

Tender for Hiring of Non – A/C -- 32 seater Buses for Student transportation

Indian Institute of Management Visakhapatnam, having its office at Andhra Bank School of Business Building, Andhra University Campus, Visakhapatnam – 530 003, invites tenders from reputed Tours and Travel agencies / companies (no brokers, intermediaries or aggregators) located in Visakhapatnam for hiring of Non-A/C 32 seater Buses for Student transportation as per the details given in section “Requirements of IIM Visakhapatnam” based on the eligibility criteria and general terms and conditions mentioned in this document.

A. Tender details:

1	Ref. No. IIMV/Admin/Tender/Buses/2017-18/004 dated July 1, 2017			
2	Name of the Tender	Invitation of tender for Hiring of Non – A/C -- 32 seater Buses for Student transportation		
3	Type of Tender	Tender fee in INR	EMD in INR	Period
	Item Rate	500/-	60,000/- (Rupees sixty thousand only)	Two years
4.	Payments such as Tender Fee, EMD are to be made online through credit card / debit card / net banking in the e-procurement portal as per details provided in e-tender notice document.			
5	Last Date for Submission of Tender and for payment of Tender Fee and EMD	14 July 2017 1500 hrs (Friday)		
6	Date and time of opening of technical bids	14 July 2017 1530 hrs (Friday)		
7	Date and time of opening of Financial Bids	18 July 2017 1530 hrs (Tuesday)		
8	Tender Documents	The tender documents can be downloaded from the website www.tenderwizard.com/IIMV or http://www.iimv.ac.in/tender-notice.html http://www.iimv.ac.in/tendernotices.html		
9	Place of submission	Submission through e portal only: www.tenderwizard.com/iimv		

B. Timelines: *

Sl. No.	Task	Date
1	Release of tender notification in newspaper & IIMV website	01 July 2017 (Saturday)
2	Last date for submission of technical and financial bids through e-procurement	14 July 2017 1500 hrs (Friday)
3	Opening of technical bids	14 July 2017 1530 hrs (Friday)
4	Completion of Verification of technical bid documents	18 July 2017 (Tuesday)
5	Opening of Financial Bids	18 July 2017 1530 hrs (Tuesday)
6	Issue of Letter of Award	21 July 2017 (Friday)
7	Start Date of Bus services	07 August 2017 (Monday)

*If the last date of opening of the tender coincides with a holiday, then the next working day shall be the receiving/opening date. Any corrigenda or amendments will be posted on the Institute's website only and the Bidders are advised to keep visiting the Institute's website regularly for updates/changes.

C. Contract Period:

1. The contract shall be for a period of two years from the date of award. IIMV reserves the right to extend the contract for a period of one more year, at the same rates, terms & conditions, if mutually agreeable.
2. In case of successful bidders, the existing contract with IIMV, if any, shall stand automatically terminated for the new contract to commence.
3. Exit clause: The contract can be terminated by giving 60 days' notice by either party. However, IIMV shall be free to terminate the contract by giving notice for a lesser period, without any implications or liability of whatever nature, to IIMV.
4. Mode of Issue of notice: Any notice sent by Speed post only by either party to the addresses recorded in the contract shall be deemed to have been properly served for any of the purposes mentioned herein.

D. Requirements of IIM Visakhapatnam:

1. Two buses for pick-up and drop from hostels to IIMV campus at specified timings (between 8 AM and 6.30 PM) through **Monday to Friday** based on the class schedule which will be intimated on a weekly basis. (500 kms per month)
2. One bus for pick-up and drop from hostels to IIMV campus at specified timings (between 8 AM and 6.30 PM) through **Monday to Saturday** based on the class schedule which will be intimated on a weekly basis. (600 kms per month)
3. One bus for making trips between hostels to IIMV campus for 12 hours from 8 AM to 8.00 PM as per the requirement through **Monday to Saturday. Bus should be stationed at the IIMV Campus for 12 hours** and trips to be made as per the instructions given by the IIMV representative. (1200 kms per month)

4. Others:

- a) The institute shall increase or decrease the requirement depending upon the changes in the number of sections, class schedules etc.
- b) The Institute will inform the vendor well in advance if buses are not required during certain days/ months due to Term Break, Summer Break or for any other reasons. For those days, rental will not be paid.

