



IIM KASHIPUR

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

website: [www.iimkashipur.ac.in](http://www.iimkashipur.ac.in)

**Subject: Inviting Tenders for Hiring of Taxi at Delhi**  
**For Indian Institute of Management Kashipur**  
**Due date: 19.07.2018 at 3.00 PM**

**Tender No. IIMKPV/OTE/03/2018-19. Date: 25.06.2018**

The Indian Institute of Management Kashipur is a national level educational institute set up by the Government of India. From time to time at a short notice, the institute requires services of taxis for specific duty assignments on as and when required basis.

Sealed quotations are accordingly invited from reputed firms preferably having its base / operations at Delhi to enter into rate contract for a period of two years for obtaining taxi services at Delhi on 'as and when required' 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. 80000.00 (Rupees Eighty Thousand) in form of Demand Draft. Bid Security may be furnished in the form of Demand Draft in favour of Indian Institute of Management Kashipur payable at Kashipur from a commercial bank along with the Tender document. The Bid Security will remain valid for a period of 60 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.160000.00 (Rupees One Lakh Sixty Thousand) in any of the following forms within 30 days from the date of award of the contract by the Department. Performance Security may be furnished in the form of Demand Draft or Fixed Deposit Receipt or Bank Guarantee 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 years and it can be further extended for another period of one year by mutual consent subjected to satisfactory performance. The rates will be firm for the contract period including extension, if any.
2. The vehicles should be in proper running condition, well-furnished, should be the latest models, and should not be more than 3 years old. (from the date of manufacturing/ registration) and also should not have covered more than 50,000 Kms. on the date of entering into the rate contract.
3. The cars shall be provided at Delhi or at our Institute premises or at any other place as intimated to the Contractor/agency for travel as and when required basis. The requirement of cars will be from morning / early morning hours and occasionally till late night.
4. 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. Unauthorized LPG Gas kits are not allowed as a fuel in any car.
5. 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.
6. The contractor shall provide name, phone numbers of the drivers and detail of vehicles to the concerned authorities of IIM Kashipur or as directed by the dealing person/ department.
7. The Contractor shall provide well-behaved drivers preferably in grey uniform. The Drivers should possess valid driving licence and knowledge of different routes in Kashipur and Delhi. The reporting time, place, address, etc, should be strictly followed by Contractor. For airport/railway station pick up, drivers to display the welcome placard and receive the passengers, as directed. Contractor is to provide the vehicle within 30 minutes of the requisition. Delay more than 45 minutes will attract fine at discretion of the Institute.
8. 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.

9. 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.
10. 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 white 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 bills shall be done.
11. 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 the guests.
12. The contractor will ensure that all necessary documents (Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the licensed drivers.
13. The contractor should provide same driver for local taxi. 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.
14. In case of accident, any compensation claims arising out of such accident shall be borne/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.
15. The meter reading would be permitted from garage to garage basis. Only one item from local charges i.e. extra kilometre or extra hour rate will be payable (whichever is higher). Night Charges will start from after 11:00 PM and before 5:00 AM.
16. The payment will be made only for those duty slips which have been signed by the officer/staff / guest using the vehicle. It will be responsibility of the taxi driver to get the duty slips signed by the officer / staff /guest 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 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 in route (if any).
17. The pre-receipted bill shall be submitted in duplicate of hired vehicles, duly supported by the duty slip 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 after deduction of TDS.
18. 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.

