



भारतीय प्रबन्ध संस्थान, लखनऊ

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road,
Lucknow – 226 013

Website: www.iiml.ac.in

E-mail:- purchase@iiml.ac.in

NOTICE INVITING TENDER

NIT No. – IIML/PURCHASE/27/2019-20

Dated - 14-08-2019

Online E-tenders are invited in Two-Bid System (i.e. Technical Bid & Financial/Price Bid) for work mentioned below in E-mode from Contractors (Indian Nationals/ Firms only) and free view NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in>. Interested agencies are requested to sign-in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The Technical bid and Financial/Price Bid duly filled may be uploaded on E-Portal of Govt. E-Procurement site i.e. <https://eprocure.gov.in> using Digital Signature before the last date & time of submission 30/08/2019 up to 03:00 PM. The credentials as listed below shall be uploaded online.

S. No	Description of Works	Estimated value (Approx.) (Rs. In Lacs.)	EMD (in Rs.)	Cost of Tender (in Rs.)	Period of Completion	Last Date of Online Submission of Tender	Date of opening of Tender
1	Tender for Taxi /Vehicle Services for IIM, Lucknow	Rs 25 lacs (approx.)	Rs 20000/-	Nil	365 days (1 Year)	04-09-2019 Upto 03.00 PM	10-09-2019 at 03:00 PM

Date of Pre bid Meeting : 22/08/2019 at 11:00 AM

Date of opening of Technical bid : 10/09/2019 at 03:00 PM.

Date of opening of Price bid will be intimated to the eligible parties later on.

Officer on Special Duty
Indian Institute of Management Lucknow



भारतीय प्रबन्ध संस्थान, लखनऊ

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road,
Lucknow – 226 013

The Indian Institute of Management Lucknow is a national level educational institute set up by the Government of India. From time to time, the institute requires Taxis services for specific duty assignments. Total business on hiring services of taxis is estimated to Rs. 25 Lakh (Rupees Twenty Five Lakh) tentative, per annum. This estimate is in no way an assured amount of business, which would be as per actual requirements only.

Quotations are invited through e-procure portal from reputed and experienced taxi operators/contractors engaged in transport business for providing of taxi/vehicles to carry out the field and other official activities of the Institute initially for a period of two years on Annual Rate Contract, which may be further extended for **another period of two year (1+1)** by mutually agreed terms and conditions, depending upon the performance of firm and 'as and when required' basis and as per requirement of the institute. Annual Rate Contract for providing Taxi Services under the standard 'Two bid Systems i.e., Technical Bid and Financial Bid'.

The rates are required to be quoted on the following terms and conditions;

1. The firm/Contractor should have their GST Code Number.
2. The Institute reserves the right to hire more than one agency at a time or split order on basis of Lowest rates offered by the bidders.
3. The Firm/Contractor should provide a landline/mobile number on which he or his representative can be contacted any time (24x7 Hrs).
4. All the vehicles supplied to IIM Lucknow Campus shall fully comply with vehicle fitness requirements in the State, and all provisions of the Motor Vehicles Act, 1988 and rules made there under including other instructions/requirements issued/specified from time to time. The vehicles should be in excellent condition and well-furnished and should be the latest models, not more than 3 years old (from the date of manufacturing/ registration) on the date of entering into the rate contract and should be fitted with proper upholstery and accessories etc. Unauthorized CNG/LPG Gas kits are not allowed as a fuel in any car.
5. The Contractor shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair & maintenance etc. of the vehicles. The Institute shall not be responsible for repairing and maintenance of vehicles including consumables. The Institute will not bear any other charges. The salary of Driver and other costs of the vehicles shall also be borne by the contractor. Unauthorized CNG/LPG Gas kits are not allowed as a fuel in any car.

