

## INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Stores & Purchase Department, I I M Nagpur, VNIT campus,  
South Ambazari Road, Nagpur – 440010

Ph.No. – 07127102382 / 07127102358 Email: admin1@iimnagpur.ac.in



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### Invitation to Offer

Name of bidder & Address:  Ph. No.: Email id:	Inquiry Ref. No. IIMN/146/2019-20/010	Date of Issue: 14/05/2019
	Submission of quotation: on 21/05/19; by 6.00 PM at IIM Nagpur Office.	Offer Valid up to 3 Months
	Date & time of opening of Quotation/Bid: on 22/05/2019 at 11.30 AM	Issued by: Stores & Purchase

We invite your Quotation for the item mentioned below. Please return this form, duly filled in all respects in a sealed envelope so as to reach us on the above address and before the date specified above. Submitting this quotation implies agreement to the terms and conditions mentioned in Annexures A & B

Sr. no	Description of Item	Rate per Bus per month	Total Amount per month (Rs)
1	32 Seater Bus for 12 hrs X 7 days (Detailed Scope of work and General Terms as per Annexure 'A') <i>Total Buses requirement per month – 2</i> <i>Services required from June 2019 To Feb 2020</i> <i>The vendors should quote rates for One bus. The payments will be made as per actual utilization on the monthly basis as per Annexure 'A'</i>		
	<b><u>GST % &amp; Amount</u></b>		
	<b>Total Amount per Bus including all Taxes:</b>		

Total Amount per Bus month in Words: \_\_\_\_\_

Security Deposit: 5 % of the total contract value (for 9 months) to be paid within 1 week of the order date.

*Sign and stamp of the bidder*

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### Annexure A

#### Detailed Scope of work

- 1 Vehicles manufactured after 2014 are acceptable.
- 2 The Bus which is hired for 12 hrs shall be stationed at IIM Nagpur premises for 12 hrs, 7 days a week (and the driver shall remain available at duty timings as informed by the designated officer from IIM Nagpur and on call at all times. (Anticipated cumulative utility of **each Bus** will be 12 hrs a day and 1000 km per month)
- 3 The vehicle should have updated insurance and approved registration 'For Hire' in the state of Maharashtra. RTO clearance in all aspects is mandatory at the time of inspection.
- 4 Valid PUC, Registration certificate, Road Tax receipt, Insurance in original should be available in the vehicle at all times.
- 5 The vehicle should be in very good condition with trouble free and noiseless engine. IIM Nagpur has the right to demand change of vehicle if not satisfied with the vehicle's performance.
- 6 The engaged vehicle should not be changed without concurrence of the institute.
- 7 The contractor shall provide experienced driver(s) with valid commercial driving license for driving passenger vehicles on hire and Police Verification Report at the time of finalizing of contract. The contractor shall be responsible for appropriate behavior of the driver and ensure that the driver performs duty while not under the influence of alcohol or any other intoxication.
- 8 The contractor shall provide mobile no. of driver(s) to Institute authorities for giving instructions and cost of the mobile expenses will be borne by the contractor. The driver must have his own vehicle to commute to IIM Nagpur campus.

*Sign & Stamp of Bidder / Supplier*

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- 9 Any change in designated driver should be in concurrence with concerned authority at IIM Nagpur at least 24 hrs in advance. Any leave availed by the driver to be compensated by deploying replacement staff. No extra amount will be paid to the replacement resource.
- 10 Contractor must provide driver(s) with uniform.
- 11 The driver(s) is required to follow IIM, Nagpur security procedures for the vehicles IN and OUT.
- 12 Daily usage diary is to be maintained in the vehicle and the driver shall maintain the diary, obtain signature from the user and put up for inspection to the designated officer from IIM Nagpur every day.
- 13 Normally the vehicle will operate in and around Nagpur. In case the vehicle has to travel outside Nagpur, the Institute shall pay the requisite toll taxes as applicable.
- 14 The contractor shall ensure proper upkeep of the vehicle with daily cleaning and regular servicing. The distance covered for taking the vehicle for servicing will not be counted in the IIM Nagpur's running account. The emergency exits and doors and windows should always be in smooth working condition. Latest Fire extinguishers shall be available at all times in the Buses.
- 15 In the event of breakdown under any circumstances, it will be obligatory on part of contractor to arrange suitable vehicle without delay.
- 16 IIM Nagpur will not be responsible for any damage to the vehicle or casualty to the driver or any other person which may arise during operating the vehicle.
- 17 The contract shall be initially for a period from June 2019 to Feb 2020 with a provision to extend up to 2 months provided the services are found to be satisfactory.
- 18 For the vehicle offered on 12 hrs x 7 days a week basis the hiring charges should be inclusive of all costs i.e. **Diesel, Driver's salary, vehicle maintenance, lubricants, taxes etc.**
- 19 Renewal of PUC, insurance etc will be the responsibility of contractor at their own cost.
- 20 If the quotes are identical, newer vehicle will be given preference.
- 21 Payment will be on monthly basis for total no. of buses hired for that month. For buses utilized for less than 20 days in a month with pre-intimation from the institute, the payment will be on pro-rata basis for actual no. of days. Vendor will submit the Bill along with the monthly log.
- 22 In case of unsatisfactory performance, the Institute reserves the right to terminate the contract without assigning any reasons.

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**Annexure 'B'**

### General Conditions for Bidders

1. Bidder should be a registered agency as a Tours & Travels / Rental business of vehicles owner/Agent. Attach copy of registration / Gumasta / Udyog Adhar.
2. Bidders must be in the business of transport services for atleast three years.
3. Please attach the list of Buses – with Registration No. – Holding, Purchased or sold during last three years upto 31.03.2019.
4. The selected vendor will have to submit an undertaking that the agency will provide bus services as per our requirement.
5. Firm must have following certifications/ accreditations/registrations, copies of which are required along with bidding/ quotations
  - (a) PAN No.
  - (b) GST No.
6. Payment: The payments will be made on monthly basis. Please submit Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill. Bill should be submitted in duplicate.
7. IIM Nagpur reserves the right to accept the quotation or to reject any or all quotations without assigning any reasons thereof.
8. The institute reserves the right to reject a bid if not found competent to provide the services.

*Sign & Stamp of Bidder / Supplier*

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### Annexure'C'

#### PARTICULARS OF BIDDER

1	Name of the Bidder	
	a. Trade name	
	b. Status of the bidder (Proprietorship/Partnership/LLP/Limited Co.)	
2	Postal address for communication	
3.	Telephone numbers	
4	Email address	
5	PAN No. (Enclose self-attested copy)	
6	GST No. (Enclose self-attested copy)	
7	Registration of the firm (Enclose self-attested copy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this enquiry/ as stipulated in the enquiry No IIMN/146/2019-20/010 dated 14.05.2019. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **deploying the Bus Services** as per specifications in Annexure A.

Name of the BIDDER \_\_\_\_\_

Signature of authorized person \_\_\_\_\_

Official seal of BIDDER