

Short Tender Notice

E-TENDER FOR HIRING OF BUSES ON RENTAL BASIS

E-Tender No. IIM Ranchi/E-Tender/Hiring of Buses/2022/12 dt. 20.08.2022



INDIAN INSTITUTE OF MANAGEMENT RANCHI

(Under Ministry of Education, Govt. of India)

Suchana Bhawan, Audrey House Campus,

Meur's Road, Ranchi-834008, Jharkhand

URL: www.iimranchi.ac.in

Email: purchase@iimranchi.ac.in

Issued by:
Administrative Officer
Stores & Purchase Dept.
Indian Institute of Management Ranchi
(for & on behalf of Director, IIM Ranchi)

E-TENDER FOR HIRING OF BUSES ON RENTAL BASIS

E-Tender No. IIM Ranchi/E-Tender/Hiring of Buses/2022/12 dt. 20.08.2022

Indian Institute of Management Ranchi invites **SHORT TENDER** under two bid system through e-bidding process from reputed, experienced and financially sound parties for hiring of approx. **07 (Seven) No. of Buses (48 - 55 seater, Non-AC, Diesel, Make: Tata, Ashok Leyland or equivalent) for three (03) months** from the date of signing the contract agreement. The hired buses will ply taking students from the Khelgaon Hostel to Suchana Bhawan campus/ New campus at Pundag and back.

The number of bus mentioned above is indicative. The institute reserves the right to extend the contract period as well as increase or decrease the number of bus as per the requirement of the institute from time to time on accepted rate, terms and conditions as per the contract agreement.

The subject tender is proposed to be taken up through electronic mode (e-tendering) and the bidding agencies are requested to note the following instructions for submission of e-bids: -

Registration with M/s ITI Ltd. (A Govt. of India Undertaking), the PSU through which IIM Ranchi has taken up the e-tendering process:

Intending bidders are requested to register themselves with M/s ITI Ltd., (if not registered earlier) through <https://iimranchi.euniwizarde.com> for obtaining User ID & PW, by following the instructions, terms and conditions stipulated by M/s ITI Ltd., for this purpose.

For participating in the e-Tendering process of IIM Ranchi:

After registration with M/s ITI Ltd., using the assigned User ID and Password, they can access the URL <https://iimranchi.euniwizarde.com> and with the help of the digital signature they can participate in the e-tender of Indian Institute of Management IIM Ranchi. The bidder may contact following e-wizard helpdesk contact details:

E-Wizard Technial Helpdesk
301-302, 3rd Floor,
The Cloverleaf, Plot No. 37,
Sector-11, Dwarka,
New Delhi - 110075
Tel: 011-49606060, 8448288984
Eamil: ewizardabhishek@gmail.com / ewizardhelpdesk@gmail.com

Note:

- i) The indenting bidders must have valid Class 3 (Signing + Encryption) Digital Signature Certificate to submit the bids online.
- ii) Bidders are requested to read 'Instruction to Bidders for Participating in E-Tendering' carefully, which link has also been given separately on www.iimranchi.ac.in → Tender.

TENDER SCHEDULE

| | |
|---|---|
| Bid Security/ EMD | Rs.80,000/- (Rupees Eighty Thousand Only) in the form of DD/ Banker's Cheque (BC)/ FDR from any scheduled commercial bank in favor of Indian Institute of Management Ranchi payable at Ranchi. EMD exemption to MSEs as per the extant rules of the Government. |
| Contract Period | The period of contract shall be for 03 (three) months from the date of start of agreement and the institute reserves the right to extend the contract period on the same rate and terms & conditions subject to satisfactory performance of the service provider. |
| Bid validity | The validity of bids shall be 90 (ninety) days from the date of opening of bids or any extension thereof. |
| Pre-Bid Meeting | 11:00 AM to 12:00 PM on 23.08.2022 for clarifications of queries, if any, at IIM Ranchi New Campus (Academic Building-I), Pundag, Ranchi. |
| Last date of submission of e-tender | up to 12.00 PM on 30.08.2022 through online. |
| Opening of e-tenders | Part - I: E-Technical Bid Technical bids will be opened online on 30.08.2022 at 12:30 PM. Part - II: E-Financial Bid E-Financial bids of the technically responsive bidders shall be opened at a later date. The financial bid opening date and time shall be intimated to the technically qualified bidders separately by the Institute in advance. |
| Contact Person (for any clarification during the tendering process) | Administrative Officer - Purchase & Stores Indian Institute of Management Ranchi Pundag, Near DAV Alok, Ranchi, Jharkhand Email: purchase@iimranchi.ac.in |
| Website from where Bid Documents can be downloaded | www.iimranchi.ac.in (under 'Tender' section) |

IIM Ranchi reserves the right to modify the conditions of the tender/ accept/ reject any tender without assigning any reasons, whatsoever and at any moment of time. No correspondence shall be entertained in this regard.

