

Indian Institute of Management Sambalpur  
C/o. Silicon Institute of Technology  
Silicon West. P.O Sason, Sambalpur (Odisha)-768200  
Tel: 9437114388  
Website: www.iimsambalpur.ac.in  
E-mail: pggpoffice@iimsambalpur.ac.in

**Notice Inviting Tender**

IIMS/Tender/Transport/2015-16/03

Dated: 14-01-2016

**NOTICE INVITING TENDER FOR HIRING OF TRANSPORT SERVICES**

Indian Institute of Management Sambalpur is set up by Government of India, under Ministry of Human Resource & Development; New Delhi. It is the 19<sup>th</sup> IIM newly setup by MHRD.

IIM Indore is a mentor institute for IIM Sambalpur. IIM Indore is inviting applications on behalf of IIM Sambalpur in prescribed format along with documentary proof from interested and reputed agencies engaged in providing transportation services on hiring basis, that fulfil the eligibility criteria as prescribed in the tender document uploaded on websites **www.iimidr.ac.in** and **www.iimsambalpur.ac.in**. The interested parties may submit their tender along with DD of Rs.500/- as tender processing fee (Non-refundable) and Earnest Money Deposit (Refundable) of (Rs. 12,000/- for bidders applying only for Group – I, Rs. 13,200/- for bidders applying only for Group – II, Rs. 8,400/- for bidders applying only for Group – III), in favour of Indian Institute of Management Indore payable at Indore. In case bidders are applying for more than one group(s) they have to pay EMD as required for each group.

**Important Dates & Time**

S. N.	Particulars	Date	Time
1.	Opening Date & Time of tender	14 Jan 2016	10.30 am
2.	Last date & time for submission of tender	27 Jan 2016	3:00 pm
3.	Date & time of opening of Bids	27 Jan 2016	4:30 pm

The services are required for the following group(s) of locations:

- (i) in Bhubaneswar - (airport/railway station pickup/drop, local conveyance in the city and transport to Sambalpur and vice versa) - estimated per annum volume of business is total Rs.6.0 Lakh for this group of service.
- (ii) in Raipur - (airport/railway station pickup/drop, local conveyance in the city and transport to Sambalpur and vice versa) - estimated per annum volume of business is total Rs.6.60 Lakh for this group of service.
- (iii) in Sambalpur (monthly fixed vehicle with driver on all the days of week)  
– estimated per annum volume of business is total Rs.4.20 Lakh for this group of service.

The bids/offers received after due date and time will not be entertained under any circumstances. The bid received incomplete, unsigned or which were not found in prescribed format will be rejected without assigning any reason. The bids / offers should be completed in all respects and addressed and submitted to -

The Stores & Purchase Officer, Indian Institute of Management Indore, Prabandh Shikhar, Rau-Pithampur Road, Indore-453 556 (M.P), India, Phone: 0731-2439630/631, Email: stores@iimidr.ac.in

Professor Pawan Kumar Singh, Nodal Officer  
Indian Institute of Management Sambalpur  
Prabandh Shikhar, Rau-Pithampur Indore (M.P)

## Indian Institute of Management Sambalpur

C/o. Silicon Institute of Technology  
Silicon West. P.O Sason, Sambalpur (Odisha)-768200

Tel: 9437114388

Website: [www.iimsambalpur.ac.in](http://www.iimsambalpur.ac.in)

E-mail: [pgpoffice@iimsambalpur.ac.in](mailto:pgpoffice@iimsambalpur.ac.in)

### TENDER NOTICE

IIMS/Tender/Transport/2015-16/3

Dated: 14-01-2016

### NOTICE INVITING TENDER FOR HIRING OF TRANSPORT SERVICES

Sealed quotations are invited in a prescribed format from the well established/experienced transport agencies providing vehicles on hiring that fulfils the eligibility criteria as prescribed in the tender document uploaded in the websites [www.iimidr.ac.in](http://www.iimidr.ac.in) and [www.iimsambalpur.ac.in](http://www.iimsambalpur.ac.in)

#### **Important Dates & Time**

S. N.	Particulars	Date	Time
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#### **1. About IIM Sambalpur:**

Mentored by IIM Indore, IIM Sambalpur was registered as a Society under Societies Registration Act, XXI of 1860 on August 19, 2015. The present campus of IIM Sambalpur has been setup at Silicon Institute of Technology, Sason, Sambalpur, Odisha. IIM Sambalpur has been allotted a piece of land measuring over 237 acres in Basantpur, for the permanent campus by the Government of Odisha.

