

**भारतीय प्रबंध संस्थान रायपुर**

**INDIAN INSTITUTE OF MANAGEMENT RAIPUR**

आई.आई.एम., रायपुर में लोकल टैक्सी / वाहन  
किराए पर लेने की सेवा के लिए ई-निविदा  
दस्तावेज

e-Tender Document for Service of Hiring of Local  
Taxi/Vehicle at IIM Raipur

(सी.पी.पी.पी (https://eprocure.gov.in/cppp/) के माध्यम से ऑनलाइन निविदा

Online tendering through CPPP (https://eprocure.gov.in/cppp/)

**भारतीय प्रबंधन संस्थान रायपुर**

अटल नगर, पी ओ - कुरु (अभनपुर),

रायपुर - 4 9 66 661, छत्तीसगढ़

वेबसाइट: <http://www.iimraipur.ac.in/>

**Indian Institute of Management Raipur**

Atal Nagar, P. O. - Kurru (Abhanpur), :

Raipur – 493 661, Chhattisgarh

Website: <http://www.iimraipur.ac.in/>

## विषय-सूची

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**निविदा आमंत्रित सूचना**  
**NOTICE INVITING TENDER**

IIM Raipur invites e-tender (online tender through CPP Portal) from reputed and experienced agencies under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for service for hiring of local taxi/vehicle at IIM Raipur.

अनुसूची और निविदा के अन्य विवरण निम्नानुसार हैं:

The schedule and other details of Tender are as under:

Tender Name	Hiring of local taxi / vehicle at IIM Raipur
Tender No.	IIMR/Tender/2019/07
Estimated Cost	Rs.20,00,000/- (Rupees Twenty Lakh Only) per annum
Period of Contract	Period of contract will be initially for 02 Years which may be extended further one years.
Published Date	07.02.2019
Bid Document download start date	07.02.2019
Bid Document download end date	27.02.2019
Last date & time for receipt of Bid	27.02.2019, 04:00 PM
Date of Opening of Technical Bid	28.02.2019 @ 04:00 PM
Date of Opening of Financial Bid	To be intimated later
Tender Fee (Non-refundable)	Rs.100/- (Rupees One Hundred only)
EMD (Earnest Money Deposit)	Rs.50,000/- (Rupees Fifty Thousand only)
Performance Bank Guarantee	Rs.1,00,000/- (Rupees One Lakh only)
Location of the service	IIM Raipur, Atal Nagar, P. O. – Kurru (Abhanpur), Raipur – 493 661, Chhattisgarh
Commencement of service	<b>01.04.2019</b>
Contact Person Name	Mr.Chitaranjan Sahu, Travel Desk : 8964081757 Mr.Ashwani Bhardwaj, SPO :9179858388

This tender document containing eligibility criteria, scope of work, terms and conditions, specification and other documents, can be seen/downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in> or Indian Institute of Management Raipur website: [www.iimraipur.ac.in](http://www.iimraipur.ac.in) .

This tender is required to be uploaded on the website <https://eprocure.gov.in> and no where else as it will be opened online at this site only.

The contract will be valid initially for two year, which may be extended subject to satisfactory performance at the sole discretion of IIMR on an annual basis for a further period of one year on same rate and terms & conditions. The tenderer shall deposit Earnest Money of Rs.50,000/- (Rupees Fifty Thousand only) through Demand Draft drawn in favour of “**Indian Institute of Management Raipur**” payable at Raipur through a scheduled bank only.

The tenderer shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein.

**Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.**

#### **Special Note for Site Visit**

Bidders in their own interest at their cost are advised to visit, inspect and examine the site / campus and its surroundings and satisfy themselves including prevailing rules, regulations/ directions of the local authorities/ State Government, that may be necessary for preparing the bid and execution of the contract, before submitting their Bids in respect of the Site Conditions including access to the site, availability of land, water, power and other facilities, Source and extent of availability of suitable materials including water etc. and labour, including but not restricted to any other conditions which may influence or affect the work or cost thereof under the contract. No extra charges consequent upon lack of any information/ knowledge and understanding shall be entertained or payable by the Institute.

