



**Government eProcurement System**

**eProcurement System Government of India**

**Tender Details**

Date : 03-Sep-2024 04:54 PM

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Basic Details			
Organisation Chain	Indian Institute of Management Sirmaur		
Tender Reference Number	IIMS/PUR/PICKUP DROP TAXI SERVICES /28/2024-25		
Tender ID	2024_IIMS_823919_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments	
Offline	S.No Instrument Type
	1 Demand Draft
	2 R-T-G-S
	3 NEFT

Cover Details, No. Of Covers - 2			
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Tender documents are duly signed and stamped, GST and PAN, Scanned Copy of EMD
		.pdf	Taxies Registration after January 2021 registration certificate photocopies (attach proof).
		.pdf	Average Annual turnover of the firm in past any 3 years out of last 5 financial years (2019-2024)
		.pdf	Experience Certificate, Scanned Copies of Taxies are in the name of Vendor



		.pdf	(attach proof) Copy of Insurance, permit and pollution slip of Taxies offered (attach proof)
		.pdf	In the case of leased vehicle agreement is older than three months (attach proof).
		.pdf	Self Declaration of Non Blacklisted and Any other Documents (If Any)
2	Finance	.xls	Financial Bid BoQ

Tender Fee Details, [Total Fee in ₹ * - 0.00]				EMD Fee Details			
Tender Fee in ₹	0.00			EMD Amount in ₹	40,000	EMD Exemption Allowed	Yes
Fee Payable To	Nil	Fee Payable At	Nil	EMD Fee Type	fixed	EMD Percentage	NA
Tender Fee Exemption Allowed	No			EMD Payable To	The Director, IIM Sirmaur	EMD Payable At	IIM Sirmaur

Click to view modification history

Work / Item(s)					
Title	Notice Inviting Tender for providing Pickup and drop taxi services at IIM Sirmaur, Himachal Pradesh				
Work Description	Notice Inviting Tender for providing Pickup and drop taxi services at IIM Sirmaur, Himachal Pradesh				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	Central Purchase Committee				
Show Tender Value in Public Domain	No				
Tender Value in ₹	██████████	Product Category	Hiring of Vehicles	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	365
Location	IIM Sirmaur	Pincode	173031	Pre Bid Meeting Place	Conference Hall, IIM Sirmaur
Pre Bid Meeting Address	Conference Hall of IIM Sirmaur	Pre Bid Meeting Date	10-Sep-2024 03:00 PM	Bid Opening Place	IIM Sirmaur
Should Allow NDA Tender	No	Allow Preferential Bidder	No		



**Critical Dates**

<b>Publish Date</b>	03-Sep-2024 06:00 PM	<b>Bid Opening Date</b>	25-Sep-2024 02:00 PM
<b>Document Download / Sale Start Date</b>	03-Sep-2024 06:00 PM	<b>Document Download / Sale End Date</b>	24-Sep-2024 01:00 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	03-Sep-2024 06:00 PM	<b>Bid Submission End Date</b>	24-Sep-2024 01:00 PM

**Tender Documents**

<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tendernotice_1.pdf	Notice Inviting Tender for providing Pickup and drop taxi services at IIM Sirmaur, Himachal Pradesh	727.17

  

<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tender Documents	Finaltender.pdf	Notice Inviting Tender for providing Pickup and drop taxi services at IIM Sirmaur, Himachal Pradesh	710.92
	2	BOQ	BOQ_865839.xls	Financial Bid BoQ	255.50

**Bid Openers List**

<b>S.No</b>	<b>Bid Opener Login Id</b>	<b>Bid Opener Name</b>	<b>Certificate Name</b>
1.	akdas@iimsirmaur.ac.in	Amiya Das	AMIYA KUMAR DAS
2.	ao_personnel@iimsirmaur.ac.in	HUKAM CHAND	Hukam Chand
3.	aa0_purchase@iimsirmaur.ac.in	Sharad Prakash Bhosale	Sharad Prakash Bhosale

**GeMARPTS Details**

<b>GeMARPTS ID</b>	YQ78R31S5GHQ
<b>Description</b>	providing Pickup and drop taxi services at IIM Sirmaur, Himachal Pradesh
<b>Report Initiated On</b>	03-Sep-2024
<b>Valid Until</b>	03-Oct-2024

**Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Stage to disclose Bid Details in Public Domain</b>	Technical Bid Opening
<b>BoQ Comparative Chart model</b>	Normal	<b>BoQ Comparative chart decimal places</b>	2
<b>BoQ Comparative Chart Rank Type</b>	L	<b>Form Based BoQ</b>	No

**TIA Undertaking**

<b>S.No</b>	<b>Undertaking to Order</b>	<b>Tender complying with Order</b>	<b>Reason for non compliance of Order</b>
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

**Tender Inviting Authority**

<b>Name</b>	Senior consultant (Asministration)
<b>Address</b>	IIM Sirmaur Dhaula Kuan, HP 173031

<b>Tender Creator Details</b>	
<b>Created By</b>	Sharad Prakash Bhosale
<b>Designation</b>	AAO
<b>Created Date</b>	01-Sep-2024 02:09 PM





**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

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

**Tender No. IIMS/PUR/PICKUP & DROP TAXI SERVICES /28/2024-25 Dated 03.09.2024**

**Notice Inviting Tender for providing Pickup & drop taxi services at IIM Sirmaur,**  
**Himachal Pradesh**

Purchase Office  
Indian Institute of Management Sirmaur,  
Dhaura Kuan, Himachal Pradesh  
Email: [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) Website: [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in)



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Signature of Bidder: .....

Date: .....

**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**  
**(An Institute of National Importance, Ministry of Education, Government of India)**

**Notice Inviting Tender for providing Pickup & drop taxi services at IIM Sirmaur,**  
**Himachal Pradesh**

**Tender No. IIMS/PUR/PICKUP & DROP TAXI SERVICES / 28/2024-25 Dated 03.09.2024**

Online Tender through CPP portal are invited for providing Pickup & drop taxi service from reputed Taxi operators / Vendors as detailed below:

Period of Contract	Initially for a period of One Year (12 Months) may be extended up to another Two Years on same rates, terms & conditions.	
EMD Value (Rs.)	Rs.40,000/-(Rupees Forty Thousand only), Exempted for MSME/NSIC Organizations.	
Performance Security (Rs.)	5% of the total one year contract amount.	
Tender Publish Date & Time	03.09.2024	06:00 PM
Tender Download Date & Time	03.09.2024	06:00 PM
Bid Submission Start Date & Time	03.09.2024	06:00 PM
Bid Submission close Date & Time	24.09.2024	01:00PM
Opening of e-Technical bid	25.09.2024	02:00 PM
Opening of e-Financial bid	Will be intimated later	
Contact Person	Senior Consultant (Administration), Indian Institute of Management Sirmaur, Dhaura Kuan, Sirmaur, H.P. 173031. Email Id:- sc@iimsirmaur.ac.in,, purchaseoffice@iimsirmaur.ac.in Contact No. 01704-277321	
Pre-bid Meeting	Pre-bid meeting will be held online on 10.09.2024 at 03:00 PM. The prospective bidder may submit their request for pre-bid meeting through email to purchaseoffice@iimsirmaur.ac.in with subject line: "Pre-Bid Meeting for Pickup & drop taxi service, at IIM Sirmaur." by 10.09.2024 up to 03:00 PM. Online meeting link shall be shared to the interested bidders by email on request only. Any query received after this date & time will not be entertained further. All concerned are requested to keep regularly visit the website www.iimsirmaur.ac.in	

Signature of Bidder: .....

Date: .....



## ANNEXURE-I

Tender No. IIMS/PUR/PICK-UP/DROP TAXI SERVICES / 28 /2024-25 Dated 03.09.2024

### Notice Inviting Tender for Providing Pickup & drop taxi services at IIM Sirmaur

#### General Information, Terms, and Conditions

#### 1. INTRODUCTION

The Indian Institute of Management Sirmaur (HP) is an Institute of National importance under the aegis of the Ministry of Education, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies. The Institute requires Pick-up/drop Taxi Service for a period of one year which may be further extendable up to maximum of 2 years' (total 3 years from the date of contract) subject to the satisfactory performance as under: -

- a. Requirement of Cab
  - i). Sedan cab Model (5-seater) Swift Dzire/Tata Tigor/Hyundai Aura.
  - ii). Maruti Ertiga (7-Seater) Cab or Toyota Rumion or Kia Carens.
  - iii). High Premium (7-Seater) Cab (Innova Crysta)

(As per Financial Bid and anywhere to anywhere as per time-to-time requirements of the Institute).

- b. Institute reserve the right to withhold the service with 15 days' prior notice for any month subject to time-to-time requirement of the Institute and in future the service will be restarted on the same rates within the contract period.
- c. Tentative requirement of the pickup & drop taxi service is from the month of August 2024.

