



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
(An Autonomous body under the aegis of MHRD, Govt. of India)

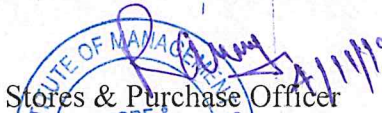
NOTICE INVITING TENDER NO.: IIMS/PUR/Transport Service/13/2019-20

TENDER DOCUMENT FOR HIRING THE TRANSPORT SERVICES FOR IIM SIRMAUR

Schedule of Tendering Process:

Issue of tender documents	From 04/11/2019 To 25/11/2019
Last date for Tender Submission	25/11/2019 by 11.00 am
Opening of Bid	25/11/2019 at 12.00 pm

For query contact at email: purchaseoffice@iimsirmaur.ac.in


Stores & Purchase Officer
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
STORE & PURCHASE OFFICER

Signature of Bidder:
Date:

NOTICE INVITING TENDER FOR HIRING THE TRANSPORT SERVICES FOR IIM SIRMAUR

Indian Institute of Management Sirmaur (HP) is an Institute of National Importance under the Ministry of Human Resource Development, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies. The Institute invites sealed tenders from Registered and reputed agencies/ firms including partnership firms for providing following vehicle on rate contract basis, for a period of one year in the first instance, which may be further extended upto 3 years on mutual consent of both parties:

Table No.-1

Vehicle			Local Travel cities	Outstation Travel cities covered
Sr. No.	Category	Car makes/type	Delhi	Ahmedabad, Shimla, Roorkee, Haridwar, Dehradun, Chandigarh, Jaipur, Lucknow, Ludhiana, Amritsar, Raipur
1.	Midsize	Etios/Dzire/Amaze or equivalent		
2.	Standard	Honda City/ SX4/Verna/ Amaze or equivalent		
3.	SUV	Toyota Innova or equivalent		
4.	Superior	Toyota Innova Crysta or equivalent		

- 1. Scope of Tender work:** To supply AC cars/vehicles not registered before January, 2017 (including driver) on rate contract basis, for official use.
- 2. Eligibility for participation:**
 - i).** Registered and reputed agencies/ firms including partnership firms who have at least two years of experience of similar work are eligible for participating in the tender. **The bidders should have at least 1 (one) number of commercial car/vehicle of each category as mentioned in Table-1 (Sr. No. 1 to 4) above in his own name or own agency** and will have to submit Registration Certificates of each vehicle.
 - ii). Collection of Tender Documents:** The tender document can be downloaded from IIM Sirmaur website www.iimsirmaur.ac.in.
- 3. Period of Validity of Proposals:** The offer submitted by the bidder shall be valid for a period of **one year** from the date of engagement, which may be further extended depending upon the requirement of the Institute.
- 4. Security Deposit:** The Bidder shall deposit a DD for Rs.10,000/- (Rupees Ten Thousand only) towards Earnest Money (EMD) drawn in favour of IIM Sirmaur, payable at Paonta Sahib. EMD of



successful bidder will be converted to Security Deposit which will be returned after successful completion of the contract period. In case of unsatisfactory performance by the contractor, Security Deposit will be forfeited. EMD of all unsuccessful bidders will be returned after finalization of tender. No interest will be payable on the Earnest Money Deposit. Security Deposit will be released without interest after 90 days (3 months) from the date of expiry of the contract.

5. **Submission of tender:** The submission of tender may be made by registered post, courier or by hand on or before 25 November, 2019, 11.00 am to the address as given below. The address of the bidder should be clearly written on the cover of the Bid.

The Chief Administrative Officer,
IIM Sirmaur, Paonta Sahib, Distt. Sirmaur,
H.P-173025.