Tender document and other details can be obtained from the institute website @ www.iimranchi.ac.in and CPP Portal @ <https://eprocure.gov.in/epublish/app>. Any addendum/ corrigendum in respect of this tender shall be issued on our website @ www.iimranchi.ac.in / <https://iimranchi.euniwizarde.com> / CPP portal @ <https://eprocure.gov.in/epublish/app>. No separate notification shall be issued in the print/ electronic media. Bidders are therefore requested to visit the website of the institute regularly to keep themselves updated.

INSTRUCTIONS TO BIDDERS:

1. Eligibility Criteria to participate in the tender:

- i. The bidder should be an existent transport business operator since last three years from the last date of submission of tender. (Attach supporting documents with the technical bid)
- ii. The transport operator should also submit a proof of having ownership of at least 03 buses and control of all the total 07 buses to be made available by him to IIM Ranchi. Buses shall be registered under the commercial category with the Transport Dept. of any State Government. (Attach supporting documents with the technical bid)
- iii. The bidder should have average annual financial turnover of related services during the last three years ending on 31st March 2021 should be Rs.12.00 Lakh. The bidder should submit ITR and audited statement of accounts (i.e. P&L Account and Balance Sheet) for above financial years in support of this.
- iv. Bidder should have at least 03 (three) years' experience of providing of similar type of services to Educational Institutes, Govt. Depts., PSUs, Autonomous Bodies and Commercial Organizations. The bidders should submit the supporting documents like satisfactory completion of service certificates/ work orders with the technical bid).
- v. The bidder should not have been debarred/ black listed/ terminated by IIM Ranchi or by any dept. of Govt., PSU, Academic Institutions, Autonomous Bodies etc. in past three years from the last date of submission of bid. The bidder should submit a Self-declaration on its letter head in this regard.
- vi. Valid GST Registration No. & PAN of the bidder.

2. Mandatory documents to be uploaded online in support of Technical Bid:

- i) Scan copy of all documents in support of above eligibility criteria from (i) to (vi) of Para No. 1 along with technical bid checklist format as per Annexure - I.
- ii) Scan copy of DD/ BC/ FDR as the proof of remittance of EMD or MSEs certificate towards EMD exemption.
- iii) Scan copy of Bid Forwarding Letter as per Annexure - II.
- iv) Scan copy of undertaking towards Not Blacklisting as per Annexure - III.
- v) Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the letter head of the bidder).
- vi) Duly signed and stamped of the entire bid document along with its Addendum/ Corrigendum, if any.
- vii) All other documents, as required in terms of the tender, to claim eligibility.

[NOTE: Bidders must affix its seal and sign on all pages of above supporting documents and upload accordingly]

- ### **3. BOQ/ FINANCIAL BID: The bidder should mandatorily quote the rates as per the BoQ in excel sheet format Annexure - IV & V. Taxes/ GST, if any, should be indicated separately.** The bidders are advised to download this BoQ.xls as it is and quote their rates and upload the same as the Financial Bid. The Bidder shall not tamper/modify downloaded financial bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD, if any, would be forfeited.

4. No tender by any other mode except e-bidding process will be accepted. Bidder shall quote the rates in Indian Rupees only.
5. The rates in e-financial bid should be expressed both in words and figures. If any discrepancy is found between the figure and in words in the financial bid, the value in words shall prevail.
6. The bidder is expected to examine all instructions, forms, terms and conditions mentioned in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
7. No alterations should be made in any of the contents of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions of the tender are liable to be rejected.
8. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
9. In the event the last date/ opening date of tender is a holiday/ declared holiday, next working date will be the last date for submission/ opening of tender.
10. Bidders, who do not fulfil any of the above conditions or incomplete or conditional bids are liable for rejection. Conditional bids shall be rejected straightway.
11. **Opening and Evaluation of Bids:** The Institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/ document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/ document(s) within the prescribed time, the proposal shall be liable to be rejected.