#### 2. TERMS AND CONDITIONS

- a. Tenders shall be submitted in official tender form only. The completed tender document should be submitted by the Bidders duly signed by them on each page. The Bidder will have to submit the bid as per Financial Bid as per Annexure-III.
- b. Tenders received without earnest money (EMD) / MSME Certificate (Or Equivalent) shall not be considered.
- c. The tender should be filled in and submitted in accordance with the instructions laid down herein, failing which the tender is liable to be rejected. No tender shall be considered unless all the pages of the tender document are duly filled in and signed by the Bidders.
- d. The successful bidder will have to submit a performance security for an amount equivalent to 5% of the total one-year contract amount by way of DD/FD/BC/BG issued by commercial Bank and drawn in favour of Indian Institute of Management Sirmaur payable at Paonta Sahib valid for a period of 18 months from the date of award of contract.
- e. Individual signing the Tender or other documents connected with the Tender must specify and enclose duly signed and stamped Authority Letter. The following:
  1. A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
  2. A partner of the firm if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration, the disputes concerning the business of the partnership either by virtue of

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Signature of Bidder: .....

Date: .....



partnership agreement or by a power of attorney duly executed by the partners of the firm.

3. Director or a Principal Officer duly authorized by the Board of Directors of the company, if it is a company.
4. Additional Eligibility conditions:
  - (i) 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 statutory liabilities. (Copy of GST & other licenses/registration to be attached)
  - (ii) Average Annual turnover of the firm in past any 3 years out of last 5 financial years (2019-2024) should be 30 lakhs. The eligibility should be supported with evidentiary proof (by CA certified documents/ITR).
  - (iii) The bidder must have at least 03 years' experience of providing similar type of services and should have **executed one service in last 3 years** to any of Central/State Government bodies or any other reputed private higher education Institute. **Work order/Satisfactory service certificate to be attached. Repetitive/Overlapping of years in work experience shall not be counted.**
  - (iv) There should be no criminal case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted by Central Government/State Government/PSU/any other Institutes. The declaration to such effect should be made on the company's letterhead.
  - (v) The intending party must own minimum three (03) numbers of commercial Vehicles:
    - a) Sedan cab Model (5-seater) Swift Dzire/Tata Tigor/Hyundai Aura.
    - b) Maruti Ertiga (7-Seater Cab) or Toyota Rumion or Kia Caren,
    - c) High Premium (7-Seater Cab) (Innova Crysta).

The maintenance cost, Charges of Petrol/Diesel, road tax, permit fee, passenger tax, Challans, wages of the driver, the overtime of driver etc., are the responsibility of the contractor for which no payment shall be made by IIM Sirmaur.

- f. **Earnest Money Deposit:** The tender should be accompanied by an earnest money of Rs. 30,000/- (Rupees thirty Thousand Only) by way of a demand draft drawn in favour of Indian Institute of Management Sirmaur payable at Paonta Sahib. Please note that EMD will not be accepted by cheque, cash, and money order or by bank guarantee. No interest will be payable on EMD. MSME/NSIC organizations are exempted from EMD deposit.
- g. The EMD of the successful Bidder shall be liable to be forfeited and award of contract shall be treated as cancelled if the following conditions are not fulfilled:
  - i. Execution of the agreement within 15 days of the receipt of the letter awarding the contract
  - ii. Providing the Outstation Taxi services with effect from the dates mentioned in the letter awarding the contract.

Signature of Bidder: .....

Date: .....





