



**INDIAN INSTITUTE OF MANAGEMENT KASHIPUR**  
**Bazpur Road, Dist. Udham Singh Nagar, Kashipur – 244713**  
**Uttarakhand (India)**

Phone: +91-5947-262174,76      • Fax: +91-5947-262820  
website: www.iimkashipur.ac.in

**Subject: Inviting Quotation for Hiring of Vehicles Services at**  
**Indian Institute of Management Kashipur**  
**Due date: 20.06.2017 at 3.00 PM**

**Tender No. IIM Kashipur-01/Tender/2017-18 Date: 26.05.2017**

The Indian Institute of Management Kashipur is a national level educational institute set up by the Government of India. The institute requires services of two vehicle (One Innova Crysta and One Maruti Suzuki Dzire) for specific duty assignments at campus on regular basis (on 24X7 basis).

Sealed quotations are accordingly invited to enter into rate contract for a period of Two year for obtaining such services on 'regular' basis. The rates are required to be quoted on the following terms and conditions;

**EARNEST MONEY DEPOSIT**

The contractor shall deposit Bid Security (EMD) for an amount of Rs.70000.00 in form of Demand Draft. Bid Security may be furnished in the form of Demand Draft in favour of Indian Institute of Management Kashipur from a commercial bank along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period.

The Bid Security will be forfeited in the following conditions:-

- (a) If at any stage, any of the information/declaration given by the bidder is found false.
- (b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- (c) In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.
- (d) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

## **PERFORMANCE SECURITY**

The firm whose tender is accepted shall deposit Performance Security for an amount of Rs. 100000.00 (Rupees One Lakh Only) in any of the following forms within 15 days from award of contract by IIM Kashipur. Performance Security may be furnished in the form of Demand Draft or Fixed Deposit Receipt **in favour of “Indian Institute of Management Kashipur”** from a commercial bank. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be payable on this amount. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Indian Institute of Management Kashipur and the firm shall be blacklisted in addition to the termination of the contract.

## **TERMS AND CONDITIONS**

1. The duration of the contract will be initially **for two year** and it can be further extended for another period of one year by mutual consent but not more than two times. The rates will be firm for the contract period including extension, if any.
2. **The vehicles should be New, well-furnished, should be the latest models and not have run more than 1000 kms on the date of entering into the rate contract.** The successful bidder has to provide new vehicles after getting a confirmation within 30 days of the signing of the agreement.
3. The vehicle shall be provided at our Institute premises on 24 hours basis.
4. The vehicle provided by the firm / contractor should have valid permit.
5. The Contractor shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc. of the vehicles. The wages and other costs of the driver shall also be borne by the contractor.
6. The Institute shall not be responsible for repairing and maintenance of vehicles including consumables. The Institute will not bear any other charges. In case of break down/servicing/repair, the contractor shall provide alternate vehicle of same Make and model failing which vehicle shall be hired from any other sources at the risk and cost of the contractor.
7. The contractor shall provide names, addresses of the drivers along with their driving licence number and copies within one week of the award of the contract.
8. The Contractor shall provide well-behaved drivers essentially/mandatorily in grey uniform. The Drivers should possess driving licence and knowledge of different routes in Kashipur and Delhi.
9. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the IIM Kashipur.

10. 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, charged by Govt. Authorities for violation of any traffic rules and regulations.
11. The vehicles sent for services should be kept neat and clean, both inside and outside. Cleanliness of vehicles must be properly maintained. Vehicle Seats must be properly covered with clean cover. Otherwise the vehicle may be rejected and sent back. No payment shall be made on account of vehicle so rejected. If the interior of the vehicle is not; in good condition, 5% deduction from the monthly bills shall be done.
12. The Contractor must ensure that driver is not under the influence of alcohol or other intoxicants while performing their duties for the Institute. In no case, the driver should be allowed to smoke while driving the vehicles. No other person except the driver shall be permitted in the vehicle while transporting.
13. The contract will ensure that all necessary documents (Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the licensed drivers.
14. The contractor should provide same drivers for the period of contract. Prior approval of IIM Kashipur for change of driver in special circumstances must be obtained by the contractor. The drivers must observe discipline, etiquette and protocol while performing the duty. They should be in proper uniform and carry a mobile phone in working condition, for this Institute will not pay separate charges.
15. In case of accident, any compensation claims arising out of such accident shall be made by the contractor in accordance, with the law which is in force to each or every one of the effected person 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. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission of the user / Institute.
- 16.
17. Payment will be made for total kilometers run by vehicle for IIM Kashipur *on monthly basis for maximum 3000 kilometer per month for Innova Crysta and maximum 2000 kilometer per month for Swift Dzire based on the maintained log book duly signed by the authorised person of the Institute.* If vehicle is running more than 3000 kilometre for Innova Crysta and 2000 kilometer for Swift Dzire respectively extra charges will be paid on per kilometre basis quoted by the qualified bidder.
18. The payment will be made on monthly basis based on Log Book maintained and certified by the authorised representative of IIM Kashipur.
19. The pre-receipted bill shall be submitted in duplicate in respect of hired vehicles, duly supported by the photocopies of the Log Book properly signed by the user / authorized person, and requisite documents [receipt(s) of payment of toll taxes, parking fees] on monthly basis. Payment to the Contractor will be made by account payee cheque after deduction of TDS.

20. In case condition of vehicles is / are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided in time, Institute has the right to hire a vehicle from local market and additional cost incurred by the Institute will be borne by the Contractor and same will be deducted from the monthly bill.
21. No request of the contractor - towards enhancement of the rates of vehicle fixed, will be entertained by Institute during the currency of the contract period unless market rate of 1 litre diesel exceeds by more than 15% to that of the rate of 1 litre diesel on the date of the agreement. In that case initially agreed rates may be revised upwards by an increase of 5% only. While fixing the rates, the revised rate will be rounded off to the nearest multiple of 25 paise only. If fuel price falls below 15% of the quoted price, the same benefit will be passed on to the Institute. Every 15% increase or decrease in fuel price will lead to a corresponding 5% increase or decrease in quoted price. The rate of diesel on the date of agreement is Rs. .... Per litre.
22. The IIM Kashipur will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the Department recognizes no employer-employee relationship between the IIM Kashipur and the personnel deployed by the contractor/agency.
23. Any person who is in Government service or an employee of this IIM Kashipur should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
24. The Institute reserves the right to terminate the contract by giving **30 days'** notice without assigning any reason whatsoever.
25. IIM Kashipur reserves the right to accept or reject any or all offers without assigning any reasons thereof.
26. The contract will be awarded on the basis of the terms and conditions stipulated hereinabove and no other terms and conditions offered by the party will be acceptable.
27. *The intending party/ firm must own minimum 4 number of similar commercial vehicles registered on the its/proprietors name and must have contractual arrangement with the actual vehicle owner for providing the vehicle services.*
28. The maintenance cost, Charges of fuel, 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 Kashipur.
29. Toll tax, parking charges, Border Tax, Permit fee and Service tax shall be reimbursed by the Institute against the production of documentary evidences. **However, no Passenger tax/ road tax shall be paid by IIM Kashipur.**
30. All vehicles provided for the duty should have commercial license.
31. All disputes will be subject to Kashipur jurisdiction.
32. The rates shall be quoted in enclosed **RATES Quote - Annexure-I** (in separate envelope)
33. The details of vehicle under firm's ownership /services to be provided as per **-Annexure-II.**

34. The rate contract is intended to be entered into with one or more parties after assessing the rates quoted by them for different types of services in a composite manner taking an overall view for all types of the services.
35. The requirement indicated is only approximation for rough idea. No guarantee of business can be given based on the same.
36. IIM Kashipur, reserves the right to cancel the tender without assigning any reason.
37. The prospective bidder shall furnish the following documents along with their technical bid:-
- Self attested copy of PAN No. card under Income Tax Act;
  - Self attested copy of Service Tax Registration Number;
  - Self attested copy of Valid Registration No. of the Agency/Firm;
  - Bid Security (EMD) of Rs. 70,000.00.
  - Application fee of Rs.1000/- (non-refundable), in case the tender document is downloaded from the website;
  - List of vehicles along with photocopy of their RC/fitness and permit owned by the contractor;
  - An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi/Government of Uttarakhand and no criminal case is pending against the said firm/agency;
  - Terms and conditions duly accepted/signed with the stamp of the prospective bidder.