19. 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 liter diesel exceeds by more than 15% to that of the rate of 1 ltr 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 in Delhi on the date of agreement is Rs. .... Per litre.
20. 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.
21. 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.
22. The Institute reserves the right to terminate the contract by giving 30 days' notice without assigning any reason whatsoever.
23. IIM Kashipur reserves the right to accept or reject any or all offers without assigning any reasons thereof.
24. 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.
25. The intending party must own minimum 3 number of commercial vehicles and must have contractual arrangement with the actual vehicle owner for providing the taxi services.
26. 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 Kashipur.
27. Toll tax, parking charges and GST shall be reimbursed by the Institute against the production of documentary evidences. However, no Border tax/Permit fee/ Passenger tax/ road tax shall be paid by IIM Kashipur.
28. All vehicles provided for the duty should have commercial license.
29. The party will be liable to a penalty of a minimum of Rs. 500/- per instance for any service lapse apart from viewing such a lapse towards 'unsatisfactory service'.
30. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Institute and the firm shall be blacklisted in addition to the termination of the contract in question. The right of action will rest with the authority entering into the agreement.
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 at any time without assigning any reason. Conditional tenders will be not be considered at all.
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 GST Number;
  - Self attested copy of Valid Registration No. of the Agency/Firm;
  - Bid Security (EMD) of Rs. 80000.00. (Rupees Eighty Thousand)
  - Application fee of Rs.1000/- (non-refundable), in form of Demand Draft.
  - 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 (EMD) and Technical bid shall be submitted as Part I. Financial bid shall be submitted as Part II. Both Parts I & II must be submitted in large sealed envelope. The envelopes must be super scribed "**Tender/Quotation for Taxi Services at Delhi**".

Technical bid must contain details of vehicle under vendor's ownership/services to be provided as per **Annexure-II**. Financial bid must strictly conform 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 19.07.2018 up to 3.00 PM and will be opened at 3.30 PM on the same day in presence of the tenderers or their authorized representative, if any. If the tender cannot be opened on the date given above due to any unavoidable circumstances, the tender will be opened on the next working day unless separate communication is issued in this regard.

The tenderer need to submit the sealed tender form in the **Despatch office** at IIM Kashipur campus during the above mentioned time or send the sealed tenders by speed post/courier at the following address:-

INDIAN INSTITUTE OF MANAGEMENT KASHIPUR  
KUNDESHWARI, KASHIPUR  
DIST. UDHAM SINGH NAGAR,  
UTTARAKHAND (INDIA), PIN – 244713

**Seal & Signature of Tenderer**

**Date:-----**

## RATES BID

S.No.	Particulars	Half day's rate (40 km & 4 hrs.)	One day's rate (80 km & 10 hrs.)	**Local Charges		Outstation Charges		Minimum Running limit per day for outstation	Remarks (if any)
				Extra Rate per Km beyond 40/80 kms.	Extra Hours' rate 4/10 hrs.	Extra Rate per Km beyond 40/80 kms.	Night halt's rate		
1	Swift Dzire or Similar Vehicle							200 Km	
2	Innova or similar vehicle							200 Km	
3	Honda City or Similar vehicle							200 Km	

- Note: 1. \* Kilometres calculation, as per point (clause) no. 15 of the tender document. Toll Tax, Parking charges as applicable will be paid extra against receipts.  
 2. \*\* Local Charges- Only one item from extra kilometre or extra hour rate will be payable (whichever is higher).  
 3. Night Charges will start from after 11:00 PM and before 5:00 AM.

I accept all terms & condition of the tender

Date:

Signature of Tenderer

Seal

**INDIAN INSTITUTE OF MANAGEMENT KASHIPUR**

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

S.No	Vehicle Name	Model	Make	AC/NON AC	Commercial Registration No.	KMs as on Date
1						

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Date \_\_\_\_\_

Seal

**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 of Taxis at Delhi for IIM Kashipur
Tender No.	Tender No.: IIMKPV/OTE/03/2018-19 Date: 25.06.2018
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.80,000/- (Rupees Eighty Thousand Only) by Demand Draft 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 satisfactory 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 19 <sup>th</sup> July 2018 at IIM Kashipur
Opening of Tender	Part-A- Technical Bid The technical bid shall be opened on the same day, i.e. 19 <sup>th</sup> July 2018 at 15:30 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 later date.
Contact Person (for any clarification)	Chief Administrative Officer, IIM Kashipur Phone: 05947-262820
Proposed date to Commence the Operations	01 <sup>st</sup> September, 2018