



भारतीय प्रबन्ध संस्थान, लखनऊ
INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

To,
M/s
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No: IIML / PUR/QUOTATION FOR
BOLERO SERVICES/19/2018-19

Date: 05/11/18

REQUEST OF QUOTATIONS:
HIRING OF BOLERO's SERVICES

Dear Sirs,

IIM Lucknow intend to engage a vendor for Transport Service Providers for supply of **TWO MAHENDRA BOLERO** on rental basis for a period of **TWO YEARS** by entering into an Annual Rate Contract agreement for below mentioned services:

Sl No	Description	Qty
1	HIRING OF BOLERO	02 Nos.

Kindly send your most competitive rates, validity of rates in a sealed envelope addressed to **Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow – 226 013** with Enquiry No. and date super scribed before **1400 hours** on 26/11/2018 the due date. The quotations should be sent by Registered/Speed post or Courier services only. Quotations received after the due date/time shall not be considered for processing.

Note: Please stamped and signed each and every page of tender document.

Thanking you,

Yours faithfully,

Administrative Officer
Purchase & Stores

- Encl: 1. Notice Inviting Tender
2. SPECIAL terms and conditions.
3. PART-A Technical Bid.
4. Financial Bid



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NOTICE INVITING TENDER

Tender No: No: IIML / PUR/QUOTATION FOR BOLERO SERVICES/19/2018-19

Date: 05/11/18

Sealed Tenders are invited from Transport Service Providers for supply of **TWO MAHENDRA BOLERO** on rental basis for a period of **TWO YEARS** for use of Indian Institute of Management Lucknow. This contract may be extended for a further period of one year subject to satisfactory performance and requirement of the Institute.

Transport Service providers may download the Tender Document from the Institute's web-site www.iiml.ac.in and submit the quotation complete in all respect, along with the copies of Trade Licenses, PAN, GST Registration Certificate and Earnest Money Deposit (EMD) amounting to Rs. 20,000/- (Rupees Twenty Thousand Only) in form of Demand Draft in favour of "Indian Institute of Management Lucknow" and other relevant documents in a sealed envelope addressed to Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow - 226 013 with Tender No. and date super scribed before 1400 hours on 26/11/2018 the due date. The quotations should be sent by Registered/Speed post or Courier services only. Quotations received after the due date/time shall not be considered for further processing.

The Tender will be opened on 28/11/2018 at 15.00 hours at the Office of Administrative officer, Purchase & Stores Section in presence of authorized attending representatives of the bidders.

IIM Lucknow reserves the right to reject any or all tenders without assigning any reason thereof.

General Terms & Conditions:

- I. The engagement is for a period of two years.
- II. The Duty hours of the vehicle on Saturday, Sunday and holiday will be remain will be communicated in due course of time.
- III. The Vehicle will ply inside the campus to T-Junction I) and II) IIM Campus to City Office Aliganj, and will perform all entrusted duties.(as per transport schedule)
- IV. During duty hours, the vehicle should be parked at the designated parking zone and will remain under the control of IIM Transport.
- V. The condition of the vehicle will be inspected period to commencement of the contract.
- VI. In each case the monthly invoice of the said vehicle should be submitted within Seven days (7 days) of the next months along with the duty slip duly filled and signed by the concerned users or guest to IIM Transport department.
- VII. While on duty the driver should keep with him the proper & up-to-date records of the vehicle, valid driving license.
- VIII. The courtesy and good behavior on the part of the driver is important. Discourteous or careless driver shall be replaced on demand by the Institute.



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- IX. The service provider is solely responsible for all actions including payment of any type of claims arising out infringement of rules, regulations, accident or any other unforeseen happening. In case, the vehicle is withdrawn for Maintenance/repair/breakdown, a substitute vehicle should be provided forthwith.
- X. Liability of the service provider: When the Institute engages a vehicle, all liabilities in respect of the vehicle and the driver including accident to vehicle, injury to driver and the passengers travelling in vehicles shall rest with the service provider. The hiring authority has no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.
- XI. The engagement and employment of driver and payment of wages as per existing provision of various labour laws or regulations shall be deemed to be breach of this contract if not adhered to.
- XII. The Service provider shall assign the job of driving of hired vehicles only to qualified, experienced, licensed drivers and also assume full responsibility for the safety and security of the users. The essential spares are to be stored in the vehicle for trouble free driving. IIM Lucknow shall have no direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under relevant section of IPC and any loss caused to IIM Lucknow will have to be suitably compensated by the service provider.
- XIII. Vehicle having commercial registration, shall be supplied to IIM Lucknow and taxes etc., due on such vehicles shall be liability of the service provider.
- XIV. The vehicle deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per IIM Lucknow's requirement with proper pollution check and valid pollution certificate.
- XV. Driver of the vehicle must be provided and maintain mobile phones. No extra charges would be paid by IIM Lucknow for the same.
- XVI. In case of break-down/servicing/repair, the service provider shall provide alternate vehicle of same model, failing which vehicle shall be hired from any other source/sources at the risk and cost of the service provider.
- XVII. The maintenance cost, charges of fuel (petrol/diesel), road tax, permit fee, passenger Tax, Border Tax, challans, salary of the driver, the overtime etc. are the responsibility of the service provider and should be paid by him. Insurance: The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all passengers also.
- XVIII. The Institute shall have absolutely no responsibility to pay any compensation for any accident occurred to any person/representative of the service provider during his to and from journey and or while attending to the services of the Institute and no other charges whatsoever shall be payable by the Institute of the service provider.
- XIX. The rates will be inclusive of all taxes, i.e. cost of petrol/diesel, lubricants, driver's salary & allowances etc.



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- XX. Payment will be made on monthly basis on submission of the bill duly certified by the user department.
- XXI. No escalation/extra charges will be allowed over & above the approved rate during the tenure of contract.
- XXII. The Driver should be courteous to the users, maintain discipline, decorum, well dressed & should always carry mobile phone with him. In the event of misbehavior on the part of driver, IIM Lucknow may impose penalty as deemed fit on the service provider.
- XXIII. IIM Lucknow reserves the right to terminate the contract at any time without assigning any reason thereof by serving 30 days' notice.
- XXIV. **Penalties:**
1. In case of break-down of the vehicle, the same to be replaced by other vehicle in good condition immediately (maximum one hour from the time of break-down). Failure on the part of service provider to supply such replacement will attract imposition of penalty on pr-rata basis against each break-down.
 2. IIM Lucknow also reserves the right to impose penalties for unsatisfactory services which may include:
 - a. Delayed arrival/report at the designated stop/place (Rs. 1500/- lapse of service).
 - b. Misbehavior with the users.
 - c. Violation of instruction given by the Competent Authority of IIM Lucknow

The final decision of the extent of penalty on the service provider will rest with the Institute's Competent Authority and it is binding on the service provider.

XXV. **Arbitration:**

All disputes shall be tried to be settled mutually by making reference to conditions of contract documents or prevailing local practices, etc., but if not settled mutually, shall be referred to arbitration. Such arbitration shall be governed by the provision of the Indian Arbitration and Conciliation Act, 1996 or as amended from time to time. The venue for such arbitration will be at Lucknow. The award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.

Administrative Officer
(Purchase & Stores)



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SPECIAL TERMS AND CONDITIONS

1. The Rate quoted must be for Mahindra Bolero vehicles.
2. The Vehicle will have to be provided for 24 hours on all days of the week (365 days in a year).
3. 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.
4. The firm/Contractor should have their GST Code Number.
5. The Firm/Contractor should provide a landline/mobile number on which he or his representative can be contacted any time (24x7 Hrs).
6. Vehicles supplied to IIM Lucknow 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.
7. 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.
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. The Institute will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury.
9. The driver deployed by the Contractor for driving the vehicles should hold valid commercial driving license and be fit physically and mentally. Medical Fitness certificate for driver appointed pursuant to this Tender should be provided at the time of award of tender. The driver provided for driving, should have at least 5 years of prior driving experience.



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10. The Contractor shall obtain adequate insurance cover for the vehicle, his driver 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.

11. The vehicle 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.

12. 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.

13. 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.

14. 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 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 shall not be held liable for such responsibilities/ obligations in any manner what-so-ever.

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. No compromise will be made in terms of punctuality, cleanliness of Car, obedience, promptness, behavior etc. if the Driver, at any point of time during duty, fails to perform duties. The firm/contractor will be liable to pay a penalty of a



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minimum of Rs. 500/- (Rupees Five Hundred only) per day per vehicle for any service lapse/ 'unsatisfactory service'.

17. The rates should be quoted inclusive of all expenses such as Fuel, Maintenance, Repair and Servicing, Taxes as applicable will be paid on billing.

18. EMD of all unsuccessful bidders will be returned after the award of work to successful bidder.



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PART-A
Technical Bid

Sl. No.	Details of Documents				
1	Year of registration of firm(s) name as a travel agency for Bolero Services				
2	Numbers of Vehicles details (details of minimum 02 Bolero owns by bidding party to be enclosed).				
3	No Objection Certificate letter and date issued by the RTO / district Magistrate				
4	Details of Income Tax Return of the financial year 2017-18				
5	PAN Number				
6	TIN Number				
7	GST Registration				
8	Details of Annual Turnover (For Last one year)				
09	EMD Details				
	EMD Details	Date of Issued	Issuing Branch & name of Bank	Details of DD Number with Date	Amount (Rs)



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PART-B
FINANCIAL BID

Sl. No.	Type of Vehicle	Monthly rent (Fixed) Minimum		Rate per Km. Beyond fixed km
		1) for 5000 kms	2) for 4050 kms	
1.				
2.				
3.				
4.				

- The rates are to be filled in the above format only.
- GST will be extra as applicable.

The details of Bolero (Registration Certificates) must be enclosed

Others remarks, if any