

भारतीय प्रबंध संस्थान रायपुर
INDIAN INSTITUTE OF MANAGEMENT RAIPUR

GEC Campus , Old Dhamtari Road ,Sejbahar ,Raipur 492015 ,India, Phone: 0771-2474703/705/700
Website : www.iimraipur.ac.in

Request for Proposal
For
Rate Contract for Hiring of Local Taxi / Vehicle

No: IIMR/RFP/Vehicle Hiring/2016-17/10

Date:12.02.2017

Sealed Tenders are invited in two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies/Companies located in Raipur Chhattisgarh, for hiring of taxi/Car on regular basis for official use of Institute Purpose. Number of vehicles may increase or decrease as per requirement of the Institute. The time schedule is as under:-

1. Closing date & time for receipt of Bid: 01st March 2017 @ 3:00PM
2. Date and time for Opening of Technical Bid: 01st March 2017 @ 04:00PM.

Note: In case the date specified for submission of bid falls on or is subsequently declared a holiday or closed day for this office, the bids will be received up to the appointed time i.e. 3:00 PM on the next working day of this office and will be opened on the same day at 4:00 PM.

2.1 TWO BID SYSTEMS: The bid should be submitted in a sealed cover in two parts as under.-
A. Technical Bid:- Envelope should be superscribed " Technical Bid for Hiring of Taxi / Car" and it should contain all technical details as per clause 7 ,EMD and other documents etc. as per the requirement of the bid enquiry.

B. Financial Bid: The second cover should contain the rates etc. as per Annexure-II, and it should be superscribed "Financial Bid for Hiring of Taxis / Cars".

2.2 The technical bid and the financial bid should be sealed by the bidder in separate covers, duly superscribed and both these sealed covers are to be put in a bigger cover, duly superscribed as "Bid for hiring of Taxis/Cars". The cover containing both the bids should be addressed and submitted to the Chief Administrative Officer, INDIAN INSTITUTE OF MANAGEMENT RAIPUR, GEC Campus, Old Dhamtari Road ,Sej Bahar, Raipur 492015.

2.3 The Technical Bids shall be opened at 4:00 PM on the date as indicated above in the presence of such of the bidders or their representatives, who may wish to be present.

2.4 Financial Bid (s) of only those bidders (s) will be opened on a later date whose bids are considered technically acceptable after evaluation by a Technical Evaluation Committee.

2.5 Hypothetical / Conditional Incomplete bid will not be entertained & will be summarily rejected. Please note that the bidder must quote for all the categories mentioned in the RFP.

3 Late Bids: Bids received after the specified date and time, as indicated in para-1 above, for receipt of bids will be summarily rejected.

4. Earnest Money Deposit (EMD)

4.1 EMD of Rs. 50,000- (Rupees Fifty Thousand Only) in the form of Demand Draft in favour of Indian Institute of Management Raipur ,Payable at Raipur must accompany the bid, Bids without EMD and in any other form than prescribed will NOT be considered.

4.2 The EMD should remain valid for a period of 45 days beyond the final tender Validity period.

4.3 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.

4.4 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 from him.

5. Performance Security.

5.1 The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security of Rs. 1,00,000 (Rupees one lakh Only) in the form DD in favour of Indian Institute of Management Raipur, Payable at Raipur within 10 days of award of contract.

5.2 Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.

5.3 Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.

5.4 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be black listed.

5.5 The bidders should quote their unconditional rates strictly as per the Annexure-II. Correction / overwriting, if any, will not be accepted. Each page of the tender should be duly stamped and signed by the authorized signatory.

5.6 In cases any bidder is already providing the AC / Non-AC Taxis / Cars to any other Ministry/ Department of Central Govt. details thereof should also be furnished along with the bids.

6. Eligibility Criteria:

6.1 The agency / firm should be the sole proprietors or registered firm /company or registered travel agency or registered tour operator under the company / shop Act . (Registration document should be enclosed with Technical bid).

6.2 The vehicles provided should be authorized to be used as taxis / Cars and should have proper permission of the areas to be travelled in Raipur and should not be more than 2 years old.

6.3 The agency / firm should have at least one satisfactory Service record with other reputed Organisations, which should include at least one reputed public sector Undertaking / Department of the Govt. of India or reputed private organisation. Satisfactory service certificate from the concerned Department / serving company need to be furnished along with the technical bid without which the proposal will be treated as null and void. Total Work experience for providing such service which will be more than 2 years.

