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INDIAN INSTITUTE OF MANAGEMENT KOZHICODE
IIM Kozhikode Campus P.O., Kozhikode, Kerala - 673 570

NOTICE INVITING TENDERS
FOR
SUPPLY OF VEHICLES ON MONTHLY HIRE BASIS AND ON CALL BASIS
(Through e-procurement only)

Tender No. IIMK/TPT/NIT-02/2024

26.03.2024

1	Name of the work	"Supply of Vehicles on Monthly Hire Basis and On Call Basis" for Indian Institute of Management Kozhikode (IIMK) main campus at Kozhikode"
2	Cost of Bid Document	The bid form can be freely downloaded from IIMK Website: https://iimk.ac.in/tender as well as https://mhrd.euniwizarde.com
3	Earnest Money Deposit	EMD of Rs.10,000/- (Rupees ten thousand only) shall be submitted through E-payment mode in E-procurement Portal. Bidder has to select the payment option as "E-Payment" to pay the EMD.
4	Period of downloading of Bid Document from IIMK Website	From 26.03.2024 to 22.04.2024 (Till 15:00Hrs)
5	Last Date of Receipt of the Bids	22.04.2024 up to 15:00Hrs
6	Date of Opening Bid	22.04.2024 at 16:00Hrs
7	Mode of Submission of Hard copy of the bid	Can be sent by Speed Post/Registered Post/ Courier or dropped in the Box entitled ' Transport Section ' in the Admin. Building
8	Address to which the Tender is to be sent	Head-Administration & HR Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kunnamangalam Kozhikode – 673 570
9	Contact Person	Transport In charge Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kunnamangalam Kozhikode – 673 570 Tel: 0495 – 2809220

Amendments to the tender (if any) will be issued only through website. www.iimk.ac.in and on E-Procurement Portal <https://mhrd.euniwizarde.com>



INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kozhikode, Kerala - 673 570

Tender No. IIMK/TPT/NIT-02/2024

Date: 26.03.2024

Bids are invited from eligible and qualified persons/firms for **“Supply of Vehicles on Monthly Hire Basis and On Call Basis” for Indian Institute of Management Kozhikode (IIMK) main campus at Kozhikode** for Indian Institute of Management Kozhikode. The bid documents are available in www.mhrd.euniwizarde.com and the last date for the submission of bids is **22.04.2024**.

Sd/-
Head-Administration & HR

Visit the website for more information:

<https://mhrd.euniwizarde.com/>

<https://www.iimk.ac.in/>

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PART-1: GENERAL INFORMATIONs AND INSTRUCTIONS FOR THE BIDDERS

A. INTRODUCTION

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE (IIMK) is one of the premier management institutes in the country set up by Ministry of Education, Govt. of India, offering widest range of academic programs in the field of management education. It is contributing to management education and developing human resources to meet requirements of India's economy and industries and is on a high growth trajectory today. Bids are invited from eligible and qualified persons/firms for **"Supply of Vehicles on Monthly Hire Basis and On Call Basis" for Indian Institute of Management Kozhikode (IIMK) main campus at Kozhikode** for Indian Institute of Management Kozhikode.

B. GENERAL INFORMATION

1. The contract will be for a period of one year; which may be extended for further period of twelve months (maximum contract period thirty six months) with existing rates, based on the performance of the operator and on mutual consent.
2. **Two-Bid system** : Under two bids system through e-tendering, only the Technical Bid would be opened on the time and date mentioned in NIT, date of opening of the Price bid will be initiated after acceptance of the technical bids. Price Bids of only those firms will be opened whose technical bids are found compliant /suitable after technical evaluation is done by IIMK.
3. **Last date and time for submission of the Bids: 15:00 Hrs. on 22.04.2024:** The bidder has to submit online bids i.e. Technical Bid and Commercial Bid through e-procurement portal <https://mhrd.euniwizarde.com/>
4. **Manner of submission of the Bids:** Tenders are to be submitted online through the website stated above. The tender document may be downloaded from website & submission of technical bid, Price Bid as per Tender time schedule. No manual bid will be accepted.
5. **Time and date for opening of Bids:** The Technical Bid will be opened electronically on **22.04.2024 at 16:00 hrs.** Bidders can witness electronic opening of bid.
6. **Forwarding of Bids:** Bids should be submitted by Bidders furnishing details like valid GST registration number, Bank account details with address and complete postal & e-mail address of their office.
7. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the IIMK may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
8. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional bids will be rejected.