- iii. Submit to Purchase Section, IIM Sirmaur within 10 days of the letter awarding contract photocopies of RC book, Insurance Certificate, Fitness Certificate and Permit issued by Transport Authority along with originals for verification as well as Passport Size Photograph, Name and address along with ID proofs of persons manning the taxies after due Police verification, in respect of all vehicles being provided with contact numbers.
- iv. Submit demand draft towards performance security.
- v. No interest will be payable on EMD. The Earnest Money Deposit of the unsuccessful Bidders shall be returned within 90 days from the date of opening of the Financial Bid. EMD of successful Bidders will be returned after receipt of performance security.
- h. Tender should be VALID for at least 90 days from the date of opening and the rates quoted shall be valid for the entire period of the contract. If any Bidders withdraws during this period, the Earnest Money Deposit shall be forfeited.
- i. All amounts should be mentioned both in figure and in words. Corrections, if any, must be attested. Where there is a difference between amounts quoted in figures and in words, the amounts quoted in words shall prevail.  
The Government duties livable, if any, should be quoted separately, failing which IIM Sirmaur shall have no liability to pay these charges, and the liability shall be that of the Bidder.
- j. Bidder will indicate the number of vehicles fulfilling the above requirements in their fleet with the year of registration and also submit photocopy of Registration Certificate of vehicle (s). The vehicle should not be older than three years (i.e. year of manufacturing should on or after January 2021)
- k. Wherever, Bidders have taken vehicles on lease from other companies/ individuals, copies of the lease agreement also should be attached along with other documents and should be duly signed by the Competent Authority. The lease agreement should be older than three months from the date of this tender. The Institute will not consider fresh lease agreement signed during publishing of the tender.
- l. If the vehicles other than those mentioned in Technical Bid are applied, **no payment will be made for such vehicles.**
- m. The year of manufacturing of vehicle should be on or after 2021.
- n. Late tenders will not be accepted.
- o. IIM Sirmaur reserves the right to accept or reject any or all tenders without assigning any reasons of whatsoever. The term of the contract will be initially for a period of One Year (12 months), which may be extended as per the requirements of the institute on mutual consent.

### 3. LOCAL CONDITIONS

It will be imperative on each Bidder to duly acquaint himself of the local conditions and factors, which would have effect on the performance of the contract and the cost. No request to enhance the price shall be entertained after the bidder has submitted the offer.

### 4. SUBMISSION OF OFFER

This is a two bid system as per CPP Portal containing Technical Bid in ANNEXURE-II complete in all respect, along with the Earnest Money Deposit should be uploaded scanned copies of all required documents pertaining to the technical eligibility, terms & conditions of this tender.



Signature of Bidder: .....

Date: .....

The Financial Bid in .xlsx format should be downloaded from CPP Portal and should fill the prices as per given format. After filling rates in financial bid BOQ, may uploaded on the CPP Portal in the same .xlsx format on the financial part as per Annexure-III.

However, Bidders will have to apply for providing at least One 5 Seater (Sedan Cab), One 7 seater (Maruti Ertiga or Toyota Rumion or Kia Caren) and One 7 seater cab (High Premium Innova Crysta) , contract will be awarded to the vendor who will quote L-1 rates in totality as per financial Bid. Tender document submitted for providing only single quotes will be summarily rejected. Any corrigendum regarding the tender will be available on CPP Portal and Institute's website.

#### 5. EVALUATION OF OFFER

Tender Evaluation Committee will open Technical Bids. Bidders will be short listed by a duly constituted Central Purchase Committee (CPC) based on the information furnished in the Technical Bid. During this process, the CPC may get opinion from the organizations, if considered necessary, where services are being provided by the Bidders. The committee may inspect the vehicles at a short notice at IIM Sirmaur premises or at the office of the operators.

The decision of IIM Sirmaur arrived at as above shall be final and representation of any kind shall not be entertained on the above.

The Financial Bids shall be opened only for the technically qualified bidders as recommended by the TEC. The intimation for opening of financial bids shall be given separately to the technically qualified bidders through CPP Portal.

Any attempt by any Bidder to bring pressure of any kind may disqualify the Bidder for the present tender and the Bidder may be debarred from bidding for any material / service in future to IIM Sirmaur.

IIM Sirmaur shall have no obligation to convey reason for rejection of any bid. It shall be open for IIM Sirmaur, to reject even the lowest bidder in the interest of the Institute and no reason need be given thereof.

#### 6. SCOPE OF RESPONSIBILITY AND SERVICES TO BE PROVIDED BY THE VENDOR

a. The Vendor will ensure that:

- i. The Taxies to run as per time schedule provided by the Institute (24\*7 basis).
- ii. The Taxies are kept neat and tidy. Proper dusting of the seats will be done every occasion before the service starts.
- iii. The Taxies provided should have valid Insurance and fitness certificate along with other necessary documents.
- iv. Services of responsible, well trained, good mannered and neatly attired Driver possessing licenses as required by the Transport Department, are provided.
- v. The Taxies report / depart as per time schedule provided.
- vi. The Taxies are properly maintained and all doors/ window, seat belts (front & rear) shutters properly fitted.
- vii. The Vendor will provide his/her own/ leased Taxies. Sub-contracting is strictly not permitted and can result in cancellation of the contract and forfeiture of performance security.
- viii. The Vendor will provide uniform / liveries to the staff to be employed / deployed as per the approved pattern and design at the Vendors own cost.

