE BANK GUARANTEE**

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED BANKS (WHETHER SITUATED AT BHUBANESWAR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT BHUBANESWAR OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT BHUBANESWAR. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,  
The Registrar,  
Indian Institute of Technology Bhubaneswar,  
Argul, Jatani – 752050  
Odisha

***LETTER OF GUARANTEE***

WHEREAS Indian Institute of Technology Bhubaneswar(Buyer) have invited Tenders vide Tender No.....  
Dt. ....for supply of vehicle on contract basis of ..... AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment /machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “**Registrar, Indian Institute of Technology Bhubaneswar, Bhubaneswar**” in the form of Bank Guarantee for Rs ..... and valid till **three years** from the date of issue of Performance Bank Guarantee may be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Indian Institute of Technology, Bhubaneswar on demand and without protest or demur Rs ..... (Rupees.....).

This bank further agrees that the decision of Indian Institute of Technology, Bhubaneswar (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology Bhubaneswar(Buyer).

**Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs. .... (Indian Rupees ..... only).
2. This Bank Guarantee shall be valid up to .....(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if the Institute serves upon us a written claim or demand on or before .....(date).

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

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

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

**(To be given on Company Letter Head)**

**Date:**

**To**

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: .....

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc ..), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,  
**(Signature of the Bidder, with Official Seal)**

**CERTIFICATE REGARDING TURN-OVER FROM THE TRANSPORT SERVICE ONLY**  
**OF THE TENDERER DURING THE LAST THREE FINANCIAL YEARS**  
**i.e. 2022-2023, 2023-2024 & 2024-25]**

I \_\_\_\_\_ / \_\_\_\_\_ We, \_\_\_\_\_ M/s \_\_\_\_\_,

the Bidder/Tenderer/Transport Agency for providing transport services on /Daily/Monthly Contract Basis, hereby confirm that the average total turn-over of the firm/company and profit from Transport Services only during the last three financial years i.e. [ 2022-2023, 2023-2024 & 2024-2025]

Sl. No.	FINANCIAL YEAR	ANNUAL TURN-OVER FROM TRANSPORT SERVICE ONLY	PROFIT EARNED FOR THE YEAR
1	2022-2023		
2	2023-2024		
3	2024-2025		

**SIGNATURE & SEAL OF THE BIDDER**

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned from transport services only for the financial years mentioned above in respect of M/s. \_\_\_\_\_ are checked and found correct and true as per their Books of Accounts and other related records.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT**

**NAME, ADDRESS AND CONTACT DETAILS:**

**FRN:**

**UDIN:**

**Indian Institute of Technology Bhubaneswar**

**DUTY SLIP**

Name of Agency :.....

Name of Traveller with Deptt : .....

Journey : From..... To ..... Date of Journey .....

Vehicle No.:..... Type of Vehicle.:..... (A.c./Non A.C.)

Opening K.M. with time.....

Closing K.M. with date & time .....

Total Running in K.M. ....

Name & Signature of Passenger  
/Authorized Person

Name & Signature of Driver

**Note:- The Copy of this duty slip must be enclosed with agency's claim bill.**

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**Indian Institute of Technology Bhubaneswar**

**DUTY SLIP**

Name of Agency :.....

Name of Traveller with Deptt : .....

Journey : From ..... To ..... Date of Journey .....

Vehicle No.:..... Type of Vehicle..... (A.c./Non A.C.)

Opening K.M. with time.....

Closing K.M. with date & time .....

Total Running in K.M. ....

Name & Signature of Passenger  
/Authorized Person

Name & Signature of Driver

**Note:- The Copy of this duty slip must be enclosed with agency's claim bill.**

**Check list for Technical Bid**

<b>Sl. No.</b>	<b>Documents asked for</b>	<b>Yes / No</b>	<b>If Yes, Page No.:</b>
<b>1.</b>	EMD Details/ Udyam registration +Bid Security Declaration, as applicable.		
<b>2</b>	Authorization letter from the MD/CMD or Owner/Proprietor.		
<b>3.</b>	Self-attested copy of the PAN card issued by the Income Tax Department		
<b>4.</b>	Self-attested copy of GST Registration No.		
<b>5.</b>	Self-attested copy of valid Registration number of the firm/agency.		
<b>6.</b>	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with bidders profile (Annexure I).		
<b>7.</b>	Proof of experiences of last three financial years as specified in the NIT along with satisfactory performance certificates from the concerned employers.		
<b>8.</b>	Copies of Income-Tax Return of the last one financial year.		
<b>9.</b>	Specific Certificate from certified Auditors consisting Annual turnover of last three financial years as per Annexure IX)		
<b>10.</b>	Vendor Master Form		
<b>11.</b>	Undertaking for providing Monthly Wages/ Salary to be paid Breakup of the wages, EPF and ESI to the drivers and cleaners (As per GoI Norms) including provision of mobile phones, Uniform, Shoes etc. as per tender document.		
<b>12.</b>	An undertaking to the effect that the firm is not being blacklisted / banned / suspended / debarred from any organization / Institute and no case is pending with the police or in court of law against their name, duly notarized, as per Annexure IV.		
<b>13.</b>	Proof of registered branch office in the city of Bhubaneswar/Cuttack/Khordha /Jatni. An undertaking to start an office at above places within one month (if the agency is not having office at above places at the time of Tender)		
<b>14.</b>	Proof of ownership and control		
<b>15.</b>	A signed & stamped copy of Tender document to be submitted as token of acceptance of our terms & conditions		
<b>16.</b>	Acceptance of Terms & Conditions of Tender as per Annexure – VIII		
<b>17.</b>	Check list Annexure XI		
<b>18</b>	Eligibility related documents as per Para 1 to 13 of Section II		
<b>19.</b>	Any other relevant document(s).		

Signature of the Bidder (Name and Address of the Bidder)