6. 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. The Institute will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury.
7. The driver/ staff deployed by the Contractor for driving the vehicles should hold valid commercial driving license and be fit physically and mentally. Medical Fitness certificate for all such staff appointed pursuant to this Tender should be provided at the time of award of tender. The drivers provided should have at least 5 years of prior driving experience.
8. The Contractor shall obtain adequate insurance cover for the vehicle, his staff and all bonafide passengers of the vehicle supplied pursuant to this tender. Further, the contractor shall be responsible for all injuries and accidents to such staff and bonafide passengers including such injuries and accidents which may arise or occur to his employees and/ or the bonafide passengers during the course of performance of the Contractor's obligations pursuant to this tender.
9. The vehicles sent for services should be kept neat and clean, both inside and outside. Cleanliness of vehicles must be properly maintained. In no case, the driver should be allowed to smoke while driving the vehicles. No other person except the driver shall be permitted in the vehicle while transporting the guests.
10. The contract will ensure that all necessary documents (Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the licensed drivers.
11. No deviation shall be entertained during the course of any specific duty/tour, and agency should be able to provide for all documentation, required support to car/driver on duty, replacement of car/driver as and when required in the case of unforeseen circumstances or breakdown. The duty shall have to be completed to the satisfaction of the passengers
12. 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, for which this Institute will not pay separate charges. They should maintain contact at all times required, and report as per the requirements of the Institute.
13. Toll tax and parking charges, Service tax shall be reimbursed by the Institute against the production of original documentary evidences along with the bill.
14. In case of accident, any compensation claims arising out of such accident shall be made by the contractor in accordance, with the law which is in force to each or every one of the affected persons or their legal heirs depending upon the merits of each individual case. All liabilities, arising out of any legal dispute, accidents, breakdown etc. shall be borne/paid by the Contractor. 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. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission of the user /Institute.

Terms and conditions

1. Tender closing and opening time :

Those firms/contractors who are interested may fill the tender documents from *eprocure.gov.in* and a free view of NIT is available on IIML website during the period from 14/08/2019 to 04/09/2019. EMD in form of Demand draft of Rs. 20,000/- (Rupees Twenty Thousand only) is required to send in favor of “Indian Institute of Management Lucknow” payable at Lucknow before the due date through speed post/ registered AD/Courier. Quotations should be uploaded on eportal. The tender documents should be contained the ‘Self Declaration’, Part-A (Technical Bid) and Part-B (Financial Bid).

- (a) The last date of submission of tender document : 04/09/2019
- (b) Date & Time of Opening Tender at IIM Lucknow : 10/09/2019.

(Tender will be opened at IIM Lucknow in the presence of tenderers or their authorized representative, if any)

2. Validity of offer :

The tender bids must be valid for a minimum period of 120 days from the date of opening of bid

3. Scope of work :

- I. The contractor shall arrange the vehicle (as per financial bid) as per the requirement of IIM Lucknow within 2 hours from receiving the instruction over phone by the Officer In-charge, Transport Department, IIM Lucknow as when and where required.
- II. The driver should contact the Office In charge, Transport Office, IIM Lucknow for his duties.
- III. More than one vehicle on any particular day or days can be hired as per the requirement of IIM Lucknow. IIM Lucknow may also require bulk booking during important functions of the Institute. Accordingly, the contractor have to arrange the vehicles as per the requirement.
- IV. The contractor shall arrange other classes of vehicles (Buses, Tempo/Traveler etc.) as and when required basis on prevailing market rates.