Signature of Bidder: .....

Date: .....



- ix. The vendor should ensure that the driver should report for duty at specified time and stay with the car/vehicle during duty hours. He must ensure to fill the duty slip details- agency Office out time, opening kilometer, release time, closing kilometer, parking charges etc., and obtain signature by the guest(s)/user of the vehicle mandatorily. Incomplete trip sheets will not be honored/approved for payment.
- b. The vendor should also comply with the following:
- I. The Institute will confirm booking of vehicles at least two hours in advance and the agency should be able to provide the vehicles any time of the day, even during odd hours, on need basis. The agency should also be ready to provide vehicles at short notice (1 hour before reporting time) to supply the vehicles as per the contracted rates.
  - II. If the vendor fails to provide the vehicle the entire cost of the said trip will be penalized on the vendor.
  - III. The vendor must ensure that vehicle/driver details are provided at least 24 hours before the commencement of travel.
- c. Any over writing or corrections against readings in the trip sheet shall be countersigned by the user/guest, failing which, the cost of the trip shall be calculated on average mileage basis.
- d. Cancellation Charges-Three hours prior to the scheduled trip, no cancellation charges will be paid. However, if the vehicle has been reached the designated location and booking is cancelled, then the cancellation charges will be paid as per agreed terms.
- e. Smoking is strictly prohibited inside the vehicle. The Driver will not talk with the passengers/others/use mobile phone while driving.
- f. The Vendor shall take all precautionary measures in order to ensure the safety of the persons traveling in the vehicle.
- g. The Vendor shall assume all liabilities for and give to IIM Sirmaur, the complete indemnity against all actions, suits, claims, demands, cost, charges, or expenses arising out of and in connection with any accident or injury sustained by any of the persons travelling in the vehicle.
- h. The Vendor will ensure periodic health checkup of the personnel employed / deployed by him / her and submit a declaration.
- i. The Vendor will ensure verification of Character & Antecedents of the people being employed / deployed and proper Identity Cards will be issued to them.
- j. Any theft or damages caused by the Agency's personnel shall be borne by the Vendor.
- k. The Vendor will prominently display the permit issued by the Transport Department (Himachal Pradesh or any other State Govt.).
- l. Vendor shall immediately on receipt of demand made from IIM SIRMAUR, replace any person employed by him.
- m. Liabilities whatsoever in respect of persons employed by Vendor shall be the sole responsibility of the Vendor.
- n. Compliance of Rules like Minimum Wages Act, ESI Act, EPF Act, Income Tax Act, Service Tax Act, Labour law of H.P Government or Central Government as on date in existence or revised / changed in future will be the responsibility of the Vendor only. In this regard, the Vendor will maintain the all necessary books, register etc. as per Govt. rules. In case more than 15 employees are working with the service provider, the Vendor should be registered with ESI and submit the proof of payment of EPF along with the monthly bill.
- o. The Vendor shall indemnify IIM Sirmaur, against any loss or damage, which IIM Sirmaur, may suffer as a consequence of the Vendors not complying with the laws referred/not referred above. The Vendors will further indemnify IIM Sirmaur, against any loss or

Signature of Bidder: .....

Date: .....



damage which it may suffer as a result of the negligence on the part of the Vendor or any of the employees in the course of performance under this tender / contract.

- p. The Vendor shall be responsible for the payment of wages and allowances and all statutory dues, as per rules, to the persons employed by him/ her.
- q. The Vendor will ensure that in case of break down, the coordinators/Security Unit are informed immediately and alternate arrangements are made by the Vendor within the minimum possible time.
- r. The Vendor is required to furnish an undertaking /affidavit duly attested by the competent authority swearing therein that the Vendor is not blacklisted / disqualified at any time by any government /authority from participating in the bidding process.
- s. Year of manufacturing of Taxies should be on or after year 2021.
- t. Taxies will be required for Outstation purposes; Vendors should always have National permits of other states in case of requirement. No accommodation/food shall be provided in case of outstation charges.

## **7. TERMS OF PAYMENT**

- a. Payment to the Selected Vendor will be made every month on receipt of bills from the Vendors as per contract after due verification of satisfactory services having been provided during the preceding month. Income Tax/GST etc. will be deducted from the bill as per rules. Payment will be made through PFMS or NEFT.
- b. The Institute on production of actual bills will reimburse toll tax, State entry tax, parking fee etc. when vehicle is deployed for the outstation journey.

