

## **OPEN TENDER ENQUIRY FOR E-RICKSHAW SERVICES AT IISc**



**Tender No.:** R/CSS/E – Rickshaw Service

<b>Tender Document</b>	The tender document can be downloaded from the Institute website <a href="https://iisc.ac.in/all-tenders/">https://iisc.ac.in/all-tenders/</a>
<b>EMD Amount</b>	Rs. 10,000/-
<b>Issue of tender document date</b>	25.07.2025
<b>Last Date and Time of submission of the tender</b>	14.08.2025, up to 4.00 PM
<b>Date Time and Venue of opening of the Technical Bids</b>	Will be intimated subsequently. Kindly visit the Institute website for regular updates.

All bidders are requested to visit the Institute website for regular updates:  
<https://iisc.ac.in/all-tenders/>

## **INDEX**

<b>Sl. No.</b>	<b>Description</b>	<b>Page No.</b>
<b>1</b>	Introduction	3
<b>2</b>	Pre-Qualification Criteria	3
<b>3</b>	General Scope	3
<b>4</b>	Operating Models	3
<b>5</b>	General Terms and Conditions	4
<b>6</b>	Contract Duration and Renewal	5
<b>7</b>	Mode of furnishing the Proposal	7
<b>8</b>	Disclaimer	8
<b>9</b>	Annexure – I (Format for Submission of Proposal)	9
<b>10</b>	Annexure – II (Commercial Bid)	10

<b>1. Introduction</b>	
	<p>The Indian Institute of Science is a premier research and academic institution of higher learning in the Country having more than 500 faculties and their families, 4000 students and 1000 support staff in its sprawling campus of around 400 acres. The Institute also hosts many National / International – Conferences, Workshops, Seminars, Symposia, Training programs on its Campus.</p> <p>To facilitate better mobility within its 400-acre campus, IISc invites bids from qualified vendors to operate <b>E-Rickshaw Services</b>.</p> <p>The Institute is hereby seeking ‘TENDER ENQUIRY’ from bidders to provide E-Rickshaw services for the Institute community at IISc Campus.</p>
<b>2. Pre-Qualification Criteria</b>	
	<p>(a) Proven track record in operating E-Rickshaw or similar services to major Government / Public Sector/Private Sector Institutions of reputation/General Public.</p> <p>(b) The bidder should be running similar E-Rickshaw service works during the last 03 (three) financial years in the state of Karnataka.</p> <p>(c) The bidder must possess a valid License issued by the appropriate authority.</p>
<b>3. General Scope</b>	
	<p>(a) The E-Rickshaw services are for the Institute community, including students, faculty, staff, residents, and visitors to the Institute.</p> <p>(b) E-Rickshaws must operate on fixed routes within IISc premises.</p> <p>(c) Upon award of the Contract, the selected bidder must commence operations within one month from the date of issue. Failure to do so will result in the cancellation of the contract award.</p> <p><b>NOTE:</b> The bidders intending to submit proposals are encouraged to visit the site before submission.</p>
<b>4. Operating Models</b>	
	<p><b><u>The e-rickshaw services will operate under the following two models:</u></b></p> <p><b>(a) E-Rickshaws – For Passengers – 4 Seaters</b></p> <p>(i) These e-rickshaws will operate on <b>predefined routes and schedules</b> within the campus.</p> <p>(ii) Services will be for all campus community members. The bidder must quote the <b>monthly rental per vehicle</b>, inclusive of all charges- like driver’s payment, wear &amp; tear, electricity consumption charges, GST as applicable, and any other charges.</p> <p><b>(b) E-Rickshaws – For Passengers – 8 Seaters</b></p> <p>(i) Similar to the 4-seater model, these e-rickshaws will operate on <b>fixed routes and schedules</b>.</p> <p>(ii) Services will be for all campus community members.</p>

- (iii) The bidder must quote the **monthly rental per vehicle**, inclusive of all charges- like driver's payment, wear & tear, electricity consumption charges, GST as applicable, and any other charges.

