

**TENDER FOR EMPANELMENT FOR PROVIDING TRANSPORT SERVICES TO IIM  
TIRUCHIRAPPALLI**

**Tender No. IIMT/2022-23/EEC/Transport/43 dated: 30/09/2022**

Details	Date	Time	Venue
Name of Work/ Service	<b><i>“Tender for Empanelment for Providing Transport Services to IIM Tiruchirappalli”</i></b>		
Date of issue of Tender Document	30.09.2022	18.00 Hrs. onwards	-
Pre-bid Meeting	12.10.2022	11:00 Hrs.	Dean’s Office Meeting Room, IIM Tiruchirappalli
Last date of Submission of Tenders	25.10.2022	17.00 Hrs.	-
Opening of Technical Bid (Cover 1)	25.10.2022	17.15 Hrs.	IIM Trichy through Physical/Virtual mode
Opening of Price Bid (Cover 2)	<b><i>To be informed later</i></b>		-
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>		
EMD Amount	<b>Rs. 20,000/-</b> to be remitted through online mode to <b><i>IIM Tiruchirappalli</i></b> , SB A/c. No. <b>32170808935</b> , IFSC Code: <b>SBIN0071187</b> of SBI, IIM Tiruchirappalli.		
Copies of payment transaction receipt for EMD has to be attached with the application form, without which the bid won’t be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach necessary document proof to the tender document.			
Security Deposit	Each Empaneled hotel shall deposit a Security Deposit of a sum equivalent to 1% of the contract amount has to be remitted through NEFT to <b><i>IIM Tiruchirappalli</i></b> , SB A/c. No. <b>32170808935</b> , IFSC Code: <b>SBIN0071187</b> of SBI, IIM Tiruchirappalli.		
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 acknowledgement)		

## NOTICE INVITING TENDER

### 1. OVERVIEW AND DEFINITION OF TERMS

- a) 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).
- b) IIMT shall mean “INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI” located at Pudukkottai Main Road, Chinna Sooriyur, Tiruchirappalli, Tamil Nadu-620 024.
- c) Bidder shall mean any applicant who is submitting the bid in reference to this document.
- d) 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 Traveller on hire, for the participants of the training programs.*

### 2. PERIOD OF CONTRACT

The empanelment period is initially for a period of 1 year. However, the contract shall be extended for a further period of up to 2 more years on a yearly basis if the services provided by the Agency is found to be satisfactory, on the same terms and conditions and at the sole discretion of the Institute.

### 3. SCOPE OF WORK

IIM Trichy invites bids from the eligible Transport Service Providers for hiring of Buses and Tempo Travellers on contract basis for the use of participants of its various Training Programmes.

#### I. Bus:

- i. **Duration:** The training programme will be for the duration of 3 to 5 days. The tentative dates will be informed in 15 days prior to the commencement of the programme.
- ii. **Number of Programmes:** 12 Programmes per year
- iii. **Number of Buses:** 2 to 4 Buses for 3 to 5 days per programme
- iv. **Number of Hours:** 12 Hours a day
- v. **Trip details:** To pick up participants from hotels in Trichy to IIMT campus and dropping them back in the hotel.
- vi. **Persons:** The total approximate participants would be 40 per Training Programme. The details of participants will be advised three days before the commencement of the programme.

#### II. Tempo Traveller:

- i. **Number of Programmes:** 15 Training Programmes per year
- ii. **Number of Tempo Traveller:** One

- iii. **Number of Days:** 6 Days per programme
- iv. **Number of persons:** 15
- v. **Number of Hours:** 12 Hours a day
- vi. **Trip details:** Running within the campus between Executive Residence and Canteen.

**4. Eligibility Conditions for Bidders**

- a) 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 GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and tender document should be same or linked.
- c) The Bidder(s) should be either:
  - i A company registered under Indian Companies Act, 1956/2013  
(OR)
  - ii A partnership firm registered under Indian Partnership Act, 1932. LLP (Limited Liability Partnership)  
(OR)
  - iii A Proprietorship firm duly registered either under the suitable act or any other Act of State/ Union, as applicable for dealing in the subject matter of Service (Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the Bidder)
- d) The bidder should have a Trade License issued by the appropriate Authority to carry out the similar business of Taxi and Transport Services.
- e) The average annual turnover of the bidder(s) should be atleast Rs. 5 lakhs (Rupees Five Lakhs only) in the last five financial years ended as on 31<sup>st</sup> March 2022 i.e (FY 2017-18 to FY 2021-22).
- f) The bidder should have a branch / registered office / shop / operational support centre at Tiruchirappalli.
- g) The bidder(s) should have a minimum of Three years of similar work and at least one similar work experience in providing passenger vehicles/Bus as on 30<sup>th</sup> September 2022 in the field of providing passenger vehicles to large organizations (Government/Private/Public Sector Undertakings/Educational Institutions etc.). 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 three years) need to be attached with the Tender document.
- h) The bidder(s) should attach the list of 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 30.09.2022.

