

**TENDER FOR PROVIDING TRANSPORT SERVICES FOR TWO PROGRAMS  
TO IIM TIRUCHIRAPPALLI**

**Tender No. IIMT/2022-23/LT/EEC/TS/02 dated: 27/08/2022**

Details	Date	Time
Name of Work/ Service	<b>“PROVIDING TRANSPORT SERVICES FOR TWO PROGRAMS TO IIM TIRUCHIRAPPALLI”</b>	
Date of issue of Tender Document	27.08.2022	18.00 Hrs. onwards
Last date of Submission of Tenders	02.09.2022	17.00 Hrs.
Opening of Technical Bid (Cover 1) and Price Bid (Cover 2)	02.09.2022	17.30 Hrs.
Tender Document	The tender document can be downloaded from the IIM TRICHY website <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a>	
Security Deposit	The successful bidder has to remit <b>Rs. 10,000/-</b> as an interest-free security deposit which will be returned on completion of the program.	
Address for submission of Tender	Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Pudukkottai Main Road, Chinna Sooriyur, 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 to Dispatch Section of IIM TRICHY @ Administrative Wing – II Floor and obtain acknowledgment)	

## NOTICE INVITING TENDER

### 1. OVERVIEW AND DEFINITION OF TERMS

- Indian Institute of Management Tiruchirappalli (IIMT) is an Institute of National Importance, established by the Ministry of Education, Govt. of India. More details about IIM TRICHY are available in our website [www.iimtrichy.ac.in](http://www.iimtrichy.ac.in).
- IIMT shall mean “INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI” located at Pudukkottai Main Road, Chinna Sooriyur, Tiruchirappalli, Tamil Nadu-620 024.
- Bidder shall mean any applicant who is submitting the bid in reference to this document.
- Transport Service Provider shall mean the 'Bidder' whose bid will be accepted by IIMT as per this Tender and shall include such successful Bidder, its legal representatives, successors and permitted assigns.

**IIMT invites sealed tenders from interested and eligible Transport Service Providers for providing Buses and Tempo Travellers on a hire basis for the participants of the Two training programs of IIMT.**

### 2. SCOPE OF WORK:

IIM Trichy invites bids from the eligible Transport Service Providers for the hiring of Buses and Tempo Travellers for the use of participants for the two programs.

Type of Vehicle	Number of requirement	
	15 <sup>th</sup> to 18 <sup>th</sup> September 2022 (04 Days)	24 <sup>th</sup> & 25 <sup>th</sup> September 2022 (02 Days)
Tempo Traveller A/c (14+1 seater)	-	01 Tempo Per Day
Bus A/c (40 seaters) pushback	04 Buses Per Day	02 Buses Per Day
<b>Trip details:</b> To pick up participants from hotels in Trichy to the IIMT campus and dropping them back in the hotels.		

### 3. Eligibility Conditions for Bidders

- The Bidder must fulfill the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the bid.

- b) The bidder should be able to operate and provide services to IIM Tiruchirappalli. The bidder(s) 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. A copy of the GST Registration Certificate and PAN should be submitted along with the Technical Bid. The names appearing on all these documents and the tender documents should be the same or linked.
- c) The Bidder(s) should be a Proprietor, duly registered either under the suitable act or any other Act of State/ Union, as applicable.
- d) The average annual turnover of the bidder(s) should be at least Rs. 3.00 lakhs (Rupees Three Lakhs only) in the last five financial years ended on 31<sup>st</sup> March 2022 i.e FY 2017-18 to 2021-22.
- e) The bidder(s) should have a minimum of Two years of similar work in providing the transport services (Bus and Tempo Traveller) and at least one similar work experience in providing vehicles / Bus as on 31.07.2022 in the field of providing vehicles to large organizations (Government / Private / Public Sector Undertakings / Educational Institutions etc.)
- f) If the requirement of IIMT at any point of time is more than the number of vehicles owned by the bidder(s), it will be the responsibility of the bidder(s) to arrange for the same.
- g) All the vehicle documents and updated documents (insurance, permit etc..) of the vehicles owned by the bidder(s) should be submitted to IIMT.
- h) Bidders should be regular in filing Income-Tax returns. A copy of the Income tax returns filed and audited statement of accounts (Balance Sheet and Statement of Profit and Loss Account) for the last five financial years (2017-18 to 2021-22) should be submitted with the Technical Bid. The year in which no turnover is shown would also be considered for working out the average.

#### **4. REQUIREMENT FOR TRANSPORTERS:**

The Transport Service Providers shall be required to adhere to the following requirements for the participants of training programmes:

- 1) 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 in his name.
- 2) 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.

- 3) The bidder(s) shall abide by the rules and regulations of RTO, Govt. of Tamil Nadu / India particularly applicable to the business.
- 4) 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.
- 5) 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).
- 6) 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.
- 7) Service Provider shall not engage any person below 18 years of age.
- 8) 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.

## **5. TERMS AND CONDITIONS**

1. Running charges will be borne by the Institute for the kilometers from central bus stand to the Institute and back.
2. Vehicle Hire Charges will be paid for a period of 12 hours in a day. Utilization beyond 12 hours in any day will be paid at the per hour rate.
3. 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.
4. 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.
5. 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.
6. The driver provided by the contractor should fulfill the following conditions:
  - a. Should be well groomed with proper attire.
  - b. Should be able to read and write Tamil and English, and have minimum three years of driving experience.

- c. Should be in possession of Mobile phone with valid connection.
  - d. Should not use mobile phone, while driving.
7. 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.
  8. 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.

#### **6. INSTRUCTIONS TO BIDDERS:**

Tender Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published>

##### **a. Conditional Bids:**

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

##### **b. Technical Bid Criteria**

- i. The technical bid shall contain all the relevant information which 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.

##### **c. Financial Bid Details**

- i. Financial Bid i.e. BoQ given with the tender to be submitted after filling all relevant information and it should be submitted as per the format available with the tender failing which the offer will be rejected (renaming or changing the format of BoQ) will not be acceptable. The Bidder should quote the price exclusive of all applicable taxes.
- ii. The quantities mentioned in Financial Bid are indicative and may be increased or decreased depending upon the requirements of the Institute.
- iii. Financial bid i.e. BoQ given in tender to be submitted after filling all relevant information. The priced BoQ should be submitted strictly as per the *Annexure-I*, failing which the offer will be rejected.
- iv. 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 total price shall be corrected by the Institute. If the Bidder does not accept the correction of the errors, the bid shall be rejected. All Rates, Prices, Amounts and Sums quoted by the bidder shall be in Indian currency only. The language used throughout shall be English.

- v. Tender must be submitted with the rates for all the items of work involved and any incomplete tender will not be considered.
- vi. Rates quoted by the tenderer should be inclusive of all cost and charges (excluding GST) and must hold good till the completion of work and shall not be subjected to any escalation. No claim on this account what so ever shall be entertained at any stage including the extended period, if any.
- vii. The bidders should quote rates in the Financial Bid (**Annexure -I**) only, bids indicating rates anywhere else will be rejected.

## **7. PROCEDURE FOR SUBMISSION OF TENDER**

- i The tender document should be downloaded from the IIM Trichy website <https://www.iimtrichy.ac.in/tender-published>
- ii The bidder(s) shall not make any changes or amendment in the tender document as published in the IIM Trichy website.
- iii All correspondence and documents relating to the tender shall be written in English.
- iv No paper / page shall be detached from the tender document. No addition or alteration should be made in the tender document.
- v The tender document should be filled in legible handwriting/printing/typing without any ambiguity.
- vi 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 over writing. All the corrections should be attested with full signature of the bidder with date.
- vii The tender shall be submitted in two parts, viz., Technical Bid and Financial Bid. All the pages of the tender document being submitted must be signed and sequentially numbered by the bidder(s) before submission, as per the procedures and requirements stipulated herein.
- viii Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- ix 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.

## **8. Submission of Bids**

Since this tender is based on *two bid system*., TWO SEPARATE SEALED ENVELOPES as explained below need to be prepared:

**a. Technical Bid: (Envelope A)**

- i The following documents are to be furnished by the bidder(s) along with Technical Bid (**Annexure-I**), as per the tender document;
- ii Application form as per **Annexure - III**.
- iii Copy of PAN and GST Registration.
- iv Copy of work orders, testimonials/completion /performance certificates from the present and past clients of equivalent order sized (received in the last two years) with verifiable contacts need to be attached with the Tender document.
- v A copy of Income tax returns filed and audited accounts statement for last five financial years (2017-18 to 2021-22). Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted for the last five years as above. If audited financial statement are not available, unaudited financials are to be authorized by CEO or CFO.
- vi Duly Signed Tender document and it's all annexures.
- vii All other document mentioned in tender document, except Financial 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 Transport Services for two programs to IIM Tiruchirappalli”***.

**b. Financial Bid - (Envelope B):**

**Price bid** (As per **Annexure-I** duly filled and signed) – Price must be quoted as per the format specified, failing which tender shall be rejected. The price quoted should be **excluding GST**. Applicable GST shall be decided as per the prevailing GST act.

Only duly filled **Financial Bid** as per **Annexure-I** should be put in a separate cover and the cover should be in sealed condition. This envelope should be **SUPERSCRIBED** with the following text: ***“Financial Bid for Providing Transport Services for Two Programs to IIM Tiruchirappalli”***.

- c. All the two sealed envelopes should carry the name and address of the bidder and be placed/kept inside a LARGER Size Master Envelope with the following text **SUPERSCRIBED** on the master envelope:

**PROVIDING TRANSPORT SERVICES FOR TWO PROGRAMS TO IIM  
TIRUCHIRAPPALLI - Tender No: IIMT/2022-23/LT/EEC/TS/02 dated: 27/08/2022**

- d. The master envelope containing the two envelopes should be delivered at the below mentioned address on or before 02.09.2022 by 17.00 hrs;

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



- e. If the two inner envelopes A & B and the one outer envelope (i.e., larger envelope) are not marked as instructed, IIM Trichy will assume no responsibility for the misplacement of the envelopes. Any bid received in unsealed condition will be rejected.
- f. The tender should be submitted either through Registered Post / Speed Post / Courier or delivered to IIM Trichy in hand. IIM Trichy will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.

### **9. Opening of Master Envelope & Technical Bids**

The master envelope and technical bid (cover 1) will be opened by the Purchase Committee on **02.09.2022 at 17.30 Hrs.**

### **10. Bid Opening / Evaluation:**

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 Financial bids of ineligible bidders will not 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 the envelope A.

## **GENERAL TERM & CONDITIONS**

### **11. PAYMENT TERMS**

- a) No advance payment will be made in any case.
- b) 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 of services.
- c) The payment will be settled normally within 25 days from the date of submission of bills along with trip sheets.
- d) 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
- e) Billing to be done to: INDIAN INSTITUTE OF MANAGEMENT, TIRUCHIRAPPALLI.
- f) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Service Provider's bills.



## **12. PERFORMANCE SECURITY DETAILS**

- a) Successful bidder shall remit an amount of **Rs. 10,000/-** as security deposit within 05 days of receipt of the order, which will remain with the Institute and will be refunded on completion of all the programme, after adjusting applicable deductions, if any.
- b) Security / Performance Security will be forfeited if the Vendor fails to perform/abide by any of the terms or conditions of the contract.
- c) In case, the Vendor fails to provide the service as committed, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting vendor or from both in case the recoverable amount exceeds the amount of Performance Security.

## **13. TERMINATION OF SERVICES**

- a) The tenderer will be bound by the details furnished by him/ her to IIM Tiruchirappalli, while submitting the tender document or at subsequent stage. In case of any such documents furnished by him/ her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/ her liable for legal action besides termination of contract.
- b) In case of dispute, interpretation /decision of IIM Tiruchirappalli will be treated as final.
- c) IIM Tiruchirappalli 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:
  - i. If the Service Provider fails to provide the services as detailed in the Tender 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 being declared insolvent by the competent Court of Law without any notice.

## **14. PENALTY CLAUSE**

- a) If it is observed at any stage during execution / defect liability period that the quality of the work is not satisfactory, the contract/ work order as a whole shall be terminated and Security deposit forfeited. Applicable penalties would be levied from the amount payable to the vendor on such termination and the balance amount, if any, would be paid. The decision of the Institute in the matter of penalties, would be final and binding.
- b) 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.

**15.** 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 or on behalf of the tenderer will also make his tender liable to rejection.

- 16. Authority of 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.
- 17.** The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the agency.
- 18.** In case, the Vendor 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. Arbitration:** In case of any unreconciled disputes between the parties IIM Tiruchirappalli and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Contract Agreement, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Trichy jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties.
- 20. 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. The tender is not transferable. Only one tender shall be submitted by one tenderer.
- 21. Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts of Tiruchirappalli.

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

**ANNEXURE – I**

**PRICE BID**

Bidders are requested to quote as mentioned in the format below is only for the purpose of calculations. Tentative requirement is as given in the requirement and scope of work.

Sl. No	Type of Vehicle	No. of requirement	Description	Total Amount Excluding GST
1	40 Seater A/c Bus Push Back	01 Bus	Vehicle Hire Charges per day of 12 Hours	
			Vehicle Hire per hour beyond 12 hrs	
			Driver Bata per day	
			Running charges per km	
<b>Total Amount Excluding GST</b>				
2	Tempo Traveller A/c (14+1 seater)	01 Tempo Traveller	Vehicle Hire Charges per day of 12 Hours	
			Vehicle Hire per hour beyond 12 hrs	
			Driver Bata per day	
			Running charges per km	
<b>Total Amount Excluding GST</b>				

**Note: Lowest rates in each of the serial number 1 and 2, will be considered together and work order will be awarded accordingly.**