**Predefined Routes of E-Rickshaws operating in IISc**

Sl. No.	Route Name	Distance	Route	Timings
1	Orange Line	2.00 Km	Prakruthi Underpass to Ashwini Hostel	13 Mins
2	Red Line	1.76 Km	Main Gate to D Gate	15 mins
3	Green Line	2.8 Km	Main Gate to Ramaiah Gate	16 mins
4	Blue Line	2.7 km	Maramma Circle Gate to D Gate	18 Mins
5	Purple Line	2.17 km	ATM Gate to Ramaiah Gate	15 Mins
6	Yellow Line	1.8 km	CIDR to Biological Sciences	15 Mins

**Working Hours: 8:00 AM to 7 PM (Mon-Saturday)**

**Breaks: Lunch Break 12:25 to 12:55 (30 Minutes) + Two 15 minutes breaks.**

**5. General Terms and Conditions**

- (a) The bidder must provide quotations **per vehicle for each category of vehicle (4/8-seater)** and be prepared to deploy **additional vehicles** as per IISc's requirements.
- (b) The bidder must deploy **trained personnel**, preferably within the age group of **22 to 55 years**.
- (c) The existing charging stations of IISc will be made available on payment only. The agency will bear the **electricity charges** as per BESCOM rates.
- (d) The bidder will be **solely responsible** for the **service and maintenance** of the vehicles.
- (e) The Agency shall furnish the following documents in respect of the individual manpower who will be deployed at IISc, before the commencement of this contract:
  - (i) List of manpower(drivers) short listed by agency for deployment at IISc, containing full details i.e. date of birth, marital status, address etc.
  - (ii) Bio- data of the persons.
  - (iii) Character certificate from a Gazetted officer of the Central/State Government.
  - (iv) Certificate of verification of antecedents of persons by local police authority (PCC Certificate)
- (f) The Agency shall provide Identity cards to the personnel deployed at IISc carrying photographs of the personnel and personal information such as name, date of birth, age and identification mark etc.
- (g) The Agency shall make uninterrupted availability of person irrespective of any person leaving the job due to his/her personal reason.
- (h) The Agency undertakes to comply with all statutes, rules, regulations, and bylaws, during the entire period of this contract.
- (i) IISc reserves the right to amend or withdraw any of the terms and conditions contained in this

	<p>Document or to reject any or all, with notice or assigning any reason. The IISc, is the final authority for setting any disputes and the decision of the director in this regard shall be final and binding on all.</p> <p>(j) The Agency shall follow safety procedures in all respects.</p> <p>(k) The Agency will adhere to safe working practices and will take all safety measures necessary for the safety of his employees.</p> <p>(l) The Agency shall take appropriate safety measures against the outbreak of fire and will be held responsible in case of such an incident occurring. Liability/responsibility in case of any fire accident or any other accident-causing injury/ death to drivers/occupants of vehicles or any staff/visitors shall be that of the Agency. The Institute shall not be responsible for such cases by any means.</p>
<b>6.</b>	<p><b>Contract Duration and Renewal</b></p> <p>The contract shall be valid for a period of 3 (three) years, subject to annual renewal based on performance review and community feedback. The contract may be extended for an additional period upon mutual agreement and at the sole discretion of the Institute.</p> <p><b>(a) Termination of Contract</b></p> <p>(i) The Institute reserves the right to terminate the contract by providing one (1) month's written notice without assigning any reason.</p> <p>(ii) In cases of serious lapses or breaches, the Institute may cancel the contract with immediate effect, requiring the bidder to vacate the premises.</p> <p>(iii) The bidder may terminate the contract by providing one (1) month's written notice and settling all outstanding dues to the Institute.</p> <p><b>(b) Licensing Requirements</b></p> <p>The bidder must possess valid licenses and permits from the appropriate authorities to operate the establishment. Additionally, the bidder shall obtain and produce a license under the Contract Labour (Regulation and Abolition) Act, 1970, if required by law. The employment of child labor is strictly prohibited.</p> <p><b>(c) Compliance with Labor Laws</b></p> <p>The bidder shall maintain accurate records of payments, including minimum wages and statutory benefits for all workers. The bidder is solely responsible for compliance with labor laws and shall indemnify the Institute against any liabilities arising from non-compliance and failure of statutory obligations.</p> <p><b>(d) Liability for Injury, Damage, or Loss</b></p> <p>The selected bidder shall be solely responsible for any <b>injury, damage, or accidents</b> involving their workers, as well as for any <b>loss or damage to equipment or property</b> within the work area due to fire, negligence, or carelessness.</p> <p><b>(e) Worker Information and Conduct</b></p> <p>(i) The selected bidder shall provide the names and addresses of all workers employed</p>