## **8. PENALTY**

- a. The deduction on account of unsatisfactory services and improper maintenance of the vehicles will be made from the monthly bills for, but not limited to each of the following reasons without proper justification:
  - i. Not providing the service on any occasion, following charges along with hiring a vehicle from the market for the said route:
    - a. Driver not attended the duty – Rs. 1,000/- (Per Instance).
    - b. Vehicle not available – Rs. 2,000/- (Per Instance).
  - ii. Missing trip on any day (frequent missing trips will attract higher penalty including cancellation of contract).
  - iii. Not maintaining the Taxies neat and tidy, with all equipment's.
  - iv. Providing Taxies not conforming to the requirements specified in this document.
  - v. Misbehavior by the Driver.
  - vi. Over speeding.
  - vii. Not adhering to the time schedule.
  - viii. Non-availability of complaint/suggestion book in the vehicle.
- b. For the penalty amount to be recovered in respect of above the Competent Authority of IIM Sirmaur will be final authority in this regard and his/her decision shall be final and binding on the Vendor.

## **9. TERMINATION OF CONTRACT**

- a. The contract can be terminated by giving at least one month's/prior notice in writing by either party.

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Signature of Bidder: .....

Date: .....



- b. Notwithstanding any of the above, if the services of the vendor are not found satisfactory or in the event of sub-contract to a third party, the vendor will be issued one-month notice by IIM Sirmaur to terminate the contract without prejudice to any right accruing to either party prior to such termination. During the period of notice, both parties shall continue to discharge their duties and obligations. In event of sudden withdrawal of Services by the Vendor, the Institute reserve the right to forfeit the amount of performance security deposited by the Vendor and also to recover from vendor the difference between amount under this agreement and actual paid to any other vendor for the period of contract.

#### **10. COMPLAINTS**

The Vendor shall keep a suggestion/complaint book in every vehicle under contract to record any suggestion on performance of services and produce to IIM Sirmaur or its representative for perusal to ensure that prompt action has been taken on such complaints and measures taken to avoid their recurrence. The suggestion/complaint book will be prominently displayed in the vehicle. The Vendor shall attend to all the complaints and take complete remedial measures as early as possible to the satisfaction of IIM Sirmaur. Non-availability to suggestion book will attract imposition of penalty.

#### **11. MISBEHAVIOR OF EMPLOYEES**

- a. The employees of the Vendor shall maintain strict discipline, interact with staff members in a respectable manner and shall not use any violent, obscene, or offensive language while on duty. In case of misbehavior, IIM Sirmaur has the right to impose penalty/ terminate the contract.
- b. In case of any dispute having arisen, out of contract same shall be resolved by mutual discussions between the parties within a period of 30 days failing which only regular courts at Paonta Sahib will have jurisdiction to adjudicate upon the matter.

#### **12. PARTIES**

The parties to the Contract are the INDIAN INSTITUTE OF MANAGEMENT SIRMAUR (IIM SIRMAUR) and the selected Bidder.

#### **13. INSOLVENCY AND BREACH OF CONTRACT**

The IIM Sirmaur may at any time, by notice in writing summarily terminate the contract without compensation to the Vendor in any of the following event, that is to say:

- i. If the Vendor being an individual or if a firm, any partner thereof, shall at any time, be adjudged insolvency or shall have a Receiver appointed on the business or an order for administration of his/her estate made against him or shall take any proceeding for composition under Insolvency Act, for the time being in force or make any conveyance or assignment or if the firm be dissolved under the partnership Act,
- or
- ii. If the Vendor commits any breach of Contract not herein specifically provided for:
- iii. Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue hereafter to the IIM Sirmaur and provided also that the Vendor shall be liable to pay to IIM Sirmaur for any extra expenditure, he is thereby put to and the Vendors shall under no circumstances be entitled to any gain.

#### **14. ARBITRATION**

In the event of any dispute arising between the Vendors(s) and the Institute (IIM Sirmaur)

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Signature of Bidder: .....

Date: .....



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 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 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 Vendor(s) and there will be no objection to this effect by any of the parties.

#### **15. SETTLEMENT OF DISPUTE AND JURISDICTION**

The disputes shall in the first instance be tried to resolve by mutual discussions between the both parties within a period of one month's failing which only the regular courts of Paonta Sahib will have the exclusive jurisdiction to adjudicate upon the matter. Services under the contract shall, if reasonably possible, continue during the legal proceedings and no payment due to or payable by IIM Sirmaur shall be withheld on account of such proceedings.