The bidders should note that information, if any, with regard to the site and local conditions, as contained in this Bid document has been given merely to assist the bidders and is not warranted complete in all respects. The bidder should ascertain all other information pertaining to and needed for the work including information regarding the risks, contingencies and other circumstances which may influence or affect the work or the cost thereof under this contract.

All the temporary services/arrangements shall be made by Contractor at no extra cost to Institute.

**Chief Administrative Officer**

**भाग -1: तकनीकी बोली**  
**PART-I: TECHNICAL BID**

Annexure – I

**Service for Hiring of Local Taxi/Vehicle at IIM Raipur**  
**आई.आई.एम., रायपुर में लोकल टैक्सी / वाहन किराए पर लेने**  
**की सेवा**

**1. Scope of Work काम की गुंजाइश**

The Contractor is expected to provide the following services in Institute as desired by IIM Raipur admin, for Visiting Faculties, Faculties, BOG members, Committee members, Staffs, Guests, visitors etc.

2. Tentative number of vehicles (Including drivers, petrol / diesel, seat cover, perfumes, dress, identity card, Insurance etc.) will be required which may be increased, decreased or **can be removed if not necessary** (ड्राइवर, पेट्रोल / डीजल, सीट कवर, इत्र, चालक की पोशाक, पहचान पत्र, बिमा आदि सहित) वाहनों की संख्या आवश्यक है जो बढ़ और घट सकती है या **यदि आवश्यक न हो तो हटाया जा सकता है**।)

Sr. No	Particular	Condition	Qty
1.	<b>Regular</b> vehicle on monthly basis Sedan Type (Swift Dezire/ Hyundai Xcent / Ford Figo Aspire / Honda Amaze / Volkswagen Ameo / Mahindra Verito / Toyota Etios /Tata Indigo or equivalent A/C) <b>whichever the monthly rent will be lower as per BOQ.</b>	Excellent Condition (Internal and external) Vehicle should not be more than 03 years old.	01 (In present <b>one</b> vehicle is running on monthly basis)
2.	<b>Regular 30 / 50 seater Non A/C or 15 seater traveler bus /winger or equivalent</b> (whichever the monthly rent or KM rate will be lower as per BOQ)	Excellent Condition (Internal and external)	01 (In present one bus is running on regular basis)
3.	Ambulance (24x7) Non-A/C (Omni Van or Van <b>with all facilities</b> )	Excellent Condition (Internal and external)	01 (In present one ambulance is running on regular basis)
4.	Vehicles (as per BOQ) as and when required	Excellent Condition (Internal and external) vehicle should not be more than 05 years old.	As per requirement

**Special Note:** Billing will start from and end with office premises or designated place and not from & with the Taxi stand. Therefore, bidders are advise to quote the rate accordingly.