6.4 The bidder shall be registered for service Tax & Income Tax .

6.5 The agency / firms must have a registered office at Raipur.

6.6 The drivers engaged should be generally aware of the Routes of Raipur Chhattisgarh.

6.7 Turn over of the company should be more than 15 lakh or more per year for last three FY.

6.8 The agency/firms should not be black listed from any organisation. (Self declaration letter must be provided along with technical bid)

7. The Technical bid should contain following details:

7.1 Copy of PAN Card and copy of the latest Income Tax/ Service Tax certificate.

7.2 A certificate from the bidder that all the terms and Conditions are acceptable to him.

7.3 EMD of Rs. 50,000/- along with Processing Fees of Rs 1000 (In Favour IIM Raipur, Payable at Raipur).

7.4 Copies of RC of all the vehicles registered In the name of the Transport Company /firm.

7.5 Enclosed certificates as mentioned in eligibility criteria.

8. Other Terms and Conditions: -

8.1 Risk Hire Clause:- In case the firm awarded contract fail to supply the requisite number of vehicles, this office reserves the right to hire the DL Y Taxis / Cars from other Taxi Stands at the risk and cost of the firm. The cost difference between the alternative arrangements and tender value will be recovered equally from the firm.

8.2 The bidder should have the ownership of at least adequate number of vehicle. The bidders are advised to read the instructions above and the terms and. with deviations. In case there are any deviations from the terms & conditions of the tender they may be clearly indicated in the technical bid for consideration.

8.4 The Contractor should be able to provide AC / Non-AC DL Y Taxis / Cars at a short notice/ (within 30 minutes). For regular requisitions the taxi must reach the destination 30 minutes in advance.

8.5 The driver engaged should be generally aware of the routes of Raipur Chhattisgarh.

8.6 The Vehicles on duty shall have to be kept in clean condition at all times. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.

8.7 In case of any break down while travelling, alternative arrangement shall have to be done by the contractor failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.

8.8 IIM raipur reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.

8.9 Penalty Clause: In the event of Contractor failing to execute the work i.e. supply of Taxis on hire basis at any time to the full satisfaction of the institute the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security deposited.

8.10 Billing will start from and end with Office premises or designated place and not from & with the Taxi stand. All vehicles must first report to the CAO Office, IIM Raipur on requisition. Where meter reading will be noted and then proceed to the destination on all days except Sundays or Holidays. On Sundays and National Holidays the vehicle may directly report to the designated person where meter reading should be got noted by the user.

8.12 The contract will be valid for one year from the date of award the contract and extendable year to year basis maximum 2 years by mutual consent of the parties. No request of hike in approved rates for supply of taxis will be entertained during the period of contact for any other reason what so ever.

8.13 If on any occasion it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/ journey the contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.

8.14 The drivers should always be in the uniform as may be provided by the agency with mobile phones and should be well mannered.

8.15 For each and every vehicle, the driver is required to maintain a log-book i.e. details of various journys performed during the day since morning till last duty separately and all the entries be got attested from the users. The log book will have to be shown to the General Administration for verification at the time of submission of the bill in each month.

8.16 In case of hiring of DL Y Taxis, 50 Kms or 6 hours shall be considered half day. In case if the vehicle is detained above 6 hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 50 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds 6 hours, then the vehicle would be treated to be hired for ' full day'. Then the 'km' usage has no relevance.

8.17 Rate should be quoted for AC cars.

8.18 This tender document can also be downloaded from this Department's website:

“ www.iimraipur.ac.in “

8.19 Decision of Competent Authority of the Department regarding acceptance or rejection of a tender will be final and binding.

8.20 In case any bidder does not agree with the bidding conditions, bidding pre may give in writing the reasons for the same. The bidders(s) will also right to seek reasons for rejection of their bids if is rejected.

8.21. The Contractor shall maintain the Log-sheets/duty slip should be got signed by the user which would indicate the opening and the closing meter reading with time and date at the point at point of starting/ending the journey by the user. It should be ensured that there is no overwriting in the duty slips. In no case duty slip without signature will be accepted along-with bill for payment unless specifically intimated in advance.

8.22. Contractors shall be directly responsible for any/all disputes arising between him and his personnel and keep IIMR indemnified against all losses, damages and claims arising thereof.

8.23 .The personnel engaged by the Contractor shall be subject to security check by the IIM Raipur Security Staff or authorized employee-in-charge while entering/leaving the premises. The contractor shall furnish to the Institute full details of staff engaged by him.

8.24 . Contractor shall be fully responsible for theft, burglary, fire or any mischievous acts of his staff.

8.25 In case of non-reporting/refusing to provide the requisite vehicle, the same may be hired by the Institute from any other source(s) at the risk and cost of the contractor, besides any other penal action which may be even termination of contract.

8.26 In case of break down/servicing/repair, the contractor shall provide alternate vehicle of same Make and model falling which vehicle shall be hired from any other sources at the risk and cost of the contractor.

8.27 The maintenance cost, Charges of petrol, road tax, permit fee, passenger 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 Raipur.

8.28 Parking charges and toll taxes shall be paid extra by IIMR on production of documentary proof. However, no Border tax/Permit fee/ Passenger tax/ road tax shall be paid by IIM Raipur

8.29 One or more than one vehicle depending upon the requirement of IIM Raipur can be called at any time during the day and night.

8.30 IIM raipur reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.

COMPLIANCE OF LABOUR LAWS:

Contractor shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under any new act or Government. IIMR shall have no liability whatsoever in this regard. It shall be the sole responsibility and liability of the Contractor to carry out the obligations arising out under various labour legislations such as Contract Labour (Regulation and Abolition) Act, 1970, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act, Industrial Disputes Act 1947, Employees Provident Funds and Misc. Provisions Act 1952, Employees' State Insurance Act 1948, Women's Compensation Act 1923, Motor Vehicles Act and such other relevant enactment that are in force from time to time as may be applicable in respect of the services provided.

TERMINATION OF CONTRACT

If at any time contractor to make any default in proceeding the work with the due diligence and continue to do so even after the notice in writing or commit any default in completing any of the terms and conditions even after the notice in writing is given to you on that behalf by the Official-in-charge, IIMR may, without prejudice to any other rate to remedy accrued or shall accrue thereafter to the Institute, by written notice, terminate the contract as a whole or part of the Contract.

DETAILS OF EARNEST MONEY DEPOSIT

1. Amount Rs. : _____

2. Demand Draft number & Date : _____

3. Name of the Bank & issuing Branch : _____

4. Payable at : _____

Date: _____

Signature of the Tenderer
Name & Address

ANNEXURE -I

FORM OF TENDER—Part-I (Technical Bid)

(To be submitted on contractor's own letter head in duplicate in a cover sealed as mentioned in the tender document)

Indian Institute of Management Raipur
GEC Campus, Dhamtari road, Sej Bahar, Raipur-492015

Sub: Offer for Rate Contract for Hiring of Taxis

Sir,

We hereby submit our offer in response to your captioned subject tender notice.

1. Name of the Contractor _____

2. Name of the Company/Firm _____

3. Mailing Address _____

Tel.No. _____ (O) _____ ®

Fax _____ Email: _____

4. Details of work carried in other Govt Office

5. PAN No. _____

6. Shop Registration No _____

7. Turn Over Details for Last Three FY _____

8. Income tax return file for last three FY _____

9. **Declaration** – We have gone through the terms and conditions of tender and agreed upon them. We are ready to provide the services as per your terms and conditions and ready to commence the services on receipt of the order from your Institute. We/I declare that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. We/I am found to have concealed/ distorted any material information, the Director of the Institute have the right to cancel the contract without any notice

Date:

Signature of the Contractor
Name & Sea

Annexure II

FORM OF TENDER—Part-II(FINANCIAL BID)

(To be submitted on contractor's own letter head in duplicate in a cover sealed as mentioned in the tender document)

S. No.	Particulars (AC Vehicle)	Half day rate (50 km or 6 hrs)	Full day rate (100km or 9hrs)	One month Rental (2500 km or 9hrs per day)	Extra rate per km	Extra hours' rate per hour	Rate for Night halt's
1	Tata Indigo (AC)						
2	Tata Indica (AC)						
3	Innova /Etios/Enjoy(AC)						
4	Scorpio/XUV 500 (AC)						
5	Honda City /Verna (AC)						
6	BMW 3 Series (AC)						
7	Omni Van						

Taxes extra if applicable

BUS Service	Half day rate (50 Km or 5 Hrs)	Full day rate (100 Km or 9 Hrs)	Extra Rate Per Km	Extra Rate Per Hrs.
BUS 50 Seater AC				
BUS 50 Seater Non AC				
BUS 30 Seater AC				
BUS 30 Seater Non AC				

Taxes extra if applicable:

Note: Charges should be quoted inclusive of petrol / diesel, seat cover, perfumes, dress of driver, identity card of driver etc.

Signature & Seal of the tenderers