- i) 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.
- j) All the vehicle documents and updated documents (insurance, permit etc..) of the vehicles owned by the bidder(s) should be submitted to IIMT.
- k) The tenders of the bidder(s) not in possession of valid statutory registrations / permits are liable for rejections.
- l) 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. 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.
- m) The bidders should not be blacklisted by any department of the Government of India and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India and The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-III**.

## **5. REQUIREMENT FOR TRANSPORTERS:**

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

- 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.
  - 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 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.
  - 11) Service Provider shall not engage any person below 18 years of age.
  - 12) 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.
  - 13) Halting charges, Driver Bata, etc., in case of outstation, may be quoted separately in the Financial Bid Proforma.

## **6. TERMS AND CONDITIONS OF EMPANELMENT CONTRACT**

1. All repairs and maintenance, running costs, lubricants, salaries of drivers, taxes, etc. will be borne by the contractor.
2. Running charges will be borne by the Institute for the kilometers from central bus stand to the Institute and back.
3. 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.
4. 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.
5. 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.
6. Vehicles should be fitted with necessary accessories to drive on State and National highways including during the nights.
7. Contractor(s) shall obtain vehicle fitness certificate from the Competent Authority, vehicle

- registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
8. 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.
  9. 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.
  10. 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.
  11. 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.
  12. Lodging, boarding, transportation of drivers during outstation duty, if any, shall be the contractor's responsibility.
  13. 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 indulge in any activity inimical to security of the passengers.
    - e. Should be in possession of Mobile phone with valid connection.
    - f. Should not use mobile phone, while driving.
  14. 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.
  15. 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.
  16. Driver should be alert /careful enough to take care of items/material kept in the vehicles.
  17. Vehicle should carry portable fire extinguisher.



## 7. FIXATION OF FUEL CHARGES

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

*A sample calculation is given below:*

$$\text{Running charge for the month of November 2022} = \frac{\text{Running charge quoted in BoQ} \times \text{Price of diesel on 01.11.2022}}{\text{Base Price}}$$

## 8. INSTRUCTIONS TO BIDDERS:

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

### a. Earnest Money Deposit

- i. The bidder(s) should remit an Earnest Money Deposit (EMD) of Rs. **20,000/- (Rupees Twenty thousand only)** through online transfer to "IIM TIRUCHIRAPPALLI" as per the bank details provided at Page one. A copy of the payment transaction receipt has to be attached with the tender application form, in a separate envelope superscribed as "EMD payment receipt", without which the tender won't be considered for the bidding process.
- ii. The EMD of the successful bidder will be adjusted against the interest free performance Security Deposit due to be paid. The EMD of the unsuccessful bidders will be released after finalization of the tender. No interest is payable on the earnest money.
- iii. Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- iv. The bidders who seeks exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract, and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

### b. Relationship Certificate

- i. 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 IIM Tiruchirappalli will not pay any damage to the company or firm or the concerned person.

- ii. The company or firm or the person will also be debarred for further participation in the concerned unit.
- iii. The near relatives for this purpose are defined as follows: -
  - a) Working in IIM Tiruchirappalli,
  - b) Members of a Hindu Undivided Family,
  - c) Spouse,
  - d) The one is related to the other in the manner as father, mother, son(s) and 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).
- iv. The Relationship Certificate (**Annexure-III**) needs to be placed in the Technical bid cover.

**c. Amendment to bid document**

- i. At any time prior to the date of submission of bids, IIM Tiruchirappalli shall 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.
- ii. Such amendments shall be notified on IIM Trichy website only and these amendments will be binding on all prospective bidders.
- iii. The Institute may at its own discretion extend the last date for the receipt of bids.
- iv. IIM Tiruchirappalli reserves the right to cancel the tender without assigning any reason at any stages of evaluation before finalization.
- v. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion the following:
  - Accept or reject all bids
  - To obtain further clarification or supporting documents during the technical bid evaluation.

**d. 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.



**e. 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.
- ii. All information should be organized in logically structured form and submitted as technical bid with an index. Bidders should comply with scope of work, eligibility criteria and technical requirements. The detailed formats are attached at **Annexure-I**. The bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in **Annexure I**.

**f. 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-II**, 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 -II**) only, bids indicating rates anywhere else will be rejected.

**g. Validity of bids and rates**

- i. All the quoted rates would be valid until the completion of the contract. No escalation of price whatsoever would be allowed during the currency of the contract, including extended period if any.
- ii. The quote shall remain valid and open for acceptance for a period of **90 days** from the date of opening of price bid.

