



## INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road  
Lucknow 226013

### **NOTICE INVITING TENDER**

**NIT No. – IIML/PURCHASE/Bus/28/2019-20**

**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 tender documents comprises of Technical bid and price bid. It is requested to download the Tender on acceptance of terms & conditions. The technical bid and 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 as mentioned in the tender notice. 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 Bus Services for IIM, Lucknow | 20 lacs (approx.)                        | 5000/-       | Nil                     | 365 days (1 Year)    | <b>04/09/2019 upto 03:00 PM</b>          | 10/09/2019 at 04:00 PM    |

Date of Prebid Meeting : 21/08/2019 at 11:00 AM

Date of opening of Technical bid : 10/09/2019 at 04:00 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



# INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

**Prabandh Nagar, IIM Road, Lucknow – 226 013**

**Phone : 0522-2734101, 0522-2734111-20, 0522-669001**

## **INVITING TENDER FOR BUS SERVICE FOR IIM LUCKNOW**

DIRECTOR, IIM LUCKNOW (IIML) INVITES TENDER FOR PROVIDING BUS SERVICE FOR ITS LUCKNOW CAMPUS on Annual Rate Contract for providing bus Service under the standard 'Two bid Systems i.e., 'Technical Bid and Financial Bid'.

Sealed quotation from reputed and experienced / registered taxi contractors engaged in transport business for hiring of taxi/buses to carry out the field and other official activities of the Institute (both AC and non-AC vehicles) initially for ONE YEAR which may be extendable for two more years on mutually agreed terms and conditions, depending upon the performance and requirement of the Institute.

### **Terms and conditions**

#### **1. Tender closing and opening time :**

Those firms/contractors who are interested may obtain tender documents from institute website i.e. IIML website during the period from 14/08/2019 to 04/09/2019. Quotations should be uploaded on eprocure portal and original EMD of Rs.5,000/-(Five Thousand only) for bus services is to be sent by speed post/registered post or courier services in sealed envelopes duly marked on the top of the envelop "Enq. No. Bus Service/28/2019-20" addressed to the Officer on Special Duty, Indian Institute of Management, Prabandh Nagar IIM road, Lucknow-226 013. An EMD should be in favor of Indian Institute of Management Lucknow payable at Lucknow. 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. Late Tenders :**

Late tenders shall not be accepted. IIM Lucknow will not be responsible for any postal delay.

### 3. **Validity of offer :**

The tender must be valid for a minimum period of 90 days from the date of opening of bid

### 4. **Scope of work :**

- i. The contractor shall provide the Diesel/CNG bus with minimum capacity of 35 seater.
- ii. The driver should report IIM Lucknow transport office on his arrival in the campus
- iii. More than one vehicle on any particular day or days can be hired as per the requirement of IIM Lucknow. IIML may also require bulk booking during important functions of the Institute. Accordingly, the contractor should arrange the vehicles as per the requirement.
- iv. The contractor shall arrange other classes of vehicles (Tempo Traveler etc.) as and when required on the basis of prevailing market rates.
- v. The bus/vehicle should have valid commercial license, YELLOW NUMBER PLATE, permit from the appropriate authority, route permit etc. Drivers should also possess valid driving license.

### 5. **Eligibility criteria**

(A) 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 4 buses** registered in his name or for/company's name. Copy of the valid registration document as above should be enclosed along with the tender.
- (ii) The **average annual turnover in last two financial years of the company/firm should be minimum 25 lakhs each.** Copy of Balance sheet/CA Certificate be enclosed along with tender. (2016-17 & 2017-18)
- (iii) The bidder should have **valid Tourist Permit** issued by the Transport Authority
- (iv) The **buses should not be more than three years old** as on the last date.
- (v) The contractor should have experience of at least five years in successfully handling the operation of Bus services in a reputed organizations especially in educational institutions.

### 6. **Rates**

The rates quoted and as accepted by IIM Lucknow shall remain fixed during the period of the contract. IIM Lucknow reserves the right to hire more than one agency at a time or split order on basis of lowest rates offered by the bidders.

### 7. **Obligations of IIM Lucknow :**

- (a) **The contract will be for a period of ONE YEAR which may be extendable on year to year basis on mutually agreed terms and conditions, depending upon the performance and requirement of the Institute for a maximum period of two years.**
- (b) The 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 as applicable.

- (c) GST:
  - (i) GST as applicable.
  - (ii) Rate of GST (CGST+ SGST) should be mentioned in the column provided in Financial Bid.
  - (iii) Whether ITC of GST is availed or not by the service provider to be mentioned in column of Financial bid.
  - (iv) Vendor who charged GST @ 5% shall be preferred.
- (d) The estimated annual billing would be around Rs. 15-20 lacs for Bus service.
- (e) The contractor should have No Objection Certificate (NOC) from the RTO, Lucknow or Lucknow District Administration for carrying out the business.

**8. Notice and agreement :**

The Institute has unfettered right hereunder to terminate the contract at any time without assigning any reason whatsoever. All disputes will be subject to Lucknow Jurisdiction only.

**9. Earnest Money & Security Deposit :**

Along with the bids the bidder has to remit an Earnest Money Deposit (EMD) of Rs.5,000/- ( Rupees five thousand only) against bus services. The EMD should be submitted in the form of DD/FDR. Successful bidder's EMD will be adjusted against the security money of Rs.25,000/- (Twenty-five thousand only) and EMD of unsuccessful bidders will be returned within 15 days of award of contract to successful bidder/contractor. NSIC/MSME registered firms are exempted from the deposition of EMD on submission of valid certificate.

The EMD/Security Deposit of the tenderer shall be forfeited to IIML without prejudice to any other rights or remedies under the following circumstances:-

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

**10. General terms & conditions:**

1. 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.
2. The bidders should be well versed with the local routes and places.

3. 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.
4. The bidder 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.
5. In case of any violation/proved complaint against you, a penalty amounting to Rs.2500/- will be imposed on you and deducted from the monthly bill.
6. 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 through or in connection with the submission of the offer even through IIML may elect to withdraw the invitation to bid should all invitation to bid he withdrawn or cancelled by IIML or which IIML shall have the right to do so at any time the Earnest Money paid by the bidders with the bids will be refunded to them in due course without interest.
7. The bidders are required to submit their bids only in the space 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 bidders.
8. 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.
9. It shall be the CONTRACTOR's 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.
10. The bidding party has to provide the name of driver, contact details etc. with police verification, if necessary.
11. The bidding party 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.
12. The bidding party should abide by all the instruction given by the institute or its representative.
13. The bidding party shall be responsible for the drivers' food etc. while on Institute's duty.
14. The Bus of the bidding party should have valid commercial license with yellow number plate, taxi/route permit etc. Drivers on duty should be possess valid Indian driving license
15. The bidding party should bear all the legal and other cost in case of any accident.

16. In case of break down an alternative arrangement shall be made by the bidder immediately and the vehicle shall report for duty at the given time and place.
17. Toll, parking and Ferry charges etc. will be paid extra on actual by IIM Lucknow against documentary proof/bills only.
18. 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.
19. Compensation & connected expenses, whatsoever, in case of any casualty (unforeseen) shall be borne/paid by the contractor.
20. Night halt charges will be applicable from 10 PM to 5 AM.
21. The tenderer / bidder should ensure that the drivers with the vehicle shall report for duty :
  - (i) With valid driving license/tourist vehicle license issued by the Transport Authorities, vehicle insurance certificate etc.
  - (ii) Vehicle should be filled with sufficient fuel.
  - (iii) Driver in decent dress, proper shave and hair cut
  - (iv) The driver of the vehicle must have all the valid documents in his possession all the times, while plying the vehicle.
  - (v) The vehicle should be defect free
  - (vi) The driver should be well behaved, equipped with a mobile phone and should be available on call for the user/guest.
  - (vii) The driver engaged should be broadly aware of the major routes and places of Lucknow and Uttar Pradesh.
  - (viii) Drivers should not have any criminal case (records) against him.
22. All disputes will be subject to Lucknow Jurisdiction.
23. 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 :

**PART-A**  
**(Technical bid)**

**(DOCUMENTS ARE TO BE ENCLOSED)**

| Sl. No. | Details of documents   |               |                                 |                          |              |
|---------|--|---------------|---------------------------------|--------------------------|--------------|
| 01      | Year of registration of firm(s) name as a travel agency for bus services       |               |                                 |                          |              |
| 02      | No of buses (Details of minimum 04 buses owns by bidding party to be enclosed) |               |                                 |                          |              |
| 03      | Tourist Permit issued by the Transport Authority                               |               |                                 |                          |              |
| 04      | Details of Annual Turnover of last two years (2016-17) & (2017-18)             |               |                                 |                          |              |
| 05      | PAN No.  |               |                                 |                          |              |
| 06      | GST registration No.   |               |                                 |                          |              |
| 07      | EMD Details  | Date of issue | Issuing Branch and Name of Bank | Details of DD Date & No. | Amount (Rs.) |
| 08      | Remarks, special comments to be mentionable, if any.                           |               |                                 |                          |              |

Signature of bidder/representative  
With complete address

Place :

Dated :

**PART-B**

**(Financial Bid)**

1. Comparative chart will be made purely on rate quoted by vendors for the distance given in the below proforma. Therefore, please quote your rate accordingly.
2. Rates should be quoted treating IIM Lucknow as starting & end point.
3. Time will be counted from IIML campus or desired destination.
4. Rates for AC & non-AC quoted separately.
5. GST will be extra as applicable.
6. Reimbursement of Toll Taxes and parking etc will be paid on submission of valid receipts.

| SN  | Service details                  | Vehicle       | Rate   |            |
|-----|----------------------------------|---------------|--------|------------|
|     |                                  |               | AC Bus | Non-AC Bus |
| 01. | Airport Pickup                   | 25 Seater Bus |        |            |
|     |                                  | 35 Seater Bus |        |            |
|     |                                  | 45 Seater Bus |        |            |
| 02. | Airport Drop                     | 25 Seater Bus |        |            |
|     |                                  | 35 Seater Bus |        |            |
|     |                                  | 45 Seater Bus |        |            |
| 03. | Railway Station Pickup           | 25 Seater Bus |        |            |
|     |                                  | 35 Seater Bus |        |            |
|     |                                  | 45 Seater Bus |        |            |
| 04. | Railway Station Drop             | 25 Seater Bus |        |            |
|     |                                  | 35 Seater Bus |        |            |
|     |                                  | 45 Seater Bus |        |            |
| 05. | Out Station charges per KM       | 25 Seater Bus |        |            |
|     |                                  | 35 Seater Bus |        |            |
|     |                                  | 45 Seater Bus |        |            |
| 06. | Out of Station charges per Hours | 25 Seater Bus |        |            |
|     |                                  | 35 Seater Bus |        |            |
|     |                                  | 45 Seater Bus |        |            |
| 07. | Rate per kilometer               | 25 Seater Bus |        |            |
|     |                                  | 35 Seater Bus |        |            |
|     |                                  | 45 Seater Bus |        |            |
| 08. | Any other charges, if any        |               |        |            |

Place:.....

Dated :.....

Signature of bidder/representative

With complete address