9. **Validity of Bids:** The Bids should remain valid till 120 Days from the last date of submission of bid.

C. INSTRUCTIONS TO BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH E-PROCUREMENT PORTAL.

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://mhrd.euniwizarde.com>).

I. Registration Process on Online Portal

- a) Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com> by clicking on the link "Bidder Enrolment".
- b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.
- c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- e) Bidder then logs in to the site through the secured log-in by entering their user
- f) ID/password and the password of the DSC / e-Token.
- g) After registration send mail to Helpdesk: helpdeskeuniwizarde@gmail.com for Account activation.
- h) As per portal norms Registration Fee will be applicable.

II. Tender Documents Search

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'Interested tenders' folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

III. Bid Preparation

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

IV. Bid Submission

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
- i) As per portal norms Tender Processing Fee will be applicable.

V. Amendment of Bid Document

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

VI. Assistance to Bidders

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/86/87/89/88/81/90/92/82 011-

49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, eprochelpdesk.01@gmail.com, eprochelpdesk.44@gmail.com, eprochelpdesk.06@gmail.com

- c) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
- d) The bid should be submitted through e-Wizard portal <https://mhrd.euniwizarde.com> only.

PART II: TERMS & CONDITIONS OF THE CONTRACT

1. Eligibility Conditions / Per-Requisite Qualifications

Prospective service providers should:

- a. Be professional Transport Services providers and should be registered as a proprietorship, partnership, LLP or private sector company or public sector company with a valid registration. Copy of Registration Certificate to be produced.
 - b. Should have been in the business of providing Transport Services for the past three years in the state of Kerala. Initial registration and subsequent renewals to be provided as proof.
 - c. Should be supplying high end vehicles. Details of the same should be submitted.
 - d. Should have an annual turnover of over of fifteen lacs per year for the past three financial years. Annual statement of accounts, balance sheet and profit and loss statement to be produced.
 - e. The Agency/vendor should not have been blacklisted by an organization at any point of time.
 - f. The vendor should have a valid GST Registration.
 - g. The vendor should have an office/branch in **Kozhikode District**. Valid proof for the same must be submitted.
2. The bidders are advised to submit the desired papers/documents with their technical bids. Organizational Profile, failing which the bids shall be declared un-responsive.
3. The contract will be for a period of one year; which may be extended for further period of twelve months (maximum contract period thirty six months), based on the performance of the operator and on mutual consent.
4. **Earnest Money Deposit (EMD):** Tenderers/Bidders are required to submit a sum of **Rs.10,000/- (Rupees ten thousand only)** as EMD through E-Payment mode in E-Procurement Portal. Bidder has to select the payment option as “e-payment” to pay the EMD as applicable. In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission.

Tender received without EMD is liable to be rejected. EMD of the unsuccessful bidders will be returned to them after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The bid security of the successful bidder would be returned, without any interest, after the receipt of performance security.

EMD is not required to be submitted by those Bidders (Only Micro and Small Enterprises) who are registered with National Small Industries Corporation (NSIC)/MSME Udyog Adhaar however submit valid Registration Certificate along with Profile of the Vendor.

5. **Security Deposit & Agreement:** Within 15 (fifteen) days of the receipt of notification of award/Letter of Intent, the successful bidder shall furnish a Security Deposit of **Rs.60,000/- (Rupees Sixty thousand only)** in the form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee from any Nationalized Bank. The Security Deposit shall be kept valid for a period of 14 Months. The deposit amount shall be payable without any condition what so ever and these guarantee shall be irrevocable. The Performance Guarantee /security deposit is intended for securing the performance of the entire tenure of the agreement between IIMK and the Contractor. The Performance Guarantee/Security Deposit shall be released only on satisfactory performance of the terms of agreement between the vendor and IIMK for the entire period of the agreed time frame plus two months. The deposit will not bear any interest.