The first batch of Post Graduate Programme (PGP) with 48 students commenced at IIM Sambalpur on September 23, 2015.

#### **2. Scope of the Contract**

1. The Bidder is required to provide commercial vehicles fully conforming to RTO/RTA regulation, along with fuel, driver and driver lodging and boarding during travel (if required), octroi, other taxes and charges. Toll tax and vehicle parking charges will be reimbursed on actual basis on submission of the receipt.
2. The bidders are free to quote rates for any one or more groups.
3. The Institute reserves the right to hire one or more agencies for one or more group(s).

4. The bidder is free to provide services for any one or more group(s):
  - (i) Group - I (Bhubaneswar & Sambalpur) - (airport/railway station pickup/drop, local conveyance in the city and transport to Sambalpur and vice versa)
  - (ii) Group – II (Raipur & Sambalpur) - (airport/railway station pickup/drop, local conveyance in the city and transport to Sambalpur and vice versa)
  - (iii) Group – III - Sambalpur (monthly fixed vehicle with driver on all the days of week)
  
5. The services will broadly include:
  - A. Pick and drop of Faculty/Officers/Staff/Guest and other members of IIM Sambalpur community from designated points as informed by the designated person of the Institute.
  - B. The agency should have free SMS service on deployment of vehicle to the users and booking in charge of IIM Sambalpur.
  - C. At Railway Stations/Airports the service of Placard to be made by the transport agency.
  - D. To get log sheet approved on daily basis through the in-charge/transport officer.
  - E. The driver will report at the time of the vehicle deployment to the user and transport in charge of the agency's supervisor and the supervisor shall inform the deployment to the vehicle to IIM Sambalpur accordingly.
  - F. The agency should be ready to provide vehicles preferably within an hour time from the time of intimation by the Institute. Mostly the Institute will inform the agency well in advance.
  - G. Sub-contracting will not be allowed at any cost.

### **3. Eligibility criteria and duration of contract:**

The Bidder is required to provide commercial vehicles fully conforming to RTO/RTA regulation along with fuel, driver and driver's lodging and boarding during travel (if required), toll taxes, octroi, other taxes etc.

The agency should provide all the supporting documents mentioned in tender, failing which their tender will not be considered for short listing. The contract will be awarded initially for two years (with effect from the award of the tender), which can further be extended for one year or curtailed depending upon the performance of the agency. Therefore, all the rates and documents quoted should be valid for first year.

The period of contract will be two years with a built-in scheme for review of the performance at the end of each year along with a provision for annual price escalation / reduction to absorb the increase / decrease in the fuel/input costs. However, the rates quoted shall remain fixed during the first year of the contract. The increase/decrease in tariff will be decided mutually. The contract may be renewed up to a maximum period of another one year. The activation of escalation clause must be requested by the contractor.

The bidder should have office at any one of the quoted locations.

The details and documents required to fulfil eligibility criteria is as per Annexure – I.

#### 4. TENDER SUBMISSION PROCEDURE & TENDER EVALUATION CRITERIA

The envelope -

- (i) should contain demand drafts / pay orders in favour of IIM Indore payable at Indore pertaining to EMD as required for the respective group(s) and Rs. 500/- towards tender submission fee (non-refundable). Offers without requisite EMD/Tender submission fee shall be straightway rejected.
- (ii) Annexure – I – Profile of the Bidder duly filled in with required documents/certificates.
- (iii) Annexure – II – Financial Bid
- (iv) Annexure – III – Undertaking on Letterhead of the bidder.
- (v) Annexure – IV – Forwarding letter for EMD and tender fee

Super scribe this envelope as Tender for Hiring of Transport Services for IIM Sambalpur.

Put these documents in the envelope and send it to -

The Stores & Purchase Officer, Indian Institute of Management Indore, Prabandh Shikhar, Rau-Pithampur Road, Indore-453 556 (M.P), India, Phone: 0731-2439630/631, Email: [stores@iimdr.ac.in](mailto:stores@iimdr.ac.in)  
The completed tender documents should reach by **27 January 2016 3:00 pm** at the address given herewith. The Institute will not be responsible for any postal/courier or any other types of delay.

The bids will be scrutinized based on eligibility criteria mentioned in Annexure-I Profile of the Bidder. The decision of the Bid Evaluation Committee and the competent authority will be final in all respect. The profile of the bidders will be evaluated based on the information and documents submitted along with the bid.

**The financial bid (Annexure-II) will be evaluated based on lowest rates in each location of requirement. Thus the rates of lowest bidder should be lowest for that location and these locations will be evaluated individually. The Institute is free to award tender to one or more bidders who are lowest for respective location(s). The bidders are free to participate in any number of locations.**

#### 5. GENERAL TERMS AND CONDITIONS

1. The agency should be able to provide service at very short notices i.e. 60 minutes.
2. All the vehicles should be neat and clean in all respect.
3. All the vehicles should be insured (including third party insurance) and should have valid license to run the vehicle passed by the RTO.
4. The vehicle should be passed by the pollution authority and time to time it should be renewed.
5. The firm awarded the work can be disqualified during the tenure of the contract in case of poor quality work, unreasonable delay in responding to the company's requirements, lack of minimum standard of service/work.
6. IIM Sambalpur will not be responsible for any damage of the vehicle.
7. The transport agency should have email access for communication.
8. The agency should place one transport supervisor who will coordinate with the drivers and the transport in charge/users.
9. All payments relating to fuel, food, taxes, employees/drivers working under the control of the firm/agency has to be borne by the firm/agency.
10. If the firm/agency is not in a position to continue the contract and propose to withdraw, they should give two months' notice prior to actual date of withdrawal.
11. IIM Indore has absolute powers to cancel the contract at any time by giving one month notice.

12. In case any dispute arising out of the contract, either during the currency of its operation or any time thereafter, the decision of the competent authority, IIM Indore is final and binding on the contract.
13. Conditional tender will not be accepted.
14. The contract is not transferable. No sub-letting of the contract is permissible.
15. Income tax deduction at source shall be made from the payments as per rules and certificate of TDS will be issued. The firm shall submit its PAN along with the quotation.
16. The firms should be aware of the provisions of all laws enacted affecting their activities and should be registered with statutory bodies (if required)
17. The EMD will be refunded to unsuccessful tenderer without interest.
18. The successful tenderers will have to submit a bank guarantee (BG) of 10% of the per annum estimated order value from any bank as security, which should be valid at least for 27 months (two years of contract + 90 days) from the date of contract. The same BG will be refunded / returned after completion of contract period. However, the IIM Indore will have the discretion of order for the forfeiture of bank guarantee in case of breach of contract by the contractor. The EMD will be refunded to successful tenderer after receiving the above bank guarantee, without interest.
19. The Director, IIM Indore reserves the right to accept or reject any offer without assigning any reason/ reasons keeping in view the best interest of the Institute or public interest.
20. This tender will be subject to Sambalpur (Odisha) Jurisdiction only.
21. IIM, Indore accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete are liable for rejection.
22. The bids will be opened at 16:30 hrs. on January 27, 2016 in the presence of the representatives of the Tenderers who choose to remain present.
23. During the opening of the Tender the name of Tenderers who have submitted their offers along with EMD and Tender Submission Cost will only be read out and no other information/details whatsoever, will be shared at this stage.
24. The offer of the Tenderer shall be valid for 3 (Three) months from the last date of submission of Tender/revised offer (if any).
25. The Institute reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same during the tendering process.
26. IIM Indore reserves the right to accept/reject any Tender in part or full, without assigning any reason whatsoever.
27. If the last date of receiving/opening of the Tenders coincides with a holiday, then the next working day shall be the receiving/opening date.
28. The selected agency has to place the monthly bills addressing to "IIM Sambalpur" with details of journey undertaken, name of the passenger(s), starting time & kilometre, ending time & kilometre, signature of the passenger(s), actual receipts of parking/toll charges. The bill if found correct for payment, will be paid within 30 days subject to bill being in order.
29. Tender forms can be downloaded from the Institute websites [www.iimidr.ac.in](http://www.iimidr.ac.in) and [www.iimsambalpur.ac.in](http://www.iimsambalpur.ac.in) Please refer Tender section on the Home Page of the Website. Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly.