6. **Technical Bid:** The Technical Bid as prescribed in **Annexure-I** should be submitted in the separate envelope alongwith duly signed and stamped tender documents superscribed as **“TECHNICAL BID- TENDER DOCUMENT FOR PROVIDING TRANSPORT SERVICE TO IIM SIRMAUR”**.
7. **Financial Bid:** The Financial Bid as prescribed in **Annexure-II** should be filled up, signed by competent authority stamped and sealed along with enclosures superscribed as **“FINANCIAL BID-TENDER DOCUMENT FOR PROVIDING TRANSPORT SERVICE TO IIM SIRMAUR”**.
8. The Financial Bid of only those bidders will be opened who qualified in the Technical Bid.
9. **Acceptance of Tender:** Lowest valid rate is normally accepted. However, the Tender opening/accepting authority does not bind himself/itself to do so and reserves the right to reject any or all the tenders, without assigning any reasons.
10. **Execution of Formal Agreement after acceptance of tender:** The bidder whose tender is approved for acceptance shall within 7 days of the receipt of the Letter of Offer of Acceptance of Work, execute 'Formal Agreement' with the Tender Accepting Authority. Work Order will be issued to the successful bidder after the execution of the formal agreement.
11. **Execution of the work:** The execution of the work should be strictly in accordance with the terms and conditions of the contract.
12. **Payment to the Firm / Agency:**
- a. Payment to the executing firm / agency shall be made **on monthly basis**.



- b. Separate monthly bills should be drawn against each car/vehicle stating its registration no., make and model, total kilometers of run, overtime charges if any, etc. The Tax, as applicable, should be shown separately.
- c. All bills must be backed up by the duty slip, toll tax slip and State tax slip.
- d. Payment will be released to the firm / agency through PFMS/RTGS/NEFT transfer, after scrutiny of bills and after deduction of TDS as applicable from time-to-time. IIM Sirmaur shall have the right to withhold payment in full or in part subject to recovery, if any.
- 13. Non-transferable Tender:** The Agency/Firm who secures the contract shall not assign or sublet the work or any part of it to any other party or person. The tender is not transferable.
14. In case of partnership firm, the bidder has to submit the necessary documents regarding partnership deed/registration duly signed by the competent authority.
15. The Agency / Firm (hereinafter referred to as “**Contractor**”) should be registered and should furnish a copy of the registration certificate in support thereof.
16. Only such Agency / Firm may apply whose cars/vehicles have been duly authorized by the concerned RTO for use as public transport.
17. The Contractor shall maintain an office at Delhi/Dehradun/Chandigarh/Yamunanagar /Himachal Pradesh duly manned with adequate staff who can always be attended.
- 18. The Contractor shall put into service only Registered, Diesel/Petrol driven AC cars/vehicles as mentioned in Table-1 with commercial number plate. If the contractor fails to provide the Govt. authorized commercial vehicle, then a penalty of Rs. 5000/- will be imposed on the firm.**
19. The car/vehicle provided by the contractor should be in perfectly sound, roadworthy and working condition.
20. The car/vehicle should be maintained regularly and properly by the Contractor and should have clean interior and exterior. Seats should be covered with neat white seat covers, which should be replaced regularly.
21. The Contractor should have adequate number of cars/vehicles either **in his own name or own agency / firm** to be provided as hired vehicle. There should be adequate back up of cars/vehicles to cope with breakdown or maintenance. In case of maintenance or breakdown, replacement of the car/vehicle shall be made by the agency/firm with similar class of cars/vehicles.
22. The driver assigned with the car/vehicle should not be changed unless it is very urgent or unavoidable.



23. The successful contractor shall have to submit the list of cars/vehicles along with photocopies of valid registration certificate while signing the Agreement.
24. The car/vehicle put into service should carry the following documents and articles:
- Valid Registration Certificate issued by the concerned RTO
 - Valid PUC Certificate.
 - Valid Road Tax Receipt / Certificate
 - Valid Insurance Policy document of the car
 - Toolbox, small spares, jack and extra tyre in usable condition
25. **The contract will be awarded to the bidder who is L-1 in maximum number of cases/price quotes for each type of service (i.e. total of price quoted for each type of Service e.g. Financial Bid format Type- A, B & C; Annexure-II).**
26. **In case more than one vendors are qualified for each type of services (i.e. Type-A, B & C in the Financial Bid) then the contract will be awarded to the individual qualified vendor(s). However, selection will be purely on the basis of type of services to be hired (i.e. Type- A, B and C) and not by the category of vehicle required.**
27. State tax, GST, toll tax will be paid separately as per actual based on the production of receipts or bills.
28. Each and every column/row should be filled by the bidder; otherwise, Financial Bid of the bidder may not be considered for further comparative process/technical evaluation.
29. The Contractor shall ensure that,
- the drivers employed hold valid driving license, are well behaved, having communication skills at least in Hindi, conversant with the rules and regulations of driving and the knowledge of routes in Delhi/Uttrakhand/Himachal/Haryana/Punjab/UP.
 - all the drivers employed by him should wear neat dress while on duty;
 - the drivers report to the user on time and maintain punctuality during duty hours;
 - drivers do not consume alcoholic drink while on duty;
 - the drivers always remain with the vehicle while on duty; in case of any urgency, he should seek permission of the user before leaving the vehicle.
 - The driver shall not talk on the mobile except for receiving urgent calls in connection of his duties.
 - The driver shall keep the exterior and the interior of the vehicle including seat and cover neat and clean.
 - The driver shall observe due courtesy in dealing with the user/guest. He shall put the luggage in the dicky, open and close the vehicle door after the user/guest is sited.
 - The driver shall not smoke in the presence of the user/guest.


