

ಭಾರತೀಯ ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ಸಂಸ್ಥೆ ರಾಯಚೂರು
भारतीय सूचना प्रौद्योगिकी संस्थान रायचूर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY RAICHUR



**Notice Inviting ‘Expression of Interest (EoI)
for Hiring of Vehicles (LMV)**

LETTER OF INVITATION

1. Indian Institute of Information Technology Raichur invites **Expression of Interest** (EOI) from the Registered Tours and Travel Agencies having vehicles (owned by the agency/on lease) not older than 2023 model, with an experience of minimum 03 years of supplying vehicles and having an average turnover of Rs 10.00 lakhs annually. Interested agencies may individually submit EOIs to supply vehicles in **Raichur, Karnataka**.
2. **Schedule of Events:**

	<u>From</u> - <u>To</u>
a. To download the EOI Documents	: 22/07/2026 – 03/08/2026.
b. Last Date & Time for submission of hard copy	: 04/08/26 up to 17.00 hours (in a sealed cover)
c. Date & Time of opening of EOIs	: 15:00 hours on 05/08/2026
d. Place of opening of EOIs	: @ AR Office, IIIT RAICHUR
3. Services to be provided : Hiring Light Motor Vehicles (LMV) as per the **Annexure-I**
4. Duration of Empanelment : One year, extendable on satisfactory performance.
4. EOI documents may be downloaded from the IIITR official website www.iiitr.ac.in as per the time schedule mentioned above.
5. **Tender Fee:** A non-refundable tender processing fee of **Rs.500/-** (Rupees Five Hundred Only) to be paid online to institute bank account, and submit a copy of proof of payment along with their EOI. EOI received without prescribed application fees is summarily rejected.
6. **Earnest Money Deposit:** The bidders are required to deposit **Rs.5,000/-** (Rupees Five Thousand Only) towards bid security through online payment to institute bank account, and submit a copy of proof of payment along with the EOI document. **The EMD is exempted for MSME/NSIC registered bidders.**

IIIT Raichur bank account details are as follows:

Bank Name	SBI	Bank Account No	4 1 6 1 6 9 0 3 5 5 5
IFSC Code	SBIN0004622	Account Name	Indian Institute of Information Technology Raichur

Sd/-

Assistant Registrar
Indian Institute of Information Technology
Wadavatti, Gadwal Road
Raichur 584 102

INSTRUCTIONS TO BIDDERS

Indian Institute of Information Technology Raichur would be referred to in the document as the Institution/IIITR and the individual/agencies/tours and travel participating in the EOI would be referred as EOI (der)/ bidder/applicant.

EOI documents may be downloaded from the IIITR official website www.iiitr.ac.in. Any changes / modifications in the document will be intimated by corrigendum/ addendum through this website only.

A. SERVICES TO BE PROVIDED :

1. **Places of Service:** Provision of registered vehicles with licensed drivers on a **“Hire basis”** for running in the State of Karnataka. The Vehicles would be required for transportation within Raichur & Raichur district presently and may be to other districts of the State and other States as and when required.
2. **Period of contract:** Under normal circumstances the contract shall be valid for a period of one year with an option of extension for a further period on mutual agreement.
3. **Quantity :** Estimated number of vehicles to be hired is **3-5 nos.** on a monthly basis, however it should be clearly noted that IIITR shall place the order only as per the actual requirement from time to time. Vehicles may also be hired on a daily/monthly basis which shall be intimated telephonically or issuance of the work order. Vehicles may also be released telephonically or issuance of the letter without giving any prior notice period.
4. **Service:** Any service required at any time will be given telephonic intimation and shall be considered as notice at no extra cost.
5. **Reporting Place : IIIT RAICHUR (Permanent Campus).**
6. **Accuracy of meters:** All the vehicles should have a working milometer. The meter reading should tally the actual distance of run at any instant and the authorized officer shall have full power to check the meter for its correctness and to take action accordingly.
7. **Penalties :** In case of breakdown, vehicles have to be replaced by other vehicles within not more than Five hours. If the number of breakdowns exceeds three times in a month, a penalty of Rs. 1000/- per breakdown shall be imposed.

B. EOI Terms and Financial Conditions :

- a) The financial bid would be inclusive of fuel cost.
- b) The financial bid would be *exclusive of GST*. IIITR would deduct all taxes, as applicable at source at the time of release of payment.
- c) Payment of any Govt. tax or duty for plying the vehicles in Karnataka State will be liability of transporter.
- d) Parking and Toll charges, if any, may be claimed by producing the parking / Toll slips.
- e) Drivers of the hiring vehicles should be permanent till the completion of the agreement and in case of change of driver in an emergency, prior intimation should be made to the Office.

