भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR
"An Institution of National Importance by an Act of Parliament"
Survey No. :140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO : Dongargaon(Butibori),District: Nagpur (Maharashtra)-441108
Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in Phone: 9405215010

(Please quote "REF CODE NO" for reference in all documents)

QUOTATION ENQUIRY

SUBJECT: QUOTATION FOR PROVIDING NIGHT TAXI SERVICE ON MONTHLY BASIS FOR HOSTEL, IIIT NAGPUR.

<table>
<tr><td rowspan="3">Supplier Name: -

M/s

Ph No: -

Email id:-</td><td>Ref No.:
IIITN/ADMIN/QUOT-NT/2026-27/01</td><td>Date of issue: -
09.04.2026</td></tr>
<tr><td colspan="2">Last Date of Submission: - 20/04/2026
up to 03.00 PM At IIIT Nagpur Permanent Campus</td></tr>
<tr><td colspan="2">Opening Date of Quotation (Likely to be): -
20/04/2026 at 03.30 PM</td></tr>
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On behalf of Director, IIIT Nagpur, quotations are invited in sealed cover For **Providing Night Taxi Service on Monthly Basis for Hostel, IIIT Nagpur.**

The quotation should be valid for 90 days from the date of submission.

Quotation should reach the Registrar, **Indian Institute of Information Technology Nagpur, Survey No.: 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)- 441108 on or before 20/04/2026 up to 3:00 PM**.

It will be presumed that the rates quoted by the firm are inclusive of all taxes on **D.A.P. Indian Institute of Information Technology Nagpur, Survey No.: 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)-441108 basis.**

Information / Documents which are found to be false / incorrect / forged / fake, will lead to disqualification of the quotation. The Institute shall be free to take any action including blacklisting the firm / company.

Each and every document submitted with the quotation along with this quotation format should be duly signed & stamped failing which, submitted quotation may be treated as non-responsive. The decision of the Director, IIITN shall be final on the matter.

The Institute reserves the right to reject any or all quotation, wholly or partly or close the quotation at any stage prior to the award of contract without assigning any reason whatsoever.

INCOMPLETE OR CONDITIONAL QUOTATIONS WILL BE REJECTED.

QUOTATION FOR PROVIDING NIGHT TAXI SERVICE ON MONTHLY BASIS FOR HOSTEL, IIIT NAGPUR SHALL BE AS UNDER: -

Description
Rates for Per Month as a Night taxi Service considering 300 Kms / Month. Preferable Make / Model: Maruti Suzuki Eeco & Similar vehicles. (***Including Fuel Cost, Maintenance Cost and Driver Charges***)
Charges for Extra per Km (Above 300 Kms.)

1) **The vehicle shall be made available within the IIIT Nagpur Hostel premises from 8.00 PM to 8.00 AM, on all days, for a period of one year.**
2) The vehicle shall be provided with a dedicated driver holding a valid driving license. The driver shall be available round the clock, and the vehicle shall remain stationed at a location designated by the Competent Authority.
3) The Vehicle required to be provided as per Quotation Document should be registered on or after January 2020 only.
4) The vehicle should have updated insurance and approved registration "For Hire" in the state of Maharashtra and All India Permit. RTO clearance in all aspects is mandatory at the time of award of work order.
5) **Valid registration certificate, PUC, Road Tax receipt, insurance in original should be available in the vehicle at all time.**
6) The Service Provider shall be responsible for appropriate behavior of driver and ensure that the driver performs duty while not under the influence of alcohol or any other intoxication.
7) The vehicle should be in very good condition with trouble free and noiseless engine. IIIT Nagpur has the right to demand change of vehicle if not satisfied with vehicle's performance.
8) The service provider shall provide the experienced driver(s) with valid commercial driving licence for driving passenger vehicles on hire and police verification report at the time of finalizing of Service order.
9) In the event of breakdown under any circumstances, it will be obligatory on part of Service provider to arrange suitable vehicle without delay.
10) Payment will be made on monthly basis after submission & verification of the bill within 15 days.
11) Bidder should submit CA certificate regarding non applicability of GST to his firm, if required.
12) The Institute Authority will not be responsible for any challan, loss damage or accident to the vehicle or to driver.
13) The driver(s) is required to follow IIIT Nagpur security procedures for the vehicles IN and OUT.
14) Daily usage diary / logbook is to be maintained in the vehicle and driver shall maintain the dairy, obtain signature from the users and put up for signature to the Competent Authority of the Institute every day.
15) In case the vehicle has to travel outside Nagpur, the Institute shall pay the requisite toll taxes / parking charges as applicable on production of the receipt. During journey driver should not ask to pay the any money to pay for any charges to guest / user. Service provider / driver(s) has to pay the toll taxes / parking charges as applicable and submit the receipt to the institute along with monthly bill.
16) The hiring charges should be inclusive of all costs i.e. Driver Salary, Vehicle Maintenance, Lubricants, and Taxes etc. Renewal of the PUC, Insurance, and Road Tax etc will be the responsibility of service provider at their own cost.

