INDIAN INSTITUTE OF MANAGEMENT(IIM),
TIRUCHIRAPPALLI

TENDER DOCUMENT

FOR

TRANSPORT SERVICES

INDIAN INSTITUTE OF MANAGEMENT(IIM), TIRUCHIRAPPALLI
Pudukkottai Main Road, Chinna Sooriyur Village, Tiruchirappalli 620 024

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INDIAN INSTITUTE OF MANAGEMENT, TIRUCHIRAPPALLI
TIRUCHIRAPPALLI : 620 024

TENDER NOTICE FOR TRANSPORT SERVICES

1) The Director, Indian Institute of Management, Tiruchirappalli, an autonomous Institution established by the Ministry of Human Resource Development, Govt. of India invites sealed tenders through advertised tender enquiry for transport services on contractual basis for hiring of cars and mini buses for daily / monthly use in the offices of IIM Tiruchirappalli .

2) Tender document fee of Rs. 236/- (inclusive of GST and non-refundable) in the form of DD in favour of "IIM TIRUCHIRAPPALLI " to be enclosed with the technical bid.

3) The offers may be submitted in TWO-BID SYSTEM (A-Technical Bid and B-Financial Bid), by the reputed and experienced firms/agencies/companies established and functioning in and around Tiruchirappalli city having valid licenses and sanctions and qualified experience in the field of providing passenger vehicles on hire basis to any Govt. Organization, educational institution, Public Sector Undertaking (PSU), or any other reputed private organization, etc.

4) Technical Bid (Part-I) and Financial Bid (Part-II) to be put in separate covers and both the covers should be put in one single large cover addressing **"Tender for Taxi Services"** addressed to CAO (I/c), Indian Institute of Management, Tiruchirappalli, Pudukkottai Main Road, Chinna Sooriyur Village, Tiruchirappalli 620 024.

5) The tenderer will have to deposit the earnest money of Rs. 20,000/- (Rupees Twenty Thousand Only) through Demand Draft/Pay Order drawn in favour of " **IIM TIRUCHIRAPPALLI "** along with the tender document at the time of submission.

6) Successful tenderer will have to deposit the performance security money of Rs. 50,000/- (Rupees Fifty Thousand Only) through Demand Draft/Pay Order drawn in favour of " **IIM TIRUCHIRAPPALLI "** along with signing of the contract after award of work.

7) The Director, IIM Tiruchirappalli reserves the right to award contract for all required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Director, IIM Tiruchirappalli in this regard shall be final and binding on all.

Important Dates:

(i)	Availability of tender Document on website	: **October 1st to October 22nd, 2018** upto 2.00PM
(ii)	Tender Submission	: **22nd October, 2018 up to 3.00 p.m.**
(iii)	The date and time for opening of technical Bid.	: **22nd October, 2018 at 3.30 p.m.** (at Dean's Committee Room)

The date and time of opening of Financial Bids shall be intimated later to the tenderers who are declared qualified by the Technical Committee.

Chief Administrative Officer (I/c)

ELIGIBILITY CRITERIA

1) The contracting agency/firm/company should be able to operate and provide services to IIM Tiruchirappalli from Trichy.

2) The contracting agency/firm/company should have the minimum experience of two years as on 31/03/2018 in the field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, Educational institutions etc. The tenders of the contracting agency/firm/company with inadequate/ irrelevant experience as mentioned above are liable for rejection.

3) The contracting agency/firm/company should have minimum 2 (two) passenger vehicles registered as commercial vehicles on its own name having valid permit (Copies of the vehicle registration certificates & Insurance policies to be attached).

4) The contracting agency/firm/company should submit Technical Bid & Financial Bid in separate sealed Envelopes super scribing “Technical Bid” and “Financial Bid” as the case may be.

5) The Technical Bid should accompany a DD / Pay Order of Rs. 20,000/- (Rupees Twenty Thousand Only) drawn on any nationalized Bank in the Name of “IIM Tiruchirappalli” payable at Tiruchirappalli towards Earnest Money Deposit (EMD) and tender document fee of Rs.236/- (Non- refundable) in the form of DD/Pay order of any nationalized bank in the Name of “IIM Tiruchirappalli” to be enclosed along with Technical Bid. Tender received without EMD & Tender Fee or lesser amounts will be summarily rejected.

6) The EMD shall be forfeited by IIM Tiruchirappalli, if tenderer withdraw his tender after opening.

7) The rates quoted in the Financial Bid shall be valid for at least 12 months from the date of award of tender. Tender valid for a shorter period shall be liable for rejection.

8) The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the contracting agency/firm/company.