The Performance Guarantee/Security Deposit is liable to be forfeited, if the party fails to execute the work as per the terms and conditions of the agreement and to the satisfaction of IIMK or on account of any breach of the agreement.

The Bidder have to also execute an Agreement on non-judicial stamp paper of appropriate value (Rs200/-) with IIMK at Kozhikode in a format to be mutually agreed between IIMK and the selected Bidder.

6. **Penalty:** In case of failure on the part of Agency to deliver services as per the agreement they shall be liable to pay penalty as decided which will be deducted from the bills due to the Agency. IIMK is entitled to also deduct this amount from the security deposit.
7. **Prices:** The rates quoted shall be inclusive of all admissible taxes/Duties/ Levies. Any increase in taxes and others statutory duties/levies after the submission of invoice shall be to the supplier account. However, benefit of any decrease in these taxes/duties shall be passed on to the IIMK by the supplier.
8. **Payment Terms:** Bills for hiring charges should be submitted within 7 days with all the supporting proof such as trip sheet, requisition from IIMK, etc. and should be serially numbered. Please note that no advance payment will be made. 100% Payment will be released within 30 days on submission of bills. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules.

PART III: ADDITIONAL TERMS AND CONDITIONS OF CONTRACT

1. The firm must have the capacity of supplying the following vehicles at a time:
 - (a) More than 10 No(s). of Light Motor Vehicles AC.
 - (b) More than 3 No(s). of 49/39/30/25 Seats (AC & Non AC Buses).
 - (c) More than 3 No(s). of Tempo Traveler 17/14 Seats (AC & Non AC).
2. The vehicle should be in good working condition, not over **seven** years old.
3. The vehicle along with the driver will have to report to the Office/Venue as per the requirement of concerned section/officer.

4. The firm/agency will have to provide the replacement of the vehicle immediately on demand in case of sudden breakdown.
5. The firm/agency will enter into Contract for the supply of the vehicles after the approval of the Director, IIM Kozhikode. During the validity of tender/contract the firm/ agency will be bound to supply the vehicles as per specifications. In case the supplier fails to provide vehicles as required continuously during the prescribed period, the work order will be cancelled and action will be initiated to debar the firm from participating in further tenders. The said firm will also be liable for recovery of excess amount for hiring the vehicles from other sources.
6. The tenderer will have to give guarantee that vehicles would continue to conform to the specification.
7. IIMK may at times requisition vehicles not listed in the tender. These vehicles shall be provided by the vendors at/below the market rates when requisitioned.
8. The tenderer is bound to supply the vehicles at the approved rates during the validity of the tender/contract. The validity time of tender will be decided by the Competent Authority of the Institute. If the price of any item is reduced due to any reason during the validity of tender the firm should intimate the reduced price immediately and will also charge reduced rates instead of rates quoted.
9. The driver running the car should have valid driving license and the vehicle should be registered with the concerned authorities. The driver of the vehicle provided must follow traffic rules & other regulations prescribed by the concerned authorities from time to time.
10. The drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed and must carry a mobile in working condition, for which no separate payment shall be made by the Institute. The driver shall be bound to carry out the instructions of the IIMK officer assigned.
11. The firm/agency must provide "Placards" with the name of the guest to the driver while going for pick up from Airport and Railway Station and the driver should hold the same while picking the guest from the assigned places.
12. In case of any accident or any other contingency, any claim arising out of it shall be borne by the firm/agency only and no claim whatsoever shall be borne by the Institute.
13. The rates quoted by the agency for supply of monthly hired vehicle should include monthly charges of the driver, repairs, maintenance, insurance, fuel, oil and also any other incidental expenses in running and maintenance of the car. The rates quoted should include all taxes and levies.
14. No increase in quoted price will be allowed during the validity of contract period.
15. Tenderer should quote firm & legible rates only for each model separately. No condition like discount/free goods/incentives will be accepted.
16. The vehicles to be provided are as per list attached. The tenderer shall quote for the specific capacity vehicle only. However, a tenderer may quote separately for another

model if the firm is providing one such model. The rates should be quoted separately for each model. Bills for quoted models only will be accepted.

17. Payment shall be made by Indian Institute of Management Kozhikode to the tenderer/supplier only after the vehicles are supplied as per specifications to the full satisfaction of IIMK and duly verified by the designated authority. Income tax shall be deducted at source as per rules.
18. Vehicles shall be available for hire on 24x7 basis. The monthly hire vehicle shall be exclusively available with the Institute for minimum 10 hrs on daily basis as per timings. The life of the monthly hired vehicle should not be crossed 7 years. Monthly hire is on requirement basis. In case it is partially used, proportionate payment would be made.
19. The monthly hire vehicle shall report to the Institute as per timing given by the concerned office and the meter reading to be recorded along with time of arrival. The meter reading and time of hire starts from the Institute and ends at the time of leaving the Institute unless given a duty beyond the timing. If given a duty beyond the above timing then the ending time and kilometer will be recorded as per the time and distance required to complete the task.
20. The decision of the Tender Evaluation Committee constituted by the IIM Kozhikode authorities regarding approval of rates will be final. No complaint in this regard will be entertained.
21. The successful tenderer will be called for discussion at IIM Kozhikode.
22. Timing of monthly hired vehicle at IIMK Kozhikode campus is 9.00am to 7.00pm (10 Hrs) Bills for hiring charges should be submitted within 7 days with all the supporting proof such as trip sheet, requisition from IIMK, etc. and should be serially numbered.
23. If any premium category of vehicle (Benz, BMW etc) being booked by Institute and later cancelled within 12 hours of proposed time of journey and if loss has occurred to Vendor due to non-refund of advance booking charges paid to a third party vendor, cancellation charges will be paid maximum upto 50% of one day charges or actual advance booking expenses incurred by vendor subject to a maximum of Rs.10,000/-.

PART IV: STANDARD CONDITIONS OF CONTRACT

1. Authorized signatory: If the tender is made by or on behalf of a company incorporated under the Companies Act of 1956, it shall be signed by the Managing Director or one of the Directors duly authorized on that behalf. If it is made by a partnership firm, it shall be signed with co-partnership name by a member of the firm who shall sign copy of Power of Attorney with the tender authorizing him to sign on behalf of the partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
2. The vendor should attach a list of his/her customers with supporting documents, failing which the tender is liable to be rejected.
3. LAW: The Work Order and agreement shall be considered and made in accordance with the laws of the Republic of India. The work Order shall be governed by and interpreted in accordance with the laws of the Republic of India.

4. Effective date of the contract order: Normally the contract shall come into effect on the date of its acknowledgment by the bidder (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. Performance of the services shall commence from the effective date of the Contract Order.
5. Dispute resolution: All disputes or differences arising out of or in connection with the Work Order shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Work Order or relating to hiring of vehicle, which cannot be settled amicably, shall be referred to the Director, IIMK whose decision shall be final and binding on both parties. The Agreement shall be governed by laws of India and court at Kozhikode shall have exclusive Jurisdiction.
6. Dispute resolution board: Either party aggrieved by the decision of the Director IIMK may refer the dispute before Dispute Resolution Board. Dispute Resolution Board shall consist of a presiding officer as mutually agreed by both parties failing which will be nominated by the Director IIMK. The said Board may resolve the dispute as per procedure evolved by it however subject to compliance of principle of natural justice. Advocates are not allowed to participate in the proceedings before the Board and both parties shall be represented by their full time officers. The decision/order passed by the board shall be final and binding on both parties. The cost of proceedings will be borne by the both parties.
7. **Penalty For Use Of Undue Influence:** The bidder shall undertake that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of IIMK or otherwise in procuring the work Orders or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Work Order or any other work order with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present work Order or any other work Order with the Government of India. Any breach of the aforesaid undertaking by the bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the bidder) or the commission of any offers by the bidder or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle IIMK to cancel the work Order and all or any other work Orders with the Bidder and recover from the Bidder the amount of any loss arising from such cancellation. A decision of IIMK or the nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Bidder towards any officer/employee of IIMK or to any other person in a position to influence any officer/employee of the IIMK for showing any favor in relation to this or any other Work Order, shall render the Bidder to such liability/ penalty as IIMK may deem proper, including but not limited to termination of the Work Order, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by IIMK.
8. Access to books of accounts: In case it is found to the satisfaction of IIMK that the bidder has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the bidder, on a specific request of IIMK, shall provide necessary information/ inspection of the relevant financial documents/information.

9. Non-disclosure of contract documents: Except with the written consent of the IIMK/Bidder, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
10. Termination of contract: The IIMK shall have the right to terminate this contract in any of the following cases without payment of compensation: -
 - a) The successful Bidder is declared bankrupt or becomes insolvent.
 - b) The IIMK has noticed that the successful bidder has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
 - c) For non-performance/default in compliance of the terms and conditions of the contract.
11. IIMK may terminate this contract at any time with the notice of 30 days in advance.
12. Notices: Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
13. Transfer and sub-letting: The Bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
14. Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
15. The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Contract, which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the IIMK. Failure to do so may result in rejection of the Bid submitted by the Bidder.

PART V: PREPARATION OF BID DOCUMENT

1. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid. Each bidder shall submit only one Bid. Bidder shall not contact other bidders in matters relating to this tender.
2. All pages of the Bid Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Bid
3. Complete bid documents can be downloaded from the through Ministry of Education's online procurement portal (<https://mhrd.euniwizarde.com/>) or from the Website of IIMK (<http://iimk.ac.in/>). Information on issuance of corrigendum, if any, related to this bid will also be available on E-Procurement Portal and also in the website of the Institute.

4. Bidders should furnish the required details in their own letter-heads. In case desired documents/proof is not enclosed, the Bid may be rejected and no clarification/ enquiry in this regard will be entertained.
5. **Technical Bid:** The services required to be rendered, bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The Technical Bid shall be uploaded with all the necessary documents mentioned in the tender document duly signed on all pages.
6. **PRICE BID (BOQ):** Part B has following 2 Parts;
- Part A: Rates for “supply of vehicles on monthly hire basis for Indian Institute of Management Kozhikode (IIMK) main campus at Kozhikode
- Part B: Rates for “supply of vehicles on on-call hire basis For Indian Institute of Management Kozhikode (IIMK) main campus at Kozhikode
- The vendor has to submit the price bid as given in the format in **Appendix-E**. The bidder needs to fill up the rates, downloaded for the Price Bid (In Excel format) in the designated cell and upload the same in designated location of BOQ.
 - The prices shall be inclusive of all Taxes. However, basic unit price and all other components of the price need to be individually quoted as per price schedule given in Price Bid.
 - The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - “DISCOUNT, if any, offered by the bidders shall not be considered unless they are specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like discount, free service, etc. into account”.
7. **PERIOD OF VALIDITY OF BIDS**
- a) Bid shall remain valid for a period not less than 120 days after the deadline date specified for submission.
 - b) In exceptional circumstances, IIMK may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. A bidder accepting the request and granting extension will not be permitted to modify his bid.
11. Opening of bids: The valid e-bids received through the e-Procurement portal before the deadline are will be open at **16:00 hours** on **22.04.2024** by representatives of IIMK and the bidders or their representatives they choose can be log into the e-procurement portal for getting the updates of the bid. Price Bid (BOQ) s of the technically qualified bidders shall be opened separately on a date fixed by IIMK and intimated to the bidders after scrutiny of the Prequalification Bid documents and Technical Specification offered by the bidder. In the event of the specified date of bid opening being declared a holiday for IIMK, the bids shall be opened at the appointed time and location on the next working day.
10. Right to accept /reject the bid: IIMK does not pledge itself to accept the Bid and reserves to itself the right of accepting the whole or any part or portion of the Bid or cancel the Bid without assigning any reason whatsoever.

IIMK will examine the materiality/significance of the deviation/variation, if any, and shall take its own decision to accept or reject the Bid. IIMK's decision on acceptance/rejection shall be final without assigning any reason thereof. Bid once submitted will not be allowed for revision without the approval of IIMK. Any withdrawal of Bid after submission of offer will result in debarring/blacklisting of the party.

11. **Evaluation of bids:** The duly constituted bid evaluation Committee (BEC) shall evaluate the bids and is empowered to take appropriate decisions on minor deviations. The decision of the BEC on Techno –Commercial evaluation(s) shall be final and binding on all the bidders. The lowest quoted rate for each type of vehicle in on call basis will be determined by summing up the full-day rate, the additional 100 kilometers rate, additional 5 hours rate, and the night charges.
12. **Award of bid:** The contract shall be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document.
13. **Acknowledgement/acceptance of the purchase order:** The supplier shall give an acknowledgement of the Purchase Order within 10 days of the date of the Purchase Order. In case, the supplier fails to acknowledge the Purchase Order within the stipulated time, the Institute is at liberty to cancel the Purchase Order.
14. **Submission of hard copy of the bid:**
 - (a) All bids should be done through Ministry of Education's online procurement portal at <https://mhrd.euniwizarde.com/>,
 - (b) The Technical Bid (Documents) and Price Bid (BOQ) shall be accepted only in online mode through E-Procurement Portal. Both the Technical shall be open on due date and time as mentioned in the NIT.
 - (c) A Sealed envelope containing the hard copy of the Bid with all supporting documents, completely filled and duly signed shall be submitted, which shall be superscripted as **"Supply of Vehicles on Monthly Hire Basis and On Call Basis" for Indian Institute of Management Kozhikode (IIMK) main campus at Kozhikode**". The envelope must be super scribed with Bid No. and date of opening.
 - (d) **The hard copy of the Technical bid receiving for our filing purposes only and will not be considered for evaluation purposes. The Price Bid need not to be sent.**
 - (e) The bidders are directed to send the hard copy of the bid in a sealed cover so as to reach the address mentioned below latest by **15:00 Hrs on 22.04.2024**.
 - (f) Address for sending the Technical Bid:

**HEAD-ADMINISTRATION & HR
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIMK CAMPUS P.O., KOZHIKODE – 673 570 (KERALA)**

**FOR FURTHER DETAILS, IF ANY, PLEASE CONTACT TRANSPORT IN-CHARGE, IIM KOZHIKODE
(PHONE: 0495-2809220; E-MAIL: transport@iimk.ac.in) BETWEEN 9:30 AM AND 5:00 PM
ON WORKING DAYS.**

Date: 26.03.2024

-sd-
Head-Administration & HR
IIM Kozhikode

ORGANIZATIONAL PROFILE

Name of the Bidder:

1. Name of Firm :
2. Type :
3. Name of Owner/Proprietor :
4. Year of establishment :
5. Brief Description (May add as a separate enclosure) :
6. Contact Number and Mobile Number:
7. Email Id :
8. Address :
9. Whether the vendor has an Office in the District of Kozhikode:
(Valid Proof must be submitted)
10. Client list with contact reference
(Add as a separate enclosure as the table given below)

Sl. No.	Name of Client	Period of Service	Details of Service
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11. Range of service provided/able to provide (May add as a separate enclosure)
12. GST Registration :
13. Organizational structure (To include details of Proprietor/Directors, managers and Members break up) (add as a separate enclosure)

(Stamp & Signature of the Bidder)

Note: Please enclose the documents required above failing which tender may be rejected.

COMMERCIAL PROFILE

Name of the Bidder:

PROFORMA OF ANNUAL TURNOVER STATEMENT

Financial Year	Annual Turnover (Rs.)
2020-2021	
2021-2022	
2022-2023	

Details of the following (enclose copies for proof);

- (a) IT Return for the past three years
- (b) Balance Sheet and P&L Account for last three years
- (c) GST Registration
- (d) PAN

(Stamp & Signature of Bidder)

Non-Blacklisting Declaration

(To be submitted on Letter Head of bidder along with Technical Bid)

To,

**Indian Institute of Management Kozhikode
IIMK Campus P. O., Kozhikode,
Kerala, PIN - 673 570**

Subject: Declaration for Non-Blacklisting

Name of Tender/Work: "Supply of Vehicles on Monthly Hire Basis and On Call Basis" for Indian Institute of Management Kozhikode (IIMK) main campus at Kozhikode.

Dear Sir,

I/We hereby declare that I/we have not been blacklisted by any Central/ State Government/agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world during last 5 years for any kind of fraudulent activities.

Yours Faithfully,

(Signature & Name of the Bidder, with Official Seal)

TENDERER BANK INFORMATION FOR E-PAYMENT

1	Name and Full address of the Tenderer & E-Mail address	
2	Credit Account No.	
3	Name of the Bank	
4	Branch full address with Telephone No	
5	Telephone and Mobile of the Tenderer	
6	PAN (Permanent Account Number)	
7	GST Registration Number	
8	Xerox Copy of cancelled Cheque and PAN card should be enclosed.	

(Signature & Name of the Bidder, with Official Seal)

Appendix – E
(Part – A)

PRICE BID

Rates for “supply of vehicles on monthly hire basis for Indian Institute of Management Kozhikode (IIMK) main campus.

Type of AC vehicle	Monthly Rate up-to 2000 KMs or 300 Hours (₹)	Rate per KM for each additional KM (₹)	Rate per hour for each additional Hour (₹)
Sedan/MPV AC car Maruti Ciaz, Ertiga or Toyota Etios			

1. Rates inclusive of all taxes
2. The bidder needs to fill up the rates, downloaded for the Price Bid (In Excel format) in the designated cell and upload the same in designated location of BOQ.

(Part – B)

BUSES & TRAVELERS

Type of Vehicle	AC or Non-AC	Minimum Trip Charge (₹) (5 hrs. or up-to 50 KMs)	Full Day Rate (10 hrs. or up-to 100 KMs) (₹)	Rate Per Additional KM (₹)	Hourly Waiting Charge (₹)	Night Stay Charge 10pm to 5am (₹)	Monthly Rate up-to 2000 KMs (₹)
49 Seat	AC						
	Non AC						
49 Seat Premium Bus (Bharat Benz etc)	AC						
35 Seat	AC						
	Non AC						
32 Seat	AC						
	Non AC						
26 Seat	AC						
	Non AC						
17 Seat	AC						
	Non AC						
14 Seat	AC						
	Non AC						
10 Seat	AC						
	Non AC						

Note:

1. Tenderers must quote for each category and each slab.
2. Rates inclusive of all taxes
3. The bidder needs to fill up the rates, downloaded for the Price Bid (In Excel format) in the designated cell and upload the same in designated location of BOQ.

CARS – FIXED RATES

Rates for pick up from/drop to Calicut Airport & Calicut Railway Station from/to IIMK (Fixed Rates):

Vehicle type	Airport		Railway Station	
	Drop	Pick Up	Drop	Pick Up
Toyota Etios AC				
Maruti Dzire AC				
Maruti Ertiga AC				
Toyota Innova AC				
Toyota Innova Crysta AC				

Note:

1. Tenderers must quote for each category and each slab.
2. Rates inclusive of all taxes
3. **The bidder needs to fill up the rates, downloaded for the Price Bid (In Excel format) in the designated cell and upload the same in designated location of BOQ.**

CARS

Type of Vehicle	AC or Non- AC	Minimum Trip Charge (5 hrs or upto 50 KMs) (₹)	Full Day Rate (10 hrs or upto 100 KMs) (₹)	Rate Per Additional KM (₹)	Hourly Waiting Charge (₹)	Night Stay Charge. 10pm to 5am (₹)	Monthly Rate upto 2000 KMs (₹)
Toyota Camry	AC						
Toyota Velfire	AC						
Audi 6 Model...	AC						
Toyota Fortuner	AC						
BMW Model...	AC						
Benz Model.....	AC						
Honda city	AC						
Toyota Innova Crysta	AC						
Toyota Innova	AC						

Swift Dezire	AC						
Maurti Ciaz	AC						
Toyota Etios	AC						
Maruti Ertiga	AC						

Rates for transporting Animals (Dog, cat etc.)

Type of Vehicle	AC or Non- AC	Minimum Trip Charge (5 hrs or upto 50 KMs) (₹)	Full Day Rate (10 hrs or upto 100 KMs) (₹)	Rate Per Additional KM (₹)	Hourly Waiting Charge (₹)	Night Stay Charge. 10pm to 5am (₹)	Monthly Rate upto 2000 KMs (₹)
Sedan Car, Toyota Etios or equalent	AC						

Note:

1. Tenderers must quote for each category and each slab.
2. Rates inclusive of all taxes
3. **The bidder needs to fill up the rates, downloaded for the Price Bid (In Excel format) in the designated cell and upload the same in designated location of BOQ.**