#### **16. INSTRUCTION FOR PREPARATION & SUBMISSION OF ONLINE BIDS**

- a. This tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.
- b. Technical bid should be submitted in PDF format & Financial bid should be submitted in format mentioned in the Financial part.
- c. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
- d. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- e. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- f. Kindly upload scanned PDF of all relevant documents in a single PDF file.
- g. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h. Bidder should log into the portal well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for non-submission of bids in time or any delay due to other issues.
- i. The technical and financial bids should be submitted online through CPP portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include all the cost and other taxes (As per Central govt. norms) mentioned in the Financial Bid. If there is any separate cost, then that will be not acceptable.

#### **17. REGISTRATION**

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Signature of Bidder: .....

Date: .....



- a. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on CPP Portal is free of charge.
- b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS/ nCode/ eMudhra etc.), with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **18. SEARCHING FOR TENDER DOCUMENT**

- a. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID Organization name, location, date, value, etc. There is also an option of advanced search for tenders wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- b. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.



Signature of Bidder: .....

Date: .....



TECHNICAL BID

Tender No. IIMS/PUR/PICKUP &amp; DROP TAXI SERVICES / 28/2024-25 Dated 03.09.2024

Notice Inviting Tender for Pickup & drop taxi services at IIM Sirmaur

Details of Earnest Money Deposit Rs. 30,000/- (Please upload scan copy of DD)		DD No.	Dated:		
		Bank:			
1.	Name of the firm/Vendor				
2.	Address				
3.	Whether Proprietorship/ Partnership / Ltd. Co.				
4.	Name of Proprietor / Partner / Managing Director				
5.	Year of manufacturing of Taxies (i.e. should be on or after 2021)		1.		
			2.		
			3.		
			4.		
6.	Name & Designation of the authorized signatory				
7.	Average Annual turnover of the firm in past any 3 years out of last 5 financial years (2019-2024) should be 30 lakhs. (Evidentiary Proof must be uploaded) i) 2019-20 ii) 2021-21 iii) 2021-22 iv) 2022-23 v) 2023-24				
8.	PAN No. (Attach copy)				
9.	GST No. (Attach copy)				
12.	Details of current / previous contracts (Enclose copies of contracts/work/service orders etc.)		Yes/No		
13.	Details of Taxies Attach photocopy of RC of each vehicle. (Vehicle Registration should not be before January 2020.)				
	Sr.No.	Vehicle No	Model / Year of Manufacture	Make / Type of Vehicle/Mileage done (Km.)	Seating Capacity
	(1)				
	(2)				
	(3)				
	(4)				
	(5)				

Signature of Bidder: .....

Date: .....





(6)				
(7)				
(8)				
(9)				
14.	Please attach latest Fitness Certificate in respect of all vehicles from R.T.O.			
15.	Please attach copies of permit in respect of all vehicles.			
16.	Please attach all the copies of documents in respect of the information provided above which is must.			
17.	Any other information:			

**Note: - All scanned copies of above required document must be uploaded on CPP Portal in sequence.**

I confirm that I have read the tender document and understood that in case any of the statement(s) furnished in the bid is found to be false OR any of the terms and conditions of the tender are not complied with, the empanelment is liable to be cancelled and the earnest money deposited shall be forfeited. I agree that the decision of IIM Sirmaur in this regard would be final and binding on the Bidder.

Place:  
Dated:

(Authorized Signatory)

Name:  
Address:  
(Office Seal)



Signature of Bidder: .....

Date: .....

**FINANCIAL BID FORMAT**

(To be submitted online in xlsx. format)

**Tender No. IIMS/PUR/ PICKUP & DROP TAXI SERVICE /28/2024-25 Dated 03.09.2024**  
**Notice Inviting Tender for Pickup & drop taxi services at IIM Sirmaur**