- f) **Cost of EOI :** The **bidder/applicant** shall bear all costs associated with the preparation and submission of the EOI. IIITR in no case will be responsible for these costs regardless of the conduct or outcome of the process.

C) **EOI Document :** EOI consist of I) Technical and II) Financial document.

I) **The Technical bid** consists of:

1. Letter of Invitation
2. Instructions to EOI(ders)/bidder/applicant
3. General Condition of Empanelment
4. Evaluation and Qualification Criteria
5. Technical EOI Form
6. Bidder's Profile
7. Experience Certificate

II) **The Financial Bid** consists of:

1. Schedule of Hire Charges as per the Format

D) **Amendment to EOI document**

At any time prior to the deadline for submission of proposal, the IIITR may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the EOI document by the issuance of Addendum/Amendment/Corrigendum and posting it on the Official website.

To afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the IIITR may, in its sole discretion, extend the last date of submission.

1. **EOI Form :** The EOI (ders) **bidder/applicant** shall complete the EOI Form.

2. **EOI Price :**

- i. The bidder/applicant shall quote as per price schedule given in financial bid for all types of vehicles mentioned in the schedule of requirement.
- ii. The price quoted by the applicant shall be unconditional and shall remain fixed during the entire period of contract and shall not be subject to variation on any account. An EOI submitted with an adjustable price quotation will be treated as non-responsive and rejected.

E) **Earnest Money Deposit (EMD) :**

- i. The Applicant shall furnish as part of its proposal, an EMD of Rs.5,000/- (Rupees Five Thousand only) in the form of a Demand Draft / Banker's Cheque drawn in f/o "Indian Institute of Information Technology Raichur" and submitted along with EOI Document.
- ii. The EMD will be returned to unsuccessful applicants within 30 (thirty) days from the date of finalization of empanelment. The EMD of the selected applicant shall be returned after finalization of empanelment. Any EOI not accompanied by the EMD amount shall be rejected by the IIITR as non-responsive.
- iii. The IIITR shall not be liable to pay any interest on the Bid Security and the same shall be unconditional and interest free.
- iv. The EMD may be forfeited, if EOI der/bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form.

F) Submission of EOIs :

- i. The EOIs should be submitted duly sealed and addressed to the IIITR and submit to the office or sent by Courier/Speed/Regd. Post which must be received on or before 18:00 hrs of due date.
- ii. Any EOI received after the due date for submission of EOI, shall be rejected. No further correspondence will be entertained in this regard.
- iii. **Method of preparation of bid :**

- a) EOI/Bid should be submitted in sealed envelopes, as detailed below and placed in side a main cover. These envelopes should contain the following;

Envelope	Marked on the cover	Contents of Envelope
First	Security Amount (EMD)	Containing Security Amount
Second	Technical Bid	Containing documents establishing the eligibility of the applicant to participate in the tender along with deposit slip/receipt for Rs.500/- towards application fee.
Third	Financial Bid	Rates duly quoted by the Bidders in the prescribed format.

- b) On all these envelopes the name of the firm and whether “EMD” Or “Technical” Or “Financial” must be clearly mentioned and should be properly sealed (with sealing wax/packing PVC tape). These envelopes are to be placed inside an outer envelope and properly sealed (with sealing wax/Packing PVC tape). **The EOIs/Bid that are not submitted in above mentioned manner will be summarily rejected.** All envelopes (3 inner & one outer) must bear the following:-

- i. All envelopes (3 inner & one outer) must bear the full address of the tendering authority at the center of envelope and super scribe with “EOI for the supply of LMV”.
- ii. All envelopes (3 inner & one outer) must bear the full name and full address of the EOI(ders) at the bottom right hand side corner of the envelope and super scribe with **“EOI for the supply of LMV”.**

G) EOI opening :

- i. The IIITR shall open EOI in the presence of EOI (ders)/Bidders or their authorized representative who wish to be present at the time of opening of EOI on due date.
- ii. The Envelope containing the technical documents of the EOI shall be opened to verify whether all the required documents are furnished by the applicant, failing which the application would be treated as technically disqualified and will not be considered for evaluation.

H) Evaluation :

- i. Bidders who have submitted EMD as per requirement shall be considered for further evaluation. Absence of EMD will lead to summary rejection of the bid.
- ii. IIITR shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.