Bidder who meets the Eligibility Criteria shall be shortlisted as the technically qualified bidders. The institute shall notify all the technically qualified bidders indicating the date and time for the opening of financial bids.

12. **Selection of successful bidder:** The Competent Authority, IIM Ranchi reserves the right to choose/select any of the option of Financial Bid (Annexure IV or Annexure V), as the case may be and all the bidders will have to accept this condition. **COMPARING BOTH THE OPTIONS OF FINANCIAL BID, THE CONTRACT WILL BE AWARDED TO THE L1 BIDDER AS PER THE RATE (S) quoted in the financial bid, following the terms and conditions of the subject tender.**

In the event of receiving more than one Financial Bid quoting the same amount, the final selection of successful bidder shall be made in the following manner:

- The one with the highest turnover during the last 3 years put together;
- If more than one bid having the same total turnover, then by "Draw of Lots".

13. **EMD/ Bid Security:**

- The bidder should deposit Rs.80,000/- (Rupees Eighty Thousand Only) in the form of DD/ BC/ FDR from any scheduled commercial bank in favor of Indian Institute of Management Ranchi payable at Ranchi.

- EMD exemption to MSEs as per the extant rules of the Government on the submission of valid documents.
- The bidder should upload the scan copy of the DD/ BC/ FDR and mention its reference number while filling the TECHNICAL BID online. Hard copy of DD/ BC/ FDR should be submitted by hand or through post/ courier before the end date and time of online e-bid submission.
- Hard copy of DD/ BC/ FDR may be sent to the:

Administrative Officer, Purchase & Stores
 Indian Institute of Management Ranchi
 Suchana Bhawan, Audrey House Campus,
 Meur's Road, Ranchi-834008, Jharkhand

- The EMD of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity period and latest by the 30th day after the award of contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security.
- The EMD shall be forfeited in the following conditions: -
 - a) If a bidder withdraws its bid during the period of bid validity specified in the tender.
 - b) In case of final selection of bidder, if the successful bidder fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender within the given time frame in the tender document.

14. Performance Security:

- The successful bidder shall deposit Performance Security @ 3% of total contract value in the form of DD/ BG/ FDR/ TDR in favour of the Indian Institute of Management Ranchi payable at Ranchi from any scheduled commercial bank within seven days from the date of issue of 'Letter of Award'.
- The contract will be signed only after furnishing the Performance Security.
- Performance Security shall remain valid for a period of sixty days beyond the date of completion of the contract. No interest will be payable on this amount.
- The service provider will deposit additional performance security as calculated for the extended contract period, if any, beyond the original three months' contract period.
- In case of breach of contract by the service provider, the Performance Security shall be forfeited by the institute and the firm shall be blacklisted in addition to the termination of the contract.

15. Award of Contract:

- After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder and the successful bidder shall within seven days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.
- The successful bidder will be required to execute an agreement on a Non-Judicial Stamp of appropriate amount within seven days from the date of issue of Letter of Award.
- The contract will be signed only after furnishing the Performance Security.
- Failure of the successful bidder to comply with the requirements of above clauses shall

constitute sufficient grounds for the annulment of the award and forfeiture of EMD in fully.

16. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of his tender.
17. Sub-contract: The bidder shall not sublet the contract or transfer the contract to any other person in any manner.
18. Misconduct: The bidder shall keep the institute indemnified from and against all personal and third party misconduct, claims whatsoever arising out of any commission or omission by the bidder or his employees or representative as the case may be.
19. Dispute Resolution: In the event of any dispute or differences arising under the agreement, the decision of the Director, Indian Institute of Management Ranchi will be final and binding on both parties
20. Jurisdiction: The court of jurisdiction shall be Ranchi for all such purposes.

