



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

**NOTICE INVITING TENDER FOR PROVIDING BUS TRANSPORT SERVICES ON A
MONTHLY HIRING BASIS TO IIM TIRUCHIRAPPALLI**
TENDER NO. 25SP009T DATED: 21.04.2025

Details	Date	Time	Venue
Name of Work/ Service	<i>“Providing Bus Transport Services on a Monthly Hiring Basis to IIM Tiruchirappalli”.</i>		
Date of Issue of Tender Document	21.04.2025	17.00 Hrs. onwards	-
Pre-bid Meeting (MANDATORY)	29.04.2025	11.00 Hrs.	<i>The interested bidders must attend the pre-bid meeting to be held in the Deans’ Office Meeting Room, Administrative Block, IIM Tiruchirappalli.</i>
Last date of Submission of Tenders	12.05.2025	17.00 Hrs.	-
Opening of Technical Bid	13.05.2025	11.30 Hrs.	-
Opening of Price Bid	<i>To be informed later</i>		
Tender Document	The tender document can be downloaded from the IIM Tiruchirappalli website https://www.iimtrichy.ac.in/tender-published		
Security Deposit Amount	Rs. 1,00,000/- (Rupees One Lakh Only) to be remitted by the successful bidder to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within seven days along with the letter of acceptance from the receipt of the Work Order, failing which the Work Order will stand cancelled.		
Address for submission of Tender	<i>The Chief Administrative Officer (i/c)</i> Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Chinna Sooriyur Village, Trichy - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs) only (To be submitted at the Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2 nd Floor and obtain acknowledgement)		



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Notice Inviting Tender

Overview

1. Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli), an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Govt. of India, is the Eleventh IIM and was instituted on 4th of January 2011. More details about IIM Tiruchirappalli are available on our website, www.iimtrichy.ac.in.
2. IIM Tiruchirappalli invites a Tender for ***“Providing Bus Transport Services on a Monthly Hiring Basis to IIM Tiruchirappalli”***.

Period of Contract

The contract period is initially for a period of one (01) year. However, the contract shall be extended for a further period of up to **3 more years** on a yearly basis if the services provided by the Agency are found to be satisfactory, on the same terms and conditions, and at the sole discretion of the Institute.

Broad Scope of Services

1. Two A/c Buses are required to be provided during the period of the contract.
2. The buses are required from June to March every year. No payment shall be made during April and May.
3. The institute may increase the number of buses if required.
4. The institute requires 40-seater A/c buses.
5. The Bus shall be parked inside the campus throughout the contract period and shall be used at the discretion of the institute.
6. The buses should have GPS trackers and speed governors.
7. The drivers are required to be available based on the scheduled trips.
8. If the buses are under maintenance, the service provider has to provide alternative buses.
9. The following table details the indicative trips to the city:

Weekends and Holidays	3 Trips (Morning, Afternoon, and Evening/Late Evening)
Weekdays (Monday to Friday)	2 Trips (Afternoon and Evening/Late Evening)
<i>Note: The above represents only indicative trips to understand the institute's requirements. The actual trips could change based on the changing requirements of the institute.</i>	

Eligibility Conditions for Bidders

1. The tendering Agency must fulfill the conditions mentioned in the succeeding paragraphs to be eligible for technical evaluation of the Bid.

2. The Bidder (s) should be registered with the Goods and Services Tax Council for Goods & Service Tax (GST). A copy of the GST Registration Certificate has to be submitted with the tender document. A copy of the GST Registration Certificate, PAN, and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and the tender document should be the same or linked.
3. The Bidder(s) should be either:
A company registered under the Indian Companies Act, 1956/2013
(OR)
A partnership firm registered under the Indian Partnership Act, 1932, LLP (Limited Liability Partnership)
(OR)
A Proprietorship firm duly registered under the suitable act or any other Act of State/ Union, as applicable for dealing in the subject matter of service.
(Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the Bidder)
4. The bidder(s) should have experience in providing such services.
5. The bidder(s) must have proper documents for the buses and services that they intend to provide.
6. The vehicles should be properly cleaned, and proper hygiene has to be maintained throughout.
7. The bidders should not have been blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. The Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. An undertaking to this effect in the Company letterhead duly signed by the owner/partner or both to be enclosed, as per [Annexure-III](#).

Instructions to Bidders

1. Downloading of Tender Document

Tender Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published>. No Tender fee is payable.

2. Relationship Certificate

- a) The Bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the Tender. In the case of a proprietorship firm, the certificate will be given by the proprietor. For a partnership firm, the certificate will be given by all the partners and, in the case of a limited Company, by all the Directors of the Company. Due to any breach of these conditions by the Company or firm or any other person, the Tender will be cancelled, and Bid Security will be forfeited at any stage whenever it is noticed, and IIM Tiruchirappalli will not pay any damage to the Company or firm or the concerned person.