- iii. If there is discrepancy between words and figures the **amount in words shall prevail prior** to detailed evaluation. A substantially responsive EOI is one, which confirms all the terms and conditions of EOI documents without material deviation. An EOI determined as substantially non-responsive will be rejected by IIITR.
- iv. **Technical Evaluation:** IIITR will evaluate only those applications if the EOI(ders)/Bidder comply with all the eligibility conditions provided in the EOI document. If the bidder ensures compliance with all eligibility conditions and furnishes all documentary proof of the same, they would be considered for participation in the financial bid.
- v. **Financial Evaluation :** Financial part of the EOI shall be opened for those Bidders whose qualifying bids are found successful.
- vi. For monthly hiring of vehicles, L1 bidder would be decided for each type of vehicle separately. **Bidders quoting the lowest (L1) rate will be the preferred service provider.** In case of daily hiring of vehicles, L1 would be decided for each type of vehicle separately. **Bidders quoting the lowest (L1) rate will be the preferred service provider.**

I) Letter of Award (LOA) :

- i) After financial evaluation and acceptance of **the L1 rates by the applicant**, IIITR will issue a Letter of Empanelment to the Respondents in writing.

J) Disclaimer :

- i. This EOI document does not purport to contain all the information that each applicant may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the EMPANELMENT process for the selection of the VENDORS for the proposed contract. Each applicant should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
- ii. While the EOI document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by IIITR & its employees or advisors or agents as to or in relation to the accuracy or completeness of the EOI document or any other oral or written information made available to any applicant or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- iii. While the EOI document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by IIITR & its employees or advisors, or agents as to or in relation to the accuracy or completeness of the EOI document or any other oral or written information made available to any applicant or its advisors at anytime and any liability thereof is hereby expressly disclaimed.
- iv. Failure to provide information that is essential to evaluate the applicants' qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the applicant.

GENERAL CONDITIONS OF EMPANELMENT

1. Submission of EOI/bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein unless otherwise agreed by IIITR.
2. Monthly bills shall be submitted in duplicate to the authority specified in contract along with duty slips duly signed by the user. And a proper Logbook should be maintained for release of monthly bills.
3. The Contractor should be able to provide a vehicle at a short notice (within 2 hours). For regular requisitions the taxi must reach the destination 30 minutes in advance. The drivers engaged in the vehicle should have a valid driving license to operate the vehicle, issued by the Transport Authorities and other necessary certificates like Road-Tax clearance, Pollution Certificate, Valid Insurance certificates and Fitness certificates etc. should be in existence for all vehicles quoted. The drivers should have a mobile phone and should be well mannered. The driver engaged should be broadly aware of the major routes. The Vehicles on duty should be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
4. Any overtime duty charge for drivers/vehicles is not applicable. Any service required at any time/day will be given telephonic intimation and shall be considered as notice no extra cost.
5. **Penalty Clause:** In the event of Contractor failing to execute the work i.e., supply of vehicle on hire basis at any time to the full satisfaction of IIITR the Competent Authority reserves the right to cancel the contract or withhold the payment due to contract or in part or full. If the number of breakdowns exceeds three times in a month, a penalty of Rs. 1000/- per breakdown shall be imposed.
6. At times, IIITR may need an additional number of vehicles on specific days in connection with any conference/ meeting/delegate's visit. The Contractor should be responsible to arrange for additional demand of vehicles by making necessary tie ups at his end and such additional vehicles should be supplied at the approved rates and conditions. Vehicles supplied on such occasions should be of superior condition and vehicles to be equipped with water bottles, tissues & hand sanitizers.
7. If on any occasion, it is found that the driver of any vehicle has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/ journey, the contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such a vehicle.
8. For each and every vehicle, the driver is required to maintain a log – book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries should be attested from the users. The log book will have to be shown to the General Administration for verification at the time of submission of the bill in each month.
9. In case of any breakdown while on journey, alternative arrangement shall have to be done by the contractor failing which the vehicle will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.

10. **Black listing/debarring:** IIITR reserves the right to cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, on the continued delivery of unsatisfactory services, insolvency of the company, or any other ethical ground as deemed fit by giving a 7 days prior written notice.
11. **Amendment to RFE (*Request for Expression of Interest*):** At any time prior to the last date for receipt of applications, IIITR may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. To provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, IIITR may at its discretion extend the last date for the receipt of proposals and /or make other changes in the requirements set out in the RFE. The applicant is required to visit the IIITR website for any changes or amendments in the RFE before submitting their applications.
12. IIITR may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
 - a) Submitted the proposal after the response deadline.
 - b) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
 - c) Submitted a proposal that is not accompanied by required documentation or is non-responsive, failed to provide clarifications related thereto, when sought
 - d) Submitted more than one proposal
 - e) Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
13. The application is liable to be rejected if :
 - a) Not in prescribed forms and not containing all required details
 - b) Not properly sealed and signed as per requirements
 - c) Received after the expiry of due date and time
 - d) Missing of any supporting document(s)with the Proposal.

