



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

NOTICE INVITING TENDER NO.: IIMS/PUR/Transport Service/08/2019-20

**TENDER DOCUMENT FOR HIRING OF THE
OUTSTATION TRANSPORT SERVICES FOR IIM
SIRMAUR**

Stores & Purchase Officer

NOTICE INVITING TENDER FOR HIRING OF THE OUTSTATION TRANSPORT SERVICES FOR IIM SIRMAUR

The Indian Institute of Management Sirmaur (HP) is an Institute of national importance under the aegis of 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 tender 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 extendable on mutual consent of both parties:

Table No.-1

Vehicle		Local Travel cities covered	Outstation Travel cities covered
Category	Car makes/type	Delhi, Bangalore, Chennai, Hyderabad, Ahmedabad, Indore, Lucknow, Dehradun, Kolkata, Mumbai and Pune	Delhi, Ahmedabad, Bhubaneshwar, Shimla, Roorkee, Haridwar, Dehradun, Chandigarh, Jaipur, Nagpur, Lucknow, Ludhiana, Amritsar, Raipur, Aurangabad, Bhopal, Indore, Rajahmundry, Jammu
Midsized	Etios/Dzire		
Standard	Honda City/ SX4/ Verna/Amaze		
SUV	Toyota Innova/Toyota Innova Crysta		
Superior	Toyota Corolla Altis/Civic/		
Premium	Camry/Accord/Fortuner		
Luxury	Merc-E Class/BMW 5 Series		

- 1. Scope of Tender work:** To supply new vehicle not more than 3 years old A/C car/vehicle (including driver), rate contract basis, for official use.
- 2. Eligibility for participation:** Registered and reputed agencies/ firms including partnership firms who has at least two years of experience of similar work, i.e. supply of diesel /petrol driven A/C cars for regular official use on rate contract basis, are eligible for participating in the tender. The bidder should have at least 2 (Two) numbers of commercial cars/vehicles as mentioned in Table-1 above in his own name or own agency / firm to be provided as hire car /vehicle.
- 3. Collection of Tender Documents:** The tender document can be downloaded from IIM Sirmaur website www.iimsirmaur.ac.in.
- 4. Period of Validity of Proposals:** The offer submitted by the bidder shall be valid for a period of **one years** from the date of engagement, which may be further extendable.
- 5. Security Deposit:** The Bidder should deposit a DD for Rs.10, 000/- (Rs. Ten Thousand only) towards the 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.

- 6. Submission of tender:** The submission of tender may be done by registered post, courier or by hand on or before 16 September 2019, 11:30 am to the address as given. The address of the bidder should be clearly written on the cover of the Bid.
- 7. Financial Bid:** The Financial Bid as prescribed in Annexure-IV should be filled up, signed by competent authority and sealed along with enclosures super scribed as “TENDER DOCUMENT FOR PROVIDING OUTSTATION TRANSPORT SERVICE FOR IIM SIRMAUR”
- 8. Acceptance of Tender:** Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons.
- 9. Execution of Formal Agreement after acceptance of tender:** The bidder, who’s 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.
- 10. Execution of the work:** The execution of the work should be strictly in accordance with the terms and conditions of the contract. The Technical specifications given in Annexure-I which is an important part of the terms and conditions of the work, should be adhered to.
- 11. 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 copy of the daily logbook signed by the vendor.
 - d.** Payment will be released to the firm / agency through PFMS/RTGS/NEFT transfer, after scrutiny of bills. IIM Sirmaur shall have the right to withhold payment in full or in part subject to recovery, if any.

- 12. 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.
- 13. 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 firm / agency (contractor) is found to have committed any breach thereof, the contract may be terminated 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.

14. Arbitration:

In the event of any dispute arising between the contractor'(s) and the institute (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 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 CAO, 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 CAO 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'(s) and there will be no objection to this effect by any of the parties.

Schedule of Tendering Process:

Issue of tender forms	From 23/08/2019 To 16/09/2019
Last date for Tender Submission	16/09/2019 by 11:30 am
Opening of Bid	17/09/2019 at 03:00 pm

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

Stores & Purchase Officer,
IIM Sirmaur

Signature of Bidder:.....
Date:.....

TECHNICAL SPECIFICATIONS FOR EXECUTION OF THE WORK

1. The Agency / Firm (herein after referred to as “**Contractor**”) should be registered and should furnish a copy of the registration certificate in support thereof.
2. Only such Agency / Firm may apply whose cars/vehicles have been duly authorized by the concerned RTO for use as public transport.
3. The Contractor shall maintain an office within Delhi/Dehradun/Chandigarh/ Yamunanagar/Saharanpur/Himachal Pradesh duly manned with adequate staff who can always be attended.
4. **The Contractor shall put into service only Registered, Diesel/Petrol driven A/C car/vehicle as mentioned in Table-1 above with commercial number plate.**
5. The car/vehicle provided by the contractor should be in perfectly sound, road worthy, working condition.
6. The car/vehicle should be maintained regularly and properly by the Contractor and should have clean interior and exterior. The seats should be covered with neat white seat covers, which should be replaced regularly.
7. The Contractor should have adequate number of cars/vehicles of **in his own name or own agency / firm to be provided as hire car**. There should be adequate back up of cars/vehicles to cope with break down 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.
8. The driver assigned duty with the car/vehicle should not be changed unless it is very urgent or unavoidable.
9. The successful contractor shall have to submit the list of cars/vehicles along with photocopies of valid registration certificate while signing the Agreement.
10. The car/vehicle put into service should carry the following documents and articles:
 - (i) Valid Registration Certificate issued by the concerned RTO.
 - (ii) Valid PUC Certificate.
11. **The contract will be awarded to the bidder who will L-1 in maximum number of cases/price quotes.**
 - (i) Valid Road Tax Receipt / Certificate
 - (ii) Valid Insurance Policy document of the car.
 - (iii) Toolbox, small spares, jack and extra tyre in usable condition.