Sealed tender should be submitted in a two-bid System. Earnest money and Technical bid shall be submitted as Part I. Financial bid shall be submitted as Part II. Both Part I & II must be submitted in large sealed envelope to the tender box placed at “Indian Institute of Management Kashipur” failing which the tender shall be treated as void ab-initio. The envelopes must be super scribed “**Tender/Quotation for Hiring of Vehicles Services**”. Tender No. IIM-K-01/Tender/2017-18, dated 26.05.2017 of Indian Institute of Management Kashipur. Technical bid must contain details of vehicle under firm’s ownership/services to be provided as per **Annexure-II**. Financial bid must strictly on form to Performa provided on letter-head of the tenderer. In the event of the specified date for the submission of tender offer being declared a holiday, the offer will be received on the appointed time on the next working day and such bid will be opened accordingly.

The Tender will be received till 20.06.2017 up to 3.00 PM and will be opened at 4.00 PM on the same day in presence of the tenderers or their authorized representative, if any. The tenderer need to submit the sealed tender form in the tender box available at **Guard Room, Main Gate, IIM Kashipur** or Dispatch Office during the above mentioned time.

INDIAN INSTITUTE OF MANAGEMENT KASHIPUR  
BAZPUR ROAD, KASHIPUR  
DIST. UDHAM SINGH NAGAR,  
UTTARAKHAND (INDIA)  
PIN – 244713  
Website: [www.iimkashipur.ac.in](http://www.iimkashipur.ac.in)

**RATES BID**

	Requirement of vehicle	Per month rate (3000 km on 24X7 basis)	Local Charges	<u>Night Halt Charges (Outstation) if any</u>	Remarks (if any)
			Extra Rate per KM beyond 3000 Kms.		
	Innova Crysta				

	Requirement of vehicle	Per month rate (2000 km on 24X7 basis)	Local Charges	<u>Night Halt Charges (Outstation) if any</u>	Remarks (if any)
			Extra Rate per KM beyond 2000 Kms.		
	Swift Dzire				

I accept all terms & condition of the tender

Date:

Signature of Tenderer

**INDIAN INSTITUTE OF MANAGEMENT KASHIPUR**

Please provide the details of the commercial vehicles under your possession in the following format.

<b>S.No</b>	<b>Vehicle Name</b>	<b>Model</b>	<b>Make</b>	<b>Commercial Registration No.</b>	<b>KMs as on Date</b>
<b>1</b>	<b>Innova Crysta</b>				
<b>2</b>	<b>Swift Dzire</b>				

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

## Notice Inviting Tender and Schedule of Events

Sealed Tenders are invited under two bid system (Technical Bid and Financial Bid)  
from reputed experienced and financially sound parties for the following work:

Name of Work	Hiring Vehicle Services for IIM Kashipur
Tender No.	Tender No.: IIM Kashipur/01/Tender /2017-18 Date: 26.05.2017
Tender Submission Cost (Non-Refundable)	Rs.1,000/- (Rupees One Thousand Only) by Demand Draft in favour of Indian Institute of Management Kashipur payable at Kashipur. This amount is Non-refundable.
EMD	Rs.70,000/- (Rupees Seventy Thousand Only) by Demand Draft in favour of in favour of Indian Institute of Management Kashipur payable at Kashipur
Contract Period	The period of contract will be initially for <b>two years</b> . The contract may be extended by another one year on the basis of performance.
Issue of Tender	The tender document can be downloaded from the Institute website – <b>www.iimkashipur.ac.in</b> . Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.
Submission / Receipt of Tender	Up to 15:00 hrs on 20 <sup>th</sup> June 2017 at IIM Kashipur
Opening of Tender	Part-A- Technical Bid The technical bid shall be opened on the same day, i.e. 20 <sup>th</sup> June 2017 at 16:00 hrs in the presence of authorised representatives of the bidders.
	Part-B- Financial Bid Financial Bid of the technically acceptable bidder as recommended by the Tender Committee shall be opened on 21 <sup>st</sup> June 2017 at 15:00 hrs.
Contact Person (for any clarification)	Chief Administrative Officer, IIM Kashipur Phone: 05947-262820
Proposed date to Commence the Operations	01 <sup>st</sup> July, 2017