

Tender No. 24SP222T

October 11, 2024

**NOTICE INVITING TENDER FOR HIRING 32 AND 36 SEATER SLEEPER AC BUSES FOR IIM TIRUCHIRAPPALLI**

Indian Institute of Management Tiruchirappalli (IIMT) is an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Govt. of India. More details about IIMT are available on our website, [www.iimtrichy.ac.in](http://www.iimtrichy.ac.in).

IIM Tiruchirappalli invites *Tender for hiring of 32 and 36-seater sleeper AC Buses for IIM Tiruchirappalli* as per the specifications and the terms and conditions given below:

**OPTION - I**

S. No	Item	Qty	Unit	Rate per bus.	Total Rs.
1	Hiring of 32 Seater AC Sleeper Buses (to IIM Bangalore and back as per the trip details given below) for the entire trip, including Halting Charges for 4 days	3*	Nos		
2	Hiring of 36 Seater AC Sleeper Buses (to IIM Bangalore and back as per the trip details given below) for the entire trip, including Halting Charges for 4 days	3*	Nos		
<b>TOTAL AMOUNT EXCLUDING GST</b>					

**TRIP DETAILS**

To journey	From journey
Pickup- from IIM T to IIM B	Drop back- from IIM B to IIM T
Pickup Date: 14/11/2024	Pickup Date: 17/11/2024
Leaving Time: 9:00 pm	Leaving time: 11:00 pm
Pickup location: IIM Trichy	Pickup location: IIM Bangalore
Dropping Date: 15/11/2023	Dropping date: 18/11/2023
Drop time: 6:00 am	Drop time: 8:00 am
Destination: IIM Bangalore	Destination: IIM Trichy

**OPTION - II**

S. No	Item	Qty	Unit	Rate per bus.	Total Rs.
1	Hiring of 32 Seater AC Sleeper Buses for the pick-up and Drop from IIM Trichy – IIM Bangalore Pickup Date: 14/11/2024 Leaving Time (Tentative): 9:00 pm Pickup location: IIM Trichy Dropping Date: 15/11/2023 Drop time (Tentative): 6:00 am Location: IIM Bangalore <b>Note: No Halting required.</b>	3*	Nos		

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2	Hiring of 36 Seater AC Sleeper Buses for the pick-up and Drop from IIM Trichy – IIM Bangalore Pickup Date: 14/11/2024 Leaving Time (Tentative): 9:00 pm Pickup location: IIM Trichy Dropping Date: 15/11/2023 Drop time (Tentative): 6:00 am Location: IIM Bangalore <b>Note: No Halting required.</b>	3*	Nos		
3	Hiring of 32 Seater AC Sleeper Buses for the pick-up and drop trip from IIM Bangalore – IIM Trichy Pickup Date: 17/11/2024 Leaving time (Tentative): 11:00 pm Pickup location: IIM Bangalore Dropping date (Tentative): 18/11/2023 Drop time: 8:00 am Destination: IIM Trichy <b>Note: No Halting required.</b>	3*	Nos		
4	Hiring of 36 Seater AC Sleeper Buses for the pick-up and drop trip from IIM Bangalore – IIM Trichy Pickup Date: 17/11/2024 Leaving time (Tentative): 11:00 pm Pickup location: IIM Bangalore Dropping date (Tentative): 18/11/2023 Drop time: 8:00 am Destination: IIM Trichy <b>Note: No Halting required.</b>	3*	Nos		
<b>TOTAL AMOUNT EXCLUDING GST</b>					

**\*Institute reserves the right to increase/decrease the number of buses based on the requirement.**

**Note:**

- The bidder should quote the rate for all the items else the bid will not be considered for the evaluation.
- The rates quoted by the tenderer should be inclusive of Toll Charges, Driver Bata, Diesel Charges, Parking Charges, State-permit charges, any entry/exit charges, all statutory levies such as Labour, insurance, packing, freight, transportation up to the site including loading, unloading and testing fee, etc., **except GST. No extra amount shall be provided under any head.**

**ELIGIBILITY CRITERIA**

- The bidder should have a valid GST Registration Certificate, PAN, and Bank account details, and the same should be submitted along with the Technical Bid.
- The bidder should have a Registered Office with good infrastructure in Trichy. The bidder can be either proprietor/company/partnership firm and the agency should be registered with the statutory

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authority as prescribed in law.

3. The bidder should have a minimum of 3 Sleeper buses (either 32 or 36) in their own name. The bidder(s) should attach the list of passenger vehicles registered as commercial vehicles in its own name having valid permits (Copies of the vehicle registration certificates, valid permits, & Insurance policies to be attached). All the vehicles should not be older than 5 years as on 30.09.2024.
4. All the vehicle documents and updated documents (insurance, permit, etc.) of the vehicles owned by the bidder(s) should be submitted to IIMT.

### **Selection of Vendor**

- a) The institute will select the lowest quoted vendor from any one of the options mentioned above. Option I and Option II will be evaluated separately.
- b) The institute will issue the Work Order to the lowest quoted vendor in the lowest rate category chosen for the said trip.

### **General Terms & Conditions**

1. The vehicles supplied/provided by the agency should have a clean interior, upholstery, well-maintained exterior & noiseless drive.
2. All necessary tools like GPS Kit, spare tyre (stepney), operational First-Aid Kit, and fire extinguisher should be available at all times in vehicle(s) to cater for any exigency en route.
3. The Drivers should carry necessary papers like vehicle insurance, permits, fast tag, Pollution Under Control Certificate, etc. and all other up-to-date records pertaining to the vehicle.
4. The drivers deployed to the Institute should be well-trained and experienced and shall possess valid driving licenses. He shall report in proper uniform & carry a mobile phone. Also, the Drivers shall be medically fit, have clear vision, good conduct and character. The Drivers should be courteous and well-conversed with routes. He should be able to converse in Tamil/English.
5. The Driver shall wear WHITE UNIFORM and shall maintain it in good and impeccable condition always.
6. If any vehicle provided is found to be not properly maintained/is not presentable, such vehicle(s) shall be immediately replaced with an alternate vehicle of the same or equivalent model in good condition.
7. The Drivers deputed for duty will conduct themselves with dignity and extend support to guests/users, to load/unload/transport their belongings, if needed.
8. The behaviour of the driver should be polite, cordial, and obedient. He should not have a criminal background or be convicted by any Law enforcement agencies. In case of any misbehaviour, in addition to taking legal action, the agency will also be penalized for the same, and the decision of the Competent Authority of the Institute in this regard shall be final and binding on the agency.
9. Prior intimation/permission should be taken from the guest/user of the Institute when a driver takes a break for tea/lunch or any other purpose for a short duration during duty hours.
10. The driver should report for duty at the specified time.

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11. Agencies should communicate/provide details of the Bus, Driver's name and his mobile number to the concerned section and to the guest, at least 1 day before reporting time by e-mail.

### General Term & Conditions

1. The A/c of the vehicles should be switched on at least 30 minutes before the trip starts, and the vehicle should be cool while starting the trip; the passengers should not feel suffocated at any time of the trip.
2. The vehicles should comply all the provisions of the Motor Vehicle Act, 1988 as in force from time to time, and fit for hiring, during the period of the contract.

### 3. PAYMENT TERMS

- a) No advance payment will be made in any case.
- b) The vendor should provide a System Generated Invoice and handwritten bills are not acceptable.
- c) The Service Provider should submit the bill in the form of a Tax Invoice containing the details of the GST Registration number of the Service Provider and IIM Tiruchirappalli (33AAAI5004R1ZO) along with HSN/SAC code every month.
- d) Payment against bills shall be made only after satisfactory services and after certification by the Administration. No interest will be payable on non-payment due to delayed submission of bills and non-satisfactory services.
- e) The payment will be released within 25 working days from the date of submission of bills with necessary documents.
- f) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from the Service Provider's bills.

### 4. Penalty Clause:

- a) Deficiency/delay in Service/work will be construed as lapses on the part of the service provider. Such lapses due to the service provider will be viewed seriously, and penalties will be imposed on the service provider in case of any delay in providing the required services as covered by this Tender within the stipulated date and timings.
- b) Deduction on account of unsatisfactory services and improper maintenance of the vehicles (at the rate of 4 times the average cost) will be made from the bills for, but not limited to each of the following reasons without proper justification:
  - i. Not maintaining the bus neat and tidy.
  - ii. Providing bus not conforming to the requirements specified in this document.
  - iii. Misbehavior by the Driver / Attendant.
  - iv. Overspeeding
  - v. Not adhering to the time schedule.
  - vi. Failure to bring back all students/persons who were dropped, if any.
  - vii. Non-availability of complaint/suggestion book in the vehicle.

- c) IIM Tiruchirappalli reserves the right to impose the penalty, and the quantum of the penalty will be decided in individual cases, and the decision of the competent authority at IIM Tiruchirappalli shall be final and binding.

**5. Quality of the Service:**

If it is observed at any stage that the quality of the service provided by the service provider is not satisfactory, the contract/ work order as a whole shall be terminated and the security deposit forfeited. Applicable penalties would be levied from the amount payable to the Service Provider on such termination, and the balance amount, if any, would be paid. The competent authority's decision on penalties would be final and binding.

**6. Performance Security Details:**

- a) The Empanelled Vendor will be required to remit an interest-free Performance Security Deposit of **Rs. 50,000/- (Rupees Fifty Thousand only)**. The EMD amount paid by the successful bidder will be converted into Security Deposit. The security deposit will be refunded to the Service Provider after duly performing and completing the contract period.
- b) Performance Security will be forfeited if the Service Provider fails to perform/abide by any of the terms or conditions of the contract.
- c) In case, the Service Provider fails to provide the required services as covered by this tender as per the terms and conditions, the same will be obtained from the open market, and the difference of cost, if any, will be recovered from the EMD or the pending bill(s) of the defaulting firm or the Service Provider if the recoverable amount exceeds the EMD and there are no pending bills due to be paid to the respective Service Provider.
7. The Institute shall not be liable for any damage to the vehicles due to accidents or unforeseen reasons like fire, floods or other natural/manmade calamities arising out of accidents or while driving vehicles. Further, the Institute shall have no liability to pay compensation for any such incidents/accidents to any individual/Government/statutory bodies. The agency, shall alone, will be responsible and liable for all such statutory obligations as per law.
8. In case of any damage or any injury caused/due to negligence by the Driver while on duty either to the Institute's property or personnel including students and visitors of the Institute, the agency, shall alone, be responsible for compensating to any or all such damages/ injuries.
9. In case the agency fails to provide vehicle(s) or if the driver(s) fail to report within a reasonable time beyond schedule, the Institute reserves the right to explore/hire services from any other agencies and recover the proportionate cost from the monthly bill of the agency for such lapse/loss. In addition, the Institute may penalize the agency for each such deficient/poor service.
10. The drivers employed by the Transport Service Provider(s) shall, at all times, be the employees of the Transport Service Provider(s) and not of the Institute. The Institute is not liable for any damage or injury sustained by the employees of the Transport Service Provider(s) in the course

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of their duties. In respect of all such damages or injuries, the Transport Service Provider(s) will be solely responsible for any claim that is made.

11. The bidder(s) shall abide by the rules and regulations of RTO, Govt. of Tamil Nadu / India particularly applicable to the business.
12. The bidder(s) shall also abide by the relevant rules and regulations to engage drivers on the vehicles and will obtain requisite licenses, sanctions & permits which should be valid during the tenure of contract.
13. The bidder(s) shall provide an immediate replacement for the breakdown vehicle with the same level of vehicle. All the charges towards repair/servicing, the salary of the driver, fuel expenses, and any other incidental expenses on operations & maintenance of the vehicles shall be borne by the successful bidder(s).
14. The vehicles deployed on the IIM Tiruchirappalli site should be insured in all respects by the successful bidder(s). In case of any accident or theft etc., all the claims arising out of it will be met by the bidder(s). IIM Tiruchirappalli shall not be liable in any matter whatsoever.
15. Storage/consumption of any alcoholic drink/ liquor is strictly prohibited. The driver on duty should not consume liquor/smoke/consuming tobacco or any other items, which is prohibited inside the premises of IIMT and also during the trips.
16. The Service Provider shall not engage any person below 18 years of age.
17. Canvassing in connection with the tenders is strictly prohibited, and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her Tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his Tender liable to rejection.
18. In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc., to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.
19. While making payment to the service provider, TDS and other statutory deductions will be effected by the Institute.
20. The Income Tax (TDS) shall be deducted at the prevailing rate from the bills, as amended from time to time in accordance with the provisions of the Income Tax Department, and IIM Tiruchirappalli shall issue the relevant certificate to this effect to the Agency.
21. The Bidder should have requisite licenses from appropriate governmental regulatory bodies for operating the services in India. (License documents obtained from Government authorities should be attached).
22. The bidder should submit the tender duly signed and stamped on all the pages.

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23. IIMT reserves the right to change/ extend/ modify/ amend or delete any of the conditions, clauses, or items stated therein any or all provisions of this Tender document. Such revisions/amendments/ corrigendum will be made available on the website of the IIMT Tender Portal.
24. IIMT also reserves the right to withhold or withdraw the process at any stage with intimation to all the bidders who have submitted the tender.
25. No telex/telegraphic/fax tenders will be accepted.
26. IIMT will not be responsible for any loss in transit or postal delay.
27. Any legal disputes that may arise shall be subject to the Courts at Tiruchirappalli.
28. **Force Majeure:**
- Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
  - Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.
29. GST Number of IIM Tiruchirappalli is **33AAAAI5004R1ZO**.

The Tender should be submitted in the sealed cover superscribing “***Tender for hiring 32 and 36 seater sleeper AC Buses for IIM Tiruchirappalli***”, addressed to, “The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy Pudukkottai Highway, Trichy – 620 024, to reach us on or before **11.00 AM, October 31, 2024**.”