



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

website: www.iimkashipur.ac.in

**Subject: Inviting Expression of Interest (EOI) for Empanelment of Service Provider
 for Bus Service to IIM Kashipur**
Due date: 24.09.2018 at 3.00 PM

Tender No. IIMKPV/EOI/03/2018-19. Date: 23.07.2018

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	Empanelment of Service Provider for Bus Service to IIM Kashipur
Tender No.	Tender No.: IIMKPV/EOI/03/2018-19 Date: 23.07.2018
Tender Fee (Non-Refundable)	Rs.500/- (Rupees Five Hundred Only) in form of Demand Draft/Banker's Cheque in favour of Indian Institute of Management Kashipur payable at Kashipur. This amount is non-refundable.
EMD	Rs.10,000/- (Rupees Ten Thousand Only) by Demand Draft/Banker's Cheque in favour of Indian Institute of Management Kashipur payable at Kashipur
Contract Period	The period of contract will be initially for two years . 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 – www.iimkashipur.ac.in . 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 24 th September 2018 at IIM Kashipur
Opening of Tender	Part-A- Technical Bid The technical bid shall be opened on the same day, i.e. 24 th September 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)	Store and Purchase Officer, IIM Kashipur Phone: 07055192888, email: sunil.dutt@iimkashipur.ac.in
Proposed date to Commence the Operations	01 st October 2018 or later (Tentative)

Annexure – 1GENERAL TERMS AND CONDITIONS

Sub:-Notice Inviting Expression of Interest for “Empanelment of Bus service Provider”

1. **Parties:** the parties to the Contract will be the contractor providing the Bus services and the Institute availing the services.
2. **Addresses:** For all purposes of the contract including arbitration thereunder, the address of the contractor mentioned in the Expression of Interest shall be final unless the contractor notifies a change of address by a separate letter. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money Deposit:** Earnest Money Deposit (EMD) of Rs. 10000/- (Rupees Ten thousand only) in the name of “Indian Institute of Management Kashipur” payable at Kashipur in the form of demand draft of any nationalized bank must be deposited by bidder, along with the Technical Bid. Without EMD amount the bid will not be considered and will be liable to be rejected.
4. **Preparation and Submission of Expression of Interest:** The Expression of Interest should be submitted in two parts namely, Technical Bid (in form given in Annexure – I, II & III) and Commercial Bid (in form given in Annexure – IV) and each should be kept in a separate cover duly marking as Technical Bid and Financial Bid. **Both these envelope should be kept in a large envelope super scribing “EOI for Empanelment of service provider for Bus service.”**
5. **Signing of Expression of Interest:** The individual signing the expression of Interest or other documents connected with contract must specify whether he signs as: - (a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor. (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute the document.
6. **Validity of the Bids:** the bids shall be valid for a period of 120 days from the date of opening of the Expression of Interest.
7. **Opening of Expression of Interest:** Firms must be present at the time of opening of the Expression of Interest either on his own or through authorized representative to be eligible for further consideration. The representative attending the opening of the Expression of Interest on behalf of the firm should bring with him a letter of authority from the firm and proof of identification.
 - 1) The bidders fulfilling technical specifications as given in Annexure-I, II & III will be declared technically qualified.
 - 2) Evaluation of bids: On the basis of rates quoted by different bidders the committee will finalize rates for each segment of commercial bid & the same will be offered to all interested technically fit bidders.
 - 3) On the basis of acceptance given by bidders they will be empaneled for the said services.
 - 4) In case of acceptance of more than three bidders, the firm will be asked to re-quote on the spot & on the basis of lowest quoted rates. The bidders would be offered to come for empanelment. In case of more than three bidders on the basis of above criteria also, the decision would be taken by giving weightage to following criteria in the same order of preference as they are mentioned.
 - (i) Experience (Number of years since incorporation of the firm)
8. **Contract Period:** The contract period will commence from the date of agreement. **The contract will be for a period of two years which may be further extendable up to one year, if the performance / service is found satisfactory.**
9. **Right of Acceptance:** The Institute reserves the right to accept or reject any Expression of Interest including of those firms who fail to comply with the instructions without assigning any reason whatsoever, and does not bind itself to accept the lowest or any specific Expression of Interest. The decision of the Institute in this regard shall be final and binding.
10. **Communication of Acceptance:** Successful parties will be informed of the acceptance of their offer.

11. **Penalty:** In case of breach of any conditions of the contract as losses caused including excess cost due to hiring of Bus from the market in the event of Contractor failing to provide requisitioned Bus or not providing Bus, the Institute shall make deductions at double the rate of hiring rate on prorata from the pending / upcoming bills of the contractor. In other cases following will be the criteria for imposing penalty.

Sl. No.	Reasons of Penalty	Amount
1	Not reporting at all for duty	Rs.1000/-
2	For late reporting per occasion	Rs.100/- per hr. or. Part thereof
3	Unclean or not-road worthiness vehicle deployed	Rs.200/- per incident
4	Misbehavior of driver / non following instruction of the Institute	Rs.200/- per day or part thereof
5	Any lapse notice during operation of contract other than listed in clause of penalties	Rs.200/- per incident

Note:- In case incidence repeated again the rates of penalty will be double of the original.

12. **Breach of Terms and Conditions :** In case of breach of any of the terms and conditions mentioned above, the Chief Administrative Officer will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Institute in that event and the security deposit will be forfeited.
13. **Sub-letting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.
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. **Performance Security:** The firm whose tender is accepted shall deposit Performance Security for an amount of Rs.10000.00 (Rupees Ten Thousand) in any of the following forms within 30 days from the date of award of the contract. 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.
16. **Terms of payment:**
- 16.1 No payment shall be made in advance.
- 16.2 All payments shall be made by the cheque/NEFT only.
- 16.3 Institute shall be at liberty to withhold any of the payment in full or part, subject to recovery of penalties mentioned in preceding clauses.
- 16.4 In case higher model Bus provided in place of called Bus then the Institute will pay for vehicle called and not for vehicle provided.
- 16.5 The terms “payment” mentioned in this paragraph includes all types of payments due to the contractor arising on account of this contract excluding Security Deposit governed by the separate clauses of the contract.
17. The requirement of bus / buses will be intimated to the service provider by email/ telephone, two days advance for local use and four days in advance for outstation trips.
18. The meter reading would be permitted from local garage to garage basis (The garage should be in locality of Kashipur only). 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.

19. Toll tax, parking charges, GST and permit fee, state tax/border tax of visiting/crossing states for outstation trips shall be reimbursed by the Institute against the production of documentary evidences.
20. The maintenance cost, Charges of Petrol/Diesel, road tax, 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.

Annexure – II
ELIGIBILITY CRITERIA PARAMETER AND TECHNICAL SPECIFICATIONS

1. The Agency/Firm etc. should own at least 03 (three) Bus and the list of Bus along with photocopies of registration certificates and experience certificate should be attached with the technical bid.
2. Bus to be provided by the Contractor should be in perfectly sound running condition i.e. suitable for use by the personnel of Institute.
3. Only such Agency / Firm may apply whose Bus have been duly authorized by the concerned RTO (i.e. the vehicles should be registered as Bus) for use as public transport and who have telephone and mobile connections available at their Premises/Garage/Stand Office/in-person from where such Bus are to be operated and can be requisitioned by the Institute.
4. The firm should abide by all labour laws as applicable from time to time.
5. (i) The firm should ensure that the drivers employed hold valid driving license, are in uniform, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as with the security instructions.
(ii) The firm should ensure that none of the driver has any criminal/legal case pending against him in any police station or court of law.
(ii) Each driver employed by the firm must have a cell-phone duly activated.
(iii) No mileage will be allowed for lunch/tea etc. to the driver. The drivers are not allowed take hired vehicles for their personal lunch and / or tea during duty hours.
(iv) 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 personnel / guests of the Institute.
(v) The service provider and the drivers should ensure that each vehicle is neat and clean as well as operationally fit (i.e. with no known fault) and sufficient fuel when on duty.
(vi) While the Institute has a periodical requirement for hiring of Bus, it shall have the right not to utilize the service at all at any time for any period without giving any notice/assigning any reason. The Institute reserves the right to hire Bus from any other provider of such services even during the period of the contract.
(vii) Revision of rates will not be entertained during the period of contract except if the price of fuel goes up by more than 15% and remain stable for two months then the rates will be treated as revised at a pre negotiated price (not more than 5% for every block of 15%) at the time of contract. However if the fuel prices come-down by 15% and are stable for more than two months the Institute will pay less after two months by the same percentage. Rate of fuel as on date of start of work will be taken as base price. The rate of diesel in Kashipur on the date of agreement is Rs. per litre.
6. "Full Day" would imply a run of the Bus up to 80 kilometer and/or 10 hours duration.
7. Rates once finalized will be valid for the period of contract including renewal, if any.
8. It is the responsibility of the service provider to have all necessary clearances and certificates required to carry out the services of public transportation.
9. All legal disputes shall be subject to the Jurisdiction of Kashipur.
10. 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.
11. The Institute reserves the right to terminate the contract by giving 30 days' notice without assigning any reason whatsoever.

ANNEXURE – III**EXPRESSION OF INTEREST FOR EMPANELMENT OF BUS SERVICE PROVIDER
TECHNICAL BID**

1. Name of the firms : _____
 2. Complete Mailing Address (with Tel & Mob No.) _____

 3. Telephone Nos.: _____
 4. Email ID : _____
 5. Nature of the concern _____
(Sole proprietor or Partnership firm or a Company or a Government.
Department or a Public Sector Organization) (Attach Proof)
 6. (i) PAN Number of Expression of Interested/Concern: _____
(Self-attested copy should be attached).
 7. GST registration number: (If available / applicable) _____
 8. Earnest money / demand draft No. _____ date _____ from Bank Name
_____ amounting to Rs.10000 as earnest money deposit.
 9. Tender Fee demand draft No. _____ Date _____ from Bank Name _____
amounting to Rs.500 as tender fee.
 10. Whether each page of Expression of Interest and Annexures have been signed and stamped. Yes/ No
 11. Experience Certificate. Attached Yes/ No
 12. Registration Nos. of Bus together with make, year of purchase and kms run along with photocopies of
registration book & valid insurance should be attached in a separate sheet.
 13. Any other information important in the opinion of the Bidder.
- UNDERTAKING**
1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Institute and shall abide by them.
 2. I/We also undertake that I/We have understood “Parameters and Technical Specifications” mentioned in the Expression of Interest and will undertake the same accordingly.
 3. I/We further undertake that the information given in this Expression of Interest is true and correct in all respect and we hold the responsibility for the same.

Date: _____
Place: _____

(Signature of bidder with stamps
of the firm)

INDIAN INSTITUTE OF MANAGEMENT KASHIPUR

Please provide the details of the 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						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Signature _____

Name _____

Date _____

Seal

ANNEXURE – IV
PROFORMA FOR FINANCIAL /RATE BID – (DAILY CHARGES IN RUPEES)

S.No.	Particulars	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 80 kms.	Extra Hours' rate 10 hrs.	Extra Rate per Km beyond 80 kms.	Night halt's rate		
1	49 Seater Bus AC						200 Km	
2	52 Seater Bus Non-AC						200 Km	
3	25/27 Seater Bus AC						200 Km	
4	25/27 Seater Bus Non-AC						200 Km	
5	12 Seater Bus (Tempo Traveller) AC						200 Km	

- Note: **1. 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 for local running will start from after 11:00 PM and before 5:00 AM.

Date:
Place:

Signature with seal