

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

Tender for rates for providing vehicles on hire basis at IIM Nagpur

Part-1- Pre Qualification

To be submitted in separate sealed envelope

Client

CAO

Indian Institute of Management Nagpur - 440010

Email : procure@iimnagpur.ac.in

Phone no. 0712 - 7102358

Notice inviting Tender and schedule of Events

Sealed tenders are invited from experienced & reputed contractors/agencies for the job given below:		
Clause No.	Title	Description
101	Name of work	Tender for rates for providing rental car and bus services at IIM Nagpur
102	Tender no.	IIMN/2017-18/013 dated 16.03.2018
103	Name of the Bidder	
104	Tender submission cost	DD for Rs.1000 /- plus GST @18 % = Rs1180/- in favour of Indian Institute of Management Nagpur payable at Nagpur
105	Contract Period	Initially for a period of One year and extendable up to three years. Rates will be firm for the first One year and then reviewed every year and decided mutually based on prevailing market conditions.
106	Issue of the bid Document	To be down loaded from website : http://iimnagpur.ac.in/procurement.php
107	Pre - Bid meeting followed by site visit	20.03.2018 at 03:30 PM
108	Submission of Bid Documents	By 03.00 PM on 27.03.2018 at Administrative office
109	Opening of Bids	PART-I i.e. Pre Qualification bid shall be opened on 27.03.2018 at 3:30 PM in the presence of authorized attending representatives of contractors. PART – II (Price Bid) of the Pre qualified bidders shall be opened at 4:30 PM on 28.03.2018
110	Type of Contract	Rate contract for the services to be provided as defined in the scope of work in Annexure 1. Multiple vendors will be empanelled to provide services as per rates decided. 1. Fixed rate contract for vehicles provided for 24 hrs at IIM Nagpur on monthly basis for Part A. 2. Actual work executed for vehicles hired on km basis as per rates quoted for Part B & Part C
111	Scope of Work	Providing vehicles on hire basis. Detailed scope as per Annexure 1
112	Essential Technical Requirement	It is desired that, the bidder must have all statutory registrations like registration for providing taxi services in state as well as inter state permits, PAN, TAN, GST etc. as applicable from time to time with respect to this contract. Essential requirements with regard to vehicle as per Annexure 1
113	Conditional Bids	Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the specifications / requirements of the Bidding documents will not be considered.
114	Contract Agreement	If required by IIM Nagpur, the successful Bidder shall be required to execute a contract Agreement with IIM Nagpur on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful Bidder. IIM Nagpur reserves the right to amend the terms & conditions of contract after Mutual discussions and shall only be in writing.

115	Insurance	The Successful bidder (Contractor) shall take third party insurance to cover accidents of any nature during the complete period of the contract. A copy of the Insurance Policy will be handed over by the contractor to the concerned authority of the Institute before Starting Date of the work as specified in the Work Order/Letter of Indent. A copy of valid insurance policy must be maintained in the vehicles retained for IIM Nagpur.
116	Work and risk cost	The Institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality in respect of whole or part of the services is not satisfactory.
117	Indemnity	The Contractor shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Explosive Act, Workmen Compensation Act, Sales Tax, Octroi, Works Contract etc. and shall keep the Institute indemnified against all penalties and liabilities of every kind for breach of any such statute ordinance or law/regulations or By laws.
118	Compliance with institute's rules and regulations	The Contractor shall comply with all norms stipulated by IIM Nagpur such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency of drivers, Safety Precautions and Safety Regulations.
119	Arbitration	All disputes regarding quality, specifications and rates shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration subject to Arbitration Act of 1940 and its amendments, modifications to-date. Arbitration cost to be shared equally by the owner and the contractor.
120	Authorization	The Contractor shall submit to the Institute the names and specimen signatures of the persons authorized by him to work at IIM Nagpur campus, sign bills, receive instructions/notices etc. on behalf of the Contractor.
121	Safety and Security	Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.
122	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates taking in to account of all Taxes, Duties, Levies, Personal Tax, Corporate Tax, worker welfare cess etc. and all other expenditure required to be incurred by him/her for providing required services during the contract period as indicated under his contract and no variation on any account unless otherwise specifically mentioned will be allowed. ONLY GST will be paid extra as applicable.
123	Bid Validity	Bid submitted by bidder shall remain valid for a period of THREE Months from the date of opening of offer. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid on their own, the offer shall be treated as "REJECTED".
124	Rejection of bid(s)	The Institute reserves the right to reject any or all the tenders relating to the work under this Tender Document without assigning any reason whatsoever.
125	Assignment and sub contracting	The Contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of on unavoidable circumstances, the contractor shall be able to do it with approval of the owner of premises. However the job shall be sublet only to the party approved by the owner.