4. Eligibility criteria

Bidders should meet the following eligibility criteria to qualify the tender:

- (i) The bidding party should be a registered firm/company. The bidder should have at **least 10 (Ten) taxi (LMV)** registered as taxi in his name or firm/company’s name. Copy of the valid registration document (RC) as above should be uploaded along with the tender. All vehicles provided for the duty should have commercial license. Vehicle details such as a copy of Registration certificate/Insurance Papers, PUC, Permits etc. shall be given to the IIM Lucknow Campus within seven days after acceptance of work order.
- (ii) The **annual turnover of the company/firm should be minimum Rs 25 lakhs each year for last two years (2016-17 and 2017-18)**. Copy of Balance sheet / CA

- Certificate should be enclosed along with tender.
- (iii) The bidder should have valid **All India commercial Permit for all taxi/vehicle** issued by the Transport Authority.
 - (iv) The contractor should have **at least 5 years' experience** as on last date (30th August 2019) of submission of this Tender. The Firm shall have successfully completed the handling and operation of taxi services in reputed organizations. Preference will be given having experience especially in educational institutions.
 - (v) The vehicle should **not be more than three years old** and also should not covered **more than one lakh Kms** as on last date (30th June 2019) of submission of this Tender.

5. **EARNEST MONEY DEPOSIT :**

The Bidder/Contractor has to submit an earnest money deposit (EMD) along with Technical Bid in form of Demand draft of Rs. 20,000/- (Rupees Twenty Thousand only) in favor of "Indian Institute of Management Lucknow" payable at Lucknow. The EMD is required to upload before the due date on eportal. Hard copy of same EMD (DD) only shall be sent through speed post/ registered AD/Courier before the last date.

EMD of unsuccessful bidders will be returned, after award of contract to the successful bidder/contractor.

The EMD of the tenderer shall be forfeited, if, a tenderer withdraws his tender during the tender validity period as specified in the tender documents.

6. **PERFORMANCE SECURITY DEPOSIT :**

Successful bidder has to deposit security money of Rs.50,000/- (Rupees Fifty thousand only) within one week after award of work order.

The Security Deposit of the tenderer shall be forfeited under the following circumstances:-

- (a) If, after acceptance of the tender, the tenderer fails to take up the job.
- (b) If, the successful tenderer fails to sign the contract in accordance with terms and conditions of the contract.
- (c) If, after acceptance of this tenderer the successful tenderer fails to commence the work within specified time period.

7. **PRE-BID METING**

If a prospective Bidder requiring any clarification of the Biding Documents shall contact the Contracting Institute in writing at the Contracting Institute. All prospective bidders are requested to kindly attend the Pre-bid Meeting. Pre-bid Meeting is scheduled on 22/08/2019 at 11:00 AM in Institute.

8. **OBLIGATION OF BIDDER**

- I. The Bidder/Contractor party has to designate a dedicated person for IIM Lucknow. He/she should be in IIM Lucknow, Transport Department from 9 AM to 6 PM for 6 days in a week, who would handle institute routine bookings as a single point contact. Institute may give the booking through phone or email.

- II. The Bidder/Contractor has to provide the name of driver, contact details etc at least 4 hours to the user/guest through email or SMS for which institute will provide the contact number of guest/user.
- III. The Bidder/Contractor has to keep a feedback from in the user/guest, for which IIML will provide a prescribed performa along with the duty slip after the journey. On the basis of entries on the log feedback and duty slip, IIML shall release the payment.
- IV. The Bidder/Contractor should abide by all the instruction given by the institute or its representative.
- V. The Bidder/Contractor shall be responsible for the drivers' food etc while on institute's duty.
- VI. The Bidder/Contractor shall assure that drivers on duty should possess valid Indian driving license.
- VII. The Bidder/Contractor should bear all the legal and other cost in case of any accident.
- VIII. In case of breakdown of hired taxi/vehicle, an alternative arrangement shall be made by the Bidder/Contractor immediately and the vehicle shall report for duty at the given time and place.
- IX. Compensation & connected expenses, whatsoever, in case of any casualty (unforeseen) shall be borne/paid by the Bidder/Contractor.
- X. Vehicle should be filled with sufficient fuel.
- XI. The driver of the vehicle must have all the valid documents in his possession all the times, while plying the vehicle.
- XII. The vehicle should be defect free
- XIII. The driver should not be minor (less than age of 18 years) be well behaved, equipped with a mobile phone and should be available on call for the user/guest.
- XIV. The driver engaged should be broadly aware of the major routes and places of Lucknow and Uttar Pradesh.
- XV. Driver in decent dress, proper shave and haircut, Drivers should not have any criminal case (records) against him. The tender/bidder are required to submit a Certificate in this regard.

9. OBLIGATION OF IIM LUCKNOW :

- (a) The Bidder/Contractor shall submit the bill attaching the duty slip and feedback to IIM Lucknow for payment. The payment would be made within 15 working days on receipt of the bill. GST will be as applicable norms.
- (b) The estimated annual billing would be around Rs.25 lacs for taxi service. But this is not a guarantee of Rs.25 lacs, the billing can be more/less.

10. GENERAL TERMS & CONDITIONS:

- a. The escalation of rates during the extended contract period shall be based on annual changes in the whole sale Price Index (available on RBI Website, with base year 2010). This escalation or de-escalation may be accepted annually only if the change in the index is more or less than 2%, and upon satisfactory performance of terms and conditions in the contract.
- b. To compensate those Bidder/Contractor, whose offices are located far away from IIM Lucknow campus so as to bring every bidder to a level playing field, an additional charge based on distance will be paid over and above the quoted rates. The charge will be calculated on the basis of distance from IIM Lucknow Campus Gate No.1 to the office of bidder or 20 kms (10 +10) for both sides whichever is less.

- c. The Indian Institute of Management, Lucknow shall have the right to issue addendum to tender documents to clarify, amend, modify, supplement or delete any of the conditions clauses or items stated. Addendum so issued shall form part of original invitation to bid.
- d. Night halt charges will be applicable from 10:00 PM to 5:00 AM.
- e. No sub-contracting to other vendors or individuals is allowed.
- f. The Bidder/Contractor shall have no right to issue addendum to bid documents to clarify, amend, supplement or delete any of the conditions, clause or items stated therein.
- g. In case of any violation/proved complaint against Bidder/Contractor, a penalty amounting to Rs.1500/- (Rupees One Thousand Five Hundred only) will be imposed for each event and deducted from the monthly bill.
- h. In case offer is not accepted the bidder shall not be entitled to claim any cost charges, expenses incidental to or incurred by the Bidder/Contractor through or in connection with the submission of the offer even through IIM Lucknow may elect to withdraw the invitation to bid should all invitation to bid be withdrawn or cancelled by IIML or which IIML shall have the right to do so at any time the Earnest Money paid by the Bidder/Contractor with the bids will be refunded to them in due course without interest.
- i. The Bidder/Contractor are required to submit their bids only as per the format provided for that purpose attached with the bid documents as Part-A & Part-B separately. IIML shall not be responsible for rates quotes by bidders at any other place being missed out during bid opening. No representation in this regard shall be entertained by IIML from such Bidder/Contractor.
- j. Unless otherwise specified, all rates and prices in the bid form should be mentioned both in figures as well as in words. Bids containing overwritten or revised rates are liable to be rejected. Should there be any variation between the rates indicated in figures and words, the lower of the two shall be considered. However, the decision to accept/reject such offer by IIML shall be final and binding on the bidder.
- k. It shall be the bidder/contractor responsibility to ensure that all the statutory obligations, such as those obtaining and prevailing from time to time, under the various statutory enactments, such as Minimum Wages Act, industrial Disputes Act, Workman's compensation act, Provident Fund act, ESI Scheme, contract labour (Regulation & Abolition) Act, Gratuity Act, Bonus, Child Labour Act, Trade Tax, GST are all complied with by them in full and none of their employed or any person hired by them shall have any privy with Institute.
- l. The rates quoted and as accepted by IIM Lucknow shall remain fixed during the period of the contract in all circumstances.
- m. Toll, parking and Ferry charges etc. will be paid extra on actual by IIM Lucknow against documentary proof/bills only.
- n. The driver should be available in his vehicle all the time and should leave his vehicle only after obtaining specific permission from the user, if required.
- o. All disputes will be subject to Lucknow Jurisdiction.
- p. Drunken (alcoholic) driving or misbehavior may lead to termination of the contract or penalty decided by the competent authority.
- q. The bidder should submit a 'Declaration' as per the format given below:

SELF DECLARATION OF BIDDER (CONTRACTOR)

I/We have fully understood the 'TERMS & CONDITIONS' containing paras/points as well as Terms and Conditions specified at PART 'A' (Technical Bid) & PART 'B' (Financial Bid) with the bid documents, which are submitted herewith duly signed by me/us on all pages in token of having accepted the same in TOTO and I/We have made my/our offer keeping in view of the terms and conditions.

Signature of bidder/representative
With complete address

Place :

Dated :



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Indian Institute of Management Lucknow

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Tender No. **NIT No. – IIML/PURCHASE/27/2019-20**

Dated - 14-08-2019

TECHNICAL BID

PART-A

S. No.	Description	Particulars to be furnished by the Tenderer	Compliance by the Tenderer (Yes/No)	Page No.
1.	Name of the firm/company with registered address (attach a attested copy of registration)			
2.	Phone, Fax, Email, Mobile and Name of Contract Person			
3.	PAN No. (attach a attested copy)			
4.	GST Registration No. (attach a attested copy)			
5	No of Taxi (Details of minimum 10 Taxi owns by bidding party to be enclosed) attach a self-attested photocopy of Registration certificate and All India Permit of vehicles as per clause 4: 1 2 3 4 5 6 7 8 9 10			

7	Experience of at least 05 (five) year as on last date. Please attach work orders/contract completion certificate in support.			
8	Details of Annual income tax return of 02 years (2016-17) & (2017-18)			
9	Details of EMD a) Issuing Branch and Name of Bank b) Date & No. c) Amount (Rs.)			

I agree to have read and furnish/abide by **Notice Tender** and **GENERAL AND SPECIFIC TERMS AND CONDITIONS.**

I agree to all the terms and conditions mentioned in this Tender Document, I agree that all the information given above are true to my knowledge and belief, any false information given therein shall render me disqualified and my contract may be terminated on account of that.

Signature of bidder/representative
With complete address

Place :

Dated :

PART-B
(Financial Bid)

- i. The charge will be calculated on the basis of distance from IIM Lucknow Gate No.1 to the office of Bidder/Contractor or 20 kms (10+10) whichever is less. This clause will not be applicable for pick-up & drop services for Airports & Railway Stations.
- ii. Night Charges – Local / Outstation – Time from 11:00 P.M. to 5:00 A.M.
- iii. Toll Charges, Parking charges will be paid extra as applicable, against receipts.
- iv. GST will be EXTRA as applicable.
- v. Comparative chart will be made purely on rate quoted by Bidder/Contractor for the distance given in below Proforma. Therefore, please quote your rate accordingly.

Sl. No.	Details for Destination	Vehicle Name	Rate (in Rs.)
01.	PICK-UP from Airport and DROP at IIM Lucknow Campus	INDIGO/ ZEST/ XCENT/TIAGO/ TIGOR/AMAZE/ LOGAN	
		MSWIFT DZIRE/ HONDA/ ETIOS/ CIAZ/VERNA/SCORPIO	
		TOYOTA CORROLA	
		INNOVA/ TRAVERA/TATA ARIA/ EARTIGA/ XYLO	
		MINI BUS 17 SEATER	
02	PICK-UP from IIM Lucknow Campus and DROP at Airport	INDIGO/ ZEST/ XCENT/TIAGO/ TIGOR/ AMAZE/ LOGAN	
		MSWIFT DZIRE/HONDA/ ETIOS/ CIAZ/VERNA/SCORPIO	
		TOYOTA CORROLA	
		INNOVA/TRAVERA/TATA ARIA EARTIGA/XYLO/	
		MINI BUS 17 SEATER	
03	PICK-UP from Railway Station and DROP at IIM Lucknow Campus	INDIGO/ZEST/ XCENT/ TIAGO/ TIGOR/AMAZE/ LOGAN	
		MSWIFT DZIRE/ HONDA/ ETIOS/ CIAZ/VERNA/SCORPIO	
		TOYOTA CORROLA	
		INNOVA/ TRAVERA/TATA ARIA/ EARTIGA/ XYLO	
		MINI BUS 17 SEATER	
04	PICK-UP from IIM Lucknow Campus and DROP at Railway Station	INDIGO/ ZEST/ XCENT/TIAGO/ TIGOR/AMAZE/ LOGAN	
		MSWIFT DZIRE/ HONDA/ ETIOS/ CIAZ/VERNA/SCORPIO	
		TOYOTA CORROLA	
		INNOVA/TRAVERA/TATA ARIA/ EARTIGA/ XYLO	
		MINI BUS 17 SEATER	
05	Half day – 04 hours, 40 Kms	INDIGO/ ZEST/ XCENT/TIAGO/ TIGOR/AMAZE/ LOGAN	
		MSWIFT DZIRE/ HONDA/ ETIOS/ CIAZ/VERNA/SCORPIO	
		TOYOTA CORROLA	

		INNOVA/TRAVERA/TATA ARIA/ EARTIGA/ XYLO MINI BUS 17 SEATER	
06	Full day – 08 hours, 80 Kms	INDIGO/ ZEST/ XCENT/TIAGO/ TIGOR/ AMAZE/ LOGAN MSWIFT DZIRE/ HONDA/ ETIOS/ CIAZ/ VERNA/ SCORPIO TOYOTA CORROLA INNOVA/TRAVERA/TATA ARIA/ EARTIGA/ XYLO MINI BUS 17 SEATER	
07	Additional Charges of extra Kms	INDIGO/ ZEST/ XCENT/TIAGO/ TIGOR/ AMAZE/ LOGAN MSWIFT DZIRE/ HONDA/ ETIOS/ CIAZ/ VERNA/ SCORPIO TOYOTA CORROLA INNOVA/TRAVERA/TATA ARIA/ EARTIGA/ XYLO MINI BUS 17 SEATER	
08	Additional Charges of extra Hours	INDIGO/ ZEST/ XCENT/TIAGO/ TIGOR/ AMAZE/ LOGAN MSWIFT DZIRE/ HONDA/ ETIOS/ CIAZ/ VERNA/ SCORPIO TOYOTA CORROLA INNOVA/TRAVERA/TATA ARIA/ EARTIGA/ XYLO MINI BUS 17 SEATER	
09	Outstation running charges per KM	INDIGO/ZEST/ XCENT/TIAGO /TIGOR/ AMAZE/ LOGAN MSWIFT DZIRE/ HONDA/ ETIOS/ CIAZ/ VERNA/ SCORPIO TOYOTA CORROLA INNOVA/TRAVERA/TATA ARIA/ EARTIGA/ XYLO MINI BUS 17 SEATER	
10	Out of station charges (per day)	INDIGO/ZEST/ XCENT/TIAGO /TIGOR/ AMAZE/ LOGAN MSWIFT DZIRE/ HONDA/ ETIOS/ CIAZ/ VERNA/ SCORPIO TOYOTA CORROLA INNOVA/TRAVERA/TATA ARIA/EARTIGA/XYLO MINI BUS 17 SEATER	
11	Any other Charges (in Rs.)		

I/We agree to all the terms and conditions mentioned in this Tender Document. I/We accept all terms & condition of the tender. I/We agree that all the information given above are true to my knowledge any false information given therein shall render me disqualified and my contract may be terminated on account of that.

Place :.....
Dated :.....

Signature of bidder
With complete address