



भारतीय प्रबंध संस्थान लखनऊ, नोएडा परिसर
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
NOIDA CAMPUS
Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P
Tel: 0120-6678515 | Fax: 0120-6678506
Website: www.iiml.ac.in | E-mail: purchase_iimlnc@iiml.ac.in

NIT No. – IIML-NC/ARC/Taxi Services /2021/005

Date of Tender: 18th June, 2021

E-TENDER NOTICE: INVITING QUOTATION FOR HIRING OF TAXI SERVICES – ANNUAL RATE CONTRACT

NOTICE INVITING TENDER for invites quotations from competent vendors to undertake rate contract for a period of One year for obtaining services of AC taxis for specific duty assignments on ‘as and when required’ basis. The rates are required to be quoted on the following terms and conditions;

IMPORTANT DATES

Tender Announcement start date	18th June 16, 2021
Last date and time for submission of tender	12th July, 2021
Date and time for Opening of Tender and Rate Bid	13th July, 2021
Venue for Opening of Tender and Rate Bid	Indian Institute of Management, Lucknow Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P
EMD	Rs. 5,000/- (Five Thousand Rupees Only) • Payee Name : INDIAN INSTITUTE OF MANAGEMENT LUCKNOW-NOIDA CAMPUS • Banker Name: AXIS BANK LTD. • Account Number : 022010100356060 • IFSC Code :UTIB0000022 Copy of the EMD receipt should be uploaded on website www.eprocure.gov.in.
Note: The Institute reserve the right to change/revised the date of opening the tender. In such case the information will be displayed on institute’s website.	

NIT No. – IIML-NC/ARC/Taxi Services /2021/005 date 18/06/2021. E-tenders are invited for rate contract for a period of One year for obtaining services of AC taxis for specific duty assignments for Indian Institute of Management Noida Campus, Noida. A free view NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in>. Interested vendors/agencies are requested to sign-in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender document comprises of rate bid may be downloaded on acceptance of terms and conditions. Duly signed the terms and **condition of tender document - Annexure-A, Annexure – B, Annexure - C** may be uploaded on E-Portal of Govt. site i.e. <http://eprocure.gov.in>. **Complete tender document** using Digital Signature before the last date and time of submission as mentioned above. The credentials as listed below shall be uploaded online.

GUIDELINES FOR BIDDERS

1. Indian Institute of Management, Lucknow, an autonomous body, set-up by Ministry of Human Resources Development, Government of India having its office at Noida Campus, B-1, Sector-62 Institutional Area, Noida - 201 307 Uttar Pradesh (India) invites offers in prescribed B O Q from reputed vendors/agencies with the specified specifications in prescribed Performa.
2. Institute invites the quotations rate contract for a period of One year for obtaining services of AC taxis for specific duty assignments for Indian Institute of Management Noida Campus,
3. Tenderer who has downloaded the tender from the Govt. site shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
4. Intending tenderers are advised to visit website: <https://eprocure.gov.in> after **18th June, 2021** regularly till closing date of submission of tender for any Corrigendum/Addendum/Amendment.
5. The details of terms and conditions are being given in the Tender document (**RATE BID Annexure -B) and (RATE BID Annexure -C).**
6. The bidder should also enclose a write-up (Brief profile) about services provided in last three year.
7. Complete tender document is available on website www.eprocure.gov.in. Beside this tender document is also available on the Institute website: www.iiml.ac.in. Tenders uploaded without proper information, without documentary evidence, without submission of EMD/inadequate EMD shall be summarily rejected.

EMD shall be deposited in the below mentioned bank account details.

- Payee Name : INDIAN INSTITUTE OF MANAGEMENT LUCKNOW-NOIDA CAMPUS
- Banker Name: AXIS BANK LTD.
- Account Number : 022010100356060
- IFSC Code :UTIB0000022

Copy of the EMD receipt should be uploaded on website www.eprocure.gov.in.

8. The successful bidder shall pay an amount of Rs. 15000/- (Rupees Fifteen Thousand only) as a Security Deposit in the form of demand draft/FDR/ BG of nationalized bank in favour of “**Indian Institute of Management, Lucknow**” only.
9. **Last date and time for submission of tender is Thursday, 12th July 2021 by 4:00 PM**

10. Validity Period of Bid

Bid shall remain valid for 120 days (One Hundred & Twenty Days) after the date of bid opening. The bid valid for a shorter period shall be rejected by the IIML-NC as non-responsive. In exceptional circumstances, the IIML-NC may request the consent of the bidder for an extension to the period of bid validity. A bidder accepting the request and granting extension will not be permitted to modify his bid.

To,

**Head Administration
Indian Institute of Management Lucknow, Noida Campus
B- 1 , Sector- 62, Noida – 201307 (U.P.)**



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NIT No. – IIML-NC/ARC/Taxi Services /2021/005

Date of Tender: 18th June, 2021

ANNEXURE-A - TERMS & CONDITIONS FOR BIDDERS

Subject:- Inviting Quotation for Hiring of Taxi Services – Annual Rate Contract

The Indian Institute of Management Lucknow, Noida Campus is a national level educational institute set up by the Government of India. From time to time at a short notice, the institute requires services of AC taxis for specific duty assignments. Total business on hiring of taxis per month is estimated to be approx. Rs. 2 Lakh (Rupees Two Lakh) & approx. Rs. 24 Lakh per annum (**Note: This can not be promised in case of COVID 19 situation**). This estimate is in no way an assured amount of business, which would be as per actual requirements only.

Quotations are accordingly invited to enter into rate contract for a period of One year for obtaining such services on 'as and when required' basis. The rates are required to be quoted on the following terms and conditions;

1. The duration of the contract will be initially for one year and it can be further extended for another period of one year by mutual consent. The rates will be firm for the contract period including extension, if any.
2. The firm/Contractor should have their GST Code Number.
3. The Institute reserve the right to hire more than one agency at a time.
4. The Firm/Contractor should provide a landline/mobile number on which he or his representative can be contacted any time (24x7 Hrs).

All the vehicles supplied to IIM Lucknow Noida 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.
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. Contractor shall abide by all applicable laws including labour and welfare Laws (ESI, PF, BONUS, Income Tax, Service Tax or any other extra taxes levied by the Government) the companies Act, Motor Vehicles Act, 1988 etc. and shall adopt all required, Welfare measures for the Contractor Employees and discharge all other obligations concerning thereto. The Contractor shall furnish adequate proof to IIM Lucknow Noida Campus in this regard. It is again clarified that all such responsibilities and obligations, whether specified herein or not, shall be the exclusive responsibility and obligations of the Contractor, and IIM Lucknow Noida Campus shall not be held liable for such responsibilities/ obligations in any manner whatsoever.
14. Toll tax and parking charges, GST shall be reimbursed by the Institute against the production of original documentary evidences along with the bill.
15. 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.
16. The Contractor/Agency shall in no case lease/transfer/sublet the Services at IIML-NC to any other agency without proper permission from the Institute in writing.

17. **a) Payment will be made for total kilometers run by taxi for IIML, Noida Campus (i.e. Closing Meter Reading at IIML, Noida Campus minus Opening Meter Reading at IIML, Noida Campus) PLUS to and fro actual distance from garage to IIML, Noida Campus or eight kilometers (i.e. four kilometers each way from garage to IIML, Noida Campus and back), whichever is less. Night charges will be paid after 11:00 PM to 5.00 AM. which shall be specified beforehand in the tender quotation.**
- However, payment to and fro from garage will not be applicable for pick-up & drop services for Airport & Railway Stations.**
- b) If the reporting place is different from IIML, Noida Campus, in such cases, the meter reading would be permitted from garage to destination point/closing meter reading only.**
- c) If the Contractor fails to perform its obligations on any assigned route, in case tour of breakdown of a vehicle supplied, duty, IIM Lucknow Noida Campus may, without prejudice to its other rights and remedies, levy a charge of Rs. 500/- (Rupees Five Hundred only) for each such tour of duty.**
18. The payment will be made only for those duty slips which have been signed by the Faculties/ Officer/Staff /Guest using the vehicle. It will be responsibility of the taxi driver to get the duty slips signed by the Faculties/ Officer/Staff /authorized person, on completion of duty. No payment will be made for incomplete, unsigned duty slips. Duty Slip should be completed in all respect i.e. Date, Time and Odometer Reading at the time of commencement of journey from Institute /or reporting point, Time and Odometer Reading at the time of journey at Institute/destination, total run of vehicle and places visited for work in route (if any).
19. No advance payment, in any case, would be made to the firm/Contractor. The pre-receipted bill shall be submitted in duplicate of hired vehicles, duly supported by the duty slip properly signed by the user Faculties/ Officer/Staff /authorized person, and requisite documents [receipt (s) of payment of toll taxes, parking fees] on monthly basis. Payment to the Contractor will be made by account payee cheque/NEFT after deduction of TDS.
20. In case condition of vehicles is / are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided in time, Institute has the right to hire a vehicle from local market and additional cost incurred by the Institute will be borne by the Contractor and same will be deducted from the monthly bill. In addition this will be treated as a default and penalty may also be charged, as mentioned in Point 17.c) above.
21. The Contractor must ensure that driver is not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Smoking is strictly prohibited inside vehicles/Institute. Such a duty may be cancelled and/or penalty as above may be imposed. Similar penalties may be imposed if there is any unacceptable behavior, such as lack of due politeness, or lack of performance up to standards expected. The party will be liable to a penalty of a minimum of Rs. 500/- per instance for any service lapse apart from viewing such a lapse towards 'unsatisfactory service'.
22. The Institute reserves the right to terminate the contract by giving 30 days (thirty days) notice without assigning any reason whatsoever.
23. The Institute reserves the right to accept or reject any or all offers without assigning any reasons thereof. In case of dispute of any kind and in any respect whatsoever the decision of the Director, Indian Institute of Management Lucknow shall be final and binding.
24. The contract will be awarded on the basis of the terms and conditions stipulated hereinabove and no other terms and conditions offered by the party will be acceptable.
25. The intending party must own minimum 25 (Twenty Five) numbers of commercial vehicles and/or must

have contractual arrangement with the actual vehicle owner for providing the taxi services. 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 within seven days to the IIML, Noida Campus

26. No compromise will be made by the Institute in terms of punctuality, cleanliness of Taxi/Car, obedience, promptness, behavior etc. if the Driver, at any point of time during duty, fails to perform duties, as directed by the Authorities of Institute, the firm/contractor will be liable to pay a penalty of a minimum of Rs. 500/- (Rupees Five Hundred only) per day per vehicle for any service lapse/‘unsatisfactory service’.
27. All disputes will be subject to Lucknow jurisdiction.
28. The rates should be quoted inclusive of all expenses such as Fuel, Maintenance, Repair and Servicing, GST etc. as applicable will be paid on billing. Rate shall be quoted in enclosed **RATES Quote - Annexure-B**
29. The details of vehicle under vendor’s ownership/contracted services to be provided as per **Annexure-C**.
30. The rate contract is intended to be entered into with one or more parties after assessing the rates quoted by them for different types of services in a composite manner taking an overall view for all types of the services. Individual rates for any particular type of service will not be considered separately.
31. The requirement indicated is only approximation for rough idea. No guarantee of business can be given based on the same.
32. IIM Lucknow, Noida Campus reserves the right to cancel the tender without assigning any reason.
33. IIM Lucknow, Noida Campus reserves the right to blacklist a bidder for a suitable period in case the firm/Contractor fails to honors his bid without sufficient grounds.
34. EMD of all unsuccessful bidders will be returned after the award of work to successful bidder.
35. **Dispute and Arbitration clause:-**

All disputes or differences whatsoever between the parties out of or relating to the construction, meaning and operation or effect of this contract or subject thereof or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM, Lucknow, who shall appoint an Arbitrator to adjudicate the same who should be unconnected with IIM Lucknow and the cost of arbitration shall be divided equally between IIML and the bidder. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act. 1996. The place of arbitral proceedings will be Lucknow. The language of the arbitral proceedings shall be in English/Hindi. Any further disputes will be settled under the jurisdiction of Court of Lucknow.

Tender can be submitted in both online as well as offline mode. The tenders shall be opened as per schedule and venue mentioned in NIT. Bids received beyond last date of bid submission will be rejected. No tender will be entertained by E-mail / FAX.

SUBMISSION OF TENDER:-

ONLINE SUBMISSION:- The bidder has to upload all relative documents on eprocure.gov.in on or before **12th July 2021 by 4:00 PM**. The demand drafts of Tender document fee and EMD shall be uploaded online and the same in original should be sent by Speed Post/Courier / registered post only in sealed envelopes super scribed as "EMD & TENDER FEE for Hiring of Taxi Services - Rate Contract for providing AC taxis to the Indian Institute of Management Lucknow, Noida Campus", addressed to the Sr. Administrative Officer, Indian Institute of Management Lucknow, Noida Campus so as to reach on or before **13th July 2021 by 4:00 PM**.

36. **Validity of Bid:** The Bid shall remain valid for acceptance for a period of 90 days (Ninety days) after the date of Bid opening as prescribed in the Bid Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.
37. **Agreement Period:** The services will be hired for one year initially and it can be further extended for another period of one year by mutual consent. The rates will be firm for the contract period including extension, if any. The Institute has unfettered right hereunder to terminate the agreement at any time without assigning any reason whatsoever. The jurisdiction for dispute (s), if any, shall be Lucknow.
38. **Disqualification:-** The proposal is liable to be disqualified in the following cases:
- a. Proposal not submitted in accordance with this document
 - b. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
 - c. Proposal is received in incomplete form.
 - d. Proposal is received after due date and time.
 - e. Proposal is not accompanied by all requisite documents.
 - f. Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.

Quotations (enclose Annexure A, B and C along with copy of tender documents duly signed) superscribing “Quotation for Taxi Services” should reach latest by 12th July 2021 by 4:00 PM.

Date:

Signature of Tenderer with Company/Agency Seal



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Annexure-B - RATE BID

Particulars	Indica/Santro/Esteem and Similar Segment Vehicle (AC) Rs.		Indigo/Desire/Etios or Similar Segment Vehicle (AC) Rs.		Innova/Xylo/ Similar Segment SUV (AC) Rs.		Altis/Corolla or Similar Segment Vehicle (AC) Rs.	
	Drop	Pick-up	Drop	Pick-up	Drop	Pick-up	Drop	Pick-up
Airport Domestic								
Airport T-3								
New Delhi Railway Station								
Old Delhi Railway Station								
ISBT Delhi								
Railway Station Ghaziabad								
Railway Station Delhi Sarai Rohilla								
80Km. Or 08 hrs *								
40Km. Or 04 hrs *								
Night Charges								
Local **								
Outstation duty **								
Extra K.M (per KM) *								
Extra Hours (per hr.)								
Min. KM per Day Out station								
Per KM charges - Outstation								
Number of Commercial Taxi								

Note: 1. * Kilometer calculation, as per point (clause) no. 11 a & b of the tender document.

This clause will not be applicable for pick-up & drop services for Airports & Railway Stations.

2. ** Night Charges – Local / Outstation – Time from 11:00 P.M. to 5:00 A.M.
3. Parking charges as applicable will be paid extra against receipts.
4. GST @%

I/We accept all terms & condition of the tender

Date:

Signature of Tenderer with Company/Agency Seal



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NIT No. – IIML-NC/ARC/Taxi Services /2021/005

Date of Tender: 18th June, 2021

Annexure-C -RATE BID (Vehicle Details)

Please provide the details of the commercial vehicles under your procession in the following format.

S.No	Vehicle Name	Model	Make	AC/NON AC	Commercial Registration No.	KMs as on Date
1	Indica/Santro/Esteem and Similar Segment Vehicle (AC) Rs.					
2	Indigo, Desire, Etios or Similar Segment Vehicle (AC) Rs.					
3	Innova/Xylo/ Similar Segment SUV (AC) Rs.					
4	Corolla or Similar Segment Vehicle (AC) Rs					

I/We accept all terms & condition of the tender.

Date:

Signature of Tenderer with Company/Agency Seal