



GOVERNMENT OF INDIA
भारत सरकार
CENTRAL PUBLIC WORKS DEPARTMENT
केंद्रीय लोक निर्माण विभाग

NOTICE INVITING e- TENDER

Name of Work: External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPSD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu

NIT No. 06/EE&SM(C)/IITMPC/2026-27

Estimated Cost: **Rs. 8,61,062/-**

Earnest Money: **Rs.17,221/-**

Time Period for Completion: **06 (SIX) MONTHS**

Last time & date of submission of Bid up to **15:00 Hrs on 01-08-2026**

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CENTRAL PUBLIC WORKS DEPARTMENT
OFFICE OF THE EXECUTIVE ENGINEER & SM(C)-I
IIT MADRAS PROJECT CIRCLE, IIT MADRAS CAMPUS CHENNAI-600036

NIT No. 06/EE&SM(C)/IITMPC/2026-27

Name of Work: External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu

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NOTICE INVITING e- TENDER (PRESS NOTICE)

The Executive Engineer & Senior Manager (C)-I, IIT Madras Project Circle, Central P.W.D., Chennai 36 invites on behalf of President of India, **Online Percentage Rate tender** from the Specialized Travel Agencies / eligible contractors of Central PWD (possessing the required eligibility criteria as defined in the NIT conditions) for the following work.

NIT No. 06/EE&SM(C)/IITMPC/2026-27

Name of Work: External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPSD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu

Estimated Cost: **Rs.8,61,062/-**

Earnest Money: **Rs.17,221/-**

Time Period for Completion: **06(SIX) MONTHS**

Last time and date of submission of Bid up to **15:00 Hrs on 01-08-2026**

The Tender forms and other details can be obtained from the Web Site <http://etenter.cpwd.gov.in> or www.cpwd.gov.in

**Executive Engineer & Senior Manager (C)-I,
IITM PC, CPWD, Chennai 36.**

**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e- TENDERING
FORMING PART OF BID DOCUMENT AND TO BE POSTED ON WEBSITE**

(Application for inviting open Bids)

The Executive Engineer & Senior Manager (C)-I, IIT Madras Project Circle, Central P.W.D., Chennai-36 on behalf of President of India, Online Percentage Rate tender from the **Specialized Travel agencies / enlisted contractors of Central PWD** (possessing the required criteria as per the NIT conditions) for the following work.

NIT No	06/EE&SM(C)/IITMPC/2026-27
Name of Work	External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu
Estimated cost put to bid	₹.8,61,062/-
Earnest Money	₹.17,221/-
Period of completion	06 (Six) Months
Last date & time of submission of bid, copy of receipt of deposition of original EMD, and other documents as specified in the NIT	01-08-2026, 15:00 Hrs
Date & time of opening of bid	01-08-2026, 15:30 Hrs

1. Contractors who fulfil the following requirements shall be eligible to apply. Joint ventures are not accepted. [1(a) to 1(e) are not applicable for CPWD enlisted contractors of appropriate class.]
 - a) Should have valid registration certificate of Travel Agency of Tamil Nadu state.
 - b) Should have satisfactorily completed the works as mentioned below during the last Seven years ending last day of the month previous to the one in which tenders are invited.

Three similar works each costing not less than ₹.3,44,425/- or two similar works each costing not less than ₹. 5,16,637/- or one similar work costing not less than ₹. 6,88,850/-

Similar work shall mean “**Providing the service of inspection vehicles including driver to the offices of Central Government, State Government and PSUs.**” The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last day of submission of bids.

2. The intending bidder must read the terms and conditions of **CPWD-6** carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
3. This information and instructions for bidders posted on website shall form part of bid document.
4. The bid document consisting of Specifications, Schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <https://etender.cpwd.gov.in> or www.cpwd.gov.in free of cost.
5. But the bid can only be submitted after deposition of original EMD either in the office of the Executive Engineer inviting bids or division office of any Executive Engineer, CPWD within the period of bid submission and uploading the mandatory scanned documents such as Insurance Surety Bonds, Account Payee Demand draft or Bankers Cheque or Fixed Deposit Receipts or/ and Bank Guarantee (for balance amount as prescribed) from any of the Commercial Bank towards EMD in favour of **Executive Engineer, Chennai Central Division-II, CPWD, Chennai receipt for deposition of original EMD to division office of any Executive Engineer (including NIT issuing EE), CPWD** and other documents as specified.
6. Those contractors who are not registered or have not updated their profile on the website mentioned above, are required to get registered/update their profile beforehand. The necessary training materials including the videos with step to step process are available on download section of <https://etender.cpwd.gov.in>.
7. The intending bidder must have valid class-III digital signature certificate with encryption key (combo type) to perform any operations/transactions on the e-tendering portal / website and the bidder should download and install the esigner on their system as per instruction available on download section of <https://etender.cpwd.gov.in>
8. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
9. Contractor can upload documents in the form of JPG format and PDF format.
10. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in yellow colour and the moment rate is entered, it turns sky blue.

In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).

However, If a tenderer quotes nil rates against each item in percentage rate tender or does not quote any percentage above/below on the total amount of the tender or any section / sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.

11. **The department shall reserve every right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.**

List of Documents to be scanned and uploaded within the period of bid submission:

- I. Insurance Surety Bond, Demand Draft/ Account Payee Banker's Cheque / FDR/ Bank Guarantee of any commercial Bank against EMD.
- II. Copy of receipt for deposition of original EMD to division office of any EE, CPWD.
- III. Certificates of Work Experience. (in case of Specialized Travel agencies)
- IV. Valid registration certificate of Travel agency in Tamil Nadu state (in case of Specialized Travel agencies) / Enlistment Order of the CPWD Contractor(s)
- V. Affidavit as per provisions of clause 1.3.2 of CPWD-6 as per Form 'G' (in case of Specialized Travel agencies)
- VI. Copy of **PAN CARD**
- VII. GST registration Certificate, if already obtained by the bidder. If the bidder has not obtained GST registration as applicable **for the State/UT, where the work to be executed**, then he shall scan and upload following undertaking along with bid documents.

"If work is awarded to me, I/we shall obtain GST registration certificate as applicable within one month from the date of receipt of award letter or before release of any payment by CPWD, whichever is earlier, failing which I/we shall be responsible for any delay in payments which will be due towards me/us on account of the work executed and/or for any action taken by CPWD or GST department in this regard".
- VIII. Letter of Transmittal (CPWD Enlisted contractor of appropriate class is not necessary to upload).
- IX. Certificate for ERP training by any CPWD Training institute

(A) Document to be submitted after acceptance of bid:

1. Willingness certificate from concerned competent and eligible Travel Agencies for the Work (Form 'F') shall be submitted by lowest bidder (In case if CPWD enlisted contractor of appropriate class becomes successful bidder and desires to engage associate Specialized Travel agencies who fulfill the terms and conditions of the contract specified strictly and willing to work jointly with the successful bidder) after the award of work.
2. Licenses/Registrations or proof of applying for labour licenses, registration with EPFO, ESIC.

**Executive Engineer & Senior Manager (C)-I,
IITMPC, CPWD, Chennai 36.**

C.P.W.D. - 6 FOR e - TENDERING.

1. Online Percentage rate bids are invited on behalf of President of India from approved and eligible contractors of CPWD and from the Specialized Travel Agencies for the work of " **External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu**".
- 1.1. The enlistment of the contractors of appropriate class / registration of Travel agency (in case of Specialized Travel agencies) should be valid on the last date of submission of Tenders. In case the last date of submission of tender is extended, the enlistment of Contractor should be valid on the original date of submission of tenders.
- 1.2. The work is estimated to cost of ₹.8,61,062/-. This estimate cost, however, is given merely as a rough guide.
- 1.3. Intending bidder is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below:

Criteria of eligibility for submission of bid documents

- 1.3.1. Conditions for Specialised Travel Agencies only Three similar works each of value not less than ₹.3,44,426/- or two similar works each of value not less than ₹. 5,16,638/- or one similar work costing not less than ₹. 6,88,851/- The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last day of submission of bids

To become eligible for submission of bid, **the bidder shall have to furnish an affidavit on Non-Judicial Stamp Paper of ₹100/- (Rupees one hundred only)** as under: -
- 1.3.2. I/ We undertake and confirm that eligible similar work(s) has/ have not been got executed through another contractor on back-to-back basis. Further that, if such a violation comes to the notice of Department, I / we shall be debarred for tendering in CPWD in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer- in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/ Performance Guarantee or to act as per EMD Declaration Proforma. **(Scanned copy to be uploaded at the time of submission of tender)**
- 1.3.3. But for such bids, enlisted contractors of CPWD in appropriate class are eligible to submit the bids without submission of work experience certificate and affidavit. Therefore, CPWD contractors shall upload two separate letters for experience certificate and affidavit that these documents are not required to be submitted by them. Uploading of these two letters is mandatory otherwise system will not clear mandatory fields.

2. Agreement shall be drawn with the successful bidders on prescribed Form No. **CPWD-7** which is available as a Govt. of India Publication and also available on website **www.cpwd.gov.in**. Bidders shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
3. The time allowed for carrying out the work will be **06 (Six) months** from the date of start as to be intimated in letter of acceptance.
4. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
5. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
6. When bids are invited in three stage system and if it is desired to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.
7. Earnest Money in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (for balance amount as prescribed) from any of the Commercial Banks drawn **in favour of Executive Engineer, Chennai Central Division-II, CPWD, Chennai** shall be scanned and uploaded in a prescribed format on the e-Tendering website within the period of bid submission. The original EMD should be deposited either in the office of Executive Engineer inviting bids or division office of any Executive Engineer, CPWD within the period of bid submission. The EMD receiving Executive Engineer (including NIT issuing EE) shall issue a receipt of deposition of earnest money deposit to the bidder in a prescribed format (enclosed) uploaded by tender inviting EE in the NIT. A part of earnest money is acceptable in the form of bank guarantee also. In such case, minimum 50% of earnest money or Rs. 20 lac, whichever is less, shall have to be deposited in shape prescribed above, and balance may be deposited in shape of Bank Guarantee of any Commercial bank having validity for a period of **90 days for single bid works and 180 days for two bid system** or more from the last date of receipt of bids which is to be scanned and uploaded by the intending bidders.

The earnest money given by all the tenderers except the lowest tenderer shall be refunded immediately after the expiry of stipulated bid validity period or immediately after acceptance of the successful bidder, whichever is earlier. ~~However, in case of two/three bid system, earnest money deposit of bidders unsuccessful during technical bid evaluation etc. should be returned within 30 days of declaration of result of technical bid evaluation.~~

Copy of Enlistment Order and certificate of work experience and other documents as specified in the notice inviting e- tender shall be scanned and uploaded on the e-Tendering website within the period of bid submission. However, certified copy of all the scanned and uploaded documents as specified in e- tender notice shall have to be submitted by the lowest bidder **within a week physically** in the office of tender opening

authority. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose original EMD deposited with any division of CPWD and other documents scanned and uploaded are found in order.