	<p>under this contract.</p> <p>(ii) Workers employed by the bidder should not be employees of the Institute and shall have no claims against the Institute. They shall not act in any manner detrimental to the Institute's interests.</p> <p>(iii) Workers must comply with all security regulations as directed by the Institute's Security &amp; Fire Fighting Officer.</p> <p>(iv) Workers are prohibited from forming unions or engaging in trade union activities on the Institute campus.</p> <p><b>(f) Accommodation for Workers</b></p> <p>The Institute will <b>not provide accommodation</b> for bidder's workers. The selected bidder must make independent arrangements for worker accommodation.</p> <p><b>(g) Proposal Completeness</b></p> <p>The proposal must be <b>complete in all respects</b> and meet all submission requirements. Incomplete proposals may be rejected.</p> <p><b>(h) Proposal Validity</b></p> <p>The proposal shall remain valid for 180 (one hundred eighty) days from the date of opening.</p> <p><b>(i) Proposal Format</b></p> <p>The proposal and its envelope must clearly display the <b>name and address</b> of the bidder. All submitted documents must be <b>duly signed and stamped</b>.</p> <p><b>(j) Right to Accept or Reject Quotations</b></p> <p>The Institute reserves the right to <b>accept or reject</b> any or all proposals, in whole or in part, without assigning any reason.</p> <p><b>(k) Final Decision</b></p> <p>In all matters related to this contract, the decision of the Institute shall be final and binding.</p> <p><b>(l) Dispute Resolution</b></p> <p>Any disputes arising from this tender shall be resolved through <b>mutual negotiation</b>. If a resolution is not reached, the matter shall be subject to the <b>exclusive jurisdiction of courts in Bangalore</b>.</p> <p><b>(m) Technical Evaluation</b></p> <p>The Institute reserves the right to verify technical specifications through various sources, including submitted brochures, company websites, etc.</p> <p><b>(n) Penalties for Damage or Loss</b></p> <p>Damage or loss of goods, as well as mishandling or mismanagement, shall attract appropriate penalties. Detailed penalty clauses will be included in the contract award letter.</p>
<b>7.</b>	<b>Mode of Furnishing the Proposal</b>
	Interested bidders are required to submit their <b>Bids</b> in a <b>Two-Bid System</b> , comprising two separate sealed envelopes:

	<p>(a) Cover ‘A’ – Technical Bid</p> <p>(b) Cover ‘B’ – Commercial Bid</p> <p>Both envelopes must be placed inside a <b>larger sealed envelope</b>, clearly superscribed as:  <b>“Submission Of Bid For Operating E- Rickshaw Services, at IISc.”</b></p> <p>Additionally, bidders must submit an <b>Earnest Money Deposit (EMD) of Rs. 10,000/- (Ten Thousand Only)</b> in the form of a Demand Draft, drawn in favour of: <b>“The Registrar, Indian Institute of Science, Bangalore.”</b></p>
	<p>(a) Cover ‘A’ – Technical Bid</p> <p>The <b>Technical Bid</b> must include the following documents:</p> <ul style="list-style-type: none"> <li>(i) <b>PAN Card:</b> Copy of the bidder’s <b>PAN card</b>.</li> <li>(ii) <b>GST Certificate:</b> Copy of the <b>GST registration certificate</b>.</li> <li>(iii) <b>Testimonials:</b> Proof of <b>current/previous contracts/work done certificates</b> at other establishments/locations.</li> <li>(iv) <b>Registration Certificate.</b></li> </ul>
	<p>(b) Cover ‘B’ – Commercial Bid</p> <p>The <b>Commercial Bid</b> must be submitted in the <b>prescribed format</b> provided in <b>Annexure-II</b>. Bidders must ensure that the financial bid strictly follows the specified format—<b>any deviations will lead to disqualification</b>.</p>
	<p>(c) <b>Submission Guidelines</b></p> <ul style="list-style-type: none"> <li>(i) The sealed envelope containing <b>Cover ‘A’</b> and <b>Cover ‘B’</b> must be superscribed as:  <b>“Submission Of Bid for Operating E-Rickshaw Services, At IISc.”</b></li> <li>(ii) Quotations must be submitted in the <b>prescribed format</b> provided in <b>Annexure II</b>.</li> <li>(iii) The contract will be awarded to the <b>lowest bidder</b> based on the scope of work.</li> <li>(iv) Interested vendors/agencies are encouraged to <b>visit the IISc campus</b> before submitting their quotations.</li> <li>(v) Quotations must be submitted <b>on or before 14 August 2025, 4:00 PM</b> to the following address:  <b>The Office of Joint Registrar, CSS</b>  New Admin Building,  Indian Institute of Science,  C.V. Raman Road,  Bengaluru – 560012</li> <li>(vi) <b>Important Notes:</b> <ul style="list-style-type: none"> <li>(aa) If Cover ‘B’ (Commercial Bid) is found exposed or unsealed, the bid will be summarily rejected.</li> <li>(bb) The proposal must be complete in all respects. Incomplete submissions will not be considered.</li> </ul> </li> </ul>

