



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
 (An Institute of National Importance, Ministry of HRD, Government of India)
 Trichy - Pudukkottai Main Road, Tiruchirappalli,
 Tamil Nadu – 620 024 | Phone: 0431- 2505121/5122

INVITING TENDER FOR EMPANELMENT FOR PROVIDING TRANSPORT SERVICES

Tender No. IIMT/TPT/2020 dated 14/01/2020

Details	Date	Time	Venue
Date of issue of Tender Document	14/01/2020 (Tuesday)	17.00 Hrs. onwards	-
Pre-bid Meeting	24/01/2020 (Friday)	11.00 Hrs.	Dean's Office Meeting Room, IIM Tiruchirappalli
Last date for receipt of Tenders at IIM Tiruchirappalli	06/02/2020 (Thursday)	Upto 17:00 Hrs.	-
Opening of Master Envelope and Technical Bid (Cover 1)	07/02/2020 (Friday)	11.00 Hrs.	Dean's Office Meeting Room, IIM Tiruchirappalli
Opening of Price Bids of Eligible Vendors (Cover 2)	11/02/2020 (Tuesday)	11.00 Hrs.	Dean's Office Meeting Room, IIM Tiruchirappalli
Tender Document	The tender document can be downloaded from the IIMT website www.iimtrichy.ac.in/tender		
Cost of Tender Document (Non refundable)	Rs. 590/- (including GST) has to be paid through a Demand Draft (DD) in favor of "Indian Institute of Management Tiruchirappalli". The DD has to be attached with the application form, without which the bid would not be considered valid.		
EMD Amount (Refundable to unsuccessful Bidder)	Rs. 10,000/- has to be paid through a Demand Draft in favor of "Indian Institute of Management Tiruchirappalli". The DD has to be attached with the application form, without which the bid would not be considered valid.		
Security Deposit (SD) (Refundable after completion of work)	Rs. 25000/- The SD amount, less the EMD amount already paid, has to be paid by the successful bidder through a Demand Draft in favor of "Indian Institute of Management Tiruchirappalli. SD has to be paid along with the letter of acceptance within 5 days from the date of receipt of the work order, failing which the work order will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Pudukottai Main Road, Chinna Sooriyur Village, Tiruchirappalli - 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 to Dispatch Section of IIMT @ Administrative Wing – II Floor and obtain acknowledgement)		

TENDER NOTICE FOR EMPANELMENT FOR PROVIDING TRANSPORT SERVICES

1. Indian Institute of Management Tiruchirappalli(IIMT), an Institute of National Importance, established by the Ministry of Human Resource Development, Govt. of India, is the eleventh IIM and was instituted on 4th January 2011. More details about IIMT are available in our website www.iimtrichy.ac.in
2. Indian Institute of Management Tiruchirappalli, invites sealed tenders through advertised tender enquiry for Empanelment for providing of Transport Services on contractual basis for hiring of Cars (Non AC Hatchback, Sedan & MPV), Tempo travelers and Buses to be used in the offices of IIM Tiruchirappalli.
3. **Indicative annual requirements* of the vehicles would be as under:**

Sl. No	Type of vehicle required	From	To	No of requirements (Approx. - Per year)
1	Hatchback non AC	IIMT	Central Bus Stand/ Thillai Nagar/ Chatram Bus Stand	30 Trips
2	Sedan AC	IIMT	Trichy Airport/SRM Hotel/Trichy Rly Station	500 Trips
3	MPV AC(Innova, XYLO etc.)	IIMT	Trichy Airport/SRM Hotel/Trichy Rly Station	30 trips
4	Tempo Traveller (AC)	IIMT	IIMT (Day Rental)	100 Nos.
5	Buses	IIMT	CITY (Day Rental)	10 Nos.
6	Sedan AC	Day rental / outstations		100 Nos.

* Seasonal and event based requirements would be additional apart from the above.

4. The bidders should submit a Non-Refundable Tender document fee of Rs. 590/- (inclusive of GST) in the form of Demand Draft (DD) in favor of “IIM TIRUCHIRAPPALLI” to be enclosed with the technical bid. Those bidders, who are not submitting the tender fee DD of Rs. 590/-, will not be considered for the bidding process.
5. The bidder(s) should submit an Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only) in the form of DD drawn in favour of “IIM TIRUCHIRAPPALLI” payable at Tiruchirappalli alongwith the Tender document. Bidders not submitting EMDs will not be considered for the bidding process.



ELIGIBILITY CRITERIA

6. The bidder should be able to operate and provide services to IIM Tiruchirappalli.
7. The bidder(s) should have the minimum experience of **two years** as on 31/12/2019 in the field of providing passenger vehicles to large organizations (Government/Private/Public Sector Undertakings/Educational Institutions etc.) The tenders of the bidder(s) with inadequate/ irrelevant experience as mentioned above are liable for rejection. The bidders should be able to provide supporting evidence such as copy of work order and testimonials/completion certificate from clients. **Performance Certificate** from past clients of equivalent order sized (issued in the last two years) need to be attached with the Tender document.
8. The bidder(s) should have at least **3 (three)** passenger vehicles registered as commercial vehicles on its own name having valid permit (Copies of the vehicle registration certificates, valid permit & Insurance policies to be attached). All the vehicles should not be older than 5 years as on 31.12.19.
9. If the requirement of IIMT at any point of time is more than the number of vehicles owned by bidder(s), it will be the responsibility of the bidder(s) to arrange for the same.
10. All the vehicle documents and updated documents (insurance, permit etc.,) of the vehicles owned by the bidder(s) should be submitted to IIMT.
11. The bidders should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document.
12. Bidders should be regular in filing Income-Tax returns. A copy of Income tax returns and audited accounts statement for last three consecutive financial years (2016-17, 2017-18 & 2018-19) should be submitted.
13. The average annual turnover of the bidder(s) should be atleast **Rs. 7 lakhs** (Rupees Seven Lakhs only) in the last three financial years.
14. The bidders should not be blacklisted by any department of the Government of India in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. An undertaking to this effect in the Company letter head duly signed by the owner / partner or both to be enclosed, as per **Annexure IV**.
15. PAN, GST Registration No. and GST TDS Registration No. and Bank account details should be submitted. The names appearing on all these documents and tender document should be same or linked.
16. **The tenders of the bidder(s) not in possession of valid statutory registrations / permits are liable for rejections.**



Procedure for Submission of Tender

17. The tender document should be downloaded from the IIMT website www.iimtrichy.ac.in/tender
18. The bidders should not make any changes or amendment in the tender document as published in the IIMT website.
19. All correspondence and documents relating to the tender shall be written in English.
20. No paper / page shall be detached from the tender document. No addition or alteration should be made in the tender document.
21. The tender document should be filled in legible handwriting/printing/typing without any ambiguity. If any correction is necessary, the same should be made after scoring out the old entry. All the corrections should be attested with full signature of the bidder with date.
22. The offers may be submitted in TWO-BID SYSTEM (Technical Bid and Financial Bid), by the reputed and experienced bidder(s) established and functioning having valid licenses, permits and relevant 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.
23. The tender shall be submitted as per the procedures and requirements stipulated herein. Since tender is based on two bid system, **TWO SEPARATE SEALED ENVELOPES** as explained below need to be prepared:
 - a. **Envelope A** – Technical Bid: Demand Drafts (DD) for the payment made towards Tender Fees, EMD amount and filled Application form (**Annexure I**). The **Technical Bid (Annexure II)** cover with the required enclosures should be in sealed condition and SUPERSCRIBED with the following text: **“Technical Bid for Empanelment for Providing Transport Services**
 - b. **Envelope B:** Financial Bid (**Annexure III**) has two Parts, **Part I(A), (B) &(C)** and **Part -II**, where **Part-I(A), (B) & (C)** is for Cars and Tempo travelers and **Part II** is only for Buses. Interested parties can participate in both or either one. Based on their interests, parties should submit both or either of **Part-I(A), (B)&(C)** or **Part- II** in the Financial Bid. As part of the Financial Bid, the bidders have to fill the rates for each item in **Part- I(A), (B) & (C)** and **Part- II** of Financial Bid. These rates will be valid for a period of 90 days from the date of tender for the empanelment of vendors. The rate quoted by the bidders in Financial Bid should be exclusive of taxes. ***Financial Bid documents should be put in a separate cover and the cover should be in sealed condition.***



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24. Both these sealed envelopes should carry the name and address of the bidder and be placed/kept within a LARGER Size Master Envelope with the following text **SUPERSCRIBED** on the master envelope:
- a. **“Tender for Empanelment for Providing Transport Services – Tender No. IIMT/TPT/2020 dated 14/01/2020”.**
- b. This master envelope containing the two envelopes must reach the following address ***on or before 06/02/2020 by 17.00 hrs;***
- The Chief Administrative Officer (i/c)
Indian Institute of Management Tiruchirappalli,
Trichy - Pudukkottai Main Road, Chinna Sooriyur,
Tiruchirappalli 620 024.
25. The tender should be submitted either through Registered Post/Speed Post/Courier or Hand delivery during office hours only (To be submitted to Dispatch Section of IIMT @ Administrative Wing – II Floor and obtain acknowledgement). The vendor will be given an acknowledgement receipt if the tender document is delivered to IIMT in person. IIMT will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.
26. **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.**
27. Pre-bid meeting will be conducted at **11.00 hrs on 24 January 2020**, Friday, at Dean’s Meeting Room (Administrative Block) in IIMT to clarify the doubts arising, before submission of the bids. Bidders / Representatives have to produce authorization letter from the firm, for attending the Pre-bid meeting as per the format enclosed vide **Annexure V**.

Pre-Bid Meeting

28. The Master Envelope will be opened at **11.00 am on 07 February 2020**, Friday, by the Tender Evaluation Committee in the presence of representatives of the bidders or their authorized representatives. A maximum of two representatives of any bidder shall be permitted to attend the bid opening. Next, the Technical Bid covers of the eligible vendors meeting the requirements will be opened.

Technical Bid Evaluation

29. Based on the information supplied by the bidder(s), marks will be provided for the technical capabilities of each bidder as per the weightages given below ;

S. No	Parameters	Maximum Marks
1	Financial Soundness/Turn over (<i>Average turnover in the last three years, as reported in the audited financial statements will be considered. Rs.7.00 to 10 lakh = 5 marks; Rs.10.01 to 15 lakh = 10 marks; Rs. 15.01 to Rs. 20.00 lakh = 15 marks; above Rs.20.00 lakh=20 marks.</i>)	20
2	Quality of testimonials provided by previous clients (copy of testimonials should be enclosed) (<i>Work order copy with Testimonials in letter head with verifiable contact details: Govt organizations = 5 marks each; Private organizations = 3 marks each; Any testimonial without work order copy, contact details and not in letter head would not be considered</i>)	20
3	Size and Quality of the Vehicles owned by bidder(s) <i>No of vehicles owned (3 to 5 = 2 marks; 6 to 10 = 3 marks; 11 to 15 = 4 marks and above 15 = 5 marks)</i> <i>Average age of the vehicles owned (less than a year = 5 marks; 1 to 2 years = 4 marks; 2 to 3 years = 3 marks; 3 to 4 years = 2 marks; and 4 to 5 years = 1 mark)</i>	10
	Total Marks	50

Selection Process for empanelment

30. A minimum of 25 marks out of 50 marks in technical bid evaluation is required to be eligible for the empanelment. The Financial bids of all bidders who have scored 25 or more marks from the Technical Bid Evaluation will be opened on **11.02.2020 at 11.00 Hrs**, in the presence of eligible bidders or their authorized representatives.
31. The lowest rate quoted among the successful technical bidder(s) shall be empaneled rate for various services. The bidder(s) agreeing to the empaneled rates would be considered for empanelment.
32. The Institute shall issue Work Order to the top two bidders (agreeing to the empaneled rates) for empanelment, based on their technical evaluation scores.



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33. Successful tenderer(s) will have to deposit the performance security (SD) money of Rs. 25,000/- (Rupees Twenty-Five Thousand Only) through Demand Draft/Pay Order drawn in favour of “IIM TIRUCHIRAPPALLI” along with signing of the contract after award of work.
34. The Director, IIM Tiruchirappalli, reserves the right to award contract for all required services either to one party or more than one party through empanelment. 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.

TERMS AND CONDITIONS OF THE TENDER

- 1) The bidder(s) should deploy medically fit drivers on IIM Tiruchirappalli site, only after the Police verification. All drivers deployed on IIM Tiruchirappalli site will carry Identity Card issued by the contracting agency. The vehicles are to be provided in neat and clean conditions.
- 2) 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.
- 3) The drivers employed by the Transport Service Provider(s) shall, at all times, be the employees of the Transport Service Provider(s) and not of the Institute. The Institute is not liable for any damage or injury sustained by the employees of the Transport Service Provider(s) in the course of their duties. In respect of all such damages or injuries, the Transport Service Provider(s) will be solely responsible for any claim which is made.
- 4) The bidder(s) shall abide by the rules and regulations of RTO, Govt. of Tamil Nadu / India particularly applicable to the business.
- 5) The bidder(s) 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 be valid during the tenure of contract.
- 6) The contracting agency/firm/company should ensure that the vehicles to be used under this contract should be of less than ***five years old at any point of contract.***
- 7) The bidder(s) shall provide immediate replacement for the breakdown vehicle with same level of vehicle. 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 bidder(s).
- 8) The vehicles deployed on IIM Tiruchirappalli site should be insured in all respects by the successful bidder(s). In case of any accident or theft etc. all the claims arising out of it will be met by the bidder(s). IIM Tiruchirappalli shall not be liable in any matter whatsoever.



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- 9) Storage / consumption of any alcoholic drink/ liquor are strictly prohibited. The driver on duty should not consume liquor / smoking / consuming tobacco or any other items, which is prohibited inside the premises of IIMT and also during the trips.
- 10) The EMD of the successful tenderer will be adjusted against the interest free performance Security Deposit (SD) of Rs.25000/- (Rupees Twenty-five thousand only). The balance of Rs.15,000/- (Rupees Fifteen thousand only) has to be paid by the successful bidder(s) 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.
- 11) The contract for hiring of the vehicle will be initially for a **period of one year**. However, the contract may be extended for further period of up to two years upon mutual agreement on the existing terms and conditions, if the services of the bidder(s) are found to be satisfactory.
- 12) The rates to be quoted are to be filled in the proforma given at **Annexure-III (Financial Bid) – Part- I(A), (B) & (C) & Part- II**. The rates quoted shall be fixed for one year, irrespective of the increase in fuel rates, if any, occurring during the period of the contract.
- 13) **Earnest Money Deposit:**

E M D should be attached with the application form without which the tender would not be considered.

The earnest money of all the unsuccessful bidders will be returned as early as possible after expiry period of the bid validity and after issue of the work order to the successful bidder. No interest will be payable by the IIMT on the Earnest Money Deposit.

Forfeiture of Earnest Money: The earnest money will be forfeited in the following cases:

- i. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder(s) withdraws or amends impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender.
- ii. When the successful tenderer does not deposit the security money after the work order is given.
- iii. If the successful bidder(s) fails to provide vehicles within the prescribed time after the confirmed orders.
- iv. When information/certificate/document furnished is found to be false at any stage.
- v. When the bid documents have been manipulated or altered after they are downloaded from the website.

- 14) The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to cancellation of contract.
- 15) Service Provider shall not engage any person below 18 years of age.
- 16) Notwithstanding any clause/conditions above, the bidder may note that the vehicles provided / drivers deployed shall adhere to flexible in timing/usage considering the academic nature and work of the IIMT.
- 17) Halting charges, Driver Bata, etc., in case of outstation, may be quoted separately in the Financial Bid Proforma.
- 18) The bidder(s) will have to give a written undertaking that he accepts all the terms and conditions of this tender as per **Annexure VII**. The bidder(s) should also submit the tender document duly signed and stamped in all the pages.

Terms and conditions of Contract

1. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. will be borne by the contractor.
2. Contractor(s) would be responsible for using vehicles with clean interiors and exteriors and in excellent running condition. If at any point of time, any vehicle is found to be wanting in this, an alternate vehicle shall be provided immediately to the Institute at no additional cost.
3. 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.
4. All drivers shall have valid driving license and proof of the same shall be provided by the Contractor(s).
5. Vehicles should be fitted with necessary accessories to drive on State and National highways including during the nights.
6. Contractor(s) shall obtain vehicle fitness certificate from the Competent Authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
7. Contractor(s) shall provide valid certificate of pollution check for the vehicle from the concerned authorities from time to time and the same shall be renewed well before the due date. Copies of the renewal certificates shall be deposited with IIMT.
8. All vehicles shall be comprehensively insured against all risks (including the driver and occupants & third party). Insurance policy shall be renewed well before the due date.
9. Vehicles should not be more than five years old and be in good roadworthy condition.

10. The empanelment is not transferable.
11. The successful bidder(s) shall execute an agreement on acceptance of the contract, incorporating the terms of engagement based upon the terms specified in the tender document.
12. Driver should always carry all necessary documents like Registration papers, Insurance papers, Pollution Under Control (PUC) clearance, RTO tax payment papers, valid driving license (original) and all other documents that should be carried with vehicle as per rules & regulations of applicable laws.
13. Drivers should carry sufficient cash for discharging obligations on account of parking charges & toll taxes. Parking charges & toll fee, if any, will be reimbursed, upon the submission of documents along with such claims, provided GST is not levied on the reimbursement of expenses.
14. Lodging, boarding, transportation of drivers during outstation duty, if any, shall be the contractor's responsibility.
15. The driver provided by the contractor ***should fulfill the following conditions:***
 - a. Should be in possession of valid driving license issued by RTO for the class of vehicle he is driving and he should be medically fit to drive the vehicle.
 - b. Should be well groomed with proper attire.
 - c. Should be able to read and write Tamil and English, and have minimum three years of driving experience.
 - d. Should not smoke or drink; chew Pan/Pan masala/Tobacco both while driving or otherwise.
 - e. Should not indulge in any activity inimical to security of the faculty and officials traveling in his car.
 - f. Should be in possession of Mobile phone with valid connection.
 - g. Should not use mobile phone, while driving.
 - h. Should carry the Institute provided Placards whenever they are assigned to pick up guests from the Airport/Railway Station.
16. In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, the IIMT shall have right to expel or refuse entry to such drivers and vehicles for rendering service.
17. 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 IIMT for record purpose after award of contract.
18. ***Statutory Requirements:*** The contractor has to ensure the compliances regards to statutory requirements, failing which, IIM Tiruchirappalli shall not be held responsible.
19. Driver should be alert /careful enough to take care of items/material kept in the vehicles.
20. Vehicle should carry portable fire extinguisher.

PENALTY CLAUSE

- 1) In case of delay in reporting the vehicle, a penalty of Rs.100/-per 10 minutes' delay shall be imposed.
- 2) Missing of flight/train/bus due to delay in reporting or break down of vehicle enroute, cost of tickets (Air or Train/Bus)/Hotel Bookings and charges for making alternate arrangement including travel tickets and Hotel booking charges will be recovered from contractor(s).
- 3) In case of delay in reporting or break down, IIM Tiruchirappalli reserve the right to avail the services from any other operator and recover the charges from the contractor(s)
- 4) Vehicles supplied by the contractor(s) 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.
- 5) Non provision of vehicle leading to cancellation of meetings and any other activities will invite a penalty of Rs.10,000/- will be imposed.
- 6) Only yellow board vehicles are permitted for rendering services.
- 7) Using Non-commercial vehicles for any trip, if found, the penalty of Rs.25,000/- to be imposed and if the same repeated it leads to termination of the contract.

LIABILITY OF IIM TRICHIRAPPALLI

- 1) 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 contractor(s).
- 2) 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 IIM Tiruchirappalli site and IIM Tiruchirappalli shall have no liabilities in this regard.
- 3) 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 IIM Tiruchirappalli site. IIM Tiruchirappalli shall, in no way responsible for settlement of such issues.
- 4) 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.
- 5) The contractor(s) shall submit the bills as per the agreed rates before 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 log book and any other supporting documents.

SETTLEMENT OF BILLS

- 1) Payment against bills 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 online transfer within 30 days from the date of submission of bills along with trip sheets.
- 2) Bills can be submitted either once in 15 days or on a monthly basis. Bills received after 5th or 20th of every month (based on fortnight or monthly submission) 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.
- 3) IIM Tiruchirappalli shall not be responsible for payments for the services provided by the empaneled contractor(s) to IIMT students, Faculty members, staff and their family members ***on their personal requests.***
- 4) The contractor(s) 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 existing rules and regulations on the matter.
- 5) The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from 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.
- 6) In case, the contractor(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. In such instances IIM Tiruchirappalli could initiate penal measures including the termination of the contract.

Termination of Contract:

- 1) IIMT may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts in the event of the following:
- 2) If the contractor fails to arrange the supply of any or all of the vehicles within the period (s) specified in the contract or any extension thereof granted by the Institute.
- 3) If the contractor fails to perform any other obligation(s) under the contract.
- 4) In case the Contract has to be terminated, 30 days' notice in writing shall be given by the either side.

Jurisdiction:

All disputes arising out of this contract shall be subjected to the jurisdiction of Madurai Bench of Madras High Court.

Relationship Certificate

- 1) 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 case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of 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 IIMT will not pay any damage to the company or firm or the concerned person.
- 2) The company or firm or the person will also be debarred for further participation in the concerned unit.

The near relatives for this purpose are defined as: -

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).

The Relationship Certificate (**Annexure-VI**) can be placed in the larger outer envelope

Amendment to bid document

1. At any time prior to the date of submission of bids, IIMT may modify the bid document with amendments either on its own or in response to a clarification required by a prospective bidder during pre-bid meeting.
2. Such amendments shall be notified on IIMT's website only and these amendments will be binding on all prospective bidders.
3. The Institute may at its own discretion extend the last date for the receipt of bids/cancel the bids without assigning any reason.

ANNEXURE - I

Date: _____

The Chief Administrative Officer (i/c),
Indian Institute of Management,
Pudukkottai Main Road,
Chinna Sooriyur Village,
Tiruchirappalli 620 024

Subject: Tender for Empanelment for Providing Transport Services

Reference. : (i) Tender Notice published in IIM Trichy website (<https://www.iimtrichy.ac.in/tender>)
Tender No. IIMT/TPT/2020 dated 14/01/2020

Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our tender in a required format *Technical Bid (Agency/ Firm/ Company Profile] + List of passenger vehicles and make) in sealed envelope and [Financial Bid (Part I & Part II)] 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



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
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 Trichy - Pudukkottai Main Road, Tiruchirappalli,
 Tamil Nadu – 620 024 | Phone: 0431- 2505121/5122

ANNEXURE - II

TECHNICAL BID

Earnest Money Deposit (EMD) (DD/pay Order of Nationalized Bank Only)	DD/Pay Order No. _____ dated _____ for Rs. 10,000/- (Rupees ten thousand only) drawn on _____- _____ (name of the bank) in favour of IIM Tiruchirappalli payable at TIRUCHIRAPPALLI (To be enclosed with Technical Bid)
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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	Name, designation, and telephone nos. of the contact person. Fax No. E-mail d	
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] GST No. of the Agency	
7	Existing total passenger vehicles owned in the name of agency / firm / Individual/ company (attach registration certificates & Insurance Policies)	



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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 and 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 awarded	No. of passenger vehicles deployed by your firm on site	Vehicle make and name	Monthly Basis / Call Basis
1.						
2						
3						
4						
5						
6						
7						
8						
9						

9. Turnover in the field of providing passenger vehicles on hire basis done during the last 3 years (from April 2016 to March 2019). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2016-17	2017-2018	2018 - 19
Details of Gross Annual Turnover (Rs. in Lac)			



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ANNEXURE – III

FINANCIAL BID - PART- I(A)

(I) On Call Basis (from/to IIM Tiruchirappalli)

Sr. No.	Vehicle type	Rates for Single Trip starting from pick up point *			
		Airport / SRM Drop/Pickup	Central Bus Stand/Railway Station Drop/ Pickup	20 -25 kms from IIMT	26 -30 kms from IIMT
1.	Hatchback Non AC				
2.	Sedan AC				
MPV (Multi-Purpose Vehicle) with AC					
3.	Innova				
4.	Innova Crysta				
5.	Xylo				
6.	Tempo Traveler (12 +1 seater)				

* On call basis, the distance is fixed and trip covers for the duration maximum of 2 hours. In case of duration exceeding 2 hours, minimum available package as per the below table {(PART-I (B))} may be considered on case to case basis.

Date _____

Name & Signature _____
(Seal of agency / Firm / Company)

Note: Toll / parking / permit charges are reimbursed on actuals



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ANNEXURE – III (CONTINUED)

FINANCIAL BID - PART- I(B)

(II) On hourly Basis (from/to IIM Tiruchirappalli)

Sr. No.	Vehicle Type	Rates for hourly packages (Trichy Airport will be considered as starting point and drop off location as closing point)									
		2 hrs & 20 kms	3 hrs & 30 kms	4 hrs & 40 kms	5 hrs & 50 kms	6 hrs & 60 kms	7 hrs & 70 kms	8 hrs & 80kms	9 hrs & 90kms	10 hrs & 100 kms	Charges for using additional KM
											Rate per Extra Km
1.	Hatch back Non AC										
2.	Sedan AC										
MPV (Multi-Purpose Vehicle) AC											
3	Innova										
4	Innova Crysta										
5	Xylo										
6	Tempo Traveler (at least 12 + 1 seater)										

Date _____

Signature with Seal of the Bidders

Note: Toll / parking / permit charges are reimbursed on actuals



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ANNEXURE – III (CONTINUED)

FINANCIAL BID - PART- I (C)

(II) On day rental basis (Trichy Airport will be considered as starting and ending point)

Sr. No.	Vehicle Type	Local (One or more trips within 100 KM radius from IIMT)			*Outstation – Category 1 (Between 100 – 200 kms radius from IIMT)				*Outstation - Category 2 (Beyond 200 kms radius from IIMT)			
		Vehicle rent charges per day (12 hrs)	Running charges		Running charges				Running charges			
			Rate per KM	Additional hour charges (per hour)	Rate per KM	Driver Bata (per day)	Hill Charges (if applicable)	Overnight Stay Charges (if applicable)	Rate per KM	Driver Bata (per day)	Hill Charges (if applicable)	Overnight Stay Charges (if applicable)
1.	Hatch Back Non AC											
2.	Sedan AC											
3.	Innova											
4.	Innova Crysta											
5.	Xylo											
6.	Tempo Traveler (at least 12+1 seater)											

Date _____

*Toll / parking / permit charges are reimbursed on actuals

Signature with Seal of the Bidders _____



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ANNEXURE – III (CONTINUED)

FINANCIAL BID : PART- II

(Trichy Airport will be considered as starting point and drop off location as closing point)

Sl. No	Vehicle Type	No. of seats	Day rent	Rate per KM	Any other charges (Driver bata, if applicable)
1.	Bus –AC	36			
2.	Bus –AC	44			
3.	Bus - AC	52/54			
4.	Bus –Non-AC	44			
5.	Bus – Non-AC	52/54/57			

Date _____

Signature with seal of Bidders

Note : Toll / parking / permit charges are reimbursed on actuals



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ANNEXURE IV

UNDERTAKING CERTIFICATE

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

hereby certify that I am authorized to sign this document and that our firm / company has
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.

Name:

Place:

Designation:

Date:

Signature:

Office Seal



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ANNUEXURE V

LETTER OF AUTHORISATION FOR ATTENDING PRE BID MEETING / BID OPENING

To

The CAO (i/c)
IIM Tiruchirappalli
Pudukkottai Main Road,
Chinna Sooriyur Village,
Tiruchirappalli - 620 024

**Subject: Authorization for attending Pre Bid Meeting / Bid Opening on
.....(date) in the tender of**

Following persons are hereby authorized to attend the Pre Bid Meeting / Bid Opening for the tender mentioned above on behalf of.(Bidder) in order of preference given below.

Order of preference

Name

Specimen Signatures

I

II

Alternate Representative

Signatures of bidder
or
Officer authorized to sign the
bid Documents on behalf of
the bidder.

Notes:

1. Maximum of two representatives will be permitted to attend Pre Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative 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.

Signature of Bidder with seal



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ANNEXURE-VI

**NEAR RELATIVE CERTIFICATE
(To be given by ALL Directors)**

I _____ S/o. Shri _____

R/o _____

_____ hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIMT as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIMT shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Dated: _____

Signature

Name in block letters of the signatory

In capacity of

NOTE:

- In case of Company / Institution/ Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company / Institution/ Body corporate, “Near Relative Certificate” are required by all the Directors of Company / Institution/ Body corporate excluding Government of India /Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.
- The ‘Near Relative Certificate’ should be submitted as per clause 8

Date: _____

Signature of Bidder with seal



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ANNEXURE VII

DECLARATION

I, _____ (name of the person) hereby declare
that I am authorized to sign this document and that:

- 1) 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/empanelment is liable to be cancelled/ terminated.
- 2) I understand that the decision taken by the IIMT is final and binding in all matters.
- 3) I hereby agree to work as per the terms and conditions stipulated by IIMT.
- 4) I understand that the IIMT reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

Place: _____

Signature:

Date: _____

Name :

Designation:

Signature of Bidder with seal



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CHECKLIST

Sl.No	Covers	Details	Remarks	Tick (✓)
1	Envelope – A	Annexure – I, DD Rs.590/- for cost of Tender document charges and DD for EMD amount of Rs. 10,000/- Annexure –II Technical Bid and additional relevant documents.		
2	Envelope – B	Annexure – III Financial Bid – Part-I(A), Part I(B) or Part II or both Part I(A)&(B) and Part II.		
3	Main cover	All the above 2 covers put inside the cover superscribing <i>“Tender for Empanelment for providing Transport Services”</i>		
4	GST Registration Certificate (Enclose copy of the Certificate)			
5	PAN (Enclose copy of the Certificate)			
6	Certificates / Undertaking as per Annexure IV to the effect that the bidder had never been blacklisted by any of the Government Organization / Agencies.			
7	Authorisation Certificate as per Annexure V .			
8	Near Relative Certificate as per Annexure VI			
9	Written undertaking as per Annexure VII regarding accepting all the terms and conditions of the tender document. Tender document signed in all the pages with seal of the bidder.			
10	Proof of ownership of 3 vehicles with models not older than 2015.			
11	Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company.			
12	Experience Certificate in the field in supplying at least three commercial vehicles/cars (on full time basis) for at least three years during last three years (w.e.f. date of issue of Tender Notice) to any Central / State Govt. organization or a Public Sector Undertaking / Universities / Other autonomous bodies/Private etc.			
13	Annual Turnover for the last three financial years. Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed.			
14	Performance Certificate from the previous clients. Testimonials on their letter head with verifiable contacts along with Work Orders need to be enclosed.			
15	Copy of Income tax returns and audited accounts statement for last three consecutive financial years (2016-17, 2017-18 & 2018-19) need to be enclosed.			