The bid submitted shall be opened at **15:30 Hrs on 01-08-2026**

8. The bid submitted shall become invalid and e-Tender processing fee shall not be refunded if:
 - (i) The bidder is found ineligible.
 - (ii) The bidder does not upload scanned copies of all the documents stipulated in the bid document.
 - (iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of bid opening authority.
 - (iv) If a tenderer quotes nil rates against each item in percentage rate tender or does not quote any percentage above/below on the total amount of the tender or any section / sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.

9. The contractor whose bid is accepted will be required to furnish performance guarantee at **5% (Five Percent)** of the tendered amount as mentioned in schedule E and within the period specified in Schedule F. This guarantee shall be in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee. The contractor whose bid is accepted will also be required to furnish either copy of applicable licenses/ registrations or proof of applying for obtaining labour licenses, registration with EPFO, ESIC and BOCW Welfare Board including Provident Fund Code No. If applicable and also ensure the compliance of aforesaid provisions by the sub- contractors, if any engaged by the contractor for the said work within the period specified in Schedule F.

10. The description of the work is as follows:

External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPSD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu.

Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature (so far as is practicable), the form and nature of the site, the means of access to the site and other relevant details they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost

all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

11. The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
12. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
13. The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
14. The contractor shall not be permitted to bid for works in the CPWD Circle (Division in case of contractors of Horticulture/Nursery category) responsible for award and execution of contracts, in which his near relative is posted a Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the Central Public Works Department or in the Ministry of Housing and Urban Affairs. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.
15. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
16. The bids for the work shall remain open for acceptance for a **period of 30 (thirty) days from the date of opening of bids** in case of single bid system.
 - (i) If any tenderer withdraws his tender or makes any modification in the terms & conditions of the tender which is not acceptable to the department within 7 days after last date of submission of bids, then the Government shall without prejudice to any

other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.

- (ii) If any tenderer withdraws his tender or makes any modification in the terms & conditions of the tender which is not acceptable to the department after expiry of 7 days after last date of submission of bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 100% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - (iii) In case of forfeiture of earnest money as prescribed in para (i) and (ii) above, the bidders shall not be allowed to participate in the rebidding process of the same work.
17. This notice inviting Bid shall form a part of the contract document. The successful bidder/ contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-
- a) The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
 - b) Standard C.P.W.D. **Form 7** or other Standard C.P.W.D. Form as applicable
18. If the bidder is a CPWD enlisted contractor of appropriate class under any category, willingness certificate from concerned competent and eligible travel agencies for the work (Form F) shall be submitted by lowest bidder the department shall scrutinize the credentials of associate agencies after award of work but before issue of approval for associate agencies. However, the issuance of approval of associate agencies shall not relive the main agency from his responsibility of engaging reputed agencies for specialized works.
19. The intending bidders are required to update their profile in CPWD e- tender portal and to upload their bids well in advance of last date of submission of tender. Any issue related to updating profile/uploading tender can be resolved through [Executive Engineer & Senior Manager \(C\)-I, IITMPC, Chennai \(e-mail ID- chneeiitmpd@cpwd.gov.in\)](#) or ERP helpline no.18001803286 or e-mail ID [cpwd.support@techmahindra.com](#). The e-tendering bidders are also advised not to wait to raise any issues till the last date of submission of bid in their own interest.

SECTION – I

BRIEF PARTICULARS OF THE WORK

1. **Salient details of the work for which bids are invited are as under:**

Sl. No.	Name of Work	Estimated cost	Period of completion
1	External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPSD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu	₹.8,61,062/-	06 (six) Months

2. The work is situated at **Chennai & Chengalpattu (District)**

3. General features and major components of the work are as under:

- (i) Providing Inspection vehicles on monthly hire basis to office of the AE(c), IITM Project Sub Division-III & IV, IITM Discovery Campus, Thaiyur, Chengalpattu (District)-603103.

4. Work shall be executed according to **General Conditions of Contract 2023 for maintenance works for Central P.W.D and terms and conditions of the Contract.** Works available separately at printer's outlets and as per the terms and conditions of the contract. The bidder may obtain the address of the outlets from the Executive Engineer.

SECTION - II

INFORMATION & INSTRUCTIONS FOR BIDDERS

1. **General:**

- 1.1. Letter of transmittal and forms for deciding eligibility are given in Section III.
- 1.2. All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars/query is not applicable in case of the bidder, it should be stated as "not applicable". The bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bid being summarily disqualified. Bids made by telegram or e-mailed or telex and those received late will not be entertained.
- 1.3. References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by an officer not below the rank of Executive Engineer or equivalent.
- 1.4. The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the Employer.

2. **Definitions:**

- 2.1. In this document the following words and expressions have the meaning hereby assigned to them.
- 2.2. Employer: Means the President of India, acting through the Executive Engineer & Senior Manager (C)-I, IITM Project Circle, Chennai
- 2.3. Bidder/Tenderer: Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.
- 2.4. "Year" means "Financial Year" unless stated otherwise.

3. **Method of application:**

- 3.1. If the bidder is an individual, the application shall be signed by him above his full type written name and current address.
- 3.2. If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- 3.3. If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or, alternatively, by a partner holding power of attorney for the firm. In the later case a certified copy of the power of attorney should accompany the application. In both cases a certified

copy of the partnership deed and current address of all the partners of the firm should accompany the application.

- 3.4. If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

4. Final decision making authority

The employer reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders.

5. Particulars provisional

The particulars of the work given in Section I are provisional. They are liable to change and must be considered only as advance information to assist the bidder.

6. Site visit

The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to himself collect all information that he considers necessary for proper assessment of the prospective assignment.