### 3. Terms & Conditions नियम एवं शर्तें

- 3.1. Hypothetical / Conditional Incomplete bid will not be entertained & will be summarily rejected. Please note that the bidder must quote for all the categories mentioned in the eTender document.
- 3.2. EMD and tender cost received after the specified date and time, as indicated in eTender document, the online bid (if any furnished by the tenderer) will be summarily rejected.
- 3.3. The bidder should have the ownership of at least adequate number of vehicles.
- 3.4. In case the firm awarded contract fail to supply the requisite number of vehicles, IIM Raipur reserves the right to hire the Daily Taxis / Cars from other Taxi Stands at the risk and cost of the firm. The cost difference between the alternative arrangements and tender value will be recovered equally from the firm.
- 3.5. The driver engaged should be generally aware of the routes of Raipur Chhattisgarh.
- 3.6. The Contractor should be able to provide AC / Non-AC Taxis / Cars at a short notice/ (within 01 hrs). For regular requisitions the taxi must reach the destination 30 minutes in advance.
- 3.7. The vehicles on duty shall have to be kept in clean condition at all times. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in **dirty or shabby condition**.
- 3.8. In case of any breakdown while travelling, alternative arrangement shall have to be done by the contractor failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
- 3.9. IIM Raipur reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
- 3.10. Penalty Clause : In the event of Contractor failing to execute the work i.e. supply of Taxis on hire basis at any time to the full satisfaction of the institute the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security deposited.
- 3.11. **Billing will start from and end with Office premises or designated place and not from & with the Taxi stand.** All vehicles must first report to the CAO Office/Travel desk, IIM Raipur on requisition. Where meter reading will be noted and then proceed to the destination on all days except Sundays or Holidays. On Sundays and National Holidays the vehicle may directly report to the designated person where meter reading should be got noted by the user.
- 3.12. The contract will be valid for two years from the date of award the contract and can be extended further one year on same rate and terms & conditions subject to performance of contractor. No request of hike in approved rates for supply of taxis will be entertained during the period of contact for any other reason what so ever.

- 3.13. **The contract can be terminated in any instant by IIM Raipur if the service of the contractor not found satisfactory including violation of any terms & conditions of tender.**
- 3.14. If on any occasion it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/ journey the contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.
- 3.15. The drivers should always be smartly dressed and in the uniform as may be provided by the agency with mobile phones and should be well mannered.
- 3.16. For each and every vehicle, the driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries be got attested from the users. The log book will have to be shown to the General Administration for verification at the time of submission of the bill in each month.
- 3.17. In case of hiring of Taxis/cars, 50 Kms or 6 hours shall be considered half day. In case if the vehicle is detained above 6 hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 50 kms within 6 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage with extra Km. If the number of hours exceeds 6 hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.
- 3.18. Rate should be quoted for AC cars.
- 3.19. Decision of the Competent Authority of the IIM Raipur regarding acceptance or rejection of a tender will be final and binding.
- 3.20. The Contractor shall maintain the Log-sheets/duty slip should be got signed by the user which would indicate the opening and the closing meter reading with time and date at the point at 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 duty slip without signature will be accepted along-with bill for payment unless specifically intimated in advance.
- 3.21. Contractors shall be directly responsible for any/all disputes arising between him and his personnel and keep IIMR indemnified against all losses, damaged and claims arising thereof.
- 3.22. The personnel engaged by the Contractor shall be subject to security check by the IIM Raipur Security Staff or authorized employee-in-charge while entering/leaving the premises. The contractor shall furnish to the Institute full details of staff engaged by him.

- 3.23. Contractor shall be fully responsible for theft, burglary, fire or any mischievous acts of his staff.
- 3.24. In case of non-reporting/refusing to provide the requisite vehicle, the same may be hired by the Institute from any other source(s) at the risk and cost of the contractor, besides any other penal action which may be even termination of contract including black list of vendor.
- 3.25. In case of breakdown/servicing/repair, the contractor 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 contractor.
- 3.26. The maintenance cost, Charges of petrol, road tax, permit fee, passenger tax, Challans, salary of the driver, the overtime of driver etc., are the responsibility of the contractor for which no payment shall be made by IIM Raipur.
- 3.27. Parking charges and toll taxes shall be paid extra by IIMR on production of documentary proof. However, no Border tax/Permit fee/ Passenger tax/ road tax shall be paid by IIM Raipur
- 3.28. One or more than one vehicle depending upon the requirement of IIM Raipur can be called at any time during the day and night.
- 3.29. Agency should be capable to stand 1 or 2 vehicles outside entry gate of Institute for as and when required category of vehicle i.e requirement basis category.
- 3.30. COMPLIANCE OF LAWS - Contractor shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under any new act or Government. IIMR shall have no liability whatsoever in this regard. It shall be the sole responsibility and liability of the Contractor 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 Act 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.