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30. It will be the responsibility of contractor to pay wages, social benefits (EPF, ESIC, Bonus etc.) and daily expenses of the Drivers.
31. In case of any breakdown of car at the time of duty, the Contractor shall make arrangements promptly for another **similar car / vehicle**. No mileage from the garage upto the breakdown point shall be paid. In case the user of the broken down car hires another vehicle / taxi, the amount of hiring the vehicle shall be deducted from the bill of the Contractor.
32. Penalty levied by police / Government departments / Statutory bodies or other law enforcing agencies for violation of any norms or regulations shall be the sole responsibility of the Contractor. IIM Sirmaur shall in no way be responsible for such any penalty.
33. The drivers on duty should ensure that the car is accompanied with a duty slip issued for it. The duty slip should be presented to the user of the car for noting daily Opening and closing meter readings at the point of reporting and release respectively. Payment will be made for the mileage covered between these two readings only. Vehicles may also be parked in the garage of the user wherever feasible.
34. Conditional/incomplete bids shall not be considered and shall be declared un-responsive.
35. In case of any ambiguity regarding halt charges and travel charges, the same will be decided by both the parties on mutual consent basis within 7 days.
36. If any of the conditions of the tender document is altered/changed/added by the firm, the tender will be summarily rejected.
37. The bidder is required to furnish an undertaking /affidavit duly attested by the competent authority swearing therein that he has not been blacklisted / disqualified at any time by any Government /authority from participating in the bidding process.
38. **Termination of Contract:** If any of the terms and conditions provided anywhere in the Tender document/ agreement, or any direction issued is not complied with or the contractor is found to have committed any breach thereof, the contract may be terminated herewith in addition to the forfeiture of the security deposit. The decision of the competent authority of the IIM Sirmaur will be final in this regard.


39. Arbitration

In the event of any dispute arising between the Contractor and IIM SIRMAUR during the currency of the contract or after conclusion thereof, the same shall be settled by Arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 as amended from



time to time or any statutory amendments, thereof, or any statute enacted for replacement thereof and shall be referred to the sole arbitrator, to be appointed by the Director, IIM SIRMAUR whose decision in the matter shall be final and legally binding on the parties. In the event of death, refusal, neglect, inability or incapability of the person so appointed to act as an arbitrator, the Director, IIM SIRMAUR may appoint a new Arbitrator. The venue of arbitration shall be the respective office of the arbitrator or a place suitable to IIM SIRMAUR. Unless otherwise specified in the arbitral award, the cost of such arbitration shall be borne by the Contractor and there will be no objection to this by any of the parties.

R. Singh
4/11/19



INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
STORE & PURCHASE OFFICER

Signature of Bidder:
Date:

TECHNICAL BID — TECHNICAL INFORMATION**[NOTICE INVITING TENDER NO.: IIMS/PUR/Transport Service/13/2019-20]**

Sr. No.	Items	Particulars
1.	Name of the Firm /Agency (attach registration certificate)	
2.	Office Address with Telephone & Mobile No.	
3.	EMD of Rs.10000/- in the form of DD duly issued by Nationalized Bank	
4.	Documentary proof of having at least one vehicle of each category as mentioned in Table-1 of the Tender	
5.	Status of the Firm / Agency (Proprietorship/Partnership/Pvt. Ltd./Ltd Co. etc. attach copy of documents)	
6.	Whether registered (Attach copy of the Registration documents)	Yes / No (Strike out whichever is not applicable)
7.	Working Experience in similar contracts (Attach documents of proof)	
8.	GST No. (Attach proof)	
9.	Income Tax PAN No. (Attach copy of PAN Card) and GST No. if any	
10.	Registered Vehicles owned by the firm /agency (Give details of the vehicles in the proforma below)	
11.	Number of drivers having at least 3 years of driving experience in Delhi attach proof	
12.	Copy of partnership deed/ registration, if any, attach proof	
13.	Undertaking conveying that bidder has not been blacklist to participate in Govt. tendering process (attach affidavit on Rs. 10/- stamp paper)	

Note: All above documents are mandatory to be submitted by the bidder to qualify for technical bid.