7. Initial Criteria for eligibility (for Specialized Travel Agencies)

7.1. The Bidder should have satisfactorily completed similar works during the last Seven years ending last date of the month previous to the one in which tenders are invited. For this purpose cost of work shall mean gross value the completed work including cost of material supplied by the Government/Client but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent **Three similar works each costing not less than ₹.3,44,425/- or two similar works each costing not less than ₹. 5,16,637/- or one similar work costing not less than ₹. 6,88,850/-** Similar work shall mean **Providing the inspection vehicle including driver in offices of Central Government, State Government and PSUs.** The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last date of submission of tenders

8. Experience of similar works

- 8.1. Bidder should furnish the List of eligible similar nature of works successfully completed during the last seven years **in (Form "C")**

9. Organization information

Bidder is required to submit the information in respect of his organization in **(Form "E")**

10. Letter of transmittal

The bidder should submit the Letter of Transmittal attached with the document.

11. Opening of Price bid

After evaluation of applications, a list of short listed agencies will be prepared. Thereafter the financial bids of only the qualified and technically acceptable bidders shall be opened at the notified time, date and place in the presence of the qualified bidders or their representatives.

12. Award Criteria

- 12.1. The employer reserves the right, without being liable for any damages or obligation to inform the bidder, to:
- a) Amend the scope of work and value of contract.
 - b) Reject any or all the applications without assigning any reason.
- 12.2. Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited

**SECTION – III
(FORMS)
LETTER OF TRANSMITTAL**

From:

To

Executive Engineer & Senior Manager (C)-I,
IITM Project Circle, CPWD,
Warden Quarters No-5,
IIT Madras Campus, Chennai 36

Subject: External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPSD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu.

Sir,

Having examined the details given in the bid document for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statement made and information supplied in the enclosed forms C, F, G & K and accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we submit the requisite certified solvency certificate and authorize the **Executive Engineer& Senior Manager (C)-I, IITM Project Circle, CPWD, Chennai** to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize **Executive Engineer& Senior Manager (C)-I, IITM Project Circle, CPWD, Chennai** to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works:

Name of Work	Certificate issued by

Certificate: It is certified that the information given in the enclosed eligibility bid are correct. It is also certified that I / We shall be liable to be debarred, disqualified / cancellation of enlistment in case any information furnished by me / us is found to be incorrect.

Enclosures:

Date of submission:

Seal of bidder &
Signature(s) of Bidder(s)

FORM 'C'**DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED
DURING THE LAST SEVEN YEARS ENDING PREVIOUS DAY OF LAST
DAY OF SUBMISSION OF TENDERS**

S. No.	Name of Work/ project and location	Owner or sponsoring organization	Cost of work in lakhs of rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation / arbitration cases pending/ in progress with details*	Name and address/ telephone number of officer to whom reference may be made	Whether the work was done on back to back basis Yes/ No
1	2	3	4	5	6	7	8	9	10

* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s)

FORM 'F'

Name of Work: External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu.

N.I.T. No.06/EE&SM(C)/IITMPC/2026-27

I/We hereby give my consent to associate with M/s, for executing the above referred work.

I/We will execute the work as per specifications and conditions of the agreement and as per directions of the Engineer -in-Charge till the completion of the work.

Signature with date of Main Agency Signature with date of Associated Travel Agency

Address:

Address:

Witness with Address:

- 1.
- 2.
- 3.
- 4.

Signature of Notary with seal

NOTE: Affidavit to be furnished on a '**Non-Judicial**' stamp paper worth **Rs.100/-**.

FORM 'G'

NAME OF WORK: External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu.

N.I.T. No. 06/EE&SM(C)/IITMPC/2026-27

I / we undertake and confirm that eligible similar work(s) has/ have not been got executed through another contractor on back-to-back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for tendering in CPWD in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer in charge shall be free to forfeit the entire amount of Earnest Money Deposit/ Performance Guarantee.

Note: Affidavit to be furnished on a 'Non-Judicial' stamp paper worth **Rs.100/-**.

Signature of Bidder(s) or an authorized

Officer of the firm with stamp

Signature of Notary with seal

(Scanned copy to be uploaded at the time of submission of Bid)

FORM-K**RECEIPT OF DEPOSITION OF ORIGINAL EMD/BID SECURITY**

(Receipt No. / date.....)

1	Name of Work	External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPSD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu.
2	NIT No	06/EE&SM(C)/IITM PC/2026-27
3	Estimated cost	₹. 8,61,062/-
4	Amount of Earnest Money Deposit	₹. 17,221/-
5	Last date of submission of bid	01-08-2026 at 15.00 Hrs
6	Name of Contractor	
7	Form of EMD	
8	Amount of Earnest Money Deposit	
9	Date of submission of EMD	

**Signature, Name and Designation of
EMD receiving officer along with Office
stamp**

- (i) The EMD document should be **(In favour of the EE, CCD-II, CPWD, Chennai-06)**
- (ii) The Authority receiving EMD in original form examines the EMD deposited by the bidder and issues receipt of deposition of earnest money to the agency in the above format. The receipt can also be issued by any subordinate gazetted authority as authorized by the Engineer-in-Charge/DDH.
- (iii) The authority receiving original EMD also intimates tender inviting authority about deposition of EMD by the agency by email/fax/telephonically.
- (iv) The original EMD receiving authority releases the EMD to unsuccessful bidders after the expiry of stipulated bid validity period or immediately after acceptance of the successful bidder, whichever is earlier, after verification from the e-tendering portal website (<https://etender.cpwd.gov.in>> closed Tender>all) that the particular contractor is not L-1 tenderer and work is awarded.
- (v) The tender inviting authority calls for original EMD of the L-1 tenderer from EMD receiving authority immediately.