E. Eligibility Criteria and Documents Submission:

1. The agency / firm should be based in **Visakhapatnam** and be the sole proprietor or registered firm / partnership firm / company or registered travel agency or registered tour operator under the relevant Act (Self-attested copy of Firm Registration Certificate should be enclosed with the bid).
2. The bidder should have registered for Service Tax & Income Tax (Self-attested copy of Service Tax Registration Certificate and PAN Card to be submitted with the bid).
3. An undertaking on the letter head of the bidder that all the terms and Conditions as given in the tender document are acceptable. (as per format provided in Annexure 3)
4. A declaration to the effect that the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency. (as per Annexure 3)
5. The vehicle(s) should be in proper running condition, should not be more than five years old with respect to the date of the tender and also should not have covered more than 2,00,000 Kms. on the date of entering into the contract. The buses should have commercial license.
6. Required license to operate/ provide buses on hire basis (license copy to be submitted)
7. The bidder / firm should have the experience of having successfully completed similar works in any of the last 7 years ending 31.05.2017 with **either of the following** and should submit work order, work completion certificate, audited accounts statement / bank statement in support of the same.
 - a. Three similar completed works costing not less than the amount equivalent to Rs 12 Lakhs each
 - b. Two similar completed works costing not less than the amount equivalent to Rs 18 Lakhs each
 - c. One similar completed work costing not less than the amount equivalent to Rs 26 Lakhs

F. Tender Fee and Earnest Money Deposit (EMD)

1. Interested bidders are required to pay a non-refundable Tender fee of Rs. 500/- (Rupees Five Hundred only) only through on-line mode.
2. In addition, interested bidders are required to pay a refundable amount of Rs 60,000/- (Rupees sixty thousand only) towards EMD and it should remain valid for a period of 45 days beyond the final tender validity period.
3. EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.
4. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, within 15 days of finalization of the contract. EMD of the successful bidder (s) will be returned after receipt of the Performance Security.

G. Performance Security

1. The successful bidder will have to furnish performance security of 5% of the final Work Order value (before taxes) in the form of bank transfer or Demand Draft in favour of Indian Institute of Management Visakhapatnam, payable at Visakhapatnam within 10 days of award of contract.
2. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
3. Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides the firm may also be black listed.
4. Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.

H. Terms and Conditions: -

1. The vendor has to comply with all RTA guidelines while providing the service.
2. The vehicle should be kept neat and clean, both inside and outside. Cleanliness of vehicle must be properly maintained. Vehicle Seats must be properly covered and should be regularly washed on a weekly basis or as and when required by the Institute.
3. The vehicle should be equipped with suitable fire extinguisher, dry powder near the engine compartment and all other safety provisions.
4. An emergency exit shall be provided in the vehicle and the words "EMERGENCY EXIT" shall be displayed prominently in the vehicle.
5. Bus shall be equipped with convex cross view mirrors by which the driver can see the exit and entrance clearly. It shall also be equipped with large parabolic rear view mirror to enable the driver to have a clear view of the inside of the bus.
6. The vehicle shall have vertical stanchions appropriately spaced from each other and firmly routed to the roofs and surface of the stanchions and the floor of the vehicle is made of material which is non-slippery
7. The vehicle shall have amber flashing lights on the top of the four corners (not on the roof) in the exterior which shall be activated when the vehicle is stopped for mounting or alighting of its occupants.
8. The vehicle shall have board of size 400mmx400mm secured firmly on the front and the rear exterior of the vehicle for display of the fact that the vehicle is being used for the purpose of College. The board shall have painted two school going children (one girl and one boy) of height not less than 250 mm in black colour. Below the pictures, the words or "COLLEGE BUS" as the case may be shall be written in Black colour and the height of the letters must be at least 100 mm and the line thickness of the type must be at least 11 mm.
9. First Aid box with necessary medicines and equipment shall be kept in the vehicle for usage in case of accident / emergency.
10. The Contractor shall provide well-behaved drivers in uniform. The Drivers should possess valid driving license with badge and should be well versed with different routes in and around Visakhapatnam. The reporting time, place, address, etc. should be strictly followed by the Driver(s).
11. Students should be made to embark or disembark within the institute premises for the safe boarding of students.
12. Every bus shall have at least one attendant. But the attendant shall never be allowed to drive the vehicle under any circumstances.
13. While embarking and disembarking is going on, the attendant shall stand outside near the bus to see that safe embarking and disembarking is taken place.
14. Drivers should be conversant in Hindi apart from Telugu.
15. The contractor shall comply with all the statutory and legal provisions as laid down under various Labour Laws in force from time to time at his own cost. In case of

- violation of any statutory provisions or any other applicable laws, IIM Visakhapatnam will not be held responsible.
16. The contractor shall provide names, addresses of the drivers along with their driving license number and copies within one week of the award of the contract or start date of the contract whichever is earlier.
 17. The drivers should strictly follow all the Traffic Rules and Regulations as prescribed by the Govt. Authorities. The Institute will not be responsible for the reimbursement of any charges, charged by Govt. Authorities for violation of any traffic rules and regulations.
 18. The Contractor must ensure that driver is not under the influence of alcohol or other intoxicants while performing their duties for the Institute. In no case, the driver should be allowed to smoke while driving the vehicle. No other person except the driver and attendant shall be permitted in the vehicle while transporting students.
 19. Once designated driver(s) is appointed by the vendor, they should not be changed frequently. However, in special circumstances, if the need arises, prior approval of IIM Visakhapatnam's representative must be obtained by the vendor. The drivers must observe discipline, etiquette and protocol while performing the duty. They should be in proper uniform and carry a mobile phone in working condition.
 20. The driver should always remain with the vehicle during the entire period of duty. While changing shifts, driver should ensure smooth handover of the vehicle to the driver in the next shift and he should not leave the vehicle unattended at any point of time.
 21. The driver is required to maintain the log book as specified by the Institute and submit a copy of the same with the monthly invoice. The vendor should also maintain a complaint book which is serially page numbered in every vehicle. Every month the book shall be submitted to the institute which facilitates institute officials to go through the complaints and to necessary remedial measures.
 22. The Contractor shall bear all costs on account of fuel, oil, spares & consumables, comprehensive insurance, repair and maintenance etc. of the vehicle and driver. Unauthorized LPG Gas kits for fuel is not allowed in the vehicle.
 23. The Institute shall not be responsible in case of break down/servicing/repair/maintenance. Under such circumstances, the contractor shall provide alternate vehicle of same Make and model.
 24. The contractor will ensure that all necessary documents (Valid Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the licensed drivers.
 25. In case of accident, any compensation claims arising out of such accident shall be made by the contractor at his own cost. He would also indemnify the Institute for any loss, damage of property or life arising out of negligence of driver or poor maintenance of vehicle.
 26. In case of any dispute arising out of the terms and conditions of contract, the matter shall be referred to the Sole Arbitrator to be appointed by the Director, IIM Visakhapatnam as per the relevant Act and the award of the Sole Arbitrator will be binding on both the parties. The cost of such arbitration shall be shared by both the parties equally. Further, any legal dispute arising shall be settled in the court of competent jurisdiction located within the local limits of Visakhapatnam, Andhra Pradesh, India.
 27. Indian Institute of Management Visakhapatnam reserves the right to accept or reject any or all the tenders or cancel this process at any stage without assigning any reason whatsoever. The decision of IIMV in the matter shall be final and binding on the parties.
 28. The bidders, who do not meet the eligibility criteria; or do not submit all the necessary documents in support of the eligibility criteria; or do not submit documents that are complete and valid or do not pay the requisite amount - shall be disqualified.
 29. The Institute's name with address, telephone number and mobile number shall be displayed on the left side and rear exterior of the vehicle.

30. The age of the driver appointed to the Institute bus shall not be more than 60 years. The contractor shall not employ any person who has not completed eighteen years of age.
31. The Vendor shall maintain a health card for each driver. The general health condition like BP, sugar and Eye sight be checked up every quarter by the vendor at their cost and the record shall be preserved and submitted to the institute.
32. The vendor while appointing the driver shall get the License particulars verified with the concerned RTA officials to confirm the genuineness and a copy of the same should be submitted to the institute.
33. Vendor shall appoint drivers who have minimum 5 years of experience of driving the similar category of vehicle.
34. The Driver of every bus shall undergo one day refresher training course in the month of April/May every year organized by JTC/DTC/RTO and a certificate which shall be valid for one year from the date of training shall be obtained from the concerned authority
35. Bus shall not carry students in excess of its permitted seating capacity.
36. The bidder is expected to read and understand all instructions, terms and specifications given in this tender document. Failure to furnish all information required or to submit a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of the bid.
37. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honour the terms and conditions of contract etc. will be deemed to be material deviations.
38. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the bidder by correction of the non-conformity.
39. Only those bidders whose technical bids have been found substantially responsive would be evaluated and compare the financial bids of only those Technical bids which have been determined to be substantially responsive. The Institute will award the contract to the successful bidder who has been determined to have qualified in the technical evaluation whose bid has been determined to be substantially responsive, and is the lowest evaluated bid.
40. If at any stage it is found that any of the details/documents furnished by the bidder is false/misleading/fabricated, his/her/its bid would be liable for cancellation without intimation to the bidder.

I. Quotation submission:

All required documents for technical evaluation, Financial Bids and payments (Tender fee and EMD) are to be submitted online through the e-procurement (KEONICS) portal only, by the bidders as per the timelines specified under the "Timelines Section" in this document, failing which the quotation shall be treated as invalid.

For bid forms and other details, please visit www.tenderwizard.com/IIMV or <http://www.iimv.ac.in/tender-notices.html>. For further details, please contact the Head-Academic Programmes and Administration on +91 891 282 4453.

