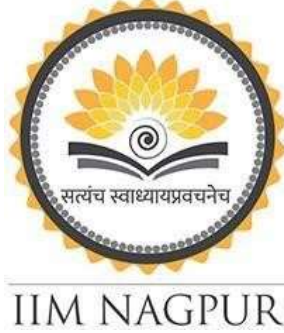


Tender ref no: IIMN/146/2022-23/35 dated 14/10/2022



## INDIAN INSTITUTE OF MANAGEMENT NAGPUR



### TENDER DOCUMENT

FOR

**“Providing vehicles on hire basis at IIM Nagpur”**

**Part-1**

**Pre-Qualification bid**

**Client**

CAO

Indian Institute of Management Nagpur - 441108

Email: [purchase@iimnagpur.ac.in](mailto:purchase@iimnagpur.ac.in)

Phone no. 0712-2870321/320/322

[www.iimnagpur.ac.in](http://www.iimnagpur.ac.in)

## Chapter 1

### Notice Inviting Tenders and Schedule of Events

Tender no: IIMN/146/2022-23/35 dated 14/10/2022

**“Providing vehicles on hire basis at IIM Nagpur”**

#### 1.1 Introduction

IIM Nagpur was established in the year 2015 and is now established in its State of the art permanent campus at MIHAN, Nagpur.

A key aspect of IIM Nagpur’s mission is to make an impact on the practice of management. IIM Nagpur, being a new generation IIM, aims to create value-driven leaders, global managers, and entrepreneurs with strong conceptual foundations and analytical approach to help them be the best in whichever field they choose. The aim is to innovatively address the needs of a modern India, and connecting aspirations and realities to attain benchmarks that are respected internationally. IIM Nagpur is gradually increasing its portfolio of activities to fulfil these objectives.

#### 1.2 Bid invited for

Bids are invited under two bid system from experienced service providers for **Providing vehicles on hired basis at IIM Nagpur**” (hereinafter to be referred as “IIMN”)

#### 1.3 Schedule of Events

Bid Publishing Date	14-10-2022
Pre-bid meeting	<b>21-10-2022 at 11.00 A.M at IIM Nagpur</b> (Plot No-01, Sector-20, MIHAN Notified area, Dahegaon Khapri (Rly), Nagpur.441108)
Bid Submission Start Date	21-10-2022
Bid Document Download End Date	02-11-2022
Bid Submission End Date	<b>04-11-2022 up to 3.00 PM</b>
Part 1: Pre Qualification Bid Opening Date	<b>04-11-2022 at 3.30 PM</b>
Part- 2 : Financial Bid Opening Date	Will be intimated later

#### Client

CAO

Indian Institute of Management Nagpur - 441108

Email: Purchase@iimnagpur.ac.in

Phone no. 0712-2870321/320/322

www.iimnagpur.ac.in

## Chapter 1

### General terms and conditions

Clause No.	Title	Description
101	Name of Service	Providing vehicles on hired basis at IIM Nagpur
102	Reference no.	IIMN/146/2022-23/35 dated 14.10.2022
103	Tender Fees	Nil
104	Earnest Money Deposit (EMD)	A Bid Security Declaration is to be submitted by the bidder in lieu of EMD. The format (Attached as <b>Annexure B</b> ) shall be printed on the bidder's letterhead, signed and stamped by the authorized signatory and submitted with the PQ & Technical Bid.
105	Contract Period	The Contract will be initially for a period of one year from the date of signing of the agreement. Depending upon the requirement and administrative convenience of the IIM Nagpur and based on satisfactory services of the contractor, the contract may be extended for a further period of two years (One year at a time) on the same terms and conditions. However, the institute reserves the right to terminate / curtail the contract at any time after giving one-month notice without assigning any reason.
106	Security Deposit (ISD)/Performance guarantee	<p>The successful bidders will have to submit initial security deposit (ISD) of Rs. 54000/- (Rs. Fifty-four Thousand Only) before beginning of contract. The Security Deposit is to be paid by the successful bidders whose vehicles are deployed for Category A &amp; A-1 (24x7) only.</p> <p>The ISD may be paid by DD in favour of IIM Nagpur / NEFT / Performance Bank guarantee of a reputed bank.</p> <p>The Security deposit if submitted in the form of DD / NEFT shall be retained for the period of contract and will not incur any interest at the time of release.</p> <p>The (ISD) submitted in form of bank guarantee should remain valid for a period of one year of contract. In case the contract is further extended beyond the initial period, the performance bank guarantee will have to be accordingly renewed by the contractor.</p> <p>All applicable bank charges shall be borne by the bidder.</p>