On non-judicial stamp paper of minimum Rs. 100
(Guarantee offered by bank to CPWD in connection with the execution of contracts)

**FORM OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT /
 PERFORMANCE GUARANTEE / ~~SECURITY DEPOSIT~~ / ~~MOBILIZATION
 ADVANCE~~**

1. Whereas the Executive Engineer & Senior Manager (c)-I, IITMPC, CPWD, Chennai on behalf of the President of India (hereinafter called "The Government") has invited bids under **NIT No.06/EE&SM(C)/IITM PC/2026-27** for the work of External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu.

The Government has further agreed to accept irrevocable Bank Guarantee for Rs. (Rupees only) valid up to (date)* issued in favour of **Executive Engineer, Chennai Central Division-II, Chennai** as **Earnest Money Deposit** from (Name and address of contractor) (Hereinafter called "the contractor") for compliance of his obligations in accordance with the terms and conditions of the said NIT.

OR**

Whereas the Executive Engineer & Senior Manager (C)-I, IITMPC, CPWD, Chennai on behalf of the President of India (hereinafter called "The Government") has entered into an agreement bearing number with (name and address of the contractor) for execution of work (Name of Work) The Government has further agreed to accept an irrevocable Bank Guarantee for Rs. (Rupees only) valid up to (date) as Performance Guarantee/Security Deposit/Mobilization Advance from the said Contractor for compliance of his obligations in accordance with the terms and conditions of the agreement.

2. We, (indicate the name of the bank) (herein after referred to as "The Bank") hereby undertake to pay to the Government an amount not exceeding Rs. (Rupees only) on demand by the Government within 10 days of the demand.
3. We, (indicate the name of the Bank) do here by undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupees only).
4. We, (indicate the name of the Bank), further undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any court or Tribunal, our liability under this Bank Guarantee being absolute and equivocal. The payment so made by us under this Bank Guarantee shall be a valid discharge of our liability for payment there under and the contractor shall have no claim against us for making such payment.

5. We, (indicate the name of the Bank) further agree that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation here under to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. We, (indicate the name of the Bank) further agree that the Government at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor at the first instance without proceeding against the contractor and notwithstanding any security or other guarantee the Government may have in relation to the Contractor's liabilities.
7. This guarantee will not be discharged due to the change in Constitution of the Bank or the Contractor.
8. We, (Indicate the name of the Bank), undertake not to revoke this guarantee except with the consent of the Government in writing.
9. This Bank Guarantee shall be valid up to unless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees..... only) and unless a claim in writing is lodged with us within the date of expiry or extended date of this guarantee, all our liabilities under this guarantee shall stand discharged.

Date:

Witness:

Authorized signatory

1. Signature.....

Name

Name and address

Designation

2. Signature.....

Staff Code No.

Name and address

Bank Seal

**Date to be worked out on the basis of validity period of 90 days where only financial bids are invited and 180 days for two/three bid system from the date of submission of tender.*

***In paragraph 1, strike out the portion not applicable. Bank Guarantee will be made either for Earnest Money or for Performance Guarantee/ Security Deposit/ Mobilization Advance, as the case may be.*

**GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT**

STATE: Tamil Nadu
BRANCH: B & R

DIVISION: IITMPD-I
SUB DIVISION-IITMPD-III & IV

Percentage Rate Tender & Contract for Works

Tender for the work of: **External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu.**

- (i) Last date and time of submission of e-tenders shall be up to **15.00 Hrs. on 01-08-2026**
- (ii) Financial to be opened in presence of tenderers who may be present at **15.30 Hrs. on 01-08-2026** in the office of **EE & SM (C)-I/IITM PC/CPWD/IITM Campus/ Chennai-36.**

TENDER

I/We have read and examined the notice inviting tender, schedule, A,B,C,D,E & F, Specifications applicable, ~~Drawings & Designs~~, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the President of India within the time specified in Schedule 'F', viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open for **(30) Thirty days** from the due date its opening **in case of single bid system** and not to make any modifications in its terms and conditions. I/We have deposited EMD for the prescribed amount in the office of concerned Executive Engineer as per the bid document.

A copy of earnest money deposit receipt of prescribed amount deposited in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (as prescribed) issued by a Commercial Bank, is scanned and uploaded (strike out as the case may be). If I/We, fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that the President of India or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.

Further, if I /we fail to commence work as specified, I/we agree that President of India or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said the performance guarantee absolutely. The

said performance guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the tender form.

Further I/We agree that in case of forfeiture of Earnest Money or Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in CPWD in future forever.

Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit /Performance Guarantee.

I/We hereby declare that I/we shall treat the tender documents, drawings and other records connected with the work as secret / confidential documents and shall not communicate information / derived there from to any person other than a person to whom I/we am/are authorised to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated

Signature of Contractor

Witness:

Postal Address

Address:

Occupation:

ACCEPTANCE

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the President of India for a sum of ₹...../-
(Rupees only)

The letters referred to below shall form part of this contract Agreement:-

- (a) .
- (b) .
- (c) .

For & on behalf of the President of India.

Signatures

Dated:

Designation

PROFORMA OF SCHEDULES**SCHEDULE 'A'**

Schedule of quantities:

As per separate schedule attached**SCHEDULE 'D'**Extra schedule for specific requirements/
documents for the work, if any,**As per NIT****SCHEDULE 'E'**

Reference to General Conditions of contract.

General Conditions of Contract 2023 for Maintenance Works with amendments up to the last date of submission of bid.

Name of Work: External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPSD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu.

Estimate cost of work : **₹.8,61,062/-**i) Earnest money : **₹.17,221/-** (To be returned after receiving performance guarantee)

ii) Performance Guarantee :

(a) 5% of tendered value or Estimated cost Put to Tender (ECPT) (Whichever is higher)

(b) Where tendered amount is less than eighty Percent (80%) of the Estimated Cost Put to Tender (ECPT), the Performance Guarantee, in addition to the requirement under (a) above, shall be increased by an amount equal to the difference between Eighty Percent (80%) of the ECPT and the tendered amount.

iii) Security Deposit : **2.5% of tendered value.****SCHEDULE 'F'****General Rules & Directions:**

Officer inviting tender:	EE & SM (C)-I/ IITM PC/CPWD/Chennai 36
Maximum percentage for quantity of items of work to be executed beyond which rates are to be determined in Accordance with Clauses 12.2 & 12.3.	(See below)

Definitions:

2 (v) Engineer- in- Charge	EE & SM (C)-I/ IITM PC/ CPWD/ Chennai 36 or his successor thereof
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2 (viii) Accepting Authority	EE & SM (C)-I/ IITM PC/ CPWD/ Chennai 36 or his successor thereof
2(x) Percentage on cost of materials and labour to cover all overheads and profits:	15%
2 (xi) Standard Schedule of Rates	LMR (Local Market Rates)
2(xii) Department	Central Public Works Department
9 (ii) Standard Contract Form GCC 2023, CPWD Form 7 as modified & corrected up to date	CPWD Form 7 & GCC-2023 for Maintenance works modified & corrected up-to last date of submission of bid with extension if any

Clause 1

- (i) Time allowed for submission of Performance Guarantee, Programme chart (Time and progress) and applicable labour license, registration with EPFO, ESIC and BOCW welfare board or proof of applying thereof from the date of issue of letter of acceptance : **7 (Seven) days**
- (ii) Maximum allowable extension with late fee @ 0.1 % per day of performance Guarantee amount beyond the period (provided in iv) above : **3 (Three) days**

Clause 2

Authority for fixing compensation under Clause 2 : **SE cum PD / IITMPC / CHENNAI-36**

Clause 2A

Whether clause 2A shall be applicable : **No**

Clause 5

Number of days from the date of issue of letter acceptance for reckoning date of start & Milestones as per table given below : **10 (Ten) days or to be specified in the acceptance letter whichever is earlier.**

Milestone(s):

Sl. No.	Description	Time in months from date of start of work	Amount to be withheld in case of non-achievement of Mile(s) Stone
-NOT APPLICABLE-			

Time allowed for execution of work : **06 (SIX) MONTHS**

Authority to decide:

i) Authority to convey the decision of shifting of milestone and Extension of time	EE & SM (C) / IITM PC / CPWD / Chennai 36 or his successor thereof
ii) Authority to decide Rescheduling of milestone and extension of time	Not applicable
iii) Shifting of date of start in case of delay in handing over of site	EE & SM (C)/ IITM PC/ CPWD/Chennai 36 or his successor thereof

Clause 6: Computerized Measurement Book

(CMB)/ Electronic Measurement Book (EMB)

: Not applicable**Clause 7**

Gross work to be done together with net payment /adjustment of advances for material collected, if any since the last such payment for being eligible to interim payment.

: ₹. 4 Lakhs**Clause 7A**

Whether clause 7A shall be applicable

: APPLICABLE**Clause 10A**

List of testing equipment to be provided by the Contractor

: NIL**Clause 10B (ii)**

Whether Clause 10B (ii) shall be applicable

: Not applicable**Clause 10C**

Component of labour expressed as percentage of work value

: Applicable**: 25%****Clause 10 CC****Not Applicable****Clause 11**

Specifications to be followed for execution of work:

As per the Prevailing Labour Rules / Acts & All Statutory Norms related to Vehicle Hire Services

Clause 12.2 & 12.3

Deviation Limit beyond which clauses 12.2 & 12.3 shall apply

: No Limit

Clause 16:

Competent Authority for
deciding reduced rates:

**SE Cum PD/IITMPC/CPWD/
CHENNAI-36**

Clause 18:

List of mandatory machinery,
tools & plants to be deployed by
the contractor at site

: **NIL**

Clause 19C:

Authority to decide penalty for
each default:

EE&SM(C)/ITMPC/CPWD/Chennai 36
@ Rs.500/- for each default

Clause 19D:

Authority to decide penalty for
each default:

EE & SM (C)/IITMPC/CPWD/Chennai 36
@ ₹.500/- for each default

Clause 19G:

Authority to decide penalty for
each default:

EE & SM (C)/ IITM PC/ CPWD/ Chennai 36
@ Rs.500/- for each default

Clause 19K:

Authority to decide penalty for
each default:

EE & SM (C)/ IITM PC/ CPWD/ Chennai 36
@ Rs.500/- for each default

Clause 19L:

Contribution of EPF and ESI (mandatory for registration with ESI and EPFO departments within 30 days of the award of the work unless exempted by the provisions of ESI and / or EPFO and as amended time to time **(ref: DG/CON/Construction-2023/19)**

Clause 25

Conciliator	SDG, Chennai, CPWD, Chennai.
Arbitrator appointing authority	SE cum PD, IITMPC, Chennai.
Place of Arbitration	Chennai

(However, the Arbitral Tribunal may decide the place in consultation with both the parties)

Clause 32**Requirement of Technical Representative(s) and recovery Rate**

Sl. No.	Minimum Qualification of technical Representative	Discipline	Designation (Principle Technical representative)	Minimum experience	Number	Rate at which Recovery shall be made from the contractor in the event of not fulfilling provision of clause32	
						Figures	Words
-NIL-							

Clause 38: Not Applicable.

SPECIAL CONDITIONS

1. Engineer-in-Charge shall notify the agency of any change in schedule of hired car(s). The notification shall be provided 24 hours prior to change.
2. Engineer-in-Charge shall either accept or reject the logbook entries within a maximum of 7 days after updated by Agency.
3. Agency shall ensure that assigned vehicle and driver report as per schedule provided by user department / Engineer-in-Charge / individual officer. **In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to the Agency.**
4. Agency to ensure that all maintenance works related to assigned vehicle shall be carried out in **off duty hours**.
5. Agency to ensure that vehicle deployed shall arrive at designated location on time and with full tank of fuel.
6. In the event of any break-down, servicing and repairs of vehicles, the Agency at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
7. **The Agency shall not be allowed to sub-let the Contract.** The Agency can act as an aggregator of vehicles/ individual drivers. However, it is the Agency who shall be responsible to the Engineer-in-Charge for the Contract being signed.
8. **The Agency shall only provide vehicles which have the comprehensive insurance.**
9. **Police verifications for deployed staff shall be ensured by Agency.**
10. Agency shall update the logbook on in standard proforma. Failure to do so shall be penalized as per this contract. The quoted rate is inclusive of cost of logbooks. Each logbook should have minimum of 50 to 100 pages. On completion of contract, the logbooks shall be handed over to the CPWD at free of cost.
11. All attempts shall be made to provide quality services.
12. **The vehicle should be registered as a commercial vehicle in Tamil Nadu state as the service is requested in.**
13. Deployed vehicle shall have professionally cleaned interiors and exteriors. **Suitable air freshener and if required air purifiers shall be installed within vehicle at the cost of agency.**
14. **The seats shall be covered with good quality of cotton Towels as per standard practice, at the cost of agency and shall be washed at least twice in a week. Nothing extra shall be on this account.**

15. The vehicle should not be older than as specified in the item on the date of start of this service / contract. The agency shall submit all necessary documents to assess the age of vehicles within 7 days of stipulated date of start of work or any change of vehicle during the contract period.
16. **The vehicle(s) provided by the Agency shall have valid Registration Certificate, full comprehensive insurance to cover third party and occupants, fitness certificate, PUC, permit etc. and any other relevant permits/licenses essentially required by the RTO and any other statutory bodies for commercial operations, and must be revalidated before the expiry of the due date during the tenure of the contract period**
17. The Agency shall ensure that the vehicles deployed by him are maintained well, cleaned thoroughly both internally and externally, boot kept clear off dust, rubbish, oil and any personal belongings of the driver.
18. All vehicles shall be equipped with an emergency medical kit and a fire extinguisher.
19. It shall be ensured that all electrical connections including lights (both back and front), horn, turn indicators, air conditioning (if requested as an add on) and other vehicle systems shall be periodically checked and maintained by Agency to avoid any inconvenience to user departments.
20. **The Agency shall be responsible for the acts and deeds of drivers of the vehicles including SI.No. 20 to 29.**
21. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty.
22. The drivers/staff of the vehicles deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. Following may be **construed as "Misbehaviour" and shall attract penalties** as per provisions of the contract. Repeated instances may result in termination of services.
 - a. Denial of duty during standard business hours of 8 am to 8 pm, or business hours as notified by user departments.
 - b. Use of abusive language.
23. Driver must be provided with a working mobile phone and contact number be provided to user department.
24. In an event that for any reasons the driver changes his contact number during the tenure of the contract then agency will immediately notify the user department of the above change.
25. The driver shall be always reachable during duty hours.
26. **Only drivers that possess a valid commercial driving license shall be deployed by the agency.**
27. **Driver should be properly dressed in neat and clean attire. The drivers should be on uniform during duty hours and nothing extra shall be payable on this account.**

28. Any complaint from the users/staff of the user department with respect to their behaviour/ uniform will be viewed seriously and it will be brought to the notice of the Agency, who shall take suitable action.
29. The above services will be inclusive of fuel cost, lubricants, spare parts, maintenance, salary of the drivers/staff, payment of insurance/road/state taxes/permit/certificates etc. as per description of items. **Nothing extra shall be payable on any account.**
30. The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department requirement. Engineer-in-charge shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of Agencies vehicle.
31. The Agency shall be solely responsible for any claims by any third party and/or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
32. The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the Agency. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner what-so-ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.
33. The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law [Central/State] and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. **The employees of the Agency shall not be deemed to be employees of the user department hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.**
34. The Agency shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.
35. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the Agency's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.
36. **The cars deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.** The Agency must ensure the safety of passengers by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

37. Separate logbook will be maintained for each vehicle, which will be signed by the authorized signatory of the user department. Before each car is allotted for duty, the odometer reading shall be noted down by the driver and subsequent entries for starting time/closing time, places visited etc. for each duty during office hours and after completion of duty, the driver shall again note down the odometer reading and get it checked and signed by the user of the vehicle deployed by the administration of the user department. On the basis of each vehicle's logbook, the Agency shall prepare their bills enclosing therewith a consolidated statement of each vehicle's monthly running and original copies of duty slip.
38. The Agency shall provide at his own cost, the proper uniform, and badges as per MOTOR VEHICLES RULES, 1993 (amended up to date) and photo identity cards to the drivers. Non-compliance of above shall attract a penalty of Rs.1000/- per day per driver.
39. The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided.
40. Toll Tax, Octroi, Parking Charges and other statutory levies, if any, paid during the journey would be reimbursed on actual.
41. Penalties will be levied on the service provider, for the violation of Service Level Agreement of the contract as mentioned below:
42. The Quoted rates are inclusive of cost of stay arrangements for drivers during outstation journeys and other incidental expenditures. Nothing extra shall be paid on this account.
43. **Breach of contractual obligations:**
The following incidents will be considered as the breach of contract and will result in immediate termination of services.
 - a. Invalid registration papers of vehicles deployed.
 - b. Operating vehicles without or expired comprehensive insurance coverage with unlimited liability of risk.
 - c. Tampering with odometer.
 - d. Any attempt to forge service-related documentation