## 9. 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 It is construed that the bidder has read all the terms and conditions before submitting their offer. An undertaking as given in the **Annexure-III** to the effect of stating that the terms and conditions of the tender have been read and abided by the tenderer shall be furnished.
- ix Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- x 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.

## 10. Submission of Bids

Since this tender is based on *two bid system*., THREE 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, Near Relative, Undertaking Certificate as per **Annexure - III**.
- iii Copy of PAN and GST Registration.
- iv Copy of constitution or legal status of the bidder service provider / Sole proprietorship /firm agency etc like Attested copy of deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.
- v Copy of Trade License, Shops and establishment issued by the appropriate Authority.
- vi Vehicle documents and updated documents (insurance, permit etc.,) of the vehicles owned by the bidder(s)
- vii Copy of work orders, testimonials/completion /performance certificate from the present and past clients of equivalent order sized (received in the last five years) with verifiable contacts need to be attached with the Tender document.
- viii 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.
- ix Duly Signed Tender document and it's all annexures.
- x All other document mentioned in tender document, except Financial Bid document.
- xi The **Technical Bid** Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: ***“Technical Bid - Empanelment for Providing Transport Services to IIM Tiruchirappalli”***.

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

**Price bid** (As per **Annexure-II** 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.

**Note: Lowest rates in each of the 40 Seater Bus and 15 Seater Tempo Traveller, will be considered separately and work order will be awarded accordingly.**

Only duly filled **Financial Bid** as per **Annexure-II** 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 Empanelment for providing Transport Services to IIM Tiruchirappalli”***.

**c. EMD Receipt - (Envelope C):**

Wherever applicable, a copy of the payment transaction receipts amounted to **Rs 20,000/-** towards EMD have to be submitted with the tender application form, without which the tender won't be considered for evaluation process. The EMD payment receipt as mentioned above, should be put in a separate envelope marked "EMD payment receipt". They should not be put in either technical bid envelope or in the price bid envelope.

- d. All the three 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:

*Tender for Empanelment for Providing Transport Services to IIM Tiruchirappalli –*

**Tender No: IIMT/2022-23/EEC/Transport/43 dated: 30/09/2022**

- e. The master envelope containing the three envelopes should be delivered at the below mentioned address on or before 25.10.2022 by 17.00 hrs;

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

- f. If the three inner envelopes A, B & C 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.
- g. 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.

**11. Pre-Bid Meeting**

Pre-Bid Meeting with the intending bidders shall be held through Physical/Video conferencing on **12.10.2022 at 11.00 Hrs.** to clarify doubts that may arise before submission of the bids. The bidders need to send the scanned copy of letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before 10.00 Hrs, on Monday, 12.10.2022 for attending

the Pre-bid meeting as per format enclosed vide **Annexure-IV**. Bidders are requested to mail the doubts to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in), prior to the pre bid meeting if possible, to enable us to clarify the doubts in the pre-bid meeting itself.

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

The master envelope and technical bid (cover 1) will be opened by the Purchase Committee on **25.10.2022 at 17.15 Hrs.** in the presence of the bidders or their authorized representatives through video conferencing mode. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of **letter of authorization from their firm** (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before 15.00 Hrs. on **25.10.2022** to participate in the opening of Technical Bid as per the format enclosed vide **Annexure -IV**.

## **13. Opening of Price Bid**

The price bids of all the technically eligible bidders will be opened in the presence of technically eligible bidders or their authorized representatives through video conferencing mode. ***The date and time for opening of the Price Bid will be informed later.*** Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the price bid meeting on the given date (to be informed later) to participate in the opening of Price Bid as per the format enclosed vide **Annexure-IV**.

## **GENERAL TERM & CONDITIONS**

### **14. 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.

## **15. PERFORMANCE SECURITY DETAILS**

- a) The successful bidder will be required to remit an interest free Performance Security Deposit of 1% of the Work Order value through online transfer to IIM Trichy Bank Account mentioned at Page 1 of the tender document, within ten working days from receipt of the work order. The security deposit will remain with the Institute during the contract period and will be returned to the service provider after 60 days from the expiry of the contract, 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 vehicle/services 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.

## **16. TERMINATION OF SERVICES**

- a) Empanelment shall cease to exist automatically at the end of the date mentioned in the empanelment work order without any separate notice.
- b) Contract can be terminated by IIM Tiruchirappalli by giving one-month notice in advance.
- c) 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.
- d) In case of dispute, interpretation /decision of IIM Tiruchirappalli will be treated as final.
- e) Work Order will be issued one week in advance after checking the availability, and in case the agency fails to provide vehicles to the programme as per above specifications and scope of work, the empanelment of agency will liable to be terminated.
- f) IIM Trichy 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:
- 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.
  - 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.
  - If the Service Provider fails to perform any other obligation(s) under the contract.
  - If the Service Provider being declared insolvent by the competent Court of Law without any notice.



### **17. PENALTY CLAUSE**

- a) 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).
- b) 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).
- c) 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.
- d) Non-provision of vehicle will invite a penalty of Rs. 10,000/- will be imposed.

### **18. SIGNING OF CONTRACT:**

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

### **19. FORCE MAJEURE:**

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party
- b) Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

**20.** 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.

**21. 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.

22. 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.
23. 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.
24. **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.
25. **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.
26. **Forfeiture of Earnest Money:** The earnest money will be forfeited in the following cases:
  - a. 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.
  - b. When the successful tenderer does not deposit the security money after the work order is given or does not commence the performance under the contract within the stipulated time.
  - c. If the successful bidder(s) fails to complete the work within the prescribed time after the confirmed orders.
  - d. When information/certificate/document furnished is found to be false at any stage.
  - e. When the bid documents have been manipulated or altered after they are downloaded from the website.
27. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts of Tiruchirappalli.

**ANNEXURE - I**

**TECHNICAL BID**

<p>Earnest Money Deposit (EMD) <i>(Through NEFT/RTGS Only)</i></p>	<p>Transaction/UTR Number: _____ dated _____ for <b>Rs. 20,000/-</b> (Rupees Twenty thousand only) toward EMD (Payment transaction receipt to be closed with Technical Bid)</p>
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**PROFILE OF THE BIDDER**

SI. No.	Information Particulars	Response	
1	Name of the agency / firm /company		
2	Address of the agency / firm /company		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.) Document to be attached.		
4	Authorized Signatory Details	Name	
		Designation	
		Email	
		Phone	
	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Phone	
5	Month and Year of commencement business.		
6	Registration number of the firm. (as per Shops and establishment act.).	Copy of the certificate to be attached	
		PAN No. of the Agency	
		GST No. of the Agency	

7	Have your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
8	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
9	Brief details of Litigations, if any, Connected with related work, Current or during the last three years, the opposite party and the disputed amount.	
10	Give details of Termination of previous contract, if any	
11	<b>Details of bank mandate;</b> Name of the Bank	
	Name of the Branch	
	Account No.	
	Type of Account	
	IFSC Code No. (copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months) in the Related work	

Turnover for the last 5 years (from 2017-18 to 2021-22). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2017-18	2018-19	2019-20	2020 – 21	2021-22
Details of Gross Annual Turnover - (Rs. in Lac)					
Average Turnover in last Five years	INR _____ in Lakhs				

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						

**ANNEXURE – II**

**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.

**Format A**

S. No	Item	Qty	Unit	Description	Rate Rs.	Total Rs.
1	40 Seater Bus AC	96	Days	Vehicle Hire Charges per day of 12 hrs.		
		100	Hrs	Vehicle Hire charges per hour beyond 12 hrs		
		96	Days	Driver Bata per day of 24 hrs.		
		5400	Kms	Running charges per Km		
<b>TOTAL</b>						
3	15 Seater Tempo Traveller (AC)	90	Days	Vehicle Hire Charges per day of 12 Hrs.		
		100	Hrs	Vehicle Hire charges per hour beyond 12 Hrs.		
		90	Days	Driver Bata per day of 24 Hrs.		
		5400	Kms	Running charges per km		
<b>TOTAL</b>						

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





# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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

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

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE – III: SUBMISSION OF TENDER DOCUMENT, NEAR RELATIVE & UNDERTAKING CERTIFICATE

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

Date:

**Subject: “Tender for Empanelment of Transport Service Providers for IIM Tiruchirappalli”**

Reference: Tender Notice published in IIM Tiruchirappalli website. - **Tender No: IIMT/2022-23/EEC/Transport/43 dated: 30.09.20222**

Dear Sir,

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

It is certified that I, \_\_\_\_\_ (name of the person) S/o

Shri \_\_\_\_\_ r/o

a) am authorized to sign this document on behalf of M/s.

\_\_\_\_\_ (the name of the firm / company which is bidding in this tender) and that our firm / company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.

b) hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take



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any action as deemed fit / without any prior intimation to me.

c) further declare 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 IIM Tiruchirappalli is final and binding in all matters.
3. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
4. I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

**Seal of agency / Firm / Company**



**INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI**

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**ANNEXURE- IV**

**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 / Opening of Technical Bid/ Price Bid on .....(date) in the tender for *Empanelment of Hotels to IIM Tiruchirappalli.*

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

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of bidder

or

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

**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.