## *Annexure – II*

### **General Terms and Conditions of Contract**

1. ***Preparation and submission of Tender:*** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. For submission of bids, all interest bidders have to register online on e-procurement portal. After registration, bidders shall submit their Technical Bid and Financial Bid documents online on <http://eprocure.gov.in> duly signed and sealed on each page of Tender. For details, Kindly see Annex-IV of the tender: Instructions of Online Bid Submission.
2. ***Period of Contract:*** Contract period will be initially for two year. This period may be extended further one year on satisfactory performance. In case of performance of the agency in one part or the entire contract is not found to be satisfactory as per operational parameters setout of the contract or not in conformity with the terms & conditions of the tender, then that part or the entire contract shall be terminated even before the scheduled time by giving advance notice of one month to this effect. In the event of premature closure of contract for reasons mentioned herein above, the Bank Guarantee shall be absolutely forfeited.
3. ***Exit Clause:*** The contract can be terminated by giving one-month notice period by the Institute and three-month notice by the contractor.
4. ***Contract Agreement:*** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (One hundred only). IIMR reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.
5. ***Earnest Money Deposit (EMD):*** The tenderer shall deposit Earnest Money of Rs. 50,000 /- (Rupees Fifty thousand only) through Demand Draft drawn in favour of “Indian Institute of Management Raipur” payable at Raipur”. The Earnest money deposit will be refunded to the tenderers whose offers have not been accepted. Earnest Money Deposit of the tenderer whose offer is accepted will be kept uptill the time, the Bank Guarantee is not received.
6. ***Bank Guarantee:*** The successful tenderer will have to deposit a Bank Guarantee of Rs.1,00,000 /- (Rupees One Lakh Only) in favour of “Indian Institute of Management Raipur” payable at Raipur drawn on any Nationalized Bank/Scheduled Bank and valid for 60 days beyond the expiry period of contract.
7. In the event of bidder backing out before actual award or execution of agreement, IIMR will have right to forfeit the EMD. In case the successful

tenderer declines the offer of contract, for whatsoever reason(s) his EMD will be forfeited.

8. Intending tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders to the nature of the site on the day of the pre-bid meeting or before submitting bid. The nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstance which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents has made himself aware of the scope and specifications of the work do be done.
9. The IIMR will not provide any residential space for accommodation to the Agency. The agency has to make its own arrangement for the residential accommodation to the deployed staff.
10. The IIMR is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders. IIMR reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the IIMR.
11. **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract if any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
12. The contractor and his employees shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations.
13. **Misconduct:** The conduct/characters/antecedents and proper bonafide of the workers shall be the sole responsibility of the contractor. However, the contractor should provide the necessary details of all its employees to the Institute. All the employees should be police verified.
14. The persons employed by the contractor will be the employees of the contractor and the IIMR shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the IIMR and the

personnel employed by the contractor shall have no right whatsoever to claim employment or other rights from the IIMR.

15. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted. An undertaking to this effect on firm letterhead should be attached.
16. None of the employees of the contractor shall enter into any kind of private work within the campus of the IIMR Non-compliance with this provision will be deemed to be violative of the contract inviting penal action/cancellation of contract.
17. The staff employed by the contractor will not join any union of the IIMR nor shall they make any claim on service or other matter. They shall also not form any union associated with the IIMR and shall have absolutely no claim to subscribe or for election in any of the unions of the IIMR.
18. The contractor shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the IIMR / Govt. of India / any State or any Union Territory.
19. The staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and kept neat and clean. The contractor shall not employ young children as prohibited under the law/rules/regulations. A record of this will be maintained by the Contractor.
24. **Interpretation:** All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
25. In addition to the prescribed manpower, whenever required, contractor has to provide additional manpower and/or equipment at the rates quoted in the tender.
26. **Validity:** The quoted rates must be valid for a period for 90 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
27. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