126	Misconduct	The Contractor shall keep the Owner indemnified from and against all personal and third party claims whatsoever arising out of any commission or omission by Contractor or his employees, or representatives as the case may be.
127	Interpretation	The Special conditions of Contract shall be read in conjunction all other documents forming of this contract. Notwithstanding the sub-divisions of the documents into these separate sections, every part of each shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
128	Payment of Bills	Payments will be made by e - payment.
	Monthly bill OR as per trips as the case may be	Payments will be made within 15 days of submission of bills provided the bills are complete and duly authenticated by the specified Officer(s) of the Institute.
129	Escalation / De-escalation of rates	Prices/Rates quoted will be firm during the first year of contract. Rates will be reviewed / negotiated after 1 year and approved for a further period as per mutual agreement.
130	Rates	1. Part A - Monthly rates as negotiated for 24 x 7 vehicle. 2. Part B & C - Vehicle type and Actual trips (Km / Hourly basis) to be verified and paid as the case may be.
131	Exit Clause	The contract can be terminated after giving one months' notice period from either side.
132	Force Majeure	If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.

133	Taxes, Labor laws and Other regulations	
		The Contractor will be exclusively responsible to meet and comply with all legal requirements related to the work.
		The Contractor shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or service rendered pursuant thereto.
		Any legal matter or issues arise and all court matters if arise for this contract are subjected in Nagpur courts jurisdictions only.
134	Pre qualification requirements	Agency to submit the documentary proof in support for the eligibility criteria mentioned below. A simple undertaking by the agency for any of the above points shall not be considered for evaluation
	151.1	The bidder should be in business of providing rental vehicle services or in similar services for the last 5 years. (Please attach copies of Memorandum of Association, shop & establishment certificate or relevant documents)
	151.2	The agency shall have fleet of cars OR shall have capacity to arrange cars as required from time to time. Please provide number and type of vehicles owned by the bidder in Annexure 2.
135	Bid format	The bid shall be submitted in order as follows.
	Sealed Envelope - 1	PQ BID document:
		PQ documents downloaded from IIM Nagpur website, signed and stamped.
		DD for price of the BID documents
		Relevant experience certificates as per PQ criteria
		Copy of GST, Service tax registration, and PAN no. as applicable for this contract
Annexure 2 Technical bid format filled, signed and stamped.		
Sealed Envelope - 2	Price Bid documents downloaded from IIM Nagpur website, filled, signed and stamped. Annexure 3	
136	System of Bid Evaluation	Annexure 3 Price BID of only those bidders who qualify in Pre qualification process will be opened.
137	This tender is for rates for providing rental car / bus services at IIM Nagpur.	
138	Mere submission of the tender does not award right to the bidder for award of the work.	
139	The rates shall be compared and a recommended rate will be worked out and the bidders whom IIM Nagpur consider qualified to provide the services shall be called for award of contract as per our requirement of vehicles from time to time. The work will be distributed as per the expertise in relevant area and performance of the service provider . IIM Nagpur Transport Supervisor's decision would be final and binding to all service providers.	
140	Bidders are requested to fill the rates for the category in which they are willing to provide the service.	
141	A list of shortlisted firms (Empanelled) will be declared. Looking at the type of service developing in IIM Nagpur, IIM Nagpur will empanel more agencies from time to time depending upon the quality and potential of new agencies who express their willingness to provide services. All agencies shall have to provide services based on the recommended rates declared by IIM Nagpur from time to time.	