- b) The Company or firm or the person will also be debarred from further participation in the concerned unit.
- c) The near relatives for this purpose are defined as follows:
 - Members of a Hindu undivided family,
 - Spouse,
 - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- d) The Relationship Certificate ([Annexure-III](#)) needs to be placed in the Technical bidcover.

3. Amendment to Bid Document

- a) At any time before the date of submission of bids, IIM Tiruchirappalli shall modify the bid document with amendments on its own.
- b) Such amendments shall be notified on the IIM Tiruchirappalli website only, and these amendments will be binding on all prospective bidders.
- c) The Institute may, at its own discretion, extend the last date for the receipt of bids.
- d) IIM Tiruchirappalli reserves the right to cancel the tender without assigning any reason at any stage of evaluation before finalization.
- e) IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion, the following:
 - i. Accept or reject all bids.
 - ii. To obtain further clarification or supporting documents during the technical bid evaluation.
 - iii. To suspend, discontinue, modify and/or terminate the Tendering process at any time.
 - iv. To reject any unreasonable bid.
 - v. To modify/change/delete/add any further terms and conditions prior to opening of Price Bid.

4. Conditional Bids

Conditional bids or Bids based on the process/basic schemes other than those mentioned and/or not conforming to the technical specifications/requirements of the Bidding documents will not be considered.

5. Technical Bids Criteria

- a) The technical Bid shall contain all the relevant information that forms part of the technical Bid. The information provided in the technical Bid will be used for understanding and assessing/evaluating the quality of the solution being proposed by the bidder.
- b) All the information should be organized in logically structured form and attached as a technical Bid with an index. Bidders should comply with the scope of work, eligibility criteria, and technical requirements. The detailed formats are attached at [Annexure-I](#). The Bidder is to complete the same in all respects and submit it accordingly. No deviations are acceptable in [Annexure-I](#).

6. Price Bid Criteria

- The Price Bid should be submitted strictly as per the BoQ attached in **Annexure -II** format, failing which the offer will be rejected. (Renaming or changing the format of BoQ) will not be acceptable.
- The quantities mentioned in Price Bid are tentative and may be increased depending upon the requirements of the Institute.
- Tender must be submitted with the rates for all the item(s) of the services involved, and any incomplete tender will not be considered for evaluation.
- The service provider should quote rates in the Price Bid (**Annexure -II**) only; bids indicating rates anywhere else will be rejected.
- Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, then the unit price shall prevail, and the Institute shall correct the total price. If the Bidder does not accept the correction of the errors, the Bid shall be rejected.
- In case of any additional requirements during the execution of work as per site condition, the bidder should provide the same, on need basis, and the payment will be made as per the mutually agreed rate, considering the prevailing market rate.

7. Validity of Bids and Rates

- All the quoted rates would be valid until the completion of the Contract. Escalation / De-escalation of Diesel/ Petrol price whatsoever would be allowed during the currency of the Contract, including an extended period, and will be reviewed once in six months.
- The quote shall remain valid and open for acceptance for 180 days from the date of opening of the price bid.

8. Fixation of Fuel Charges

The bidders should quote the running charges based on the current fuel price, i.e, the price of fuel as on the date of publication of this tender at Trichy (base price). Based on the price of diesel on every 1st of the month, escalation/de-escalation in the running charge will be calculated as a proportion of the price of diesel on the 1st of the month to the base price:

A sample calculation is given below:

$$\text{Running charge for the month of April 2025} = \frac{\text{Running charge quoted in BoQ} \times \text{Price of diesel on 01.04.2025}}{\text{Base Price}}$$

Procedure for Submission of Bids

- The tender document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published>.
- The Bidder needs to fill, sign, and seal the required bid documents as indicated in the tender document.
- The Bidder should submit the Bid in two parts, viz. **Technical Bid** and **Price Bid**. The Technical Bid, along with required documents, should be attached in Cover-1. **Price Bid as per Annexure- II** only should be submitted in Cover- 2.

- d) All the pages of the tender document being submitted must be duly signed as per the procedures and requirements stipulated herein.
- e) The Bidder (s) shall not make any changes or amendments in the tender document as published on the IIM Tiruchirappalli website.
- f) All correspondence and documents relating to the Tender shall be written in English.
- g) No addition or alteration should be made in the tender document.
- h) The tender document should be filled in legible handwriting/printing/typing without ambiguity.
- i) If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the Bidder with the date.
- j) It is construed that the Bidder has read all the terms and conditions before submitting their offer. An undertaking as given in [Annexure-III](#) to the effect of stating that all the terms and conditions of the Tender have been read and abided by the tenderer shall be furnished.
- k) Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- l) The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts, and any alteration of the prescribed tender format will entail outright rejection of the bid application.
- m) Bidders should note that they should submit their price bids in the prescribed format given by IIM Tiruchirappalli, and no other format is acceptable.

1. Bid Submission:

Since this tender is based on a two-bid system, the bids (complete in all respects) must be submitted in **Three Separate Sealed Envelopes** as explained below:

a. Technical Bid – (Envelope A)

The following documents are to be attached by the bidder(s) along with the Technical Bid ([Annexure-I](#)), as per the tender document:

- i. Application form, Undertaking, Near Relative Certificate as per [Annexure - III](#).
- ii. Copy of PAN and GST Registration.
- iii. Copy of constitution or legal status of the service provider/Sole proprietorship/firm, Agency, etc., like an Attested copy of the deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in the case of the Company.
- iv. Copy of work orders, testimonials/completion/performance certificates from the present and past clients of equivalent order size (**received in the last five years**) with verifiable contacts, need to be attached with the tender document.
- v. A copy of Income tax returns filed and audited account statements for the last three financial years (2021-22 to 2023-2024).
- vi. Signed Tender document and all its annexures and Corrigendum/Addendum if any.
- vii. All other documents mentioned in the tender document, except the Price Bid document.
- viii. The Technical Bid Cover with the aforementioned required enclosures should

be in sealed condition and SUPERSCRIBED with the following text:
“Technical Bid for Providing Bus Transport Services on a Monthly Hiring Basis to IIM Tiruchirappalli”.

b. Price Bid - (Envelope B)

- i. Price bid (As per ***Annexure-II*** duly filled and signed) - Price must be quoted as per the format specified for all the items, failing which tender shall be rejected.
- ii. Only duly filled Price Bids as per ***Annexure-II*** should be put in a separate cover, and the cover should be in a sealed condition. This envelope should be SUPERSCRIBED with the following text: ***“Price Bid for Providing Bus Transport Services on a Monthly Hiring Basis to IIM Tiruchirappalli”***.

c. Master Envelope

The two inner envelopes, A & B, should be placed in the Sealed Master Envelope, which should be superscribed as ***“Tender for Providing Bus Transport Services on a Monthly Hiring Basis to IIM Tiruchirappalli”*** and must reach us by Registered Post/Speed Post/Courier/hand delivery before the deadline.

If the two inner envelopes A & B and the one outer envelope (i.e., larger envelope) are not marked as instructed, the bid will be rejected, and IIM Tiruchirappalli will assume no responsibility for the misplacement of the envelopes, if any. Any unsealed bid will be rejected.

The master envelope containing the three envelopes should be delivered at the below-mentioned address on or before 17.00 hrs, 12/05/2025:

**The Chief Administrative Officer i/c
Indian Institute of Management Tiruchirappalli
Trichy – Pudukkottai Main Road
Tiruchirappalli– 620024.**

The tender should be submitted either through Registered Post/Speed Post/Courier or delivered to IIM Tiruchirappalli in person on working days during office hours (9.30 hrs. to 17.00 hrs.). IIM Tiruchirappalli will not accept any responsibility or grant any relaxation of time for any Postal delay in the submission of tender.

Pre-Bid Meeting

All the bidders must attend the pre-bid meeting on the scheduled date to understand the exact requirements of the institute and to get clarifications on the doubts and queries that they have.

A Pre-Bid Meeting with the intending bidders will be conducted in person at the Deans’ Office Meeting Room, Administrative Block, IIM Tiruchirappalli on **29.04.2025 at 11.00 Hrs.** to clarify doubts that shall arise before submitting the bids.

The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before **11.00 Hrs., on 28.04.2025** to attend the Pre-bid meeting as per the format enclosed vide [Annexure-IV](#), without which the firm will not be allowed to participate in the Pre-bid Meeting.

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in before the pre-bid meeting, i.e., by **11.00 hrs., 28.04.2025**, to enable us to clarify the doubts in the pre-bid meeting itself.

Opening of Master Envelope & Technical Bid

The Master Envelope and Technical Bid will be tentatively opened by the Tender Opening Committee on **13.05.2025 at 11.30 Hrs.** in the presence of the bidders or their authorized representatives through physical/video conferencing mode. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before attending the Opening of Master envelope & Technical bid meeting on the given date (to be informed later) in the opening of Technical Bid as per the format enclosed vide [Annexure -IV](#).

Evaluation of Bids

- A physical visit of the premises (if required) will be carried out by IIM Tiruchirappalli to check the services, amenities, etc., by the committee constituted for this purpose for ground validation. If the vehicles are not found suitable as per the requirement of IIM Tiruchirappalli, as recommended by the committee, the price bid of the bidder will not be opened.
- The Technical bid will be opened first and evaluated. The Financial bid of only those bidders whose technical bid is found to be technically qualified by the Committee will be opened. The bidders are therefore advised to check the contents of the Technical bid documents to ensure that all requirements as per the tender have been provided in Cover 1 (Technical Bid).
- The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose.

Opening of Price Bid

The price bids of all the technically eligible bidders will be opened in the presence of technically eligible bidders or their authorized representatives through Physical/video conferencing mode. The institute will open the price bids in the absence of the bidders if they are unavailable. The date and time for the opening of the Price Bid will be informed later.

Bidders / Representatives have to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before attending the price bid meeting on the given date (to be informed later) to participate in the opening of Price Bid as per the format enclosed vide [Annexure-IV](#).

Award of Contract

The Bidder who has quoted the lowest rate shall be declared as L1 service provider, and the Work Order will be awarded to the L1 Service provider initially for **One Year**, further extendable every year for a period of 3 more years.

IIM Tiruchirappalli reserves the right to negotiate the quoted price with the successful Agency to arrive at a fair and reasonable price.

The decision of the Competent Authority, IIM Tiruchirappalli, will be final in all matters relating to this tender. The Institute reserves the right to accept or reject all offers, including the lowest, without assigning any reason.

General Terms & Conditions

1. To ensure a comfortable ride for passengers, the air conditioning in the vehicle (Bus) should be turned on at least 10 minutes before the start of the trip. This will allow the vehicle to cool down before the passengers board, so they will not feel suffocated during the trip.
2. Toll charges/parking charges will be reimbursed on actuals.
3. The vehicles should comply with all the provisions of the Motor Vehicle Act, 1988, as in force from time to time, and be fit for hiring during the period of the contract.
4. The Service provider should deploy medically fit drivers on the IIM Tiruchirappalli site, after the Police verification. All drivers deployed on the IIM Tiruchirappalli site will carry an Identity Card issued by the contracting agency. The vehicles are to be provided in neat and clean conditions.
5. The Service provider should ensure 100% uptime of vehicle operations by having proper replacement vehicles and drivers.
6. The drivers of the vehicles deployed on the IIM Tiruchirappalli site should be fully conversant with the routes of Tiruchirappalli City and the suburbs and should possess a valid driving license (T) in his/her name.
7. Two CCTV cameras should be installed in the buses – one for the front capturing the driver and the entrance, and the other capturing the passengers.
8. The buses should also be fitted with dashcams to capture the front and rear views of the buses.
9. The persons to be deputed by the service provider, being their employees or otherwise, shall be their sole employees, and IIM Tiruchirappalli shall not have any relation whatsoever with the employees of the service provider. He / She will be fully responsible for their acts, conduct, and any other liability. No right whatsoever, much less a legal right shall vest in the Service Provider's employee to claim/have employment or otherwise seek absorption in the Institute nor the Service Provider's employee shall have any right whatsoever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The employee of the Service Provider will remain the employee of the Service Provider, and this shall be solely the responsibility of the Service Provider to make it clear to their employees before deputing them to work at the Institute.

10. It is the responsibility of the service provider to provide full-fledged vehicles with professional drivers available on duty (24x7). The service provider should ensure that he complies with all applicable laws & regulations to this industry under this contract. The drivers appointed by the service provider should be thorough professionals with good communication skills, maintain decorum, and a code of conduct.
11. The drivers should be given periodical breaks as per the applicable laws & regulations of this industry under this contract.
12. Contractor(s) would be responsible for the good conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of the Institute, the said driver shall be removed by the contractor(s) and an alternate driver shall be provided immediately to the Institute at no additional cost.
13. The bidder(s) shall abide by the rules and regulations of the RTO, Government of Tamil Nadu / India, particularly applicable to the business.
14. The bidder(s) shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles provided on the IIM Tiruchirappalli site and will obtain requisite licenses, sanctions & permits, which should be valid during the tenure of the contract.
15. The bidder(s) shall provide immediate replacement for the breakdown vehicle with the same/equivalent level of vehicle. All the charges toward repair/servicing, the salary of the driver, fuel expenses, and any other incidental expenses on the operations & maintenance of the vehicles deployed on the IIM Tiruchirappalli site shall be borne by the successful bidder(s).
16. Storage/consumption of any alcoholic drink/ liquor is strictly prohibited. The driver on duty should not consume liquor/smoke/consume tobacco or any other items, which is prohibited inside the premises of IIM Tiruchirappalli and also during the trips.
17. The tampering of meter reading, vehicle usage timings, overwriting of summary/log sheet, and misbehavior of the driver while on duty shall be viewed seriously, leading to the cancellation of the contract.
18. The Service Provider shall not engage any person below 18 years of age.
19. Notwithstanding any clause/conditions above, the bidder may note that the drivers deployed shall adhere to flexibility in timing/usage, considering the nature and work of the institute.
20. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc., will be borne by the contractor.
21. All drivers shall have a valid driving license, and proof of the same shall be provided by the Contractor(s).
22. Vehicles should be fitted with necessary accessories to drive on State and National Highways, including during the night.
23. All vehicles shall be comprehensively insured against all risks (including the driver and occupants & third party). The insurance policy shall be renewed well before the due date.
24. Driver should always carry all necessary documents like Registration papers, Insurance papers, fitness certificate(FC), Pollution Under Control (PUC) clearance, RTO tax payment papers, valid driving license (original) and all other documents that should be carried with the vehicle as per rules & regulations of applicable laws.
25. Each bus should have a dedicated mobile number with a SIM card attached to the bus.

26. The driver(s) shall observe all the etiquette and protocol while performing duty.
27. Drivers should carry sufficient cash for discharging obligations on account of parking charges & toll taxes.
28. **Duties of the Driver Deployed:**
The driver provided by the contractor should fulfill the following conditions:
 - i. Should be in possession of a valid driving license issued by RTO for the class of vehicle he is driving, and he should be medically fit to drive the vehicle.
 - ii. Should be well-groomed with proper attire.
 - iii. Should report to the Travel Desk/concerned authority of the institute at appropriate times.
 - iv. Should submit the completed logbook to the institute at the designated date and time.
29. In the event of the driver not being in a presentable dress, not behaving properly, or engaging in rash and unsafe driving, the institute shall have the right to expel or refuse entry to such drivers and vehicles for rendering service.
30. The Driver should report the Odometer reading to the Security Guard deployed at the main gate for every trip (Entry & Exit), and the Odometer should be in working condition.
31. The rules & regulations stipulated for drivers by the firms, apart from the tender conditions in the document have to be provided by the contractor to the institute for record purposes after the award of the contract.
32. The contractor has to ensure compliance with regard to statutory requirements, failing which IIM Tiruchirappalli shall not be held responsible.
33. The vehicle should carry a portable fire extinguisher.
34. The vehicles shall be for the exclusive use of the institute and should not be used by the Service Provider for any other purpose.
35. The Service Provider shall undertake to indemnify against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
36. The service provider will comply with the labour laws in force, and all liabilities in this connection will be his responsibility.
37. During the period of this agreement, any matter that has not been specifically covered by this agreement shall be decided by the competent authority of the institute, whose decision shall be final.
38. In case of any dispute of any kind and in any respect whatsoever, the decision of the institute shall be final and binding.
39. Proof of payment of appropriate GST is required to be submitted to the institute.
40. The Institute shall not be liable for any damage to the vehicles due to accidents or unforeseen reasons like fire, floods, or other natural/man-made calamities arising out of accidents or while driving vehicles. Further, the Institute shall have no liability to pay compensation for any such incidents/accidents to any individual/Government/statutory bodies. The agency alone will be responsible and liable for all such statutory obligations as per law.

41. In case the agency fails to provide vehicle(s) or if the driver(s) fail to report within a reasonable time beyond schedule, the Institute reserves the right to explore/hire services from any other agencies and recover the proportionate cost from the monthly bill of the agency for such trips.
42. All the charges towards repair/servicing, the salary of the driver, fuel expenses, and any other incidental expenses on the operations & maintenance of the vehicles deployed on the IIM Tiruchirappalli site shall be borne by the service provider.

General Terms & Conditions

1. All the vehicle documents and updated documents (insurance, permits, etc.) of the vehicles owned by the bidder(s) should be submitted after the award of the contract.

2. Payment Terms

- a) No advance payment will be made in any case.
- b) The buses are required from June to March every year. No payment shall be made during April and May.
- c) The service provider should provide a System-generated Invoice, and handwritten bills are not acceptable.
- d) The Toll, Parking bills, etc., need to be submitted in both original and scanned copies. The Institute will not be liable for the contents faded in the bills, and no payment shall be made for such bills.
- e) The Service Provider should submit the bill in the form of a Tax Invoice containing the details of the GST Registration number of the Service Provider and IIM Tiruchirappalli (33AAAAI5004R1ZO), along with the HSN/SAC code every month.
- f) Payment against bills shall be made only after satisfactory services are certified by the Administration. No interest will be payable on the nonpayment due to the delayed submission of bills and non-satisfactory services.
- g) The payment shall normally be settled within 15 working days from the date of submission of the final/revised bill along with trip sheets. Computerized bills should be submitted in the prescribed format with no blanks or incomplete details or with corrections/overwriting/whitening. The Trip sheets shall be designed in consultation with the institute.
- h) If the bills are resubmitted after corrections, the date of resubmission only will be considered as the date of submission.
- i) In case, the contractor(s) fail to comply with any statutory / taxation liability under appropriate law, and as a result thereof, IIM Tiruchirappalli is put to any loss/obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms. In such instances, IIM Tiruchirappalli could initiate penal measures, including the termination of the contract.
- j) TDS and any other Government levies applicable on the bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from the Service Provider's bills.

- k) IIM Tiruchirappalli shall not be responsible for payments for the services provided by the contractor to the students, faculty members, staff, and their family members on their requests.
- l) **Escalation / De-Escalation of Rates:** Will be accepted only in cases of change in fuel rates. All other rates quoted should be firm throughout the contract period.
- m) The work covered by this Tender is a whole and complete job and will not be split for the award of work.

3. Subletting of Work:

The firm/agency should not assign or sublet the work/job or any part of it to any other person or party without the prior consent of the institute in writing. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.

4. Penalty Clause:

- a) Deficiency/delay in Service/work will be construed as lapses on the part of the Service provider. Such lapses due to the Service Provider will be viewed seriously, and penalties will be imposed on the Service Provider in case of any delay in providing the required services as covered by this tender within the stipulated date and timings.
- b) Deduction on account of unsatisfactory services and improper maintenance of the vehicles will be made from the monthly bills for, but not limited to, each of the following reasons without proper justification:
 - i. Not providing the service on any day.
 - ii. Missing trip on any day (frequent missing trips will attract higher penalties, including cancellation of contract).
 - iii. Not keeping the bus neat and tidy.
 - iv. Providing a bus not conforming to the requirements specified in this document.
 - v. Misbehavior by the Driver / Attendant.
 - vi. Overspeeding
 - vii. Not adhering to the schedule.
 - viii. Non-availability of complaint/suggestion book in the vehicle.
- c) IIM Tiruchirappalli reserves the right to impose the penalty, and the quantum of the penalty will be decided in individual cases, and the decision of the competent authority at IIM Tiruchirappalli shall be final and binding.
- d) In case of failure to carry out the services to the satisfaction of IIM Tiruchirappalli as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

5. Quality of the Service:

If it is observed at any stage that the quality of the service provided by the service provider is not satisfactory, the contract/work order as a whole shall be terminated, and the security deposit shall be forfeited. Applicable penalties would be levied from the amount payable to the Service Provider on such termination, and the balance amount, if any, would be paid. The competent authority's decision in the matter of penalties would be final and binding.

6. Liability of IIM Tiruchirappalli:

- a) IIM Tiruchirappalli will not be responsible for any kind of fine / challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle, or injury/loss to any driver, and the contracting agency will settle such issues on their own at their own cost. Damage/Loss to the Officials of IIM Tiruchirappalli will be recovered from the contractor(s).
- b) It should be the responsibility of the service-providing contractor(s) to meet transportation, food, medical, stay during outstation, and any other requirements in respect of the drivers engaged by it at the IIM Tiruchirappalli site, and IIM Tiruchirappalli shall have no liabilities in this regard.
- c) The contractor(s) will be solely responsible for the redressal of grievances/resolution of disputes between the service provider and the drivers engaged by them at the IIM Tiruchirappalli site. IIM Tiruchirappalli shall in no way be responsible for the settlement of such issues.
- d) IIM Tiruchirappalli will not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers deployed by the contractor(s) in the course of their performing the functions/ duties, or for any payment as compensation.
- e) The contractor(s) shall submit the bills as per the agreed rates before the 10th of the following calendar month to IIM Tiruchirappalli (Travel Desk) along with duly signed duty slips, email communication copy, self-attested photocopy of the extract of the logbook, and any other supporting documents.

7. Performance Security Details:

- a) The successful bidder will be required to remit an interest-free Performance Security Deposit of **Rs. 1,00,000/- (Rupees One Lakh only)**. The security deposit will be refunded to the Service Provider after the successful completion of the contract period.
- b) Performance Security will be forfeited if the Service Provider fails to perform/abide by any of the terms or conditions of the contract.
- c) If the contract is further extended at the sole discretion of the Institute, the security deposit will be collected as per the Government of India orders prevailing on the subject at the time of extension of the contract. IIM Tiruchirappalli reserves the right to fix the percentage of the security deposit that would be collected at the time of the extension of the contract within the permissible range and based on the value of the work order.
- d) In case, the Service Provider fails to provide the required services as covered by this tender as per the terms and conditions, the same will be obtained from the open market, and the difference of cost, if any, will be recovered from the Security Deposit or the pending bill(s) of the defaulting firm or the Service Provider if the recoverable amount exceeds the SD and there are no pending bills due to be paid to the respective Service Provider.

8. Termination of Contract:

- a) IIM Tiruchirappalli shall, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in part in the event of the following:
 - i. If the Service Provider fails to provide the services within the period (s) specified

in the contract or any extension thereof granted by the Institute.

- ii. If the Service Provider fails to perform any other obligation(s) under the contract.
- iii. If the Service Provider is declared insolvent by the competent Court of Law without any notice.

b) IIM Tiruchirappalli can terminate the contract with a three-month notice in case the services are not satisfactory. In such a case, IIM Tiruchirappalli will pay based on the actual duration for which the services were used during the period in question.

c) The service provider will be required to give **three months'** notice in writing of their intention to leave or discontinue their service. This contract can be terminated with a notice period of three months by either side.

9. Signing of Contract:

- a) The qualified bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/- (Rs. one hundred only) within 10 working days from the issue of the Work Order, along with an interest-free performance security deposit. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the SD shall be forfeited, and the acceptance of the BID shall be considered as cancelled.
- b) The Bidder shall certify that a change in ownership is not anticipated in the proposed period of contract. If such a change is anticipated, the scope and effect thereof shall be defined. IIM Tiruchirappalli shall file a suit against the bidder for breach of this clause, requesting damages and/or specific performance remedies therefrom.

10. **Last Payment:** The last payment of the service provider will be cleared only after obtaining clearance of any liabilities pending from the Institute.

11. **Firm Price:** The Price quoted by the bidder will be firm throughout the contract period. There will be no increase in the prices under any circumstances.

12. Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for bids shall not be disclosed to bidders or any other persons not officially concerned with such process until the process is finalized.

13. Canvassing in connection with the tenders is strictly prohibited, and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission, or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her Tender from being considered. Canvassing on the part of or on behalf of the tenderer will also make his Tender liable to rejection.

14. **Authority of the person signing document:** A person signing the tender application or any documents forming part of the Contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel Contract and held the signatory liable for all cost and damages.

15. In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc., to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.

16. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.



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Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

17. The Income Tax (TDS) shall be deducted at the prevailing rate from the bills, as amended from time to time under the provisions of the Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the Agency.
18. In case, the Service Provider(s) fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss/obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Service Provider, including the termination of the Contract.
19. The Bidder should have requisite licenses from appropriate governmental regulatory bodies for operating the services in India, if applicable. (License documents obtained from Government authorities should be attached).
20. **Jurisdiction:** All disputes arising out of this contract shall be subject to the Courts at Tiruchirappalli.
21. **Force Majeure:**
 - a) Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfillment or the delayed fulfillment of any of its contractual obligations if the affected party, within 15 days of its occurrence, informs in a written form the other party.
 - b) Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restrictions, strikes, and lockouts, i.e., beyond the control of either party.

ANNEXURE – I: (TECHNICAL BID)

PROFILE OF THE BIDDER

Sr. No.	Required information	Description
1	Name of the agency/firm/company	
2	Address of the agency/firm/company	
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)	
4	Authorized Signatory Details	Name
		Designation
		Email
		Phone
	Details of Contact other than Authorized Signatory	Name
		Designation
		Email
		Phone
5	Month and Year of commencement of business.	
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and establishment act.).
		PAN No. of the Agency
		GST No. of the Agency
7	Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give the name of the Contract and reasons for not completing the Contract.	



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9	Brief details of Litigations, if any, connected with related work, current or during the last five years, the opposite party, and the disputed amount.	
10	Give details of Termination of previous Contract, if any	
11	Details of bank mandate; Name of the Bank Name of the Branch Account No. Type of Account IFSC Code No. (A copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	

Turnover in the relevant field during the last three years (from 2021-22 to 2023-24). Please submit documentary evidence, i.e. extract of the Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2021-2022	2022 – 2023	2023-2024
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover in the last three years	Rs. _____ in Lakhs		



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ANNEXURE-II: PRICE BID - BOQ

S. No.	Vehicle Type	Net Monthly Charges (for up to 2,500 kms) per Bus (Rs.), excluding GST and including all Charges	Rate per km (beyond 2,500 kms), excluding GST and including all Charges
1.	Bus AC (40-seater)		

Note:

1. Toll/ Parking/ Permit charges are reimbursable on actuals with original receipts. Net monthly charges include fuel consumption, driver salary, driver batta, maintenance, other Government mandates, etc.