GENERAL TERMS AND CONDITIONS:

1. The required buses must be of 2018 or later model and all the vehicles should be in excellent condition.
2. All the hired buses must have a commercial registration number (Yellow Number Plate), as per the written direction of concerned department of State Government of Jharkhand.
3. The buses shall be for the exclusive use of the Institute.
4. The hired buses will be at the disposal of Institute during the contract period for 24 x 7. Since the vehicles will be used only for few trips in a day no allowance for late duty, extra duty or night duty will be paid.
5. The vehicle would remain at the disposal of IIM Ranchi for all seven days in a week 24 x 7 during the entire contract period. The substitution of the driver on weekly off day shall have to be arranged by the service provider during weekly off. In case of any break down of any vehicle or is required to be taken under repair, another vehicle of similar type will have to be provided by the service provider immediately.
6. **In case of tender is awarded based on Option 1 of financial bid (Annexure-IV) (i.e., Per Km per Bus):** The cost of hiring charges being quoted by the bidder for per Km run should necessarily include the rent of the vehicle, salary of driver (s) to be paid by the service provider, cost of fuel, POL items, spares, other consumables, all repairs, cleaning and maintenance cost, all taxes applicable on hired vehicles by road transport authorities like registration charges, insurance, FC etc., mobile recharge amount for the driver/cleaner/ helper etc. No any extra charges than the contract agreed amount for (Per KM rate) will be entertained.

Hiring charges will be paid as per the actuals Km run, subject to production of LOG BOOK, DUTY SLIP AND DAILY TRIP SHEET. The LOG book, duty slip and the daily trip sheet will be signed by the concerned officer/official of the user department (Hostel Administration & Transport Dept.) of IIM Ranchi on daily basis. The copy of the Log Book of the concerned month, original trip sheets will be submitted with the monthly bill for total usage of vehicle indicating total KM run for release of monthly hiring charges.

7. **In case the tender is awarded based on Option 2 of financial bid (Annexure-V) (i.e., Hiring charges per Bus per Day):** Apart from the hiring charges, the fuel charges will be

paid/ reimbursed by the institute on actual consumption as per the log book @ 5.00 Km per Ltr.

8. Drivers should have minimum five years of experience of driving. The Driver should have a valid commercial license for driving heavy vehicles. In addition to the driver, there must be another person in every bus as helper.
9. Drivers and Helpers should wear the prescribed uniforms along with identity cards provided by the service provider at its own cost.
10. Drivers should be well versed with the roads and the places in and around Ranchi and having experience in city driving.
11. Drivers and helpers should be decent and well behaved and should not have any criminal cases against them and should not have a past history of accidents. The bidder shall submit a declaration in this regard at the time of commencement of agreement.
12. The drivers should keep the buses clean, odour free and suitable for use.
13. The drivers should strictly follow all the Traffic Rules and Regulations as prescribed by the Govt. Authorities. The institute will not be responsible for the reimbursement of any charges, charged by Govt. Authorities for violation of any traffic rules and regulations.
14. Drivers of vehicles should not attend mobile calls while driving the buses.
15. The drivers and helpers of the buses should not be in drunken condition while on duty.
16. Drivers must be provided with a mobile phone by the service provider. In case he is delayed due to breakdown or traffic, he shall inform to Transport Supervisor/ concerned staff of the institute. Further, if the vehicle or driver is changed by the service provider after detailment by IIM Ranchi, it will be the responsibility of the service provider to provide bus and driver details to the transport dept. and hostel office of IIM Ranchi as soon as possible.
17. In the event of breakdown of bus or absence or weekly off to driver, arrangement for substitute bus/ driver will have to be made by the service provider immediately.
18. The driver of the hired bus should not be normally changed. In case, there is a situation in which the driver is required to be changed, intimation must be given to the institute in writing and permission must be obtained well before the incumbent driver is changed.
19. All expenses relating to salary and allowance of the manpower, overtime payment and other statutory payments will be borne by the service provider.
20. A log book, daily trip sheet and duty slip specifying the daily reporting and relieving time as well as daily opening, closing meter reading and other details as may be specified by the institute shall be maintained for each bus. It will be the responsibility of the driver to get it signed from the controlling officer/ official of the institute every day. The service provider should submit the copy of consolidated log book duly signed by the controlling officer along with the bill on the monthly basis.
21. The repair & maintenance of bus is the responsibility of the service provider.
22. The institute undertakes no liability if the bus is damaged, set on fire etc. by any mob or by any person or by accident during the engagement of buses.
23. In case of any accident, all the claims/damage arising out of it shall be met by the service provider. The bidder will be responsible for any loss/ damage to property or life of students and employee of the institute because of negligence of driver or poor maintenance of bus or due to any kind of accident/ hazard. The institute will not be responsible for any such loss.