J. Procedure for opening and evaluation of tender bids (Technical and Financial)

1. A Committee duly constituted by the Competent Authority would evaluate the technical bids submitted by the bidders through e-procurement portal on the date and time specified under "Timelines" section.
2. After completion of detailed evaluation of technical bids, the Committee shortlists the bidders. Financial bids of these shortlisted bidders only will be opened for the contract finalisation.
3. All calculations shall be done on net out go per month i.e. including all taxes and levies at the quoted rates and the lowest offer shall be selected and awarded with the contract (L1 basis). However, the Institute reserves the right to split the order quantity between/among two or more technically successful bidders, by normalizing the financial bids of all bidders to L1.
4. Any corrigenda/amendments will be posted on the Institute's website only and the bidders are advised to keep visiting the Institute's website regularly for updates/changes.

K. Other Points to be noted:

1. The Institute will correspond with shortlisted bidders only whenever there is a requirement.
2. Conditional offer shall not be accepted.
3. The bidder is required to submit the financial bid for the monthly charges, clearly mentioning the taxes. All taxes applicable only to Educational Institutions will be considered for payment.
4. Payment will be made after deducting TDS and any other taxes as applicable as per Government rules within 15 days of receiving the Invoice and supporting documents on a monthly basis through bank transfer.
5. The road tax, permit fee, passenger tax, border tax, Challans, salary of the driver, the overtime of driver etc., are the responsibility of the vendor for which no payment shall be made by IIM Visakhapatnam separately.
6. Toll tax and parking charges shall be reimbursed by the Institute against the production of documentary evidence along with monthly invoice.
7. In case of any increase in the taxes and levies implemented by the Govt. during the contract period, the same shall be paid by IIMV at actuals, on production of Govt. notification and proof of payment. Similarly, in case of any reduction in taxes and levies, the same must be passed on to IIMV.
8. Security Deposit: IIM Visakhapatnam will not pay any deposits (Security, advance etc.) to vendor.
9. Validity of financial bids: The price quoted in the financial bid shall be valid for a period of 60 days from the date of opening of the financial bid. During the validity period of the offer, the bidder should not withdraw/modify the offer in terms and conditions quoted in the Technical qualification.
10. Notwithstanding anything contained above, the Institute reserves the right to reject all or any bid as recommended by the Tender Committee and is not bound to divulge any reason to the unsuccessful bidders.
11. The financial bids of only those short-listed bidders that have qualified in the technical evaluation shall be opened. The decision of IIMV on technical bid evaluation shall be final.
12. Any form of canvassing/influencing will attract rejection of bid submitted by the bidder and the institute reserves the right to take such penal action (e.g. blacklisting the bidder for the present and future etc.) as it deems fit.

Requirements for Technical Evaluation:

S No.	Description	Remarks
1	Firm Registration No. (Self-attested copy of Firm Registration Certificate required)	
2	Service Tax Registration No. (Self-attested copy Certificate required)	
3	PAN Number (Self-attested copy of PAN card required)	
4	Undertaking accepting all terms and conditions of tender document (as per annexure)	
5	Declaration of not being blacklisted (as per annexure.....)	
6	Required license to operate/ provide buses on hire basis (license copy required)	
7	Agreeable to provide buses as per the Institute's requirement	YES / NO
8	<p>Work Order, Completion Certificate, audited accounts statement / bank statement in support of the following: Experience of having successfully completed similar works in any of the last 7 years ending 31.05.2017 with either of the following :</p> <p>Three similar completed works costing not less than the amount equivalent to Rs 12 Lakhs each <u>OR</u> Two similar completed works costing not less than amount equal to Rs 18 Lakhs each <u>OR</u> One Similar completed work costing not less than the amount equivalent to Rs 26 Lakhs</p>	

Bidder's Particulars

S No.	Particulars	Details
1	Bidder's name/Travels name	
2	Address for communication	
3	Contact Details	
	Name of the contact person	
	Designation	
	Telephone Number (Office)	
	Mobile Number	
	Email Id	
4	PAN Number	
5	Service Tax / GST registration number	
7	Bank Particulars	
	Account name	
	Type of A/C : (SB/CA/CC)	
	A/C No.	
	IFS code	
	Name of the Bank	
	Branch	

UNDERTAKING

(To be provided on letter head of the Bus provider)

I hereby certify that our travels / firm at Visakhapatnam has never been black-listed by any Central/State Government/Public Undertaking/Institute on any account.

All the terms and conditions given in the document "Tender for Hiring of Non – A/C -- 32 seater Buses for Student transportation" issued by IIM Visakhapatnam are acceptable to us.

I also certify that the above information is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (IIMV) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our Travels may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.

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