28. Anyone or more the following action / commission / omission are likely to cause summary rejection of tender: Any BID/EMD received late without conclusive proof that it was delivered before the specified closing time. Any conditional bid or bid offering rebate. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in the Bid Documents. Any effort by a bidder to influence the IIMR in the bid evaluation, bid comparison or contract award decision.
29. Authority of person signing document: A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, IIMR may without prejudice to other civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
31. **Access to SITE:** The contractor shall allow unhindered access to the Institute and/or any other party or person, engaged by the Institute to work at the same site and/or to check/regulate/watch/guard/measure/inspect, solely or jointly with the contractor.
32. **Safety and Security:** Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.
33. **Work at Risk and 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 and/or the progress in respect of whole or part of the work is not satisfactory.
34. **Payment of Bills:** The payment for services under this agreement shall be made on monthly basis on satisfactory completion of job contract services, through crossed-cheque, drawn in favour of the Agency payable at Raipur or NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the IIMR. Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.
35. **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the IIMR as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract. Provided, also that if the contract is terminated under this clause, the IIMR shall be at liberty to take over from the Security Agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation.

36. IIMR reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.
37. IIMR reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it felt necessary in the benefit of the Institute.
38. The decision of the Director of IIMR will be final in all respect and will be acceptable to all the tenderers.
39. **Jurisdiction:** All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Raipur only.

**Chief Administrative Officer**

## Annexure-III

### Eligibility Criteria

Only those agencies which meet the following minimum criteria will be considered for opening of financial bid:

1. The agency / firm should be the sole proprietors or registered firm /company or registered travel agency or registered tour operator under the company / shop Act. Appropriate documents/certificates should be enclosed to support this along with the format given below.

Sl	Type of service	Document (Available / Non available / Not- applicable)	Registration No	validity	Copy of document Attached (Yes/No) with Reference Page Number

2. The agency shall submit the original EMD and tender fee in a sealed envelope super scribing this tender name & the name of the agency and must reach at IIMR before the last date & time for receipt of Bid. Photocopy of the same EMD and tender fee should be enclosed to support this along with the format given below.

Sl	Type of Fee	Details
1	Tender Fee	DD No. _____ of 100/- (Rupees One hundred only) of Dated _____ drawn on Bank _____ Branch _____
2	Earnest Money Deposit (EMD)	DD No. _____ of 50,000 /- (Rupees fifty thousand only) of Dated _____ drawn on Bank _____ Branch _____
3	*NSIC / MSME Certificate for Tender & EMD Exemption	NSIC / MSME No. _____ Dated. _____ Valid till _____

- DD will be made in favor of “Indian Institute of Management Raipur” payable at Raipur.
- Tender Fee and EMD will be exempted for NSIC / MSME Agency/Vendor.

3. The agency should have experience of minimum period of 2 years for similar type of contract of supplying commercial vehicles /cars to Govt. organization or any large organization of repute.

Sr. No	Name of the organization/Institute where services were provided	Duration of contract		Total years of experience	Performance Remark (Poor/Satisfactory /Good/Very Good /Excellent/ Not satisfactory)	Certificate attached	
		From (DD/MM/YYYY)	To (DD/M/ M/YYYY Y)			Copy of contract (Yes/No)	Reference Page Number
1.							
2.							

4. The agency must have had a minimum annual turnover of 25 Lakhs (Rupees twenty five lakh Only) per annum during each of the last three years. The agency must submit duly signed certificate with membership number from Chartered Accountant (CA) clearly showing financial year-wise turnover.

Financial Year	Total Turnover In INR (in words and figures)	CA certificate enclosed	
		(Yes/No)	Ref. Page Number
2015-16			
2016-17			
2017-18			

5. The agency should not be blacklisted by any Government agency. An undertaking on agency letterhead should be attached.

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Place :

Date :

**(Signature of the bidder with seal**

## Annexure – IV

### Agency Details

<b>I. Details of Tenderer</b>		
<u>Sr.</u>	<u>Particulars</u>	<u>Details</u>
1	Name of Tendering Agency	
2	Name of the Proprietor/ Director/ Partner	
3	Full Address of registered office with pin code	
4	Mobile number of two top officials with name and designation	
5	E-mail ID of the two top officials with name	
6	Website of the agency, if any	
7	Name and designation of authorized person with mobile number (authorization letter to be enclosed)	
<b>II. Registration and Other Statutory document details:</b>		
1	Name of the agency (Individual/ Proprietor/ Pvt. Ltd./ Ltd Company etc.) and Month & Year of the Establishment (attach self- attested copy)	
2	Permanent Account Number	
3	GST Registration Number (If applicable)	
4	Registration number as per eligibility criteria sr.no-1.	



5	Any other registration which is mandatory for such agencies stipulated by concerned agencies	
6	Copy of last three years Income Tax Return FY 2015-16 FY 2016-17 FY 2017-18	

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Place :

Date :

**(Signature of the bidder with seal**

**INSTRUCTIONS OF ONLINE BID SUBMISSION**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.

10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.

20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22. If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The **TIA will** not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
26. All the data being entered by the bidders would be encrypted using PK! encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

28. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right hand comer and not by selecting the (X) exit option in the browser.
30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallelly for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to [cppp-nic@nic.in](mailto:cppp-nic@nic.in).

## Annexure – VI

### TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,  
Director  
IIM Raipur

Date :

#### Sub.: Acceptance of Terms & Conditions of Tender.

Tender Reference No.: IIMR/Tender/\_\_\_\_\_ dated \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_.

Dear Sir,

1. I/We have downloaded I obtained the tender document (s) for the above mentioned 'Tender/Work' for the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No.\_\_\_\_to\_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totally / entirely.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

**PART-II: FINANCIAL BID (FORMAT)**  
**To be filled online**

Sr. No	Category	Half day rate (50 km or 06 hrs)	Full day rate (100 km or 09 hrs)	One month Rental (2500 km or 09hrs per day)	Extra rate per km	Extra hours' rate per hour	Rate for Airport pickup or drop from IIM Raipur	Rate for Airport pickup or drop from Hotels (Hotel and Airport distance upto 09 Km (+ -3 Km))	Rate for hotel pickup or drop from IIM Raipur (Hotel and IIM Raipur distance upto 25 Km (+ - 02 km))
1.	<b>Sedan Type AC</b> (Swift Dezire/ Hyundai Xcent / Ford Figo Aspire / Honda Amaze / Volkswagen Ameo / Mahindra Verito / Toyota Etios /Tata Indigo or equivalent								
2.	<b>Toyota Innova AC</b> or equivalent								
3.	Honda City , Hyundai Verna or equivalent A/C								
4.	50-seater Bus non A/C								
5.	30-seater Bus non A/C								
6.	15-seater traveler Bus / Winger or equivalent - <b>Non A/C</b>								
7.	15-seater traveler Bus / Winger or equivalent - <b>A/C</b>								

Sr. No	Category	One month Rental 24x7 (Upto 2500 km)
1.	Ambulance(24x7) with life saving instruments/ facilities non A/C (Omi VAN /VAN or equivalent)	

Sr. No	Category	Half Day Rate (06 Hrs)	Full Day Rate (09 Hrs)	Extra Hrs. Rate
1.	Extra Trained Driver - <b>Optional</b> (On call)			

Notes:

1. GST (if applicable) will be extra as per actual.
2. Administrative approval will be required before offered equivalent vehicle. Decision of administration will be final and bidding.
3. The successful bidder will be the tenderer that will quote lowest rates for one month rental for **Sedan type AC Car, 15 seater winger / traveler bus (non AC) and ambulance (24x7)**. However, L1 rates are required to be matched by successful bidder for other line items, if their rate will be found very high compare to other vendors (up to 5% variation may be accepted from L1).
4. There would be no increase in rates during the Contract period including extension period.

Place :

**(Signature of the bidder with seal)**

Date :