	<p><b>(d) Additional Information</b></p> <p>(i) Phone No.: 080 – 2293 2370</p> <p>(ii) Email Id: <a href="mailto:office.css@iisc.ac.in">office.css@iisc.ac.in</a></p> <p><b>(e) Evaluation Process:</b></p> <p>The institute will evaluate the technical proposals without accessing the financial proposals. Only those bidders who are technically qualified will be eligible for the opening of the commercial bid, which will be intimated at a later stage.</p> <p><b>(f) Final Selection Criteria:</b></p> <p>(i) The final selection will be based on the price for Each E-Rickshaw quoted by the bidders.</p> <p>(ii) The average price for each bidder will be calculated by summing the prices against all the items, and the average price per item will be calculated.</p> <p>(iii) The bidder with the lowest average price will be selected as the preferred bidder.</p>
	<b>Disclaimer</b>
	<p><b>(a) Right to Accept or Reject Proposals:</b></p> <p><b>IISc reserves the right to accept or reject</b> any or all proposals <b>without assigning any reason</b>. IISc is not obligated to correspond with bidders regarding the outcome.</p> <p><b>(b) Amendments to the Request for Proposal (RFP):</b></p> <p><b>IISc reserves the right</b> to issue amendments to the <b>Request for Proposal (RFP)</b> through addendums at any stage, without any liability or obligation and <b>without assigning any reason</b>. The RFP <b>does not create any legal rights</b> and shall not be considered an <b>offer or an invitation to offer</b>.</p> <p><b>(c) No Contractual Obligation:</b></p> <p>Submission of a proposal does not create any <b>contractual obligation</b> between the bidder and IISc.</p> <p><b>(d) Costs Borne by Bidders:</b></p> <p>All costs associated with the preparation and submission of the proposal shall be borne by the bidders. IISc shall not be responsible or liable for any costs incurred, regardless of the outcome of the selection process.</p>

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**FORMAT FOR SUBMISSION OF PROPOSAL i.e., EXPRESSION OF INTEREST**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
<b>1</b>	Name of the Bidder	
<b>2</b>	Registered Address (Telephone No., Mobile No., e-mail ID)	
<b>3</b>	No. of years of experience in handling E-Rikshaws	
<b>4</b>	Month and year of Establishment	
<b>5</b>	PAN No. (copy to be enclosed)	
<b>6</b>	Registration No. (copy to be enclosed)	
<b>7</b>	GST No. (copy to be enclosed)	
<b>8</b>	Do you have an office in Bengaluru? If so, provide Address and Tel No.	
<b>9</b>	Proof of regulatory approval	

**ANNEXURE – II**

**FORMAT FOR SUBMISSION OF QUOTATIONS (COMMERCIAL)**

<b>Sl. No.</b>	<b>Type of Service</b>	<b>Price Quoted per Vehicle per Month</b>
<b>1</b>	E-Rikshaws – Free to Passengers – 4 seaters	
<b>2</b>	E-Rikshaws – Free to Passengers – 8 seaters	

Authorized Signatory

Date:

Name:

Seal:

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**PLEASE NOTE:**

THE VENDOR/AGENCY WHO WISHES TO SUBMIT THE QUOTATION MAY PLEASE VISIT  
THE CAMPUS BEFORE THE QUOTATION IS SUBMITTED