INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
भारतीय प्रबन्ध संस्थान सिरमौर

IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

Rampur Ghat Road,
Paonta Sahib, Sirmaur.
Himachal Pradesh–173025, India.

रामपुर घाट रोड,
पांवटा साहिब, सिरमौर।
हिमाचल प्रदेश-173025, भारत।

No. 1-20/2023-IIMS(PUR)/Misc.-08

Dated: June 02, 2023

Request for e-Quotation

To,

Indian Institute of Management Sirmaur

Rampur Ghat Road,

Kunja Matralion,

Paonta Sahib,

Himachal Pradesh-173025.

Subject: Call for e-quotations for Hiring Transport vendors for outstation cab/taxi requirements on short term basis

Dear Bidders,

We solicit your e-quotations for Hiring Transport vendors for outstation cab/taxi requirements on short term basis at IIM Sirmaur, Paonta Sahib as detailed at Annexure-A of this RFQ by 08.06.2023 (11:00 AM).
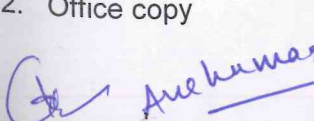
1. E-Quotations may be submitted on or before **11:00 AM on 08.06.2023** via e-mail to **purchaseoffice@iimsirmaur.ac.in** in a password protected PDF attachment along with Super scribing Subject Line: **Hiring Transport vendors for outstation cab/taxi requirements on short term basis at IIM Sirmaur, Paonta Sahib.**
2. **Password of the PDF file shall be mailed by the bidder between 11:00 AM to 02:00 PM after due time failing which the quotation shall be not considered. The quotation must be encrypted with password protected attachment.**
3. **Kindly ensure that each page of the quotation and attached documents is signed & stamped in the pdf format (password protected), and free from any virus or corrupted files.**
4. IIM Sirmaur reserves the right to reject any prospective application without assigning any reason and also to restrict the list of qualified bidders to any number deemed suitable by it, if too many quotes are received satisfying the laid down criterion.
5. Other Terms and Conditions:
    1. Payment will be made on monthly basis after satisfactory services and submission of bill in original to the Logistics Section.
    2. The quoted amount shall be inclusive of all. GST applicable shall be extra.
    3. Bidders need to provide Bank details.
    4. Services should be started immediately after issuing of Purchase Order, otherwise order shall be stand cancelled.
    5. Bidder must submit the quotation duly signed & stamped via e-mail in password protected attachment pdf otherwise they are liable to be rejected.
    6. Improper, Incomplete and quotations received through e-mail without password protected attachment will be summarily rejected.
    7. If the bidder will email the password before the last date & time, their quotation will not be considered for further process.
    8. The bidder who quotes the lowest amount for the service shall be considered for further proceeding.
    9. Depending upon the cost, IIM Sirmaur may or may not avail the service.

Encl: As above

Dr. K Selvanathan
Senior Consultant (Admin.)

Copy:
1. IT Office, IIM Sirmaur for uploading the RFQ in the official website.
2. Office copy

Details of Bidder		
1.	Registered Name of the bidder	
2.	Registered Address of the bidder	
3.	Name & Designation of the Contact person	
4.	Contact Details : Mobile : Office Number: Email Id / FAX No:	
5.	Status of the Company (Public Ltd./ Pvt. Ltd.) (Attach Copy)	
6.	Whether a registered GST number, if yes please provide (Attach Copy)	
7.	Details of the Incorporation of the Company (Attach Copy)	Date:
		Valid Document: Incorporation Certificate
8.	Permanent Account No. (PAN) (Attach Copy)	

Place:

Date:

Signature of bidder

With the seal of their company

<u>Eligibility Criteria</u>

(a) The Contractor should have a legal status, whether a registered Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well as registration for tax liabilities GST/income tax others statuary liabilities. (Copy of GST & other licences/registration to be attached)

(b) The bidder must have at least 3 years' experience of providing similar type of services and should have executed one service in last three years to any of Central/State Government bodies (IITs/IIMs/NITs/CFTIs) or any other reputed private higher education Institute.

FORMAT FOR QUOTING FINANCIAL BID

Sr. No	Pick & Drop (including waiting time)	Fixed Km two-way	**Column - A** Amount INR (in words and figures) for Zest / Swift D-zire/ Etios/ 5-seater	**Column – B** Amount INR (in words and figures) for Innova / Xylo 7- seater or more
		Local		
1.	Dhaula Kuan, HP	40 km		
2.	Nahan City			
3.	Yamunanagar Railway Stn.	120 km		
4.	DDN Railway Station/City			
5.	DED Airport	180 km		
6.	Haridwar/Rishikesh Railway Stn.	150 km		
7.	Chandigarh Airport/City	250 km		
8.	Else, Anywhere to Anywhere	Per Km Rate		
	Total (A)			
		Outstation		
1.	Delhi/NCR to and from Paonta Sahib	550 Kms		
2.	Local Delhi (Airport Pick Up and Drop)	4 hrs/ 40 kms		
3.	Local Delhi	8 hrs/ 80 kms		
4.	Local Mumbai(Airport Pick and Drop)	4 hrs/ 40 kms		
5.	Local Mumbai/Pune	8 hrs/ 80 kms		
	Total (B)			
6.	Per extra Kilometre charges	Rs.12/- for small vehicle (5 seater) and Rs.14/- for large vehicle (7 seater)		

Note: 1. Maintenance of duty slip is the responsibility of the vendor.
2. Reimbursement of toll charges, State tax and parking charges etc. will be made on production of original receipts.
3. Only commercial vehicles will be considered and bid received with private number vehicle will summarily be rejected.
4. "Anywhere to anywhere" charges shall be applicable for the destinations not covered in the above table.
5. All the above charges are for 24x7 basis. No night charges shall be applicable.
6. In case the same vehicle is used for 2 consecutive nights, Rs. 1000 shall be applicable as Cab holding charges from 3rd day.
7. All the kilometers mentioned in the above table are as per the temporary campus of IIM Sirmaur at Paonta Sahib. The charges may be revised once the establishment of IIM Sirmaur is shifted to Dhaulakuan Campus.
8. Payments shall be made on actual basis.
9. Contract shall be awarded to the L-1 vendor who has quoted the lowest in Total {Total A (Column A+ Column B) + Total B (Column A + Column B)}