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ANNEXURE – III: DECLARATION - SUBMISSION OF TENDER DOCUMENT

Date:

The Chief Administrative Officer (i/c),
Indian Institute of Management Tiruchirappalli,
Trichy-Pudukkottai Main Road,
Tiruchirappalli 620 024.

Subject: Tender for Providing Bus Transport Services on a Monthly Hiring Basis to IIM Tiruchirappalli.

Reference: Tender Notice published on the IIM Tiruchirappalli website. - **Tender No: 25SP009T dated 21.04.2025.**

Dear Sir,

With reference to the tender notice published on above mentioned website, I / We hereby submit my/ our Tender in the required format. I / We have carefully gone through the terms and conditions and prescribed given, and I / We accept the same without any alterations/modifications.

It is certified that I, _____ (name of the person) S/o
Shri _____ r/o _____

- a) am authorized to sign this document on behalf of M/s. _____ (the name of the firm/company which is bidding in this tender) and that our firm/company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm/company or its owner/partners anywhere in India.
- b) hereby certify that none of my relative (s) as defined in the tender document is/are employed in IIM Tiruchirappalli as per the details given in the tender document. In case at any stage it is found that the information given by me is false/incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.
- c) further declare that:
- All the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature is liable to be cancelled/ terminated.
 - I understand that the decision taken by IIM Tiruchirappalli is final and binding in all matters.
 - I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
 - I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time before the award of the contract, without detailing any specified reasons whatsoever

Place: _____

Signature _____

Name _____

Date: _____

Designation: _____

Seal of agency / Firm / Company



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ANNEXURE – IV: LETTER OF AUTHORISATION

LETTER OF AUTHORISATION FOR ATTENDING PRE-BID/TECHNICAL BID/ PRICE BID MEETING

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Tiruchirappalli - 620 024.

Subject: Authorization for attending Pre Bid Meeting/ Technical Bid/ Price Bid opening on () in the *Tender for Providing Bus Transport Services on a Monthly Hiring Basis to IIM Tiruchirappalli.*

The following persons are hereby authorized to attend the Site Visit/ Pre Bid / Technical Bid / Price Bid meeting for the Tender mentioned above on behalf of.(Bidder) in order of preference, given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of Bidder

or

Officer authorized to sign the bid Documents on behalf of the Bidder.

Note:

1. A maximum of **two representatives** will be permitted to attend the Pre-Bid Meeting/bid opening. In cases where it is restricted to one, the first preference will be allowed. Alternate representatives will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER

Sl. No	Covers	Details	Remarks	Tick (✓)
1	(Cover 1)	All the documents and Annexures, <i>except Price Bid document.</i>		
2	(Cover 2)	Only Price Bid documents as per the BoQ		
3		Whether the GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		
5		Whether documents in support of meeting the basic eligibility conditions stipulated have been enclosed with the Technical Bid.		
6		Whether duly filled in Technical Bid documents (i.e., <u>Annexure-I</u> to the tender document) along with all the related enclosures have been enclosed with the Tender:		
		i. Registration/ Incorporation details of the bidding firm/Agency/ Company		
		ii. Documents in support of the Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company.		
		iii. Authorization / Power of attorney for signing the tender document		
		iv. Audited Annual Accounts, Income Tax returns, and assessment orders for the last five consecutive financial years, i.e., from 2021-22 to 2023-24.		
		v. Details of completed contracts in the prescribed format during the last five years along with proof with verifiable contacts.		
		vi. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.		
		vii. All other information/ details/ supporting documents/proof desired in the Tender document		
		viii. Whether Technical Bid documents as per <u>Annexure-I</u> of the tender document is submitted.		
7		Whether Undertaking, Declaration and Near Relative Certificate attached as per <u>Annexure-III</u> .		
8		Whether the Letter of Authorization to attend pre-bid and tender opening meetings as per <u>Annexure-IV</u> is submitted.		
9		Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and overwriting/ erasures, if any, in the technical Bid duly been signed and endorsed with the seal?		
10		Whether an Index or Table of Content of all enclosures to the Technical Bid has been prepared and attached with the Technical Bid to facilitate quick reference?		
11		Whether Tender documents and its Corrigendum have been signed with the seal in all the pages by the Bidder.		