Details of the registered vehicles against Sr. No. 10 of Annexure-I above

Sr. No.	Make /Model of (Vehicles mentioned in Table-1)	Registration No.	Year of Registration	Name of Owner (as per Registration Certificate)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

R. [Signature]

 4/11/19

 INSTITUTE OF MANAGEMENT SIRMAUR

 STORE & PURCHASE OFFICER

Signature of Bidder:
Date:

FINANCIAL BID

REF: NOTICE INVITING TENDER NO. : IIMS/ PUR/ Transport Service/13/2019-20

Type	From	To	Category of vehicle		Charges to be quoted in ₹. (both figure and words)
			Etios/ Swift Dzire or equivalent	Honda City/ SX4/ Verna equivalent	
A	Pick & Drop Services at Delhi				
	Delhi Airport	IIC Delhi			
		IHC Delhi			
		IBIS Delhi			
		MHRD Delhi			
	Toll/Parking /Other Taxes as applicable (₹.)		As per actual	As per actual	As per actual
	Total				
B	Local cab services (at Delhi-NCR)				
	Local cab services (at Delhi-NCR)	4 Hrs 50 KM			
		8 Hrs 100 KM			
	Extra Hrs rates*				
	Extra KM rates*				
	Night Charges/Driver allowance (10:00 PM to 06:00 AM), if any		200	200	200
	Toll/Parking /Other Taxes as applicable (₹.)		As per actual	As per actual	As per actual
	*The amount will be paid whichever is lower between Extra KM amount and Extra hours amount for each individual journey.				
	Total				

Signature of Bidder:
Date:

FINANCIAL BID

REF: NOTICE INVITING TENDER NO. : IIMS/ PUR/ Transport Service/13/2019-20

c	Outstation cab services (outside of Delhi)		Category of vehicle			
	From	To	Etios/ Swift Dzire or equivalent	Honda City/ SX4/ Verna equivalent	Toyota Innova	Toyota Crysta Innova
Type			Charges to be quoted in ₹. (both figure and words)			
	New Delhi, Delhi-NCR.	IIM Sirmaur Campus (To & Fro- 580 K.M*)				
		Chandigarh/ Mohali (To & Fro- 550 K.M*)				
		Dehradun (U.K) (To & Fro- 530 K.M*)				
		Haridwar/ Rishikesh (To & Fro- 500 K.M*)				
		Shimla (H.P) (To & Fro- 720 K.M*)				
	Anywhere to Anywhere (per K.M charges) *					
	Extra K.M charges*					
	Night Charges/Driver allowance (10:00 PM to 06:00 AM), if any		200	200	200	200
	Toll/Parking /Other Taxes as applicable (₹.)		As per actual	As per actual	As per actual	As per actual
	Total					
	* To & Fro KM will be used in two days. Additional amount will be paid Rs. 1,000/- per day from the starting of day third as cab holding charges (if any). Anywhere to anywhere KM rate will be applicable for those outstation locations which is not covered above (Outstation cab service) .					

Signature of Bidder:
Date:

BID FORWARDING LETTER

(To be submitted on letterhead of the bidder as per this format only)

To,

The Purchase Officer,
Indian Institute of Management, Sirmaur,
Paonta Sahib, Distt. Sirmaur, H.P-173025.

Subject: Tender for hiring of the transport services for IIM Sirmaur.

Sir/Madam,

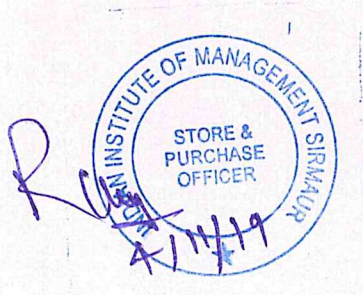
I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The EMD of 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft in favour of Indian Institute of Management Sirmaur and/ or certificate towards exemption of EMD, as applicable, are enclosed herewith.

We also keep the offer open for 90 (Ninety) days from the date of opening of bid,

Yours faithfully,

(Name & signature with stamp of the bidder)



Signature of Bidder:
Date: