



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
भारतीय प्रबंधन संस्थान कलकत्ता  
Diamond Harbour Road, Joka, D. H. Road, Kolkata –700104

Tender No: NIT/IIMC/Transport-Engineering and Admin/42/2021-22

Dated 11/02/2021

**NOTICE INVITING TENDER**

**Tender for “Engagement of a Tata Sumo (Non-AC)/ Bolero (Non-AC) Car on rental basis at IIM Calcutta for a period of Two years W.E.F. 1st April, 2021 to 31st March, 2023.”**

E-Tenders are invited by Indian Institute of Management Calcutta (hereinafter referred to as “IIMC”) under Two-Bid System i.e. **Technical Bid and Financial Bid** from eligible Service providers/Vendors/Suppliers/Agencies/Firms/Companies for engagement of a Tata Sumo 9Non-AC)/ Bolero (Non-AC) Car on rental basis for IIM Calcutta for a period of two years with effect from 1<sup>st</sup> April, 2021.

Sl. No.	Name of Work	Tender Fee	Earnest Money	Duration of contract
A.	<b>Engagement of a Tata Sumo (Non-AC)/ Bolero (Non-AC) Car on rental basis at IIM Calcutta for a period of One year W.E.F. 1st April, 2021 to 31st March, 2023.</b>	<b>Rs.500/- GST as applicable</b>	<b>Rs.10,000/-</b>	<b>2 years</b>

The detailed scope of work is given in the tender documents.

Time schedule of tender activities:

- Date & Time for submission of Tender Documents: from **February 11, 2021 17:00** to **March 03, 2021** up to **14.00 Hrs.**
- Date & Time of Opening of Technical Bid: On **March 05, 2021** at **14:15 Hrs.**
- Date & Time of Opening of Financial Bid: **To be notified later.**
- Commencement of Service: **April 1, 2021.**
- Validity of Bids: 90 days from the date of opening of Financial Bid.

Tender documents comprising the following:

Volume –I:

- a) Notice Inviting Tender

Volume –II:

- a) Price Bid

IIM Calcutta reserves the right to reject any or all tenders without assigning any reason thereof.

Tender is uploaded in CPP portal dated **February 11, 2021.**

The Bidders have to submit their bid document, complete in all respects along with **the copies of Trade License, PAN, GST Registration number, if applicable, Work Order for similar services**

**in Govt. organizations, PSU, Autonomous Institutes, reputed Private Organization etc., on the CPPP. The Application Fee of Rs.500/- + GST as applicable and Earnest Money Deposit (EMD) amounting to Rs.10,000/- by Demand Draft each drawn in favour of Indian Institute of Management Calcutta and payable at Kolkata, and other requisite documents in the Office of the Senior Administrative Officer (Purchase) located in Administrative Building, (Ground floor), Indian Institute of Management Calcutta, D.H. Road, Joka, Kolkatta-700104 by 2.00 P.M. on March 3, 2021. The scanned copy of the EMD and the Application Fee must be uploaded on the CPPP. The EMD of the unsuccessful bidders will be refunded without any interest within 30 working days from the date of issuance of the Work Order. The EMD of the successful bidder will be kept as Security Deposit and it will be refunded without any interest after completion of the Contract.**

IIM Calcutta reserves the right to reject any or all tenders without assigning any reason thereof.

### **Procedure for submission of Bids**

1. Help for bidders, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public procurement Portal. [<https://eprocure.gov.in/eprocure/app>]
2. It is mandatory for all the bidders to have a valid Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-Procurement of IIM CALCUTTA.
3. It is mandatory for the bidders to get their firm /company registered with e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID & password.
4. Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
5. Bidders may download and refer the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app>).
6. The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in "Technical Bid".
7. Bill of Quantities with rates duly filled in is to be submitted in the format provided online in the name of "Price Bid". Hence, physical submission of the documents is limited to submission of original Earnest Money and Tender document fee. Deposit in the form of Demand Draft as per provision given in NIT.
8. Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the signed letter of authority issued in his name by the bidder on his letter head.
9. Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> ("Server System Clock Time") shall be final and binding on the bidder. E-Bids are required to

be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

10. The bidders are advised to submit their e-bids well before the e-bid due date. IIM CALCUTTA shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
11. The Technical and Price Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted "on-line". The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.
12. Any tender received without original Earnest Money and Tender document fee in the form as specified in NIT shall not be accepted/considered and shall be summarily rejected.
13. Physical submission of the documents is to be as per the following in one envelop only
  - i. Original Demand Draft for Tender document fee.
  - ii) Original Demand Draft for Earnest Money Deposit.

#### **General Terms & Conditions:**

**(i)** Contract period: Two years (from 1st April, 2021 to 31st March, 2023 on all 7 (days) in a week including Saturdays, Sundays and Holidays which may be extended for a further period of one year subject to satisfactory performance and requirement of the Institute. Duty hours of the vehicle will be from 9.00 AM to 7.00 PM (10 hours per day) which is subject to change.

**(ii)** The vehicle will ply inside the campus only and will run not more than 500 Kms per month. Beyond 500 Kms in a month, Rate per Km must be mentioned in the quoted rate by the Agency.

**(iii)** During duty hours, the Vehicle should follow the schedule for parking of the vehicle and should remain under the control of Engineering Division/Transport Department of IIMC.

**(iv)** In each case the monthly invoice of the said vehicle should be submitted within 7 (seven) days of the next month. GST as applicable should be shown separately in your Invoice.

**(v)** While on duty the driver should keep with him the proper & up-to-date records of the vehicle, valid driving license.

**(vi)** The courtesy and good behavior on the part of the driver is important. Discourteous or careless driver shall be replaced on demand by the Institute.

**(vii)** The Agency is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, accident or any other unforeseen happening. In case, the vehicle is withdrawn for maintenance /repair/ breakdown, a substitute vehicle should be provided forthwith.

**(viii)** Liability of the Agency: When the Institute engages a vehicle, all liabilities in respect of the vehicle and the driver including accident to the vehicle, injury to driver and the passengers travelling in vehicle shall rest with the Agency. The hiring authority has no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.

**(ix)** The engagement and employment of driver and payment of wages as per existing provisions of various labour laws or regulations shall be deemed to be breach of this contract if not adhered to.

**(x)** The Agency shall assign the job of driving of hired vehicles only to qualified, experienced, licensed drivers and also assume full responsibility for the safety and security of the users. The essential spares

are to be stored in the vehicle for trouble free driving. IIM Calcutta shall have no direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under relevant section of IPC and any loss caused to IIM Calcutta will have to be suitably compensated by the Agency.

**(xi)** Vehicle having commercial registration, shall be supplied to IIM Calcutta and taxes etc., due on such vehicles shall be liability of the Agency. The cost of lubricants, repairs, maintenance, taxes, insurance, etc. will be the Agency's liability.

**(xii)** The vehicle deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per IIM Calcutta's requirement with proper pollution check and valid pollution certificate.

**(xiii)** Driver of the vehicle must be provided and maintain mobile phones. No extra charges would be paid by IIM Calcutta for the same.

**(xiv)** In case of break down/servicing/repair, the Agency shall provide alternate vehicle of same model, failing which vehicle shall be hired from any other source/sources at the risk and cost of the Agency.

**(xv)** The maintenance cost, charges of fuel (petrol/diesel), road tax, permit fee, passenger Tax, Border Tax, challans, salary of the driver, the overtime etc. are the responsibility of the Agency and should be paid by the Agency. Insurance: The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all passengers also.

**(xvi)** The Institute shall have absolutely no responsibility to pay any compensation for any accident occurred to any person/representative of the Agency during his to and fro journey and or while attending to the services of the Institute and no other charges whatsoever shall be payable by the Institute to the Agency.

**(xvii)** The Institute shall have the liberty to enter into similar contract with any other Agency engaged in Car Rental Services parallelly without making any reference.

**(xvii)** The rates will be inclusive of all taxes, i.e. cost of petrol/diesel, lubricants, driver's salary & allowances etc.

**(xix)** Payment will be made on monthly basis on submission of the bill (duly certified by the user and the Transport department, preferably within 30 working days from the date of submission of bill.

**(xx)** No escalation/extra charges will be allowed over & above approved rate during the tenure of contract.

**(xxi)** The Driver should be courteous to the users, maintain discipline, decorum, well dressed & should always carry a mobile phone with him. In the event of misbehaviour on the part of driver, IIM Calcutta may impose penalty as deemed fit on the Agency.

**(xxii)** IIM Calcutta reserves the right to terminate the contract at any time without assigning any reason thereof by serving 30 days prior notice.

**(xxiii) Sub-contracting Not Allowed:**

The successful bidder shall not subcontract, transfer or assign the task to any other Agency without the previous written approval of IIM Calcutta. In case the Agency contravenes this condition, IIM Calcutta shall be entitled to place the contract elsewhere at the cost and risk of the Agency and all expenses borne on this account shall be recovered from him.

**(xxiv) Penalties:**

(1) In case of break-down of the vehicle, the same to be replaced by other vehicle in good condition immediately (maximum one hour from the time of break-down). Failure on the part of Agency to provide such replacement will attract imposition of penalty on pro-rata basis against each break-down.

(2) IIM Calcutta also reserves the right to impose penalties for unsatisfactory services which may include:

- (a) Delayed arrival/report at the designated stop/place.
- (b) Misbehaviour with the users.
- (c) Violation of instructions given by IIM Calcutta.

The final decision of the extent of penalty leviable on the Agency will rest with the Institute Authority and it is binding on the Agency.

**(xxv) Arbitration:**

All disputes shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 or as amended from time to time. The venue for such arbitration will be in Kolkata. The award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.

**Senior Administrative Officer (Purchase & Transport)**  
**IIM Calcutta**