EVALUATION AND QUALIFICATION CRITERIA

This invitation to submit EOIs is open to those bidders who meet the following eligibility criteria. Documents to be submitted to testify eligibility are also listed :

Sl.	Eligibility Conditions	Documentary proof to be submitted
1.	Submission of EOI document price	Non-refundable fee of Rs 500.00 (Rupees Five Hundred only) to be paid online to institute bank account, and submit a copy of proof of payment along with their EOI.
2.	Submission of EMD	The bidders are required to deposit Rs.5,000/- (Rupees Five Thousand Only) towards bid security through online payment to institute bank account, and submit a copy of proof of payment along with the EOI document.
3.	The applicant should own or have on lease sufficient vehicles (minimum ten) of model not older than year 2023.	The proof of ownership or lease holding Clear declaration that the firm will be able to supply good conditioned vehicles of model not older than 2023 and the color of the vehicle should be preferable white.
4.	The applicant shall have an experience of minimum period of 03 years for similar type of contract of supplying vehicles/cars to Govt. organization/Private organization on Monthly basis and daily basis.	Detail of experience shall attached separately Copies of certification from earlier Department/Departments.
5.	The bidder should not have ever been blacklisted by any State/Central Government Department/PSU/Agency in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices.	Declaration of same on the Letter Head of Firm/Agency.
6.	ITR	Applicant shall submit copies of ITR for last 3 years
7.	GST Registration Certification	Applicant shall submit copy of GST Registration Certification
8.	Pending Litigation	Applicant shall submit details of pending Litigation, if any.
9.	Signing of proposal	The proposal shall be signed by the Authorized signatory in all pages with official seal. Any other information, which may be useful in the process of evaluation.

TECHNICAL BID
[To be submitted in a separate sealed cover on Letter Head]

EOI No: IIITR/Vehicle-EOI/2025-26/

DESCRIPTION : Expression of Interest for Vehicle Hiring Services at IIITR, Raichur

Sl.	PARTICULARS	
1	Name of Agency	
2	Name of the Proprietor	
3	Postal address	
4	Name of Contact person	
5	Mobile No	
6	E-Mail ID	
7	Registration Certificate (copy enclosed)	
8	PAN (Permanent Account Number) (copy enclosed)	
9	GST Registration No.(copy enclosed)	
10	Work Experience Certificate(If any)	
11	Any Other Details (MSME/NSIC/SHG)	
12	List of Vehicles not older than 2023 model registered in the name of the firm along with copies of RC, Insurance, and any other relevant document, if any (copy enclosed)	

I/We undertake that, I/We have carefully studied all the terms and conditions of the contract as indicated in the tender document and understood the parameters of the proposed work and shall abide by them.

I/We further undertake that the information given in this tender is true and correct in all respects. If any information is found false/misleading, our empanelment can be cancelled at any point of time.

Date:

Place:

Signature of bidder with date and seal

FINANCIAL/PRICE BID
[To be submitted in a separate
sealed cover on Letter Head]

Annexure: III

To.
The Assistant Registrar, Indian Institute of Information Technology, Raichur.

Dear Sir,

Subject: Financial Bid for EOI of Vehicle Hiring Services on “**MONTHLY AND AS & WHEN REQUIRED BASIS**” at IIITR, RAICHUR.

In response to EOINo.IIITR/Vehicle-EOI/2025-26/.....cited above, we are pleased to enclose the following as our financial bid for your kind consideration:

Sl.	Vehicle Type	Monthly rate (Per month 2000 KMs Limit)		Per Day Rate (for 100 KMs 10 Hours)			Per Day Rate (Out Station 300 KMs LIMIT)		
		Monthly Charges	Extra KM Charges	Per Day Charges	Extra KM charges	Extra Hours charges	Per Day Charges	Extra KM charges	Driver Allowance / Halting Charges
1	Innova Crysta								
2	Ertiga/or equal vehicle								
3	Swift Desire (AC)/or equal vehicle								
4	Verna/Etios/Amaze or equal vehicle								
5	Breeza/Creta/or equal vehicle								
6	Mahindra TUV/Bolero								
7	Ecco Van (Maruti Suzuki) or equal vehicle								

GST :

Other Terms :

Date :

Place:

Sign. Of Bidder with Stamp