107	Release of ISD	On completion of contract period.
108	Issue of the bid Document	To be downloaded from website : <a href="http://www.iimnagpur.ac.in/tenders/">www.iimnagpur.ac.in/tenders/</a>
109	Type of Contract	1.Fixed rate contract for vehicle provided for 24 hrs. at IIM Nagpur on monthly basis for Part A & A-1. 2.Annual rate contract - Actual work executed for vehicles hired on trip / km basis as per rates quoted for Part B & Part C
110	Scope of Work	Providing vehicles on hire basis. Detailed scope as per Chapter 3
111	Essential Technical Requirement	The bidder must have all statutory registrations like PAN, TAN, GST etc. as applicable from time to time with respect to this contract. Essential requirements with regard to vehicles as per Annexure C
112	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.
113	Bid Validity	Bid submitted by bidder shall remain valid for a period of THREE Months from the date of opening of bid. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as "REJECTED".
114	Rejection of bid(s)	The institute reserves the right to reject any or all the bids/tender relating to the work under this Tender Document without assigning any reason whatsoever.
115	Bid format	The bid shall be submitted in a sealed envelope which will have the two bid envelopes as follows:
	<b>Sealed Envelope - 1</b>	<b>Prequalification Bid (Clearly mentioned on envelope)</b> Relevant supporting documents as per PQ criteria Copy of GST, PAN, business registration etc. as applicable for this contract, Turnover certificates, experience certificates Annexure A, B, C Annexure I, Technical bid format filled, signed and stamped.
	<b>Sealed Envelope - 2</b>	<b>Price Bid (Clearly mentioned on envelope)</b> Price bid document downloaded from IIM Nagpur website, filled, signed and stamped.
116	System of Bid Evaluation	Price Bid of only those bidders who qualify in Pre- qualification process will be opened.
		Part A & A-1 - The bidders quoting lowest price for a particular vehicle / category will be considered for empanelment for the respective category of vehicle.

		Part B & C – For engaging vehicle on trip basis -The rates shall be compared and a recommended rate will be worked out and the bidders whom IIM Nagpur consider qualified to provide the services shall be called for empanelment on the recommended rate.
		Bidders are requested to fill the rates for service which they can provide and are willing to take it up.
		Mere submission of the tender does not award right to the bidder for award of the work.
117	Award of contract	<p>For Part A &amp; A-1– Based on the vehicle requirement of the institute for 24 x 7 deployment, the respective bidders who have quoted lowest rates for that vehicle will be given the contract for the service. Multiple vendors may provide vehicles to the institute at any given time. The decision regarding which vehicle is to be deployed for 24x7 rests solely with IIM Nagpur.</p> <p>For Part B &amp; C – Based on the lowest quoted rates for each category of service, a recommended rate will be declared and the qualified bidders will be asked to accept the rate. The contractors willing to provide the services at the recommended rates will be empanelled and the services will be procured from time to time. The empanelled vendors will be given trip basis assignments as per the requirements of the institute. The works will be distributed as per the expertise in relevant area and performance of the service provider. IIM Nagpur Transport Supervisor's decision would be final and binding to all service providers.</p>
118	Rejection of bid(s)	IIMN reserves the right to reject any or all the tenders relating to the service under this Tender Document without assigning any reason whatsoever.
119	Contract Agreement	If required by IIM Nagpur, the successful Bidder shall be required to execute a contract Agreement with IIM Nagpur on a non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful Bidder. IIM Nagpur reserves the right to amend the terms & conditions of contract after Mutual discussions and shall only be in writing.
120	Insurance	The Successful bidder (Contractor) shall take third party insurance of the vehicles deployed to cover any accident or accidents of any nature, for an amount AS REQUIRED FOR this type of service against damage/loss/injury. A copy of the Insurance Policy should be maintained in the vehicle at all times. In case the Contractor fails to take the insurance policy, the Institute may stop payment of bills to the contractor and the service till Insurance

		is arranged by the Contractor or terminate the contract at the risk and cost of the Contractor.
121	Work and risk cost	The Institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the work requirement is not fulfilled by the contractor.
122	Indemnity	The Contractor shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulation and shall keep the Institute indemnified against all penalties and liabilities of every kind for breach of any such statute ordinance or law/regulations or by laws.
123	Compliance with rules and regulations	The Contractor shall comply with all norms stipulated by the institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency by Drivers, Safety Precautions and Safety Regulations and others as necessary by Government of India.
124	Authorization	The Contractor shall submit to the Institute the names and specimen signatures /Power of attorney of the persons authorized by him to sign bills, receive payments, receive instructions/notices etc. on behalf of the Contractor.
125	Safety and Security	Contractor shall abide by the safety code provisions as per safety codes framed from time to time by the government for this service.
126	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates taking in to account of all expenditure required to be incurred by him/her for providing required service during the contract period as indicated under his contract and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. ONLY GST will be paid extra as applicable.
127	Assignment and sub-contracting	The Contractor shall not assign, sub-contract or sub-let the whole or any part of the service in any manner. In case of unavoidable circumstances, the contractor shall do it with approval of the institute.
128	Misconduct	The Contractor shall keep the institute indemnified from and against all personal and third party claims whatsoever arising out of any commission or omission by Contractor or his employees, or representatives as the case may be.
129	Payment of Bills	Payments will be made only by NEFT / RTGS.

	Monthly OR as per trips as the case may be	Payments will be made within 15 days of submission of bills provided the bills are complete and duly authenticated by the specified Officer(s).
130	Escalation / De-escalation of rates	Prices/Rates quoted will be firm during the first year of contract. If the contract is further extended, the revised rates will be invited from the contractor which will remain valid for the further period of contract.
131	Non tender items/ Extra Items	In case of service requirements – trips / kms / time duration - which the contractor has to execute which are not covered in the tender, the rates shall be paid based on MUTUALLY agreed rates duly certified by Transport In charge
132	Method of Measurement	1.Monthly rates as negotiated for 24 x7 vehicle. 2.Actual trips / kilometres to be measured and paid as the case may be.
133	Exit Clause	The contract can be terminated after giving one months' notice period from either side or naturally after end of contract.
134	Arbitration	All disputes regarding quality, specifications and rates shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration subject to Arbitration Act of 1940 and its amendments, modifications to-date. Arbitration cost to be shared equally by the owner and the contractor. In case of any dispute, Director, IIMN shall be the sole arbitrator and his decision shall be final & binding on both the parties.
135	Force Majeure	If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.

136	Taxes, Labour laws and Other regulations	The Contractor will be exclusively responsible to meet and comply with all legal requirements related to the work. The Contractor shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or anything done or service rendered pursuant thereto.
137	Precedence Clause	In case of any ambiguity in interpretation, the decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.
138	Mathematical error	During the opening of price bids the quoted rates will be declared. However, during calculation verification if there is any error found in total amount, the agency will be called for clarifications. However, decision by IIMN authority on the interpretation of the entire contract terms and conditions will be final and binding to all.



**IMPORTANT INSTRUCTIONS FOR SUBMISSION OF BIDS**

1. The price bids of only those bidders shall be considered for evaluation whose Prequalification bid is determined to be technically acceptable to IIMN.
2. The bidders have to submit the price bid only as per the price schedule format as given above in this tender document. Any other format for submission of price bid shall be out rightly rejected without any further reference to the bidders.
3. Any conditions / terms given in the bid by bidders on their own shall not be binding on the IIMN. All the terms & conditions will be as given herein and no change in any terms or conditions by the bidders will be acceptable.
4. Bidder signing the tender form or any other documents forming part of the contract on behalf of the Bidder shall be deemed to warranty that he has authority to bind the Bidder. If subsequently, it comes to light that the person signed had no authority to do so, IIMN may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.
5. In case of any dispute, Director, IIMN shall be the sole arbitrator and his decision shall be final & binding on both the parties.
6. Any bid received by IIMN, after the deadline for submission of bids prescribed by the IIMN, shall be rejected and returned unopened to the bidder.
7. Any cutting/overwriting etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten.