9) Team of IIM Tiruchirappalli may visit the clients of the eligible bidders to receive on the spot information regarding the quality of services provided, etc.

10) **The tenders of the contracting agency/firm/company not in possession of valid statutory sanctions / registrations / permits are liable for rejections**.

Date :_____

The Chief Administrative Officer,
Indian Institute of Management,
Pudukkottai Main Road,
Chinna Sooriyur Village,
Tiruchirappalli 620 024

Subject : Tender for transport services

Reference. : Tender Notice published in Daily newspaper on_____

Sir,

With respect to the tender notice published in above mentioned daily newspaper, I / We hereby submit my / our tender in a required format *Part-I Technical Bid (Agency/Firm/Company Profile] + List of* passenger *vehicles and make) in sealed envelope and Part-II [Financial Bid (A, B & C)] in separate sealed envelope, put in one single envelope.*

I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

Yours faithfully,

Signature _____

Name _____

Seal of agency / Firm / Company

TERMS AND CONDITIONS OF THE TENDER & GENERAL INFORMATION

Please read the following Terms & Conditions carefully before filling up the Tender Document. Incomplete Tenders will be rejected.

1) The contract shall be initially for a period of one year and may be extended for a further period subject to satisfactory performance at the discretion of competent authority of IIM Tiruchirappalli on the same terms and conditions or with some addition/ deletion/ modification for a further period of maximum up to 3 years.

2) The contracting agency/firm/company shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non- compliance of the orders of competent authority, etc. the contractor shall be liable for necessary legal action and the contracting agency/firm/company shall also forfeit their performance security deposit. The Institute will also reserve its right to initiate appropriate actions in addition to the ones mentioned above.

3) IIM Tiruchirappalli reserves the right to terminate the contact at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.

4) The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of The Director, IIM Tiruchirappalli.

5) The contracting agency/firm/company shall get suitable instructions from the Chief Administrative Officer / Designated Official of IIM Tiruchirappalli and shall provide the services promptly as per requirement. ***The contracting agency/firm/company should be in a position to supply additional vehicles on short notice as and when required.***

6) The contracting agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Tamil Nadu / India particularly applicable to the business.

7) The contracting agency/firm/company shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles provided on IIM Tiruchirappalli site and will obtain requisite licenses, sanctions & permits which should valid during the tenure of contract.

8) **Monthly rental:** There will be no dead mileage for vehicles deployed on monthly basis. No mileage will be allowed to drivers for lunch / breakfast or for filling fuel etc.

9) **On call basis:** Total kilometers utilised for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the point of First pick-up and till the last drop-off.

10) The vehicles would be utilized by Important dignitaries from industry and officials from IIM Tiruchirappalli. Hence, the vehicles supplied should be in excellent condition mechanically and aesthetically, while conforming to all safety requirements such as seat belts for all occupants. The vendor should ensure that the vehicles used under this contract is less than three years at any point of contract.

11) The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same level of vehicle.

12) In case a vehicle is requisitioned and the same does not reach at the designated time and place, IIM will be free to call required vehicle from any other supplier from open market and the expenses on this account will be debited to the Contractor or will be recovered from the dues / pending bills etc.

13) The drivers employed by the successful agency / firm / company shall be medically fit whenever providing services to IIM Tiruchirappalli.

14) The contracting agency/firm/company shall deploy drivers on IIM Tiruchirappalli site only after police verification. All drivers deployed on IIM Tiruchirappalli site will carry Identity Card issued by the contracting agency.

15) 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 valid driving license (T) in his name. The drivers must be conversant in English, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him. In the event of misbehavior on the part of drivers, IIM Tiruchirappalli may impose penalty as deemed fit on the contracting agency/firm/company including replacement of Driver.

16) In case, the drivers employed by the successful agency / firm / company commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such drivers, including their removal from IIM Tiruchirappalli services.

17) The successful agency / firm / company shall assign a single point of contact (SPOC) who shall be responsible for immediate interaction with IIM Tiruchirappalli so that optimal services could be availed without any disruption. SPOC should be available round the clock on his mobile phone (office as well as residence) so as to respond to the call for services in emergent cases. The SPOC should be accessible on holidays / Sundays also for satisfying IIM Tiruchirappalli vehicle requirements.

18) All the charges towards repair / servicing, salary of the driver, fuel expenses, any other incidental expenses on operations & maintenance of the vehicles deployed on IIM Tiruchirappalli site shall be borne by the successful agency / firm / company.

19) The vehicles deployed on IIM Tiruchirappalli site should be insured in all respects by the successful agency / firm / company. In case of any accident or theft etc. all the claims arising out of it will be met by the agency/firm/ company. IIM Tiruchirappalli shall not be liable in any matter whatsoever.

20) Vehicles deployed on IIM Tiruchirappalli site with the driver shall be at the disposal of IIM Tiruchirappalli as and when required. IIM shall be free to use the hired vehicles in any manner as per its requirements and the contracting agency/firm/company shall not have any objection to it.

21) Hired vehicles will report at IIM Tiruchirappalli at designated timings for the designated hours. In exceptional cases, IIM Tiruchirappalli may call vehicles before designated time or retain vehicles after designated time to cater to sudden work exigencies.

22) In case of delay in reporting the vehicle, a penalty of Rs.100/- per 15 minutes delay shall be imposed.

23) Cancellation of flight/train tickets due to delay in reporting or break down of vehicle enroute, cost of tickets (Air or Train)/ Hotel Bookings and charges for making alternate arrangement including travel tickets and Hotel booking charges will be recovered from contracting agency/firm/company.

24) In case of delay in reporting or break down, IIM Tiruchriappalli reserve the right to avail the services from any other operator and recover the charges from the contracting agency / firm / company.

25) Vehicles supplied by the firm/agency will be regularly inspected by IIM Tiruchirappalli Officials and in case of non-compliance of any of the conditions, if brought to the notice of the Inspecting Officials or by the users, a penalty of Rs.500/- for each instance will be imposed.

26) The drivers of the vehicles deployed on IIM Tiruchirappalli site will obtain the duty slips every day from IIM Tiruchirappalli officials and Drivers shall maintain the log book (timings and mileage for each vehicle) on daily basis and obtain signatures of the users immediately after every duty. IIM Tiruchirappalli officials may demand this log book at any time for inspection.

27) The drivers also shall be asked to carry files/ papers/letters to be handed over to the internal staff/distribution within local areas.

28) 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 contracting agency will settle such issues on their own at their own cost. Damage/Loss to Officials of IIM Tiruchirappalli will be recovered from the contracting agency/firm/ company.

29) The contracting agency / firm / company shall ensure that vehicles and drivers of the vehicles provided on IIM Tiruchirappalli site are not changed. Frequent changes of vehicles and drivers will not be permitted. In case of change, the contracting agency / firm / company will educate the driver to be replaced about IIM Tiruchirappalli requirements.

30) In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.

31) It shall be the responsibility of the service providing agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it at IIM Tiruchirappalli site and IIM Tiruchirappalli shall have no liabilities in this regard.

32) The agency / firm / company shall be solely responsible for the redressal of grievances /resolution of disputes between the service provider and the drivers engaged by them at IIM Tiruchirappalli site. IIM Tiruchirappalli shall, in no way responsible for settlement of such issues.

33) IIM Tiruchirappalli shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers deployed by agency / firm / company in the course of their performing the functions/ duties, or for any payment as compensation.

34) The Company / Firm / Agency shall submit the bills as per the agreed rates before 10th of the following calendar month to IIM Tiruchirappalli in the Administration section along with duly signed duty slips, email communication copy, self-attested photocopy of the extract of the log book and any other supporting documents.

35) Payment against Bill shall be made only after satisfactory services to be certified by the Administration. No interest will be payable on the nonpayment due to delayed submission of bill and non-satisfactory services. No advance payment will be made. The payment will be made by local crossed cheque / bank transfer.

36) Bills received after 10th of the following month will not be entertained by the Institute except in unforeseen situation which is beyond the control of service provider subject to the approval of the Institute.

37) IIM Tiruchirappalli shall not be responsible for payments for the services provided by Company / Firm / Agency to the students, Faculty members, staff and their family members on their personal requests.

38) The Company / Firm / Agency shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IIM Tiruchirappalli to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

39) The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended form time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by IIM Tiruchirappalli to the agency.

40) In case, the Company / Firm / Agency 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. In such instances IIM Tiruchirappalli could initiate penal measures including the termination of the contract.

41) IIM Tiruchirappalli shall provide parking space for vehicles deployed on monthly basis on its Site

42) The Company / Firm / Agency shall submit along with "Technical Bid" the type of passenger vehicles owned by them in the following format :

Sr. No	**Name and type of the Vehicle**	**Month and Year of Registration**

43) The successful tenderer will have to make agreement with IIM Tiruchirappalli broadly covering scope of work, requirements, terms and conditions of the services to be provided to the IIM Tiruchirappalli on a judicial stamp paper of Rs. 100/- or as per the prevailing requirement, the cost of which will be borne by the contracting agency/firm/company.

44) The EMD of the successful tenderer will be adjusted against the interest free performance security deposit of Rs.50,000/- (Rupees Fifty thousand only). The balance of Rs.30,000/- (Rupees Thirty thousand only) has to be paid by the successful tenderer at the time of signing the agreement with IIM Tiruchirappalli. This performance security shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. If contract is further extended beyond the initial period, the performance security shall have to be renewed for the extended period.

45) IIM Tiruchirappalli reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

Part - I TECHNICAL BID

Earnest Money Deposit (EMD) ***(DD/pay Order of Nationalized Bank Only)***	DD/Pay Order No._____dated_____for Rs. 20,000/- (Rupees Twenty thousand only) drawn on _____ (name of the bank) in favour of IIM Tiruchirappalli payable at TIRUCHIRAPPALLI **(To be enclosed with Technical Bid)**

AGENCY/FIRM/COMPANY PROFILE		
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	Name, designation, and telephone nos. of the contact person. Fax No. E-mail id	
5	Month and Year of commencement business.	
6	Statutory details (Photocopies to be attached): 1] Registration number of the firm. (as per Shops and establishment act.). 2] PAN No. of the Agency 3] GSTNo. of the Agency (if applicable)	
7	Existing total passenger vehicles owned in the name of agency / firm / Individual/ company (attach registration certificates & Insurance Policies)	

8. List of present and past clients in the following format. The information provided will facilitate evaluation of Technical Bid ***(Please use separate sheet if required without changing the format).*** *Please attach client certificate / work orders etc., clearly giving period of contact.*

Sr. No.	Name of the organization with complete postal address	Name and designation of the contact person with Tel. / Mobile No (s), Email ID	Period for which the contract is/was	No. of passenger vehicles deployed by your firm on	Vehicle make and name	Monthly Basis / Call Basis
1.						
2						
3						

9. Turnover in the field of providing passenger vehicles on hire basis done during the last two years (please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed)

Financial Years	**2016-2017**	**2017-2018**
Details of Gross Annual Turnover (Rs. in Lac)		

PART II - FINANCIAL BID

A. Monthly Package

Sr. No.	Description of usage including Outstation trips	Vehicle Brand & Vehicle Name	Charges for Extra KM	Charges for Extra Hour
1.	10 pm to 6 am upto 500 km*	**a)** **b)** **.** **.** **.**		
2.	7 pm to 7 am upto 700 km*	**a)** **b)** **.** **.** **.**		
3.	7 am to 7 pm upto 1000 km*	**a)** **b)** **.** **.** **.**		
4.	24 hours with upto 2000 km*	**a)** **b)** **.** **.** **.**		**N/A**

*Refer Clause 8 :" There will be no dead mileage for vehicles deployed on monthly basis. No mileage will be allowed to drivers for lunch / breakfast or for filling fuel etc.

Name & Signature _____

Date _____ **Seal of agency / Firm / Company**

B. On Call Basis (from/to IIM Tiruchirappalli)

Sr. No.	Description	Vehicle type			
		Hatch Back Brand & Vehicle Name	**Sedan Brand & Vehicle Name**	**MPV Brand & Vehicle Name**	**Mini Bus (14 seater)**
1.	Airport Drop/ Pickup	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**
2.	SRM hotel Drop/ Pickup	**a)** **b)** **.** **.**	**a)** **b)** **.** **.**	**a)** **b)** **.** **.**	**a)** **b)** **.** **.**
3.	Bus Stand/Railway Station Drop/ Pickup	**a)** **b)** **.** **.**	**a)** **b)** **.** **.**	**a)** **b)** **.** **.**	**a)** **b)** **.** **.**
4.	Main Guard Gate / Chatram Bus Stand Drop/ Pickup	**a)** **b)** **.** **.**	**a)** **b)** **.** **.**	**a)** **b)** **.** **.**	**a)** **b)** **.** **.**

Name & Signature _____

Date _____ **Seal of agency / Firm / Company**

C. On Hourly Basis

Sr. No.	Description	Vehicle type			
		Hatch Back Brand & Vehicle Name	**Sedan Brand & Vehicle Name**	**MPV Brand & Vehicle Name**	**Mini Bus (14 seater)**
1.	4 hrs & 40km*	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**
2.	8 hrs & 80km*	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**
3.	5 hrs & 50km*	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**
4.	10 hrs & 100km*	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**
5.	Charges for Extra Hour	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**
6.	Charges for Extra Km	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**
7.	Outstation Charges	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**
8.	Any other charges	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**	**a)** **b)** **.** **.** **.**

***Refer Clause 9 :" On call basis:** Total kilometers utilised for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the point of First pick-up and till the last drop-off

Name & Signature _____

Date _____ **Seal of agency / Firm / Company**