Sl. No	Service Level Agreement	Base Line	Lower Performance	Penalties for breach		
				1 st Instance	2 nd Instance	3 rd Instance
1	Update log sheet	Daily	Once in 5 days	5% of billed value of respective vehicle	7.5% of billed value of respective vehicle	10% of billed value of respective vehicle
2	Delay in arrival or driver not contactable	On time / zero instances	15 mins / zero instances	5% of billed value of respective vehicle	7.5% of Billed value of respective vehicle	10% of Billed value of respective vehicle
3	Misbehaviours with users or department staff	zero instances	Zero instances	5% of billed value of respective vehicle	7.5% of billed value of respective vehicle & Driver to be replaced immediately.	10% of billed value of respective vehicle & Contract terminated
4	Vehicle breakdown midway trip including AC.	zero instances	1 per month	2.5% of billed value of respective vehicle	5% of the billed value of respective vehicle	10% of billed value of the respective vehicle
5	Driver in an intoxicated	zero instances	zero instances	5% of billed value of respective vehicle & Driver to be changed immediately	7.5% of billed value of the respective vehicle. & Driver to be replaced immediately The contract may be terminated.	10% of billed value for the respective vehicle & Contract terminated

44. **Breach of Contract:** Breach of Contract shall result in penalties as per Provisions of contract. Breach of CONTRACT shall be defined as - if Performance levels go below defined "lower performance" levels as specified in Contract.
45. **Events of default** - Following events may result in termination of services. The decision of Engineer-in-charge in this regard would be deemed final and binding.
- Cumulative penalties rise to 10% of the contract value.
 - Repeating breach of Contract **beyond 3 instances may result in termination.** Engineer- in-charge may choose to terminate services at his discretion once Contract have been breached beyond 3 instances. **At the time of submission of bills, AE's in-charge shall give clear Certificate on above instances if any, along with details of penalty.**
46. The payment will be made as per specified time-period to the Service provider as indicated in bid document after submission of Bills as per Clause 6A of GCC along with attendance register, wage register, payment details and all other relevant details as prescribed in Additional Conditions duly certified by the officers concerned of respective offices as defined in Schedule of Quantities.
47. The Payment will be made on **Quarterly basis** on submission of bill by the agency on completion of each quarter after deducting penalty amount, if any.
48. The Agency will have to intimate the bank account number, and other details of the bank to enable the user department to credit the payments directly into the account.
49. The payment shall be subject to any prevailing statutory deductions such as penalties, applicable Income Tax, 2% GST, 1% Labour Welfare Cess and any other statutory deductions as prescribed by the Government of India at time to time etc.
50. **The quoted rates are inclusive of all statutory taxes as per prevailing rules. Nothing extra shall be paid on any account.**
51. **If service is not provided on any of the working day, measurements shall be taken proportionately and following recovery shall be made from the subsequent RA bills / final bill on day basis.**

Number of Days service not provided	Recovery per Day
0-1 Day	Rs. 1,000/-
1-2 Days	Rs. 2,000/-
More than 2 Days	Rs. 2,000/- + Rs. 1,000/- for every additional 1 Day over and above 2 Days.

SCHEDULE OF QUANTITIES					
Name of Work: External development works at IITM Discovery campus in Thaiyur village, Tiruporur Taluk, Chengalpattu. SH: Providing day to day Inspection vehicle services on monthly hire basis to O/o AE (C), IITMPSD-III & IV, IIT Madras Discovery Campus, Thaiyur, Chengalpattu					
Sl.No	Description	Qty	Unit	Rate	Amount
1	Providing Non-AC Vehicle (Honda Amaze, Hyundai Aura, Maruti swift Dzire or equivalent make Vehicle not more than 5 years old) for inspection of works by the officers on Monthly Hire basis to the following offices up to 1500 kms per month and 10 (Ten) hours per day with skilled driver having valid driving license. The quoted rate is inclusive of salary of driver, driver beta, hire charges / cost of vehicle, fuel charges , all kind of insurances, all nature of repair and maintenance charges, routine upkeeping charges and etc., as directed by the Engineer-in-Charge. (The service shall be rendered during office hours or as directed by the E-in-C in all working days. Sunday, Gazetted or National Holidays vehicle should be provided if required by the officer in a month) (for O/o AE (C)-III & IV, IIT Madras Discovery Campus, Thaiyur)	12	Per Month	53703.04	6,44,436
2	Extra for running beyond the stipulated distance of 1500 KMs calculated as per the log book entry per month. The rate is inclusive of fuel charges, engine oil and all other incidental charges etc., Nothing extra shall be payable on any account.	5040	Per Km	9.85	49,644
3	Extra for running of vehicle beyond 10 hours in a day as specified in item no: 1. The quoted rate is inclusive of salary of driver, driver beta, hire charges / cost of vehicle, all kind of insurances, all nature of repair and maintenance charges, routine up keeping charges and etc., as directed by the Engineer-in-Charge. The additional hours of running over and above 10 hours in a day shall be measured for payment.	624	Per Hour	267.60	1,66,982
				Total ₹	8,61,062

 <u>Central Public Works Department</u>					
NIT No: 06/EE&SM(C)/IITM PC/2026-27					
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SCHEDULE OF QUANTITIES					
Name of the Contractor / Company Name					
Sl.No.	Name of component	Estimated cost(₹)	Percentage above or below the estimated cost	% in Figures	Total Cost
1	As per Schedule of quantity page no 37	8,61,062.00			
	Grand Total	8,61,062.00			

Contractor

Executive Engineer & Senior Manager (C)- I
IITMPC, CPWD, Chennai-36