12. The Contractor shall ensure that,
 - (i) the driver 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.
 - (ii) all the drivers employed by him should wear neat dress while on duty;
 - (iii) the driver report to the user on time and maintain punctuality during duty hours;
 - (iv) driver do not consume alcoholic drink and smoke while on duty;
 - (v) the driver always remain with the vehicle while on duty and in case of any urgency he should seek permission of the user before leaving the vehicle.
13. In case of any breakdown of car at the time of duty, the Contractor shall make arrangements promptly for another **similar car / vehicle** and 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.
14. Penalty levied by police / government departments / statutory bodies for violation of any norms or regulation shall be sole responsibility of the Contractor. IIM Sirmaur shall in no way be responsible for such payments.
15. The drivers on duty should ensure that the car is accompanied with a log book issued for it. The log book 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. The payment will be made for the mileage covered between these two readings only. **No extra mileage shall be allowed for a car/vehicle to report from or to go back to garage.** Vehicles may also be parked in the garage of the user wherever feasible.
16. No extra payment will be given to the vendor if the vehicle service is availed for pick and drop purpose.
17. The conditional/incomplete bids shall not be considered and shall be declared un-responsive.
18. If any there will be any ambiguity regarding halt charges and travel charges the same will be decided by both parties on mutual consent basis within 7 days.
19. If any of the condition of the tender document altered/changed/added by the firm, the tender will be summarily rejected.
20. Institute reserve the right to cancel the tender at any stage.
21. **The tenderer / bidder is not allowed to make additions/alterations in the tender paper. Such additions and alterations shall be at the tenderer's own risk and shall render his tender to be summarily rejected. Conditional tenders shall not be accepted.**

TECHNICAL BID — TECHNICAL INFORMATION

[NOTICE INVITING TENDER NO.: IIMS/PUR/Transport Service/08/2019-20]

Sr. No.	Items	Particulars
1	Name of the Firm /Agency	
2	Office Address with Telephone & Mobile No.	
3	Status of the Firm / Agency (Proprietorship/Partnership/Pvt. Ltd./Ltd Co. etc.)	
4	Whether registered (Attach copy of the Registration documents)	Yes / No (Strike out whichever is not applicable)
5	Working Experience in similar contracts (Attach documents of proof)	
6	Service Tax Registration No. (Attach proof)	
7	Income Tax PAN No. (Attach copy of PAN Card) and GST No. if any	
8	Registered Vehicles owned by the firm /agency (Give details of the vehicles in the proforma below)	
9.	No. Drivers having at least 3 years of driving experience in Delhi	

Details of the registered vehicles against Sr. No. 8 of Annexure-II 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.				

Signature of Bidder:.....
Date:.....

ANNEXURE-III

Details of the Similar Assignments implemented by the bidder (Use separate tables for each assignment)

Sr. No.	Item	Details
General Information		
1.	Customer Name & Address	
Assignment Details		
3.	Name of the Assignment	
4.	Start Date/ End date	
5.	Current status	
6.	No. of cars/ vehicles engaged	

ANNEXURE-IV

FINANCIAL BID

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Sr. No.	Locations			Etios/ Swift Dzire	Honda City/ SX4/ Verna/ Amaze	Toyota Innova/ Innova Crysta	Toyota Corolla Altis/ Civic	Camry/ Accord/ Fortuner	Merc-E Class/ BMW 5 Series
	From	To	Distance (Approx.)	Charges quoted in Rs. (Both figure and words)					
1	Delhi NCR	IIM Sirmaur, Paonta Sahib (HP)	280 Km						
		Dehradun (UK)	280 Km						
		Chandigarh	260 Km						
		Shimla (HP)	360 Km						
		IIM Kashipur, (UK)	300 Km						
		IIT Roorkee (UK)	220 Km						
		Haridwar / Rishikesh (UK)	270 Km						
2	Anywhere- Anywhere per KM Charges								
3	Night Charges/Driver allowance (10:00 pm to 6:00 am), if any								

NOTE:

1. If the vehicle is used for the journey beyond the destination mentioned at Sr. No. 1 above anywhere to anywhere charges will be applicable for the extra per kilometer journey
2. Vehicles must be registered in the name of the firm and should have been purchased in 2017 or later (Self-attested copies of RC to be submitted).
3. Copy of Taxi Permit issued by appropriate authority must be submitted.
4. Distance mentioned above will be applicable for the concerned destination/location.
5. No addition/alternation is permissible in the Financial Bid

Signature of Bidder:.....
Date:.....