17) Failure to provide the vehicle as per contract terms, or non-availability of the driver, will attract a penalty as decided by the Institute, which may include deductions from the monthly bill.

18) Duration of the contract shall be for one year initially subject to satisfactory performance it may extended for further period of 02 years on yearly basis on same rate, terms & conditions and in case the jobs performed are not found to be satisfactory, the contract shall be terminated even before by giving notice of one month to this effect.

19) In the event of non-satisfactory performance, inefficiency in service delivery, or failure to comply with contractual obligations by the selected bidder, a penalty of Rs. 1,000/- per instance/event shall be imposed.

20) The Institute reserves the right to terminate the contract after issuance of three (03) Show Cause Notices to the contractor for repeated deficiencies. Termination may also be effected at any time due to unsatisfactory performance or breach of any terms and conditions of the contract.

21) The Agency/Contractor may terminate the contract by giving **three (03) months' prior written notice** to the Institute without assigning any reason.

Any amendment or corrigendum regarding this Quotation will be issued on Institute website www.iiitn.ac.in only.

For any disputes, the place of jurisdiction shall be Nagpur, Maharashtra (India) only.

All Communications are to be addressed to –

The Director,
Indian Institute of Information Technology, Nagpur
Survey No. 140, 141/1, Behind Br. Sheshrao Wankhade
Shetkari Sahkari Soot Girni, Village - Waranga,
PO - Dongargaon (Butibori),
Dist.- Nagpur (Maharashtra)-441108
Email: registrar@iiitn.ac.in
Contact No: 9405215010

I/c Registrar

Annexure-A

DETAILS OF THE BIDDER

The following details are to be filled by the Bidder and also to be attached the necessary certificates, along with Firm's Registration Certificate without which the quotation may not be entertained.

1	**Name & Address of the Agency / Firm / Company**	
2	**Year of Establishment:**	
3	**Registered Office Address**	
4	**Nature of the firm (Proprietorship / Partnership / Private Limited or Cooperative body etc)**	
5	**Registration No of Firm (Enclose Copy of the Registration)**	
6	**GST Registration No. (Enclose Copy of the GST Certificate)** ***If GST is not applicable enclose CA Certificate***	
7	**PAN No. (Enclose Copy of PAN Card)**	
8	**Vehicle Documents as per requirement: Valid registration certificate, PUC, Road Tax receipt, insurance**	
9	**Name & Address of the Authorized Person**	
10	**Contact No.**	
11	**Email-ID**	

Signature of Bidder **Stamp:** **Date:**
(Authorized Signatory)

"FORMAT OF QUOTATION ENQUIRY"

Ref No.: IIITN/ADMIN/QUOT-NT/2026-27/01 **Dates**: 09.04.2026

SUBJECT: QUOTATION FOR PROVIDING NIGHT TAXI SERVICE ON MONTHLY BASIS FOR HOSTEL, IIIT NAGPUR.

Sr. No	Particular	Unit	Basic Amount (Rs.)	GST (Rs.)	Total Amount in (Rs.)
1	Rates Per Month for Night taxi Service considering 300 Kms / Month (Including Fuel Cost, Maintenance Cost and Driver Charges)	**Rs. / Month**			
2	Charges for Extra per Km (Above 300 Kms.)	**Rs. / Km**			
3	Bidder should quoted Special Educational Discounted price for the Institute on **Sr. No. -1.**				
4	**Total Quoted price in Figures (Sr. No. 1 – Sr. No. 3)**				

1. The rates quoted by the bidder shall be on monthly basis and per km basis as per above format and shall be fixed for the duration of Contract. No deviation shall be permitted.
2. However, the Quotation shall be decided (L1) only on the basis of rates quoted on monthly basis (Sr. No. 4 in above table).

Note: - Price / Commercial bid & other details should be furnished as per Institute prescribed format failing which the price / commercial Bid shall be treated as unresponsive and disqualified.

Finally, we agree to supply the above items for **Total (Rs_____) Amount in figures) (Rs_____ Amount in words) included all above** within the period specified in the Invitation for Quotations.

Signature of Bidder **Stamp:** **Date:**
(Authorized Signatory)

Name:-
Email Id:-
Mobile No:-