24. The institute will not be responsible for any losses and claims for injuries or damages to any third party or to any property belonging to any third party which may arise out of or in consequence of the performance of the work under the contract and against all claims/demands proceedings/damages and expenses whatsoever in respect of or in relation thereto.
25. The institute shall not be under any obligation for providing employment to any of the worker of the service provider after the expiry of the contract. The institute does not recognize any employee employer relationship with any of the workers of the service provider.
26. It will be responsibility of the service provider to keep all statutory documents up to date, i.e. RC Book, Vehicle Fitness Certificate, pollution certificate, road permit, Insurance (comprehensive policy) etc. The service provider will submit the copy of these documents to the institute at the time of signing the agreement and ensure that these documents are also in the personal custody of the drivers.
27. The service provider shall be responsible for availability of sufficient fuel in the tank of the buses and in no case drivers of the buses should ask for money from the institute for filling of fuel etc.
28. The service provider shall keep adequate number of buses for satisfactory execution of the work.
29. The service provider shall at his own cost arrange for regular checking/ maintenance/ repair of the buses and keep these in good and safe running conditions all the time.
30. The buses should be in sound running condition, excellent interior, proper seat and seat covers and maintained properly. The spare wheel (Stepney) should be in good condition & exterior paintings not defaced.
31. **“ON DUTY - INDIAN INSTITUTE OF MANAGEMENT, RANCHI”** should be prominently fixed and displayed on all the hired buses.
32. Buses should not carry students in excess of its permitted seating capacity.
33. The bus must have a first aid box with complete accessories and medicines, as required as per rule.
34. Buses should be suitably modified for wheel chair entry and facility of ramp, etc., for use by persons with disabilities. All the buses should be provided with required barrier free facilities to enable use by persons with disabilities.
35. Windows of the buses must be fitted with toughened glass and horizontal grills.
36. There must be fire extinguishers in all hired buses. The fire extinguishers should be filled and with valid date, should be ensured that they are in working condition.
37. To keep the bags and belongings, there should be space under the seat and side overhead of hired buses.
38. The doors of buses should be fitted with reliable locks.
39. A tamper-proof speed governor that complies with the requirements of Rule 118 of Central Motor Vehicle Rules 1989 should be provided in the buses.
40. Taxes, Labour Laws and Other Regulations:
 - a) The service provider shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations.
 - b) The service provider is liable 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. The

service provider shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the institute fully indemnified against liability of tax, interest, penalty etc. of the service provider in respect thereof, which may arise.

- c) The service provider shall fully comply with all applicable laws and regulations relating to Motor Vehicle Act, P.F. Act, ESI Act, Bonus Act, Minimum Wages Act, Contract Labour (R&A) Act, Workmen’s Compensation Act, Migrant Labour Act and/or such other Acts or Laws, regulations passed by the Central, States, Municipal and Local Governmental Agency or authority etc.
- d) The service provider shall be responsible for proper maintenance of all registers, records and accounts so far as it relates to compliance of any statutory provisions/ obligations. The service provider shall be responsible for making the records pertaining to Payment of Wages Act and also for depositing the PF and ESI contributions, with the authorities concerned.
- e) The service provider shall be responsible and liable for all the claims of his employees.
- f) The service provider shall obtain adequate comprehensive insurance policy to meet the liability of compensation arising out of any kind of accident during the engagement of buses and submit a copy of insurance paper within 15 days to the institute from the date of signing the agreement.

41. **Penalty Clause:** In case of non-compliance of terms and conditions of contract, penalty shall be levied as decided by the competent authority. However, the penalty for some of the defaults is as under: -

| Nature of Default | Penalty |
|--------------------------------------|---|
| Late reporting | 50% of billing value per day per bus. |
| Non-reporting | 200% of billing value per day per bus. |
| Poor maintenance of Buses | Rs.500/- on each occurrence per bus. |
| Refusal of duties | 200% of billing value per day per bus. |
| Change of drivers without permission | Rs.250/- per instance. |
| Unclean Buses | 10% of billing value per day per bus. |
| Any other | To be decided by the competent authority as per gravity of case |

42. **Period of Contract:**

- a) The period of contract shall be for three months from the date of start of contract agreement and the institute reserves the right to extend the contract period as per the its requirement on the same rate and terms & conditions subject to satisfactory performance of the service provider.
- b) No escalation in hiring charges is allowed during the contract period or any extension thereof.
- c) Service provider shall have to provide the required vehicles/ buses from the date of signing of agreement. However, the institute will intimate the service provider in this regard.
- d) The contract can be terminated at any time giving one-month notice without assigning any reason by the Institute and two months’ notice by the service provider.

