



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

Notice Inviting Tender
For
Transport Services at
Indian Institute of Management Sirmaur,
Paonta Sahib

Notice Inviting Tender No.: IIMS/PUR/Transport Services/14/2019-20

Date: 27.12.2019

Last Date & Time of Submission of Tender documents	17.01.2020 at 11:00 AM
Date & Time for Tender Opening	17.01.2020 at 12:00 PM
EMD	Rs. 10,000/- DD / Banker's cheque drawn In favour of "Indian Institute of Management Sirmaur" payable at Paonta Sahib

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
Rampur Ghat Road, Paonta Sahib, Dist. Sirmaur, H.P – 173025,
Email: purchaseoffice@iimsirmaur.ac.in, Website: www.iimsirmaur.ac.in



Signature of Bidder:
Date:.....

Notice Inviting Tender No.: IIMS/PUR/Transport Services/14/2019-20
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
NOTICE INVITING TENDER FOR TRANSPORT SERVICES
(Hiring of Taxi Services- Rate Contract)

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. From time to time at a short notice, the Institute requires services of AC vehicles for specific duty assignments.

Interested agencies are required to submit the financial as well as technical bids in the separate sealed envelopes which should be superscripted as: “**Technical Bid: Tender for Transport Services at IIM Sirmaur**” and “**Financial Bid: Tender for Transport Services at IIM Sirmaur**” which should be dropped in the tender box in the Academic Block at Indian Institute of Management Sirmaur, Rampur Ghat Rad, Paonta Sahib, District Sirmaur, Himachal Pradesh-173025 before 11:00 AM on 17.01.2020. Tender will be opened on the same day at 12:00 PM (except holiday). In the case of holiday, the tender will be opened on the next working day on same time.

Each page of the Tender document must be stamped and signed by the tenderer or any authorized person submitting the Tender, in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of the contract. Any bid containing documents that are not signed is liable to be rejected at the discretion of the Institute. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.

The tenderer either himself or may authorize any person to be present at the time of opening of the tender. The person attending the tender opening process on behalf of the tenderer should bring with him a letter of authorization as proof. The bidder shall attach a copy of the Authorization Letter/Power of Attorney as the proof of authorization for signing on behalf of the firm.

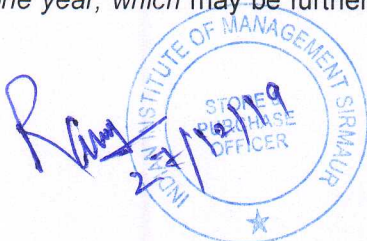
The quoted bid should have validity for a period of 120 days from the date of opening of the tender.

The successful bidder(s) shall give acceptance within 8-10 days from the date of receipt of the work order, failing which the work order issued will stand cancelled and the EMD will be forfeited.

Disclaimer Clause:

Financial bid (Annexure-A, B & C) of qualified technical bidders only will be opened. IIM Sirmaur has the discretion and right to cancel/add or amend the information, terms, procedure and the bidder has no claim against such rights. The Institute has unfettered rights to terminate the arrangement at any time without assigning any reason whatsoever. The jurisdiction for dispute (s), if any shall be in Paonta Sahib.

Sealed quotations are accordingly invited under two-bid system to enter into rate contract for a period of *one year*, which may be further extended upto 3 years based on the satisfactory performance of



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the vendor, which shall be decided by the Competent Authority, IIM Sirmaur, for obtaining following services:

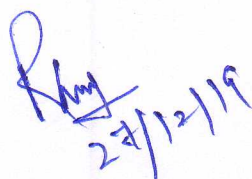
I. **Sr. No 1** - One AC commercial vehicle/ taxi [Swift Dzire / Zest / Etios / Amaze, (5 Seater or more)] on regular basis for daily official use of 1800 Km (monthly) for 24x7 alongwith driver (24x7) at the Institute campus. For extra Kms, payment will be made as per rates mentioned in the Financial Bid- **Annexure-A**. Please note that no night charges will be paid for this service.

II. **Sr. No 2** - One AC commercial vehicle / taxi [Innova / Xylo / Bolero, (7-seater or more)] alongwith driver on regular basis will be required for daily use with requirement of 2800 Km (monthly) from 07:30 AM to 10:00 PM every day. For extra Kms, payment will be made as per rates mentioned in the Financial Bid- **Annexure-B**.