Sl. No.	Pickup & Drop (including waiting period)	Fixed Km(Two-way)	Pickup & Drop Taxi service		
			Amount INR for Sedan cab Model (5-seater) Swift Dzire/Tata Tigor/Hyundai Aura	Amount INR for Maruti Ertiga/Toyota Rumion/Kia Carens(7-seater)	Amount INR for High Premium Innova crysta (7-seater)
1	Paonta Sahib/ Dhaula Kuan, H.P./ Local Duty/ Minimum Km for anywhere to anywhere	40 Km			
2	Nahan City, H.P.	60 Km			
3	Shimla City, H.P.	320 Km			
4	Yamuna Nagar City/ Railway Station	120 Km			
5	Dehradun City/ Railway Station	140 Km			
6	Dehradun Airport	160 km			
7	Haridwar/ Rishikesh City/ Railway Station	180 km			
8	Chandigarh Airport /City	220 Km			
9	New Delhi	520 Km			
10	Night halt Charges including Driver's food and stay from (11:00 PM to 04:00 AM)				
	Per Extra Kilometer and Anywhere to Anywhere Per Km Charges (Including the waiting period)				



X	Grand Amount (Incl. GST & all other charges)	Total (Incl. other charges)	
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**Note: -**

- a). Payment will be made for total kilometers run by taxi for IIM Sirmaur, Dhaula Kuan Campus / Paonta Sahib (i.e. closing meter reading at IIM Sirmaur minus opening meter reading at IIM Sirmaur, Dhaula Kuan campus/ Paonta Sahib/local duty.)
- b). If the running kilometers exceed than the mentioned fixed kilometers, then the payment of extra kilometers will be paid as per the actual.
- c). Reimbursement of the toll charges, state and parking charges etc. will be made on the production of original bills.
- d). All the above charges are for 24x7 basis. \*\* Night charge - Local / Outstation will be paid for the time from 11:00 P.M. to 04:00 A.M.
- e). The taxi shall be availed as per the Institute's requirement on the above rates quoted by the successful bidder.
- f). Maintenance of the duty slip is the responsibility of the vendor and payment will be made on an actual basis.
- g). Only commercial vehicles will be considered, and the bid received for the private number vehicle will be summarily rejected.
- h). The amount quoted in the Financial Bid BoQ shall be inclusive of waiting charges, No other amount will be paid for waiting period. However, night charges (as quoted) may be paid, if the vehicle is required for night purposes.
- i). For anywhere to anywhere the minimum slab km fixed are 40 km refer to serial No. 01 of the Financial bid format annexure-III



CHECKLIST TOWARDS TECHNICAL ELIGIBILITY

Sr. No.	Name of the Document	Tick (Yes/No)	Mention attached document Page No. (Mandatory)
1.	Tender documents are duly signed and stamped.	(Yes/No)	
2.	GST/PAN Registration of the Vendor (attach proof).	(Yes/No)	
3.	Earnest Money Deposit of Rs. 40,000/- (Rupees Forty Thousand only) OR Certificate of MSME/NSIC for exemption from EMD deposit.	(Yes/No)	
4.	Taxies Registration after January 2021 registration certificate photocopies (attach proof).	(Yes/No)	
5.	Average Annual turnover of the firm in past any 3 years out of last 5 financial years (2019-2024) should be 15 lakhs. (Evidentiary Proof must be uploaded).	(Yes/No)	
6.	03 years' experience of providing similar type of services and should have executed one service in last 3 years to any of Central/State Government bodies or any other reputed private higher education Institute. <b>Work order/Satisfactory service certificate to be attached.</b>	(Yes/No)	
7.	Taxies are in the name of Vendor (attach proof)	(Yes/No)	
8.	In the case of leased vehicle agreement is older than three months (attach proof).	(Yes/No)	
9.	Copy of Insurance, permit and pollution slip of Taxies offered (attach proof)	(Yes/No)	
10.	Declaration about no criminal case on firm/company and not to be blacklisted by any Central/State Govt. PSU/any other Institutions.	(Yes/No)	



**SLAB OF KILOMETERS IN CITY WISE**

Sr. No	Pickup & Drop locations (including waiting time)	Approx. Kms two-way
1	Dhaura Kuan / Paonta Sahib/ Local Duty Minimum Km for anywhere to anywhere	40 Km
2	Nahan City	60 Km
3	Shimla City, H.P.	320 Km
4	Yamuna Nagar City/ Railway Station	120 Km
5	Dehradun City/ Railway Station	140 Km
6	Dehradun Airport	160 km
7	Haridwar/ Rishikesh City/ Railway Station	180 km
8	Chandigarh Airport /City	220 Km
9	New Delhi	520 Km

All the kilometers mentioned in the above table are as per the distance from permanent campus of IIM Sirmaur at Dhaura Kuan Sirmaur H.P. / IIM Sirmaur Paonta Campus.