43. **Payment:** The monthly payments shall be released on production of detailed tax invoice by the service provider, after adjusting TDS as applicable, Penalty, if any, and other dues payable by the service provider to IIM Ranchi.

The monthly bill payment will be released on actual days of run/ utilization of buses/ vehicles subject to certification of the user department (Hostel Administration & Transport Dept.) based on the daily trip sheets, duty slip and log book.

Institute reserves the right to recover/ enforce recovery of any overpayments detected after the payment as a result of post payment audit or technical examination or by any other means, notwithstanding the fact that the amount of disputed claims, if any, of the service provider exceeds the amount of such overpayment and irrespective of the facts whether such disputed claims of the service provider are the subject matter of arbitration or not.

The amount of such overpayments shall be recovered from subsequent monthly bills under the contract, failing that, from the service provider's performance security deposit or the service provider shall pay the amount of over payment on demand.

TECHNICAL BID CHECKLIST
(To be submitted online in .xlsx File)

Date: _____

Subject: E-Tender for 'Hiring of Buses on Rental basis', Tender No. IIM Ranchi/E-Tender/Hiring of Buses/2022/12 dt. 20.08.2022.

(Self-attested photocopies of all supporting documents in support of below particulars must be uploaded)

| Name of the Firm: Correspondence Address: Tel/ Mob No.: Email Id: | | | |
|--|--|--------------------------------------|-----------------|
| Sl. No. | Particulars | Supporting Documents Submitted (Y/N) | Remarks, if any |
| 1. | Status of the Firm (Proprietary/ Partnership/ Pvt. Ltd. etc.) | | |
| 2. | EMD of Rs.80,000/- in the form of DD/BC/ FDR from any scheduled commercial bank in favour of Indian Institute of Management Ranchi payable at Ranchi | | |
| 3. | The bidder should be an existent transport business operator since last three years from the last date of submission of tender. (Attach supporting documents with the technical bid) | | |
| 4. | The transport operator should also submit a proof of having ownership of at least 03 buses and control of all the total 07 buses to be made available by him to IIM Ranchi. Buses shall be registered under the commercial category with the Transport Dept. of any State Government. (Attach supporting documents with the technical bid) | | |
| 5. | The bidder should have average annual financial turnover of related services during the last three years ending on 31st March 2021 should be Rs.12.00 Lakh. The bidder should submit ITR and audited statement of accounts (i.e. P&L Account and Balance Sheet) for above financial years in support of this. | | |
| 6. | Bidder should have at least 03 (three) years' experience of providing of similar type of services to Educational Institutes, Govt. Depts., PSUs, | | |

| | | | |
|-----|---|--|--|
| | Autonomous Bodies and Commercial Organizations. The bidders should submit the supporting documents like satisfactory completion of service certificates/ work orders with the technical bid). | | |
| 7. | The bidder should not have been debarred/ black listed/ terminated by IIM Ranchi or by any dept. of Govt., PSU, Academic Institutions, Autonomous Bodies etc. in past three years from the last date of submission of bid. The bidder should submit a Self-declaration on its letter head in this regard. | | |
| 8. | Copy of Permanent Account Number (PAN) | | |
| 9. | Copy GST Registration of Firm | | |
| 10. | Bid Forwarding Letter as per Annexure – II | | |
| 11. | Self-declaration about Not Blacklisting as per Annexure – III | | |
| 12. | Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the firm (on the Letterhead of the bidder) | | |
| 13. | Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any | | |

Declaration

I/We..... (Name of Proprietor/ Partners/ Authorized Representative of Bidder) of (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Mob No.:

BID FORWARDING LETTER

(On the Letterhead of the Bidder and to be uploaded online)

Date: _____

To
Administrative Officer, Purchase & Stores
Indian Institute of Management Ranchi
Suchana Bhawan, Audrey House Campus,
Meur's Road, Ranchi - 834008

Subject: E-Tender for 'Hiring of Buses on Rental basis', E-Tender No. IIM Ranchi/E-Tender/Hiring of Buses/2022/12 dt. 20.08.2022.

