

No: IIMV/Admin/Tender/24x7 Car/2017-18/002

15-May-2017

**Tender for Hiring of Mahindra Xylo A/C vehicle or equivalent in seating and luggage capacity -- (7 Seater) on 24x7 basis for a period of two years**

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 located in Visakhapatnam for hiring of a car on 24x7 basis for use of Institute purpose.

**A. Tender details:**

|    |   |   |            |         |
|----|---|---|------------|---------|
| 1  | Ref. No. IIMV/Admin/Tender/24x7 Car/2017-18/002 dated May 15, 2017  |   |            |         |
| 2  | Name of the Tender  | Invitation to Tender for hiring of 1 (one) no. of <u>Mahindra Xylo A/C vehicle or equivalent in seating and luggage capacity -- (7 Seater) on 24x7 basis monthly rental</u>   |            |         |
| 3  | Type of Tender  | Cost of Tender In INR   | EMD in INR | Period  |
|    | Item Rate   | 500/-   | 10,000/-   | 2 years |
| 4. | Payments such as Tender Cost, 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 Cost and EMD   | May 23, 2017 (Tuesday); 1500 Hrs  |            |         |
| 6  | Date and time of opening of tender  | May 23, 2017 (Tuesday); 1530 Hrs  |            |         |
| 7  | Tender Documents  | The tender documents can be downloaded from the website <a href="http://www.tenderwizard.com/IIMV">www.tenderwizard.com/IIMV</a> or <a href="http://www.iimv.ac.in/tender-notices.html">http://www.iimv.ac.in/tender-notices.html</a> |            |         |

**B. Eligibility Criteria and Documents Submission:**

1. The agency / firm should be based in Visakhapatnam and be the sole proprietor or registered 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. The drivers engaged should be generally aware of the Routes of Visakhapatnam.
4. A certificate (duly accepted and signed with the stamp of the bidder organization) from the bidder that all the terms and Conditions as given in the tender document are acceptable.
5. 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
6. The vehicle should be in proper running condition, well-furnished, should not be more than one year old with respect to the date of the tender and also should not have covered more than 50,000 Kms. on the date of entering into the contract. The vehicle should have commercial license.
7. Interested bidders are required to submit a non-refundable Tender cost / Tender Processing fee of Rs. 500/- (Rupees Five Hundred only) only through on-line mode.

**C. Earnest Money Deposit (EMD)**

1. Interested bidders are required to pay a refundable amount of Rs 10,000/- (Rupees ten thousand only) towards EMD and it should remain valid for a period of 45 days beyond the final tender validity period.
2. 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.
3. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder (s) will be returned after receipt of the Performance Security.

**D. Performance Security**

1. The successful bidder will have to furnish performance security of Rs. 50,000 (Rupees Fifty Thousand Only) 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. This amount will be adjusted in the last payment, i.e., at the end of the contract period.
2. 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.
3. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
4. Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects. This amount will be adjusted in the last payment, i.e., at the end of the contract period.

**E. Terms and Conditions: -**

1. 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.
2. The vehicle should be equipped with suitable fire extinguisher and all other safety provisions.
3. 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). For airport/railway station pick up, drivers should display the welcome placard and receive the guests, as directed.
4. Drivers should be conversant in English and Hindi apart from Telugu.
5. The contractor shall not employ any person who has not completed eighteen years of age.
6. 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.
7. 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.
8. 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.
9. 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 shall be permitted in the vehicle while transporting the guests.
10. Once designated driver(s) is appointed by the contractor, they should not be changed frequently. However, in special circumstances, if the need arises, prior approval of IIM Visakhapatnam must be obtained by the contractor. 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. The contractor should give one mobile number which should be used by the duty drivers. Institute is not responsible for the cost of the mobile or its usage.
11. 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.
12. The driver is required to maintain the log book as specified by the Institute.
13. 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.

14. The road tax, permit fee, passenger tax, border tax, Challans, salary of the driver, the overtime of driver etc., are the responsibility of the contractor for which no payment shall be made by IIM Visakhapatnam separately.
15. The contractor is required to give his quotation for the monthly charges exclusive of taxes. All taxes applicable only to Educational Institutions will be considered. Payment will be made after deducting TDS and any other taxes as applicable within 15 days of receiving the Invoice and supporting documents.
16. Toll tax and parking charges shall be reimbursed by the Institute against the production of documentary evidence along with monthly invoice.
17. 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.
18. 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.
19. 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.
20. 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.
21. Indian Institute of Management Visakhapatnam reserves the right to accept or reject any or all the tenders or cancel this process at any time without assigning any reason whatsoever.
22. 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.
23. The contract can be terminated by either side by giving a notice of not less than two months.

**F. Quotation submission:**

All required documents, Financial Bids and payments (Tender Cost and EMD) are to be submitted online through the e-procurement (KEONICS) portal only, by the bidders, on or before **1500 hrs on Tuesday, May 23, 2017**, failing which the quotation shall be treated as invalid. The quotations will be opened at **1530 hrs** on the same day.

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

### Bidder's Particulars

| SI.No. | Particulars                      | Details |
|--------|----------------------------------|---------|
| 1      | Bidder's name/ Organization Name |         |
| 2      | Address for communication        |         |
| 3      | <b>Contact Details</b>           |         |
|        | Name of the Owner/POA Holder     |         |
|        | Designation                      |         |
|        | Telephone Number office          |         |
|        | Mobile Number                    |         |
|        | Email Id                         |         |
| 4      | PAN Number                       |         |
| 5      | Service tax registration number  |         |
| 6      | Aadhar Number                    |         |
| 7      | <b>Bank Particulars</b>          |         |
|        | Account name                     |         |
|        | Type of A/C : (SB/CA/CC)         |         |
|        | A/C No.                          |         |
|        | IFSC code                        |         |
|        | Name of the Bank                 |         |
|        | Branch                           |         |

### FORMAT FOR FINANCIAL BID

**Sub:** Tender for Hiring of Mahindra Xylo A/C vehicle or equivalent in seating and luggage capacity -- (7 Seater) on 24x7 basis on monthly rental for a period of two years

**Ref No:** IIMV/Admin/Tender/24x7 Car/2017-18/002, dated 15-May-2017

Dear Sir/Madam,

With reference to your cited quotation enquiry, we are hereby submitting our rates below:

|  |   |
|--|---|
| <b>Monthly Rate for 3000 Kms inclusive of driver salary, fuel, consumables, repairs and maintenance and any other expenses</b> | Rs. _____<br>(Rupees _____<br>only)                           |
| <b>Per Kilometre rate beyond the above specified limits</b>  | Beyond 3000 km:<br>Rs. _____ per km<br>(Rupees _____<br>only) |

Toll and Parking charges to be reimbursed by IIM Visakhapatnam.

Taxes (Please specify): \_\_\_\_\_

All the terms and conditions given in the document "Tender for Hiring of Car Mahindra Xylo A/C vehicle or equivalent in seating and luggage capacity -- (7 Seater) on 24x7 basis on monthly rental for a period of two years" issued by IIM Visakhapatnam are acceptable to us.

Place:

Signature of the authorised signatory

Date: