

Tender no. IIMN/2017-18/013 dated 16.03.2018

**Annexure 1**

**Detailed Scope of work and General Terms**

- 1 Vehicles manufactured preferably in 2017 or later with taxi permit is acceptable.
- 2 Quotation can be submitted for new vehicles which are yet to be registered. However, the offered vehicle should be made available within one month from the Letter of Intent. In this case suitable substitute must be provided to the institute immediately after award of contract.
- 3 The vehicle which is hired for 24 hrs shall be stationed at IIM Nagpur premises for 24 hrs, 7 days a week and the driver shall remain available at duty timings as informed by the designated officer from IIM Nagpur and on call at all times. (Anticipated cumulative utility of the driver will be 8 hrs a day.)  
One reserve driver to be employed during night hours for emergency services. He will be deployed at IIM premises during night hours.
- 4 The vehicle should have updated insurance and approved registration 'For Hire' in the state of Maharashtra. RTO clearance in all aspects is mandatory at the time of inspection.
- 5 Valid PUC, Registration certificate, Road Tax receipt, Insurance in original should be available in the vehicle at all times.
- 6 The vehicle should be in very good condition with trouble free and noiseless engine. IIM Nagpur has the right to demand change of vehicle if not satisfied with the vehicle's performance.
- 7 The engaged vehicle should not be changed without concurrence of the institute.
- 8 The contractor shall provide experienced driver(s) with valid commercial driving license for driving passenger vehicles on hire and Police Verification Report at the time of finalizing of contract. The contractor shall be responsible for appropriate behavior of the driver and ensure that the driver performs duty while not under the influence of alcohol or any other intoxication.
- 9 The contractor shall provide mobile no. of driver(s) to Institute authorities for giving instructions and cost of the mobile expenses will be borne by the contractor. The driver must have his own vehicle to commute to IIM Nagpur campus.
- 10 Any change in designated driver should be in concurrence with concerned authority of IIM Nagpur atleast 24 hrs in advance.
- 11 Contractor must provide driver(s) with uniform.
- 12 The driver(s) is required to follow IIM Nagpur security procedures for the vehicles IN and OUT.
- 13 Daily usage diary is to be maintained in the vehicle and the driver shall maintain the diary, obtain signature from the user and put up for inspection to the designated officer from IIM Nagpur every day.
- 14 Normally the vehicle will operate in and around Nagpur. In case the vehicle has to travel outside Nagpur, the Institute shall pay the requisite toll taxes as applicable.
- 15 The contractor shall ensure proper upkeep of the vehicle with daily cleaning and regular servicing. The distance covered for taking the vehicle for servicing will not be counted in the IIM Nagpur's running account.
- 16 In the event of breakdown under any circumstances, it will be obligatory on part of contractor to arrange suitable alternate vehicle without delay.
- 17 IIM Nagpur will not be responsible for any damage to the vehicle or casualty to the driver or any other person which may arise during operating the vehicle.

- 18 The contract shall be initially for a period of 1 year with a provision to extend up to 3 years provided the services are found to be satisfactory.
- 19 For the vehicle offered on 24 hrs x 7 days a week basis the hiring charges should be inclusive of all costs i.e. driver's salary, vehicle maintenance, taxes etc. The cost of fuel as actuals will be borne by IIM Nagpur.  
For per km/ hourly trip basis the cost should be quoted including fuel cost in the Price Bid Annexure 3
- 20 Renewal of PUC, insurance etc will be the responsibility of contractor at their own cost.
- 21 If the quotes are identical, newer vehicle will be given preference.
- 22 The payments will be made on monthly basis.
- 23 In case of unsatisfactory performance, the Institute reserves the right to terminate the contract without assigning any reasons.
- 24 Bidder should attach copies of previous contracts / certificates for carrying out similar kind of services.