## Chapter 2

### Pre-Qualification Criteria and technical assessment

(The Bidders must fulfil the following minimum eligibility criteria)

1. The Bidder must be a registered business in the area of providing vehicles on hire/Taxi services.
2. The Bidder firm must have a branch office in Nagpur.
3. The Bidder firm must have a minimum three years of experience as on 31<sup>st</sup> March 2022 in the area of providing vehicles on hire.
4. The Bidder firm must have experience of supplying vehicles to Government organizations / Corporates for services similar to the scope of work as detailed here in Chapter 3. At least three Work orders / experience certificates / contracts copies must be attached to the bid.
5. The bidder firm must have a fleet of vehicles with at least three vehicles of makes mentioned in the technical document registered not earlier than 2020. The complete list of vehicles available with the firm should be attached with the technical bid in the format given in Annexure C with a copy of RC.
6. Self-certificate that the bidder has not been blacklisted by any Central Government Department/ Ministries/ PSU's/ Banks/ Institutions etc. should be enclosed.
7. The agency must have a minimum annual turnover of Rs. 20 lakhs during each of the last three financial years i.e. year ending 2020, 2021, 2022. A copy of the annual turnover statement duly certified by the Authorized Chartered Accountant along with ITR for last 3 Financial Years i.e. 2019-20, 2020-21, 2021-22 must be enclosed with the tender document.

### Pre-Qualification and Technical assessment

Sr no.	Pre-Qualification criteria	Maximum Marks
1	No. of years of experience of the agency in the domain	Up to 03 years - 1 Marks 03 - 05 years - 3 Marks 05 -10 years - 5 Marks More than 10 years – 10 marks
2	Overall vehicles available in fleet (attach proofs)	Up to 3 - 1 Marks 3 - 5 - 3 Marks 5- 10 - 5 Marks More than 10 – 10 marks
3	Overall Drivers on payroll (attach proofs)	Up to 03 - 5 Marks 03 - 05 - 7 Marks Above 05 - 10 Marks
4	Weightage for previous / current per clients (attach Work orders / Completion certificates)	Up to 03 - 5 Marks 03 - 05 - 7 Marks Above 05 - 10 Marks
5	Presentation by the bidder / Discussions – on the profile and operations of the firm, the processes adopted for recruitment and training of drivers, guest experience factors, usage of technology for smooth coordination, record maintenance and vehicle maintenance practices.	20 marks
Total score		50 Marks

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**Price bids of only those bidders will be opened whose total PQ and Technical score is 20 Marks.**

Bidder firm are required to submit documentary proofs in support of the parameters mentioned above. A simple undertaking by the agency for any of the above points shall not be considered for evaluation.

### **Chapter 3**

#### **Scope of Work**

##### **Part A - Vehicles stationed at IIM Nagpur (24 x 7) with Driver**

1. The contractor will provide vehicles to be stationed at IIM Nagpur. The vehicles will remain 24 x 7 at IIM Nagpur campus with driver.
2. The institute will select the type of vehicle to be deployed.
3. The vehicles manufactured in 2021 or later and registered under Taxi permit and usage at the time deployment not more than 50,000 Kms will be acceptable for deployment. Quotation can be submitted for new vehicles which are yet to be registered. However, the offered vehicle should be made available within one month from the Letter of Intent. In this case suitable substitute must be provided to the institute immediately after award of contract.
4. The vehicle must have updated Comprehensive Insurance and approved registration 'For Hire' in the state of Maharashtra. RTO clearance in all aspects is mandatory at the time of inspection.
5. Valid PUC, Registration certificate, Road Tax receipt, Insurance, Fitness in original should be available in the vehicle at all times.
6. 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.
7. The Vehicles will have to be fitted / provided with the following additional accessories / utilities. 1) Clean Seat Covers 2) Quality Music System 3) Reading Lamp 4) Tissue paper Box 5) Car Perfume 6) Seat Belts (Front & Rear) 7) Umbrella during Monsoon
8. The engaged vehicle should not be changed without concurrence of the institute.
9. 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.
10. One driver for each vehicle deployed will remain available with the vehicle on campus at all times. Thus, three drivers should be deployed in three shifts by the contractor.
11. 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/her own vehicle to commute to IIM Nagpur campus.
12. Any change in designated driver should be in concurrence with concerned authority at IIM Nagpur atleast 24 hrs. in advance.

13. The contractor must keep drivers in reserve for any unforeseen leaves by the regular drivers.
14. Contractor must provide driver(s) with **uniform**.
15. The contractor is required to arrange for driver's tea / coffee and meals. The institute facilities will not be available for the same.
16. The driver(s) is required to follow IIM Nagpur security procedures for the vehicles IN and OUT.
17. 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.
18. 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, fastag deductions, Parking as applicable.
19. 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.
20. In the event of breakdown under any circumstances, it will be obligatory on part of contractor to arrange suitable alternate vehicle without delay.
21. 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.
22. For the vehicles offered on 24 hrs. x 7 days a week basis, the hiring charges should be inclusive of all costs i.e. driver's salary, vehicle maintenance (preventive and breakdown) etc. The cost of fuel as actuals will be borne by IIM Nagpur.
23. Renewal of PUC, all type of insurance etc. will be the responsibility of contractor at their own cost.
24. The payments will be made on monthly basis.
25. In case of unsatisfactory performance, the Institute reserves the right to terminate the contract without assigning any reasons.
26. The Security Deposit / Bank Guarantee can be forfeited by order of the Competent Authority of the Accounts Dept. IIM Nagpur for any breach or negligence or non-observance of any terms / conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. During the contract period or even after expiry of the contract to cover any incorrect or excess payment made on the bills to the bidder, the deposit shall be retained until the final report on the account of contractor's bill has been received and examined.
27. In case of failure in providing vehicles within the time frame, IIM Nagpur shall impose penalty as per institute's norms.
28. The period of contract will be initially for a period of One year extendable on mutually agreeable terms and conditions further extendable upto two years

(maximum upto three years.) In case of extension, revised rates will be invited from the contractor.

29. In case of any dispute arising out of this service contract, the jurisdiction will be Nagpur only.

**Part A-1 - Vehicles stationed at IIM Nagpur (24 x 7) without Driver & Fuel.**

1. The contractor will provide vehicles to be stationed at IIM Nagpur **without driver**. The vehicles will remain 24 x 7 at IIM Nagpur campus.
2. The institute will select the type of vehicle to be deployed.
3. The institute will appoint drivers to be deployed on these vehicles and the drivers will report to the institute authorities.
4. The vehicles manufactured in 2020 or later and registered under Taxi permit and usage at the time deployment not more than 50,000 Kms will be acceptable for deployment. Quotation can be submitted for new vehicles which are yet to be registered. However, the offered vehicle should be made available within one month from the Letter of Intent. In this case suitable substitute must be provided to the institute immediately after award of contract.
5. The vehicle should have approved registration 'For Hire' in the state of Maharashtra. RTO clearance in all aspects is mandatory at the time of inspection.
6. The contractor shall take **comprehensive insurance of vehicle with zero dep.**
7. Valid PUC, Registration certificate, Road Tax receipt, Insurance, Fitness in original should be available in the vehicle at all times.
8. 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.
9. The Vehicles will have to be fitted / provided with the following additional accessories / utilities. 1) Clean Seat Covers 2) Quality Music System 3) Reading Lamp 4) Tissue paper Box 5) Car Perfume 6) Seat Belts (Front & Rear) 7) Umbrella during Monsoon 8) small fire extinguisher.
10. The engaged vehicle should not be changed without concurrence of the institute.
11. The contractor shall ensure proper upkeep of the vehicle with regular servicing and repair and maintenance. The distance covered for taking the vehicle for servicing will not be counted in the IIM Nagpur's running account.
12. In the event of breakdown under any circumstances, it will be obligatory on part of contractor to arrange suitable alternate vehicle without delay. The bidder should consider the maintenance cost (preventive as well as breakdown) of the vehicle while quoting the rates.
13. Renewal of PUC, insurance etc. will be the responsibility of contractor at their own cost.

14. The payments will be made on monthly basis.
15. In case of unsatisfactory performance, the Institute reserves the right to terminate the contract without assigning any reasons.
16. The Security Deposit / Bank Guarantee can be forfeited by order of the Competent Authority of the Accounts Dept. IIM Nagpur for any breach or negligence or non-observance of any terms / conditions of contract or for unsatisfactory performance or for non-acceptance of the work order. During the contract period or even after expiry of the contract to cover any incorrect or excess payment made on the bills to the bidder, the deposit shall be retained until the final report on the account of contractor's bill has been received and examined.
17. In case of failure in providing vehicles within the time frame, IIM Nagpur shall impose penalty as per institute's norms.
18. The period of contract will be initially for a period of **One year** extendable on mutually agreeable terms and conditions further extendable upto two years (maximum upto three years.) In case of extension, revised rates will be invited from the contractor.
19. 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, fastag deductions, Parking as applicable.
20. The institute will pay to the contractor Fastag deductions, RTO challans due to traffic violations by driver etc on production of receipts within two months of the incident.
21. The contractor shall inspect the deployed vehicle once in a week and bring to the notice of institute authorities any damages, repairs needed etc.

### **Part B & C -Vehicles to be hired on Trip Basis**

The institute will require vehicles (cars / buses) to be hired on trip basis from time to time. The empanelled contractors will agree to provide the vehicles on recommended rates worked out after opening of quoted Price Bid.

1. The rates for Part B & C to be quoted in Price Bid must include the rates for various categories of trips as given, **including Driver & Fuel cost.**
2. The requirements of vehicles on trip basis will be informed to the empanelled contractor via email and phone.
3. The contractor will share the details of the deployed vehicle and driver via SMS / email. A Single point of contact from the contractor will coordinate for the hired vehicle with the institute officials / guests.
4. The vehicles to be deployed must be in good condition, clean and should have tissue box, water bottles, sanitizer, small fire extinguisher, spare tyre, toolkit at all points of time.

5. The vehicle engaged must have all necessary documentations (RC, Insurance, PUC) available for scrutiny.
6. The driver must be in uniform, polite and knowledgeable about the city and locations. He / She must carry valid commercial license.
7. The vehicle engaged should arrive on time at the location given and no detours for fuel etc. will be allowed.
8. The driver is expected to maintain the trip diary and get it signed by the passenger at the end of trip.
9. The contractor will submit the bill after the trip as per actual hours / kms travelled and as per the rates decided. Only toll, fastag deductions and parking charges will be payable extra and must be included in the bill and the receipts attached.
10. If the services provided by the contractor are not satisfactory as expected in the points above, the institute may decide to cancel the empanelment and inform the contractor regarding this.



Tender Reference no: IIMN/146/2022-23/35 dated 14/10/2022

**ANNEXURE – A**

**PARTICULARS OF BIDDER & UNDERTAKING**

1	Name of the Bidder	
	a. Trade name	
	b. Type of firm (Partnership / Proprietorship)	
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)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/ as stipulated in the tender notice No IIMN/146/2022-23/35 dated 14/10/2022. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for providing rental car and bus services at IIM Nagpur as per Price Bid.

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

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

with date

Official seal of BIDDER

Tender Reference no: IIMN/146/2022-23/35 dated 14/10/2022

**Annexure B**

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD  
(On Bidder's Letter head)

I / We, the authorized signatory of M/s ..... ,  
participating in the tender No . IIMN/146/2022-23/35 dated 14/10/2022 for **Providing Vehicles on  
Hired Basis to IIM Nagpur**, do hereby declare :

- (i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD is being deposited for the said tender.
- (ii) That in the event we withdraw / modify our bid during the period of bid validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD

Then I/we will be suspended from being eligible for bidding / award of all future contract(s) of Indian Institute of Management Nagpur for a period of one year from the date of committing such breach.

Signature of Authorised Signatory of bidder .....

Name of Authorized Signatory .....

Company Name .....

Tender Reference no: IIMN/146/2022-23/35 dated 14/10/2022

**Annexure C**

Please submit the information related to the fleet of vehicles that the bidder has, in the following format on their letter head with a copy of RC.

Sr. No.	Car/ Bus	Type (SUV/Sedan)	Make of Vehicle	Year of Manufacturing	Registration No.	Insurance Policy No. (Valid Upto) #	Insurance Policy No. (Valid Upto) #	Whether vehicle is registered <b>For Hire</b> in the state of Maharashtra

Please submit the complete list of vehicles in the fleet as per format above in additional sheets.

Please sign and stamp on each sheet.



Tender Reference no: IIMN/146/2022-23/35 dated 14/10/2022

### **Checklist for Bid submission**

1. **Annexure A – Filled, signed and stamped**
2. **Annexure B – Filled, signed and stamped**
3. **Annexure C – Filled, signed and stamped**
4. **Copy of PAN**
5. **Copy of GST registration**
6. **Copies of supporting documents as per PQ criteria given in Chapter 2**
7. **Self-declaration for “Not Blacklisted from any Government organization”.**
8. **Price Bid in separate sealed envelope**

Tender Reference no: IIMN/146/2022-23/35 dated 14/10/2022

## INDIAN INSTITUTE OF MANAGEMENT NAGPUR



IIM NAGPUR

### TENDER DOCUMENT

FOR

**“Providing vehicles on hire basis at IIM Nagpur”**

**Part-2**

**Price bid**

**Client**

CAO

Indian Institute of Management Nagpur - 441108

Email: [Purchase@iimnagpur.ac.in](mailto:Purchase@iimnagpur.ac.in)

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Tender Reference no: IIMN/146/2022-23/35 dated 14/10/2022

**Price Bid**

Tender no: IIMN/146/2022-23/35 dated 14/10/2022

**“Providing vehicles on hired basis IIM Nagpur”**

Name of the Bidder - \_\_\_\_\_

**For Part A - Vehicles stationed at IIM Nagpur (24 x 7)**

Sr. No.	Category →	SUV/MUV (Please mention variant below the make)			Sedan (Please mention variant below the make)				
		Innova Crysta	Any other make and model	Any other make and model	Dezire Petrol	Dezire petrol + CNG	Honda City	Any other make and model	Any other make and model
	Variant →								
1	Rates in Rs. per month for Vehicles stationed at IIM Nagpur (24x7) as per scope of work Chapter 3, <b>Part- A (With Driver)</b>								
2	Night halt charges for outstation trips								

Note: **Please quote rates without GST.** GST as applicable will be paid extra.

Please mention any other vehicle of the category in the given space. Please specify the variant of the car

Signature of Bidder with date

Stamp

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**Part A-1 Vehicles stationed at IIM Nagpur (24 x 7) Without Driver & Fuel**

	Category →	SUV/MUV			Sedan				
		(Please mention variant below the make)			(Please mention variant below the make)				
		Innova Crysta	Any other make and model	Any other make and model	Dezire Petrol	Dezire petrol + CNG	Honda City	Any other make and model	Any other make and model
	Variant →								
1	Rates per month for Vehicles stationed at IIM Nagpur (24x7) as per scope of work Chapter 3, <b>Part- A-1</b>								

Note: **Please quote rates without GST.** GST as applicable will be paid extra.

Please mention any other vehicle of the category in the given space. Please specify the variant of the car

Signature of Bidder with date

Stamp

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**For Part B – Bus services on trip basis**

Note:-

Please quote rates for Bus hired on trip basis for Non A/C and A/C category (with driver and fuel).

**Please quote rates without GST.** GST as applicable will be paid extra.

Sr. No.	Description	Non A/C		A/C	
		Upto 150 kms	Upto 300 kms	Upto 150 kms	Upto 300 kms
1	55 seater bus Full Day (24 hours)				
2	55 seater bus (8 hrs)				
3	55 seater bus (4 hrs)				
4	35 Seater bus Full day (24 hours)				
5	35 seater bus (8 hrs)				
6	35 seater bus (4 hrs)				
7	25 Seater bus Full day (24 hours)				
8	25 seater bus (8 hrs)				
9	25 seater bus (4 hrs)				
10	16 Seater bus Full day (24 hours)				
11	16 seater bus (8 hrs)				
12	16 seater bus (4 hrs)				

Signature of Bidder with date

Stamp



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**For Part C - Cars on trip basis**

Please quote rate per trip without GST as per given categories. GST as applicable will be paid extra.

Sr.	Description	MUV (Innova Crysta /Xylo/Scorpio or equivalent*)	Sedan (Dezire or equivalent)	Sedan (Honda City , Ciaz or equivalent*)
		Rate in Rs	Rate in Rs	Rate in Rs
<b>A</b>	<b>Railway Station</b>			
1	DROP			
2	PICK UP			
<b>B</b>	<b>Air port</b>			
1	DROP			
2	PICK UP			
<b>C</b>	<b>Local Trips</b>			
1	2 hours & 25 kilometers			
2	2 hours & 35 kilometers			
3	4 hrs/40 kms			
4	8 hrs/80 kms			
5	8 hrs/150 kms			
6	Extra Per Kms			
7	Extra Per Hr			
8	Full day (12 hrs and up to 300 kms)			
<b>D</b>	<b>For out station trips</b>			
(a)	Please quote Rate per km			
(b)	Please quote Night halt charges for outstation			

Signature of Bidder with date

Stamp

**\*The equivalent vehicle (make & model) will be used / deployed only if it is acceptable to IIM Nagpur.**