## 6. Penalty Clause

The Time schedule should be strictly followed by the agency. If the service is not made on stipulated time/dates, penalty will be applied as mentioned below:

- i. In case of any abnormal irregularity, substandard supply of vehicles, malpractices noticed the appropriate penalty in term of rupees and warnings (both) will be levied on each occasion by IIM Sambalpur. The decision of IIM Sambalpur will be final and binding.
- ii. IIM Sambalpur reserves the right to deduct the charges or make penalties if agency fails to provide service in time and required information in time.
- iii. IIM Sambalpur reserves the right to terminate the contract at any time without prior notice in case of any major irregularity as considered by the Institute.
- iv. In case the successful tenderer fails to complete the work order in part or in whole, as the case may be, the penalty as deemed fit by the Competent Authority shall be imposed on the tenderer.
- v. No employee of contractor will use drugs, alcohol or any other toxic substance, cigarette, Bidis, Pan, Masala etc. on duty if found, appropriate penalty will be imposed upon individual as well as contractor.
- vi. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practices, the tender of such firm will be rejected.
- vii. **In case of late supply or vehicle supplied not of desired type, the Institute will be free to hire the vehicle from the open market and the agency would be liable to pay the cost difference if any. This cost difference will be settled by the Institute in the monthly bill.**
- viii. The following penalties will be made in case of the failure or causes as mentioned but these are only indication and can be more:

Sending a vehicle/driver not approved by Institute	Rs. 150/- per occasion
Driver refusing to perform duty	Rs. 500/- per occasion
Rash and negligent driving. Driver found smoking/chewing tobacco, pan or under influence of alcohol	Permanent removal of driver from Institute's services with fine of Rs. 500/-per occasion.
Providing vehicle/s which are not road worthy.	Rs. 200/- per occasion
Vehicle not reporting to duty (absenteeism) or delayed more than 30 minutes.	Rs. 100/- first time Rs. 200/- second time Rs. 500/- third time Written warning in forth time & fifth time process of termination will be initiated, at the discretion of the Institute
Misconduct, misbehaviour during working for IIM Indore/Sambalpur	Permanent removal of driver from the duty of the Institute with fine of Rs. 500/-per occasion

## **7. Arbitration Clause & Jurisdiction**

That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitration to be appointed by the Director, IIM Indore. The award of the said arbitrator shall be binding on both parties.

The work shall be awarded to that party, whose rates are found genuine, lowest & capable to work at IIM Sambalpur. The rates should be inclusive of all taxes. The Institute hold the right to reject any/all the bid(s) without assigning any reason.

Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Indore/IIM Sambalpur shall block his/ her tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.

The courts at Sambalpur, Odisha shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**Annexure-III**

**UNDERTAKING**  
(On letterhead of the bidder)

To,  
The Stores & Purchase Officer  
Indian Institute of Management Indore  
Prabandh Shikhar, Rau-Pithampur Road  
Indore-453 556 (M.P), India  
Phone: 0731-2439630/631  
Email: stores@iimidr.ac.in

Ref.: Tender No. IIMS/Tender/Transport/2015-16/03  
Sub.: Notice Inviting Tender for Hiring of Transport Services for IIM Sambalpur

Sir,

1. I/We the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. The agency will supply only such vehicle, which are having registration under the commercial vehicle category with the concerned RTO office and the driver should possess valid driving license.
3. I/We will be responsible for health and injury caused to my/our employees while on duty. I/We will also be responsible for the behaviour and conduct of the employee/workers.
4. That no criminal/Income tax/Service tax/blacklisting case is pending against the firm or driver engaged by the firm.
5. The agency will check the credential of drivers while appointing them that they have no criminal underground/prosecuted/alcohol addiction.
6. I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.
7. I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Signature of the Tenderer (Authorized Signatory)  
With Seal

Name of the Tenderer with address



**Annexure –IV**  
**(To be submitted on letter head)**

To  
The Stores & Purchase Officer  
Indian Institute of Management Indore  
Prabandh-Shikhar  
Rau-Pithampur Road,  
Indore 453 556

**Subject : Tender Fee Details**

**Ref. : Tender No. IIMS/Tender/Transport/2015-16/03**  
**Dated: January 14, 2016**

**Tender Title : Notice Inviting Tender for Hiring of Transport Services**

Dear Sir,

The following Demand Draft(s) / Pay Order / Banker's Cheque(s) are enclosed herewith towards Tender Submission Cost/Fee and Earned Money Deposit (EMD) :

Details of Demand Draft(s) / Banker's Cheque(s)	Amount (Rs.)	Demand Draft(s) / Pay Order / Banker's Cheque(s) No. and Date	Name of the Bank
Tender Submission Cost/Fee	Rs. 500/- (Rupees Five Hundred Only)		
EMD (Earnest Money Deposit)	Rs. _____/- (Rupees		

In case you are exempt from paying tender cost / EMD please enclose relevant certificate without which your tender will not be considered.

Thanking you,

Yours faithfully,

Signature of Authorized Signatory with Seal

**Annexure-I – Profile of the Bidder**

Sl. No.	Particulars	Please fill the details and enclose documents wherever required								
1.	Name of the Organisation/Agency/Firm									
2.	Name of the Authorized Persons/Proprietor/Director/ Head/Manager/Contact Persons of the organisation									
3.	Phone No.									
4.	Mobile No.									
5.	Email address									
6.	Website, if any									
7.	Address for Communication (with pincode).									
8.	Year of Registration / Establishment of Firm/Agency	<p>_____ Year                      (The agency should be registered prior to 31.03.2012)                      Please enclose self-attested copy of required documents- in case of Proprietor – Registration with Shop &amp; Establishment Authorities or equivalent authorities, in case of Partnership – Partnership Deed, In case of company – Certificate of Registration and Memorandum of Association.</p>								
9.	Average annual turnover from the business of hiring of vehicles	<p>Your average annual turnover should be not be less than 30% of estimated value of group for which you are submitting your tender during the last three financial years. (Please enclosed copy of annual accounts showing turnover)</p> <table border="0"> <thead> <tr> <th data-bbox="746 1485 826 1518"><u>Year</u></th> <th data-bbox="1007 1485 1214 1518"><u>Turnover (Rs.)</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="746 1525 874 1559">2012-13</td> <td data-bbox="1007 1525 1262 1559">_____</td> </tr> <tr> <td data-bbox="746 1559 874 1592">2013-14</td> <td data-bbox="1007 1559 1262 1592">_____</td> </tr> <tr> <td data-bbox="746 1592 874 1626">2014-15</td> <td data-bbox="1007 1592 1262 1626">_____</td> </tr> </tbody> </table>	<u>Year</u>	<u>Turnover (Rs.)</u>	2012-13	_____	2013-14	_____	2014-15	_____
<u>Year</u>	<u>Turnover (Rs.)</u>									
2012-13	_____									
2013-14	_____									
2014-15	_____									

10.	Experience and Turnover from business of car hiring services	<p>The bidder should have experience of satisfactory completion of similar works in the preceding seven years in any of the reputed organizations as follows (Please enclose copy of relevant work order / contract / Lol):-</p> <ul style="list-style-type: none"> <li>(i) three similar contracts valuing not less than 40% of the per annum estimated value for the group for which you are submitting the tender; or</li> <li>(ii) two similar contracts valuing not less than 50% of the per annum estimated value for the group for which you are submitting the tender; or</li> <li>(iii) one similar contract valuing not less than 80% of the per annum estimated value for the group for which you are submitting the tender.</li> </ul>									
11.	No. of Drivers and List of vehicles registered under commercial vehicle category.	<p>No. of Driver _____</p> <p>Please enclose List in the following format :</p> <table border="1" data-bbox="751 891 1458 1189"> <thead> <tr> <th data-bbox="751 891 831 1048">Sr. No.</th> <th data-bbox="831 891 1203 1048">Vehicle Make &amp; Model (including year of manufacturing)</th> <th data-bbox="1203 891 1458 1048">Vehicle Registration No.</th> </tr> </thead> <tbody> <tr> <td data-bbox="751 1048 831 1115">1</td> <td data-bbox="831 1048 1203 1115"></td> <td data-bbox="1203 1048 1458 1115"></td> </tr> <tr> <td data-bbox="751 1115 831 1189">2</td> <td data-bbox="831 1115 1203 1189"></td> <td data-bbox="1203 1115 1458 1189"></td> </tr> </tbody> </table>	Sr. No.	Vehicle Make & Model (including year of manufacturing)	Vehicle Registration No.	1			2		
Sr. No.	Vehicle Make & Model (including year of manufacturing)	Vehicle Registration No.									
1											
2											
12.	Details of PAN Card.	<p>No. _____</p> <p>Please enclose copy</p>									
13.	Details of Service Tax No., if any	<p>No. _____</p> <p>Please enclose copy if available</p>									
14.	Annual Accounts for the last three financial years (2012-13, 2013-14, 2014-15). It should clearly reflect the turnover from the business of hiring the vehicles.	<p>Copy to be enclosed.</p>									

15.	List of educational Institutes /Government Organisations served during the last three financial years Certificates of successful running/ completion of the contracts for the said services from at least two Institutes/ organization during the last 3 years.	Please enclose the list of organizations and desired certificates.
16.	Copy of the income tax returns for last three financial years (2012-13, 2013-14, 2014-15).	
17.	Any other supporting statutory document / certificate you may like to enclose.	

Date:

Signature & Seal of the Bidder

Place:

**FINANCIAL BID (TENDER NO. IIMS/Tender/Transport/2015-16/02) Annexure – II  
 TENDER FOR HIRING OF TRANSPORT SERVICE FOR IIM SAMBALPUR**

**Group (i) For Bhubneshwar & Sambalpur**

S.No	Particulars	Airport/ Railway station pickup & drop at Bhubaneswar  (Rs.)	Fixed Rate per Trip, irrespective of kilometers & hours, Bhubneshwar to Sambalpur & Vice Versa (Rs.)	Local trip 4 hrs or 40 kms whichever is earlier  (Rs.)	Full day 8 hours or 80 kms whichever is earlier  (Rs.)	Full day 12 hours or 120 kms whichever is earlier  (Rs.)	Outstation Trip other than Sambalpur (Min.250 kms)  (Rs.)	Rate per Extra Hour  (Rs.)	Rate per extra kms  (Rs.)	Night halting charges per hour  (Rs.)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
1	Tata Indica (AC) or equivalent									
2	Tata Indica (Non AC) or equivalent									
3	Tata Indigo/ Etios (AC)or equivalent									
4	Tata Indigo/ Etios (Non AC) or equivalent									
5	Innova or equivalent (AC)									
6	Honda City AC or equivalent									
7	Corrola/Civic AC or equivalent									

Note: The Institute will reimburse the vehicle parking charges and toll tax charges on production of actual receipts.

Date:

Place:

Signature & Seal of the Bidder

**FINANCIAL BID (TENDER NO. IIMS/Tender/Transport/2015-16/02) Annexure – II  
 TENDER FOR HIRING OF TRANSPORT SERVICE FOR IIM SAMBALPUR**

**Group (ii) For Raipur & Sambalpur**

S.No	Particulars	Airport/ Railway station pickup & drop at Raipur  (Rs.)	Fixed Rate per Trip, irrespective of kilometers & hours, Raipur to Sambalpur & Vice Versa (Rs.)	Local trip 4 hrs or 40 kms whichever is earlier  (Rs.)	Full day 8 hours or 80 kms whichever is earlier  (Rs.)	Full day 12 hours or 120 kms whichever is earlier  (Rs.)	Outstation Trip other than Sambalpur (Min.250 kms)  (Rs.)	Rate per Extra Hour  (Rs.)	Rate per extra kms  (Rs.)	Night halting charges per hour  (Rs.)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
1	Tata Indica (AC) or equivalent									
2	Tata Indica (Non AC) or equivalent									
3	Tata Indigo/ Etios (AC) or equivalent									
4	Tata Indigo/ Etios (Non AC) or equivalent									
5	Innova or equivalent (AC)									
6	Honda City AC or equivalent									
7	Corrola/Civic AC or equivalent									

Note: The Institute will reimburse the vehicle parking charges and toll tax charges on production of actual receipts.

Date:

Place:

Signature & Seal of the Bidder

**FINANCIAL BID (TENDER NO. IIMS/Tender/Transport/2015-16/02) Annexure – II  
 TENDER FOR HIRING OF TRANSPORT SERVICE FOR IIM SAMBALPUR**

**Group (iii) Fixed Monthly Local Conveyance within Sambalpur District**

S. No.	Particulars	Full day 8 hours or 80 kms whichever is earlier (Fixed Monthly Rate with driver)	Full day 12 hours or 120 kms whichever is earlier (Fixed Monthly Rate with driver)	Rate per Extra Hour	Rate per extra kms
		Rs.	Rs.	Rs.	Rs.
(a)	(b)	(c)	(d)	(e)	(f)
1	Tata Indigo or equivalent (AC)				
2	Innova or equivalent (AC)				

Note:

1. The Institute will reimburse the vehicle parking charges and toll tax charges on production of actual receipts.
2. Vehicle will be required for all days of the week with driver. No food allowance or charges will be paid to the driver. You will have to provide substitute driver in case of weekly off taken by the regular driver.

Date:

Place:

Signature & Seal of the Bidder