Both the above (Sr. No.01 & 02) vehicles will also be used for the purpose of Pick & Drop services to Railway Stations / Airports or any other places for Official / Academic activities, if required. Please note that the Pick & Drop also includes waiting time at the respective locations.

III. **Sr. No 3**- In addition to Sr. No. 01 & 02 above, Small (5-seater) or Large (7-seater or more) commercial AC vehicles for Pick & Drop service as per the Institute's day-to-day requirements. The rates are required to be quoted on the following terms and conditions:

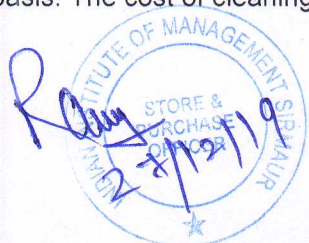
1. The duration of the contract will be initially for one year and it can be extended upto 3 years based on the satisfactory performance, which shall be decided by the Competent Authority of IIM Sirmaur. The rates will be firm for the contract period including extension, if any.
2. The Institute reserves the right to hire more than one agencies at a time.
3. Earnest Money Deposit (EMD) : Rs.10,000/- (Rupees Ten Thousand Only) in the form of demand draft from any scheduled commercial bank in favour of the Indian Institute of Management Sirmaur payable at Paonta Sahib. Tenders without EMD will not be considered unless the tenderer is exempted from such payment under Govt. Rules/Regulations and claims such exemption subject to submission of relevant and valid supporting documents along with price offer. EMD of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
4. If the existing service provider is interested in submitting the bid, he should submit copies of all the required documents like any other bidder.
5. Those bidders who are interested to provide more than one services (Sr. No. 1 to 3 above), need not submit separate EMD(s).
6. Risk hiring clause: In case the vendors are unable to provide services (Taxi), the Institute has the right to hire Taxi from open source / market and the bills for the same will be debited in the account of the respective vendor.


27/12/19

Signature of Bidder:

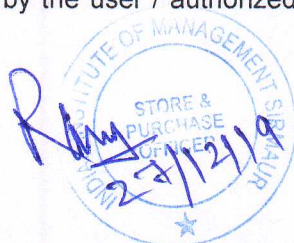
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7. A copy of RC (registration certificate), permit, pollution certificate or any other relevant document must be submitted by the vendor to IIM Sirmaur. The ownership of the vehicles must be in the name of the vendor / firm at the time of submission of bid to which the contract is awarded.
8. In case of partnership firm, a copy of partnership agreement duly signed by the competent authority or General Power of Attorney duly attested by a Notary Public should be furnished on stamp paper to IIM Sirmaur that should be atleast 3 months old.
9. The vehicle should be in proper running condition and well furnished and should be the latest model, not more than 3 years old (from the date of registration till the date of opening of bid) and should be fitted with all modern features. Year of manufacturing should be on or after 2017. Preference will be given to the newly/early-registered vehicles.
10. The bidder(s) may apply for any number of vehicle services as mentioned at Sr. No. 1 to 3 above.
11. The vendor shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair & maintenance etc. of the vehicles. The Institute shall not be responsible for repairing and maintenance of vehicles including consumables and non-consumables. The Institute will also not bear any other charges.
12. The vendor shall obtain adequate insurance cover for the vehicle, his staff and all bonafide passengers of the vehicle (supplied pursuant to this tender). Further, the vendor shall be responsible for all injuries and accidents to such staff and bonafide passengers including such injuries and accidents which may arise or occur to his employees and/ or the bonafide passengers during the course of performance of the vendor's obligations pursuant to this tender.
13. The vehicles supplied (pursuant to this tender) should be kept neat and clean, both inside and outside. In no case should the driver be allowed to smoke / consume alcohol or any other toxic substances while driving the vehicles. No other person except the driver shall be permitted in the vehicle while carrying the guests. In addition, driver should not be speaking on mobile while driving vehicle. The presence of cell phones is for efficient coordination with guests for the purpose of pick and drop and for no other purpose.
14. In case the condition of vehicles is not found to be satisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time, the Institute has the right to hire a vehicle from local market and additional cost incurred by the Institute will be borne by the vendor and same will be deducted from vendor's monthly bill.
15. The vendor will ensure that all necessary documents (Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the licensed driver. Copies of all these documents must be submitted to the Institute.
16. The driver must observe discipline, etiquette and protocol while performing the duties. He should be in proper uniform (white full sleeve shirts with white trouser and nameplates for the vehicles as above in Sr. No.01 & 02) and carry a mobile phone in working condition, for which the Institute will not pay separate charges.
17. The vehicle should have two sets of white seat covers for alternate use which should be changed on weekly basis. The cost of cleaning will be borne by the vendor.



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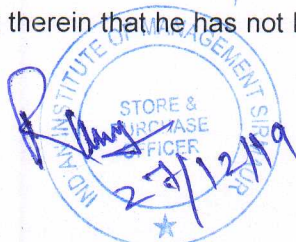
18. The vendor shall abide by all applicable laws including Labour Welfare and Wages Laws (ESI, EPF, BONUS, Income Tax, Service Tax or any other extra taxes levied by the Government) under various Labour welfare and other relevant Acts shall adopt all required, welfare measures for employees and discharge all other obligations concerning thereto. It is again clarified that all such responsibilities and obligations, whether specified herein or not, shall be the exclusive responsibility and obligations of the vendor and IIM Sirmaur shall not be held liable for such responsibilities / obligations in any manner whatsoever.
19. Toll taxes, parking charges, service tax and State entry fee shall be reimbursed by the Institute against the production of documentary evidences alongwith the bills in original.
20. In case of accident, any compensation claims arising out of such accident shall be paid by the vendor in accordance with law in force to each and every one of the affected persons or their legal heirs depending upon the merits of each individual case. He would also indemnify the Institute for any loss, damage of property or life arising out of negligence of driver or poor maintenance of vehicle.
- 21.
- (a). Payment will be made for total kilometres run by taxi for IIM Sirmaur (i.e. closing meter reading at IIM Sirmaur minus opening meter reading at IIM Sirmaur) the night charges will be paid after 10:00 PM to 6.00 AM. However, it will not be applicable for Pick & Drop services for Airport & Railway Stations for any service (Sr. No. 01 & 02).
- (b). If the reporting place is different from IIM Sirmaur, in such cases, the meter reading would be permitted from point to point.
- (c). If the vendor fails to perform the obligations on any day in any assigned route, IIM Sirmaur may, without prejudice to its other rights and remedies, levy a charge of Rs. 1000/- for each obligation or part thereof.
22. Payment will be made only for those duty slips which have been signed by the officers / staff / guests using the vehicle. It will be the responsibility of the driver to get the duty slips signed by the officer / staff / guests on completion of duty. No payment will be made for unsigned duty slips. Duty slip should be completed in all respect i.e. time and odometer reading at the time of commencement of journey from the Institute / or reporting point, time and odometer reading at the time of journey at Institute / destination, total run of vehicle and places visited for work en route.
23. For office attached vehicles (Sr. No. 1 & 2), the driver is required to maintain a logbook i.e. the details of various journeys performed during the day, since morning till the last duty separately and all the entries should be attested by the users. Copies of the logbook will have to be attached at the time of submission of the bills in each month for verification. The photocopy of the logbook must be signed by the vendor.
24. Bills shall be submitted (in duplicate) for hired vehicles, duly supported by the duty slip properly signed by the user / authorized person, and requisite documents [receipt(s) of payment of toll



Signature of Bidder:

Date:.....

- taxes, parking charges, other taxes] on monthly basis. Payment to the vendor will be made by PFMS/NEFT/RTGS/account payee cheque after deduction of TDS.
25. The driver should always carry a cash of Rs. 2000/- for local / nearby stations (e.g. DDN Airport, DDN Railway Station, Yamunanagar) and Rs. 5000/- for remote stations (e.g. National Capital Region, Lucknow, Chandigarh, etc.)
 26. The Institute reserves the right to terminate the contract by giving 30 days notice without assigning any reason whatsoever. However, if the vendor wants to cancel the contract, he should give minimum 60 days of prior notice.
 27. IIM Sirmaur reserves the right to accept or reject any or all offers without assigning any reasons.
 28. It is mandatory to sign and stamp each page of tender document while submitting the bid.
 29. The contract will be awarded on the basis of the terms and conditions stipulated herein above and no other terms & conditions offered by the party will be acceptable.
 30. In case of breach of any of terms & conditions mentioned above, the Competent Authority will have the right to cancel the work order and nothing will be payable by this Institute in that event. Besides, the security deposit in the form of EMD shall be encashed.
 31. The interested party must own minimum one 5 seater and one 7 seater or more commercial vehicles in their own or in the name of the firm and must be in the physical possession of the vehicle on the date of submission of bid.
 32. The rates shall be quoted in enclosed Financial Bids - Annexure-A, B & C. No alteration or addition should be made in the Annexures.
 33. In case of Serial No 01 & 02, contract shall be awarded to L-1 vendor(s) in respective separate case only.
 34. The rate contract may be awarded to one or more parties for Sr. No. 3 only (excluding for services at Sr. No. 01 & 02) after assessing the lowest rates quoted by the firms / vendors for the respective Group of distance (i.e. Group-A upto 250 Km and Group-B more than 250 Km) as mentioned in Annexure-C. Individual rates for any particular type of service will not be considered separately.
 35. The requirement indicated is only approximation. No guarantee of business can be given based on the same.
 36. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him / them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender.
 37. The tenderer shall take care that the rate and amount are written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection. There should not be any alteration in the tender documents.
 38. Only commercial vehicles will be considered for the tendering process (Sr. No. 1, 2 & 3 above). Bid received with private number vehicles will be summarily rejected.
 39. 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



Signature of Bidder:

Date:.....

/authority from participating in the bidding process.

40. Separate sealed quotations (in the enclosed Annexures A, B & C alongwith copy of tender documents duly signed) superscribing "Tender for Transport Services for IIM Sirmaur" on the envelope may be sent by Regd. Post, Speed Post, Courier addressed to The Purchase Office, IIM Sirmaur Near Dental College, Rampur Ghat Road, Paonta Sahib, Dist. Sirmaur, H.P-173025, Website: <http://www.iimsirmaur.ac.in> so as to reach latest by 09.01.2020. For any clarification regarding the tender, please write to Email: purchaseoffice@iimsirmaur.ac.in
41. State tax, GST, toll tax will be paid separately as per actual based on the production of receipts or bills.
42. Each and every column/row should be filled by the bidder; otherwise, Financial Bid may not be considered for further comparative process/technical evaluation.
43. The Contractor shall ensure that,
 - a. 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 National Capital Region/ Uttrakhand/ Himachal/ Haryana/Punjab/UP.
 - b. all the drivers employed by him should wear neat dress while on duty;
 - c. the drivers report to the user on time and maintain punctuality during duty hours;
 - d. drivers do not consume alcoholic drink while on duty;
 - e. 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.
 - f. the driver shall not talk on mobile except for receiving urgent calls in connection of his duties.
 - g. the driver shall keep the exterior and the interior of the vehicle including seat and cover neat and clean.
 - h. 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.
 - i. The driver shall not smoke in the presence of the user/guest.
 - j. The driver(s) assigned with the car/vehicle should not be changed unless it is very urgent or unavoidable and in this regard prior intimation should be given to the Institute.
44. The salary and other costs of the driver shall be borne by the vendor.
45. The drivers should strictly follow all the Traffic Rules and Regulations as prescribed by the Govt. Authorities. The Institute will not be responsible for the reimbursement of any charges levied by Govt. authorities for violation of any traffic rules and regulations.
46. The driver / staff deployed by the vendor for driving the vehicles should hold valid commercial driving license and be physically and mentally fit.



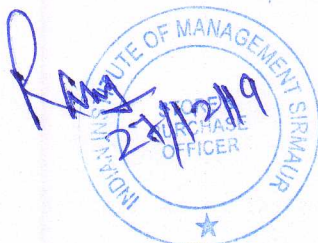
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47. The vendors will have to furnish the declaration on their letterhead stating that the drivers provided are of good character, have police verification, have valid driving license and are aware of Himachal, National Capital Region, Dehradun, Chandigarh etc. roads.
48. In case of any breakdown of vehicle 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.
49. 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 any such penalty.
50. 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.
51. Conditional/incomplete bids shall not be considered and shall be declared un-responsive.
52. 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.
53. If any of the conditions of the tender document is altered/changed/added by the firm, the tender will be summarily rejected.
54. **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 forthwith 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.

55. 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 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 the vendor.



Signature of Bidder:
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Notice Inviting Tender No.: IIMS/PUR/Transport Services/14/2019-20

Technical Bid Format (On the letterhead of the firm)

Notice Inviting Tender for Transport Services at IIM Sirmaur

<u>Sr. No.</u>	<u>Name of document</u>	<u>Description</u>	<u>Remarks</u>
1.	Vehicle Number(s) (attached list, if any)		
2.	Registration certificate copy (s)	Yes/No	
3.	EMD amounting to Rs. 10,000/-	Yes/No	
3.	GST Number of firm, if any	Yes/No	
4.	PAN Number	Yes/No	
5.	Copy of the documents mentioning category of vehicle as per Institute's requirement	Yes/No	
6.	Documentary proof of vehicle manufacturing is on or after year 2017	Yes/No	
7.	Undertaking/affidavit of non-blacklisted firm/party	Yes/No	
8.	Undertaking that the vehicle is in the physical possession of the bidder on the date of bidding	Yes/No	



Signature of Bidder:

Date:.....

Financial Bid: Annexure –A

**Notice Inviting Tender No.: IIMS/PUR/Transport Services/14/2019-20
Notice Inviting Tender for Transport Services at IIM Sirmaur**

**Format for submitting financial bid for supply of AC Commercial vehicle/ Taxi for Sr. No.- 1
for IIM Sirmaur Campus**

Particulars	Amount INR (in words & figure) for Swift D-Zire/Zest/Etios/Amaze or equivalent 5-Seater (Sr. No. 1)
1800 kms (monthly- 30/31 days)	Rs. _____ (Rupees _____ Only)
Rate / km for extra km journey	Rs.10/- (Rupees Ten Only)
<ol style="list-style-type: none">1. Only Commercial vehicles / taxi will be entertained.2. The vehicle may also be used for the purpose of Pick & Drop to railway station/ airport or any other official / academic activities.3. The service will be 24 × 7 including driver.4. GST will be paid extra.5. Maintenance of logbook is the sole responsibility of the vendor.	



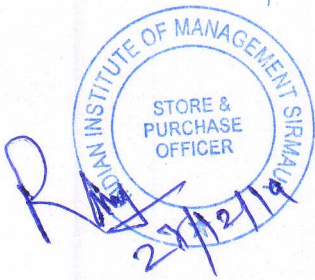
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Financial Bid: Annexure –B

**Notice Inviting Tender No.: IIMS/PUR/Transport Services/14/2019-20
Notice Inviting Tender for Transport Services at IIM Sirmaur**

**Format for submitting financial bid for supply of AC Commercial vehicle/ Taxi for Sr. No.- 2
for IIM Sirmaur Campus**

Particulars	Amount INR (in words & figure) for Innova/ Xylo/Scorpio or equivalent 7-seater (Sr. No. 2)
2800 kms (monthly- 30/31 days)	Rs. _____ (Rupees _____ Only)
Rate / km for extra Kilometers journey	Rs.12/- (Rupees Twelve Only)
Night charges between 10:00 am to 6:00 am	Rs.100/- (Rupees One Hundred Only)
<ol style="list-style-type: none">1. The vehicle may also be used for the purpose of Pick & Drop to railway station/ airport or any other official / academic activities.2. The service will be from 07:30 AM to 10:00 PM including driver.3. GST will be paid extra.4. Only commercial vehicles will be considered and bid received with private number vehicle will summarily be rejected without assigning any reason.5. Maintenance of logbook is the sole responsibility of the vendor.	



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Financial Bid: Annexure –C

**Tender Notice No.: IIMS/PUR/Transport Services/14/2019-20
Notice Inviting Tender for Transport Services at IIM Sirmaur**

**Format for submitting financial bid for supply of AC vehicles – Sr. No. 3 (on need basis) for
Outstation Pick & Drop Service**

Sr. No	Pick & Drop (including waiting time)	Fixed Km two-way	Amount INR (in words and figures) for Zest / Swift D-zire/ Etios/ 5-seater	Amount INR (in words and figures) for Innova / Xylo 7- seater or more
Group-A (upto 250 Kms)				
1.	Dhaura Kuan, HP	40		
2.	Nahan	120		
3.	Yamunanagar Railway Stn.	120		
4.	DDN Railway Station/City	120		
5.	DED Airport	180		
6.	Haridwar/Rishikesh Railway Stn.	150		
7.	Chandigarh Airport/City	250		
8.	Anywhere to Anywhere	Per Km, Rate		
Total				
Group-B (more than 250 Kms)				
1.	Delhi Airport/Railway Station/City	570		
2.	Delhi NCR	600		
3.	Shimla	360		
4.	Anywhere to Anywhere	Per Km, Rate		
Total				
5.	Per extra Kilometre charges	Rs.10/- for small vehicle (5 seater) and Rs.12/- for large vehicle (7 seater)		
6.	Night halt charges for outstation from 10 PM to 6 AM	Rs. 200 (Rupees two hundred only)		
7.	Halting charges	Next day charges will be Rs. 1200/- for every succeeding day(s).		

- 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 will be applicable for the destination not mentioned in the table.



Signature of Bidder:

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