



NOTICE INVITING QUOTATION (NIQ)

No.: IITBBS/SA/E-Rickshaw/2025/01

Date: 24.10.2025

Sealed quotations are invited from reputed **Individuals/Agencies/ Service Providers/Operators/Firms** for **Running of Battery Operated Vehicles (E-Rickshaws)** within and outside the IIT Bhubaneswar campus for a period of **Three (3) years** with provision for annual renewal subject to satisfactory performance.

1. Scope of Work

To provide **passenger transport service within and outside the IIT Bhubaneswar campus** using Battery Operated Vehicles (E-Rickshaws) on both sharing basis and full hire basis, as per the rates fixed and revised by the Institute from time to time.

2. Eligibility Criteria

The bidders must fulfill the following criteria and attach self-attested copies of documents in support. Quotations not meeting these criteria shall be treated as **non-responsive and rejected**:

1. The operator/driver must have valid Light Motor Vehicle (LMV) Driving License, Police Verification Certificate, Aadhaar Card, PAN Card and Bank Account.
2. The bidders must own at least one Battery Operated Vehicles (E-Rickshaws) registered in their name or to be confirmed within 30 days of the offered contract.
3. The bidders shall engage minimum four-seater E-Rickshaws, excluding the driver seat.
4. In case of agency, they must possess valid PAN and GST Registration (if applicable).
5. Agency must have registered office at Bhubaneswar/Jatani/Khordha/Cuttack/Puri; individual bidders must have residence in Bhubaneswar/Jatani/Khordha/Cuttack/Puri.
6. Bidder Profile Form and Bank Mandate Form duly filled as per **Annexure–I and Annexure–II**.

3. Terms and Conditions

1. Contract period: **Three (3) years** (renewable annually based on satisfactory performance). However, the contract period may be extended for another additional two years based on the satisfactory performance subject to approval of the Competent Authority.
2. E-Rickshaw must be in good condition, manufactured in 2022 or later. E-Rickshaws shall be conforming to the latest specifications and relevant standards notified by Government of India/Govt. of Odisha and will carry certification from approved testing centres for the same. IIT Bhubaneswar will check the documents and the condition of the E-Rickshaw prior to starting the contract period.

3. E-Rickshaw must be from reputed manufacturers, ISI certified, registered with RTO, and insured. E-Rickshaws shall have the certification from approved testing centres, so as to satisfy the required performance of E-Rickshaw as a whole and also conformance to the relevant applicable specifications for the main automobile components and other auxiliary systems such as brakes, lighting and control, etc. and the overall safety.
4. E-Rickshaws deployed by the bidders shall be supplied from an original manufacturer of the E-Rickshaws/ an Authorised dealer thereof.
5. Drivers must wear the prescribed uniform (Sky blue colour shirt/T Shirt with black/blue full pants) with name-tag and ID card.
6. Operating hours: Everyday from **7:00 AM to 10:00 PM** (extendable as per requirement). Out of all the E-Rickshaws, one E-Rickshaw will be stationed in the campus at the night time on a rotation basis for night time requirements, if any.
7. Fare collection to be done by agency/driver directly via QR Code/Cash.
8. Charges to be paid to the Institute:
 - o ₹ 500/- per vehicle per month (Rental Fee).
 - o ₹ 500/- per vehicle per month* (Minimum Electricity Charging Fee).
(* - Subject to change depending on the actual consumption.)
9. Indicative fare structure for single trip:

Particulars	Sharing Basis (incl. GST) per person	Full Hire Basis (incl. GST) reservation
Within Academic Area	₹ 10	₹ 40
Within Residential Area (upto L-Gate)	₹ 10	₹ 40
Hostel/SAC to Admin Building	₹ 10	₹ 40
Hostel/SAC to SECS/SBS/Hall of Learning/Main Gate	₹ 15	₹ 60
Hostel/SAC to LBC/SEOCs/ SHSSM/ SMMME/SIF/SMS/CW	₹ 20	₹ 80
Residential Quarters/ Guest House/Sanjeevan to Main Building/Main Gate	₹ 15	₹ 60
Residential Quarters/ Guest House/ Sanjeevan to Schools/Halls of Learning	₹ 20	₹ 80
Campus to NISER	Not Applicable	₹ 100
Campus to Khordha Road Rly Station	Not Applicable	₹ 150

10. **Performance Security:** ₹ 5,000 per vehicle in the form of DD/Bank Guarantee.
11. **Liquidated Damages:** ₹ 100 per day beyond two days per month per E-Rickshaw for non-operation.
12. Service provider/bidders will be responsible for **maintenance, insurance, permits, taxes, driver compliance, repairs, and** will bear all the associated costs.
13. Institute may enter into **parallel contracts with multiple bidder/agencies/individuals**. Approximately 10(Ten) E-Rickshaw may be selected through

lottery after shortlisting. The actual number of E-Rickshaw may increase or decrease from time to time as per the requirement.

14. Institute reserves the right to **reject any/all quotations** without assigning reasons thereof.
15. Institute premises is declared as a **“NO SMOKING ZONE”**. Therefore, the service provider must ensure that smoking, consumption/distribution of alcohol, use of gutka or other intoxicants, defacing the premises, and any sort of gambling by the drivers are strictly prohibited inside the Institute premises.
16. In case any driver is found under the influence of alcohol/banned substances, a fine of ₹ 5,000 will be imposed for the first instance on the service provider. However, it will be doubled for the second instance and subsequently violation will lead to penalty/termination of the contract as decided by the Institute.
17. In case of any disputes/complaints, the contract may be terminated as per the decision of the Competent Authority.
18. Service provider must execute a **Bond Agreement on ₹ 100 Stamp Paper** before commencement.
19. Service provider must comply with **all statutory laws, SoPs, and Institute rules**.
20. All disputes are subject to **jurisdiction of Bhubaneswar, Odisha**.

4. Submission of Quotations

- Quotations in **sealed envelopes** superscribed “*Quotation for Running of E-Rickshaw within and outside IIT Bhubaneswar Campus*” must reach to **The Assistant Registrar, Student Affairs, Room No. 117, Administrative Building, IIT Bhubaneswar, Argul, Jatni, Khordha – 752050** on or before **14.11.2025, 5:00 PM**, either by registered post or by hand.
- Late/delayed quotations shall not be accepted. IIT Bhubaneswar will not be responsible for postal/courier delays.

5. Opening of Quotations

Quotations will be opened on **18.11.2025 at 3:00 PM** in the office of the undersigned, in the presence of intending bidders or their authorised representatives.

6. Annexures

- **Annexure–I:** Bidder Profile Form
- **Annexure–II:** Bank Mandate
- **Annexure-III:** Checklist

Sd/-

Assistant Registrar
(Student Affairs)

Email: ar.sa@iitbbs.ac.in

Phone: 0674-713-4511/4513

Annexure – I**BIDDER PROFILE FORM****IIT BHUBANESWAR
Quotation for Running of Battery Operated Vehicles (E-Rickshaws)
Bidder Profile Form**

Paste passport
size photo

Sl. No.	Particulars	Details (To be filled by Bidder)
1	Name of the Individual / Firm / Agency	
2	Type of Bidder (Individual / Firm / Company / Agency)	
3	Registered Office / Residential Address	
4	Correspondence Address	
5	Name of the Contact Person	
6	Mobile Number	
7	E-mail ID	
8	PAN No. (Attach copy)	
9	GST Registration No. (if applicable, attach copy)	
10	Bank Account No.	
11	Bank Name & Branch	
12	IFSC Code	
13	Aadhaar No. (for Individual)	

14	Police Verification Certificate No.	
15	Driving License No. (for operator/driver)	
16	No. of E-Rickshaws owned (attach RC copies)	
17	Make/Model/Year of Manufacture of E-Rickshaw	
18	RTO Registration Number(s)	
19	Insurance Validity (attach proof)	
20	Address of Local Office / Residence (Bhubaneswar/Jatani/Khordha/Cuttack/Puri)	
21	Experience in providing similar service (if any)	
22	No. of E-Rickshaws proposed to deploy in IIT Bhubaneswar	

I/We hereby declare that:

1. The information furnished above is true and correct to the best of my/our knowledge.
2. I/We have read and understood all terms and conditions of the *Notice Inviting Quotation No. IITBBS/SA/E-Rickshaw/2025/01* and agree to abide by them.
3. I/We undertake to deploy E-Rickshaws in good condition, operated by licensed drivers, and to comply with all applicable laws and institute regulations.

Date: _____

Place: _____

Signature of the Bidder: _____

Name: _____

Seal (if any): _____

BANK MANDATE FORM

(To be submitted on Letterhead in duplicate along with a copy of cancelled cheque/passbook)

1. Name of the Firm/Individual : _____
2. Registered Address : _____
3. Contact No. / Email ID : _____
4. Permanent Account Number (PAN) : _____
5. GST Registration No. (if applicable) : _____

Bank Details

Name of the Bank	
Branch & Address	
Account Type (SB/CA)	
Account Number	
IFS Code or IFSC	
MICR Code	

Declaration

I/We hereby declare that the above information furnished is correct and I/we will inform IIT Bhubaneswar immediately in case of any change. I/We authorise IIT Bhubaneswar to make payment through Electronic Fund Transfer (EFT/NEFT/RTGS) mode into the above account.

Signature of Account Holder with Seal

Name: _____

Date: _____

Enclose:

1. Cancelled Cheque,
2. Self-attested Copy of PAN
3. Self-attested Copy of Aadhaar
4. Registration Certificate

Check list

Sl. No.	Documents asked for	Yes / No	If Yes, Page No.:
1.	Bidder Profile Form		
2.	Bank Mandate Form		
3.	Copy of Bank Passbook		
4.	Copy of Aadhar Card		
5.	Copy of PAN card		
6.	Copy of GST (applicable for agency only)		
7.	Permanent address proof (Residence certificate for individuals / Agency registered address proof for agency)		
8.	Police Verification certificate for the drivers		
9.	Copy of Vehicle registration certificate		
10.	Copy of Driving licence		
11.	Signed copy of the Notice by signing each page as a token of acceptance of the terms and conditions		

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