



सिद्धिपूर्व प्रबन्धनम्
भा. प्र. सं. इन्दौर
IIM INDORE

भारतीय प्रबंध संस्थान इन्दौर

प्रबंध शिखर, राऊ-पीथमपुर रोड, इन्दौर - 453 556 (म.प्र.), भारत

INDIAN INSTITUTE OF MANAGEMENT INDORE

Prabandh Shikhar, Rau-Pithampur Road, Indore - 453 556 (M.P.), India

Enquiry No.: IIMI/2016-17/05

May 23, 2016

ENQUIRY FOR ANNUAL RATE CONTRACT FOR HIRING OF VEHICLES

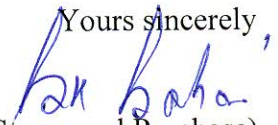
DUE DATE & TIME: 13-06-2016 at 3:00 PM

IIM Indore invites quotation for Rate Contract for Hiring of Vehicles as per the terms and conditions stated in the tender.

S.No.	Description	Period of contract	Earnest Money Deposit (EMD)
1	Annual Rate Contract for Hiring of Vehicles	1 Year	Rs.10,000/-

You are requested to submit your lowest rate alongwith EMD for Rs.10,000/- in favour of "Indian Institute of Management Indore", in the attached format (Annexure- A,B,C & D) in a sealed envelope subscribing **Quotation for Enquiry No. 05 "Annual Rate Contract for Hiring of Vehicles"** before the due date and time to :

Officer (Stores and Purchase)
1st Floor, New Administrative Block
Indian Institute of Management Indore
Prabandh Shikhar, Rau-Pithampur Raod
Indore (M.P.) – 453556
Phone- 0731-2439631-34
Email- stores@iimidr.ac.in

Yours sincerely,

Officer (Stores and Purchase)

Encl: Tender Form



Annexure-A

Details of Fleet Owned/On Contract with Details

(Please attach separate sheet, if required alongwith copy of supporting documents viz. R/C, Insurance etc.)

S.No.	Type of Vehicle	Seating Capacity	Registration Number	Year of Purchase

Declaration- I/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. I/We declare that the above information is correct and complete to the best of my/our knowledge and belief and nothing has been concealed /distorted. I/We am/are found to have concealed/distorted any material information; the institute has the right to cancel the contract without any notice.

Date: Signature of the service provider

Name:

Seal: Designation

Annexure-B**Profile of the Organization**

S.No.	Particulars	
1	Name of the Firm	
2	a) Address for correspondence b) Telephone No. c) Fax No. d) Email Id e) Name of the contact person f) Contact number of the contact person g) Website	
3	Year of establishment/incorporation (Certificate to be attached)	
4	Income Tax Registration (attach copy of PAN Card)	
5	ST/CST No. (Copy of relevant documents to be attached)	
6	Registration details (Copy to be attached) Registrar of the firms, Municipal Corporation, Gumasta, Department of Labour, Central Govt., State Govt., Semi Govt. and Govt. Undertakings, EPF, ESIC etc.	
7	Turnover in last three financial years 2012-13 2013-14 2014-15 Attach copy of balance sheet	Rs. Rs. Rs.
8	List of Purchase Order / Work Order alongwith supporting documents where the similar type of work executed by you during the last 3 years.	
9	Income Tax Returns for last three financial years 2012-13 2013-14 2014-15 Attach copy of ITR	Rs. Rs. Rs.
10	Details of EMD	DD No.: Name of the Bank:
11	List of enclosures	

Date:

Signature of the service provider

Name:

Seal:

Designation

Annexure-C

Price Schedule

Purpose & Usage	Quotes including all kind of taxes												
	20 seater		27 seater		30 seater		40 seater		50 seater				
	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC	
Campus to City including nearby locations and surroundings & back. 4 hrs 40 kms 8 hrs 80 kms 12 hrs 120 kms													
Campus to Dewas & back: 4 hrs 40 kms 8 hrs 80 kms 12 hrs 120 kms													
Campus to Pithampur & back: 4 hrs 40 kms 8 hrs 80 kms 12 hrs 120 kms													
Campus to Oustation & back: Full day (Min. 250 kms) Extra Hour / Extra Km rates													

Firm/Service Provider

Contact no.

Address.....

Signature.....

Date.....

Email.....

Annexure-D

General Terms and Conditions

1. The due date of submission is 13-06-2016 Wednesday, 3:00 PM.
2. Late tenders are not acceptable in any case.
3. The Price Schedule should be submitted only in our format (Annexure-C) and no conditional bids are acceptable.
4. The bid will remain valid for 60 days from the date of opening as prescribed by IIM Indore.
5. No advance payment will be made. Payment will be made within 30 days after successfully completion of required service(s).
6. IIM Indore reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof
7. **The successful tenderer will have to deposit the performance security in the form of FDR/TDR/Bank Guarantee @ 10% of the total value of order within 10 days from the date of issue of the award letter. Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respect.**

Terms and Conditions

1. Preference may be given to the service providers who are having similar experiences in providing hiring services in government/ reputed corporate educational sector.
2. The service provider shall provide required vehicle with valid documents as required at the premises or at any place as and when required.
3. The drivers should have valid licence, badge and having knowledge of different route. The reporting time, place, address etc. should be strictly followed by service provider. For airport/railway station pick up, drivers to display the welcome placard and receive the passengers, as directed. Service provider to provide the vehicle within 30 mts of the requisition. Delay of more than 30 mts will attract a fine of Rs. 100/- per hour.
4. The vehicle with driver should report approximate 01 hour minutes early and 01 hour will be counted in the duration of the trip.
5. The service provider shall ensure that the driver/manpower deployed by him for the work of the Institute wear clean, appropriate uniform as prescribed by Government for driving commercial vehicle.
6. The vehicle provided by the service provider must be in excellent condition and must have proper and complete documents, which should be shown to the user. Otherwise the vehicle may be rejected and sent back. No payment shall be made on account of vehicles so rejected.
7. In case of non-reporting/refusing to provide the requisite vehicle, the same may be hired from any other source(s) at the risk and cost of the service provider, besides any other penal action which may be even termination of the contract.

8. In case of break down/servicing/repair, the service provider 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 service provider.
9. In the event of break/servicing/repairs or sudden failure, neglect, dislocation or stoppage of the services by the service provider, the Institute may get the vehicles from some other agency or department at the risk and cost of the service provider without prejudice to its rights. The service provider shall in such event, pay to the Institute the additional cost incurred for having such services. Without prejudice to any other rights, that the Institute may have in this behalf either under this agreement or under law, the Institute may terminate the agreement by one month notice in writing to the service provider and in such an event the service provider shall have no claim for any loss or damage against the Institute.
10. The service provider shall maintain the Log sheets/Duty slips and should got it signed by the user which would indicate the opening and the closing meter reading with time and date and also 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 the duty slips without signature will be accepted along with bill for payment unless specifically intimated in advance. The opening reading will count from the Institute premises and closing reading will be destination reading irrespective of the place of dropping. No additional kilometers will be added to the destination reading.
11. The service provider shall be duty bound to make good to the Institute any loss or damage to the Institute's property, caused by or attributable to the lapse or negligence on the part of the service provider or his agents or his servants.
12. The personnel engaged by the service provider shall be subject to security check by the Institute Security Staff or authorized employee in charge while entering/leaving the premises. The service provider shall furnish to the Institute full details of staff engaged by him.
13. The service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
14. The maintenance cost, Charges of petrol, road tax, permit fee, passenger tax, Challans, Salary of the driver, the overtime of driver etc., are to be totally borne by the service provider for which no payment shall be made by IIMI.
15. Toll taxes shall be paid extra by IIMI on production of documentary proof. However no border tax/permit fee/ passenger tax/toll tax/road tax shall be paid by IIMI. Parking charges will be borne by the service provider.
16. One or more than one vehicle depending upon the requirement of the Institute can be called at any time during the day and night including holidays.
17. It shall be the sole responsibility and liability of the service provider 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 At 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.

18. In the event of any question, dispute or difference arising under this agreement or in connection there with except as to matter the decision of which is specifically provided under this contract, the same shall be referred to an arbitrator to be appointed by the Director, Indian Institute of Management Indore, and the decision of the Arbitration will be binding on both parties.

Date: Signature of the service provider

Name:

Seal: Designation

Email