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The EMD of Rs.80,000/- (Rupees Eighty Thousand Only) in the form of DD/ BC/ FDR in favour of Indian Institute of Management Ranchi is enclosed herewith.

I/ We also keep the offer open for 90 (Ninety) days from the date of opening of bids.

Yours faithfully,

(Name & signature with stamp of the bidder)

SELF-DECLARATION ABOUT NOT-BLACKLISTING

(On the Letterhead of the Bidder and to be uploaded online)

Date: _____

To
Administrative Officer, Purchase & Stores
Indian Institute of Management Ranchi
Suchana Bhawan, Audrey House Campus,
Meur's Road, Ranchi - 834008

Subject: E-Tender for 'Hiring of Buses on Rental basis', E-Tender No. IIM Ranchi/E-Tender/Hiring of Buses/2022/12 dt. 20.08.2022.

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past three years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

FINANCIAL BID (Option - 1)
(To be submitted online in .xlsx File)

Date: _____

To
Administrative Officer, Purchase & Stores
Indian Institute of Management Ranchi
Suchana Bhawan, Audrey House Campus,
Meur's Road, Ranchi – 834008.

Subject: E-Tender for 'Hiring of Buses on Rental basis', E-Tender No. IIM Ranchi/E-Tender/Hiring of Buses/2022/12 dt. 20.08.2022.

Sir,

I/We quote the under mentioned rates for subjected tender.

| Sl. No. | Type of Bus required | Approximate No. of Buses required | Charges Per KM Per BUS (including rent of bus, salary of driver, cost of diesel, POL, coolants, maintenance, statutory payments etc., and adhering to all terms & conditions stipulated in the tender document and being notified in the contract agreement) |
|---------|--|-----------------------------------|--|
| 1. | Buses of 48 - 55 seater, Non-AC, Diesel, Make: Tata, Ashok Leyland or equivalent | 07 Nos. | In Figure: Rs. _____ In Words: Rupees _____ |
| 2. | GST as extra: | | _____ % |

Note:

- No. of trips/per day KM may vary as per the requirement. During the period of contract and at any point of time, the locations for pick up/drop may vary as per the discretion of the institute of the institute.
- GST, if applicable, will be borne by the institute on the submission of proof.
- The above charges shall be subject to TDS as per the provisions of the Income Tax Act in force.
- I/we understand that the **SUCCESSFUL BIDDER WILL BE DECIDED ON THE BASIS OF THE LOWEST RENT (L1) CHARGED PER KILOMETER PER BUS/VEHICLE**, adhering to all terms, conditions and requirements of the subject tender document and the contract agreement being executed in this regard. The subject tender document will form an integral part of the contract agreement being executed with the successful bidder.

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Mob No.

FINANCIAL BID (Option - 2)
(To be submitted online in .xlsx File)

Date: _____

To
Administrative Officer, Purchase & Stores
Indian Institute of Management Ranchi
Suchana Bhawan, Audrey House Campus,
Meur's Road, Ranchi – 834008.

Subject: E-Tender for 'Hiring of Buses on Rental basis', E-Tender No. IIM Ranchi/E-Tender/Hiring of Buses/2022/12 dt. 20.08.2022.

Sir,

I/We quote the under mentioned rates for subjected tender.

| Sl. No. | Type of Bus required | Approximate No. of Buses required | Hiring Charges Per BUS Per DAY (including rent of vehicle, salary of driver, lubricants, coolants, maintenance, statutory payments etc., and adhering to all terms & conditions stipulated in the tender document and being notified in the contract agreement) |
|---------|--|-----------------------------------|--|
| 1. | Buses of 48 - 55 seater, Non-AC, Diesel, Make: Tata, Ashok Leyland or equivalent | 07 Nos. | In Figure: Rs. _____ In Words: Rupees _____ |
| 2. | GST as extra: | | _____% |

Note:

1. Number of trips in a day may vary as per the requirement of the institute.
2. Fuel cost will be reimbursed by the institute on actual consumption as per the log book @ 5.00 Km per litre for bus. The reimbursement will be made as per the actual market rate of fuel.
3. GST, as applicable, will be borne by the institute on submission of proof.
4. The charges shall be subject to TDS as per the provisions of the Income Tax act in force.
5. The Lowest Bidder will be decided based on the per day lowest hiring charges per bus per day.

Place:

Date:

Signature with stamp of the bidder:

Name, Address of the bidder:

Tel/ Mob No.: