



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
Prabandh Nagar, IIM Road, Lucknow-226013

NOTICE INVITING TENDER

NIT No. – IIML/PUR/GEN/Bus service/30/2020-21

Dated – 19/03/2021

Online E-tenders are invited in Two-Bid System (i.e. Technical Bid & Financial/Price Bid) for work mentioned below in E-mode from Contractors (Indian Nationals/Firms only) and free view NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in>. Interested agencies are requested to sign-in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender documents comprises of Technical bid and price bid. It is requested to download the Tender on acceptance of terms & conditions. The technical bid and price bid duly filled may be uploaded on E-Portal of Govt. E-Procurement site i.e. <https://eprocure.gov.in> using Digital Signature before the last date & time of submission as mentioned in the tender notice. The credentials as listed below shall be uploaded online.

S. No	Description of Works	Estimated value (Approx.) (Rs. In Lacs.)	EMD (in Rs.)	Cost of Tender (in Rs.)	Period of Completion	Last Date of Online Submission of Tender	Date of opening of Technical Bid
1	Tender for Bus Services for IIM, Lucknow	15 Lakh (approx.)	'Bid Security Declaration Form' in the format provided at Annexure-I	Nil	365 days (1 Year) Extendable for two more years	12th April, 2021 (upto 3 PM)	13 th April 2021 (3 PM)

Date of opening of Price bid will be intimated to the eligible parties later on.

Chief Administrative Officer
Indian Institute of Management Lucknow



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road, Lucknow-226013

Phone: 0522-2734101, 0522-2734111-20, TATA INDICOM – 0522-669001

INVITING TENDER FOR BUS SERVICE FOR IIM LUCKNOW

DIRECTOR, IIM LUCKNOW (IIML) INVITES TENDER FOR PROVIDING BUS SERVICE FOR ITS LUCKNOW CAMPUS on Annual Rate Contract for providing bus Service under the standard 'Two bid Systems i.e., 'Technical Bid and Financial Bid'.

Sealed quotation from reputed and experienced/registered taxi contractors engaged in transport business for hiring of buses to carry out the field and other official activities of the Institute (both AC and non-AC vehicles) initially for ONE YEAR which may be extendable for two more years on mutually agreed terms and conditions, depending upon the performance and requirement of the Institute.

Terms and conditions

1. Tender closing and opening time :

Those firms/contractors who are interested may download tender documents from <https://eprocure.gov.in> and a free view of NIT is available on IIML website (www.iiml.ac.in). The bid must be uploaded on eprocure portal along with self-declaration of EMDs. The tender documents should be contained the 'Self Declaration', Part-A (Technical Bid) and Part-B (Financial Bid).

(Tender will be opened at IIM Lucknow in the presence of tenderers or their authorized representative, if any)

2. Late Tenders : Late tenders shall not be accepted. IIM Lucknow will not be responsible for any postal delay.

3. Validity of offer : The tender must be valid for a minimum period of 120 days from the date of opening of bid

4. Scope of work :

- i. The successful bidder (contractor) will be required to provide the Diesel/CNG/Petrol bus with driver & helper (wherever required) as and when required by the Institute. The Institute will inform the contractor regarding its requirement for bus(es), 6 hours prior to the time/date of requirement.
- ii. The driver should report at IIM Lucknow transport office on his arrival in the campus
- iii. More than one vehicle on any particular day or days can be hired as per the requirement of IIM Lucknow. IIML may also require bulk booking during important functions of the Institute. Accordingly, the contractor should arrange the vehicles as per the requirement.
- iv. The contractor shall arrange other classes of vehicles (Tempo Traveler etc.) as and when required on the basis of prevailing market rates.

- v. The bus/vehicle should have valid commercial license, YELLOW NUMBER PLATE, permit from the appropriate authority, route permit etc. Drivers should also possess valid driving license.
- vi. The Institute does not give any guarantee for any minimum booking/business to the contractor. The bookings will be as per the need of the Institute. However, based on past experience (prior to period having impact of Covid-19), the estimated annual billing would be around Rs. 15-20 lacs.
- vii. Other obligations of the successful bidder/ contractor:
 - a) The tenderer/bidder should ensure that the drivers with the vehicle shall report for duty with valid driving license/tourist vehicle license issued by the Transport Authorities, vehicle insurance certificate etc.
 - b) Vehicle should be filled with sufficient fuel.
 - c) Driver in decent dress, proper shave and hair cut
 - d) The vehicle driver must have all the valid documents in his possession all the times, while plying the vehicle.
 - e) The vehicle should be defect free
 - f) The driver should be well behaved, equipped with a mobile phone and should be available on call for the user/guest.
 - g) The driver engaged should be broadly aware of the major routes and places of Lucknow and Uttar Pradesh.
 - h) Drivers should not have any criminal case (records) against him.
 - i) The contractor shall submit the bill attaching the duty slip and feedback to IIM Lucknow for payment. GSTN number of the Institute must be mentioned in the bill with clear mention of Percentage of GST (CGST+ SGST). The payment would be made within 15 working days on receipt of the bill with necessary enclosures.

5. **Eligibility criteria:** Bidders should meet the following eligibility criteria to qualify the tender:

- (i) The bidding party should be a registered firm/company.
- (ii) The bidder should have at least 2 buses with seating capacity of 25 or more registered on bidders/participating firm's name. The vehicle should not be more than three years old i.e., the model of vehicle should be of year 2018 or later. The Bus of the bidding party should have valid commercial license with yellow number plate. **Copy of the valid registration document as above should be enclosed along with the tender.**
- (iii) The average annual turnover of the company/firm during last 3 financial years (2017-18, 2018-19 & 2019-2020) should be minimum 10 lakhs. Copy of IT return/ CA Certificate should be enclosed along with tender.
- (iv) The bidder should have at least one running contract for providing similar services to any Institute/organization of repute (Enclose work order/agreement/experience certificate. IIM Lucknow will be free to contact the client of the bidder to take feedback about bidder's performance and in case, the feedback is found to be negative, the Institute may technically disqualify the bidder.
- (v) The bidder should submit signed & stamped 'Bid Security Declaration Form' in the format provided at Annexure-I with the technical bid.
- (vi) The bidder should submit a signed & stamped 'Declaration' as per the format given as per Annexure II with technical bid.

6. **Rates:** The rates quoted and as accepted by IIM Lucknow shall remain fixed during the period of the contract and its extension(s), if any.
7. **Period of contract:** The successful bidder will be awarded the contract initially for a period ONE YEAR which may be extendable for two more years (on year to year basis) on same terms and conditions, depending upon the performance and requirement of the Institute.
8. **Financial bid:**
 - i. The financial bid / rate quoted by the bidder **must not** be disclosed with the technical bid. Such disclosure will result in cancellation of the bid document. The financial bid given in the tender document is just for understanding of the format. Separate Financial bid/ BoQ in Excel format is available on CPP portal. The same shall be used for uploading
 - ii. The rates quoted by the bidder for all categories of buses including charges for additional hours, KMs and Guide in the financial bid will be added and compared. The bidder quoting the lowest (total) will be declared as the Lowest Bidder (L1).
9. **Notice and agreement:** The successful bidder / contractor will be required to execute an agreement on non-judicial stamp paper of Rs.100/- (cost to be born by the contractor) within 15 days from date of issue of work order/ LoI. The contract may be terminated by either party with an advance notice of 3 months. However, in case the performance of successful bidder/ contractor is not satisfactory, IIM Lucknow reserves the right to terminate the contract without any notice.
10. **Security Deposit:** The successful bidder will be required to submit Security Deposit of Rs.75,000/- in form of Demand Draft/Performance Bank Guarantee/Fixed Deposit Receipt in favor of 'Indian Institute of Management Lucknow' within 15 days from date of issue of work order/ LoI. PBG/FDR shall be valid for a period of 39 months.

The Security Deposit of the tenderer may be forfeited by IIML without prejudice to any other rights or remedies under the following circumstances:-

- (a) If, after acceptance of the tender, the tenderer fails to take up the job
- (b) If, the successful tenderer fails to sign the contract in accordance with terms and conditions of the contract.
- (c) If, after acceptance of this tenderer the successful tenderer fails to commence the work within the specified time.

11. General terms & conditions:

- i. The Indian Institute of Management, Lucknow shall have the right to issue addendum to tender documents to clarify, amend, modify, supplement or delete any of the conditions clauses or items stated. Addendum so issued shall form part of original invitation to bid.
- ii. The bidders should be well versed with the local routes and places.
- iii. The bidding party has to provide the name of driver, contact details etc. with police verification, if necessary.
- iv. The bidding party has to keep a feedback from the user/guest after the journey, for which IIML will provide a prescribed proforma along with the

- duty slip. On the basis of entries on the log feedback and duty slip, IIML shall release the payment.
- v. The bidding party should abide by all the instructions given by the institute or its representative.
 - vi. The bidding party shall be responsible for the drivers' food etc. while on Institute's duty.
 - vii. The bidder should have valid Tourist Permit issued by the Transport Authority
 - viii. The Bus of the bidding party should have valid commercial license with yellow number plate. Drivers on duty should possess valid Indian driving license
 - ix. The bidding party should bear all the legal and other cost in case of any accident.
 - x. In case of break down an alternative arrangement shall be made by the bidder immediately and the vehicle shall report for duty at the given time and place.
 - xi. Toll, parking and Ferry charges etc. will be paid extra on actual by IIM Lucknow against documentary proof/bills only.
 - xii. The driver should be available in his vehicle all the time and should leave his vehicle only after obtaining specific permission from the user, if required.
 - xiii. Compensation & connected expenses, whatsoever, in case of any casualty (unforeseen) shall be borne/paid by the contractor.
 - xiv. Night halt charges will be applicable from 10 PM to 6 AM.
 - xv. The bidder shall have no right to issue addendum to bid documents to clarify, amend, supplement or delete any of the conditions, clause or items stated therein.
 - xvi. In case offer is not accepted, the bidder shall not be entitled to claim any cost charges, expenses incidental to or incurred by the bidder through or in connection with the submission of the offer. This shall also apply, even though IIML withdraws or cancels the NIT and IIML shall have the right to do so at any time.
 - xvii. Unless otherwise specified, all rates and prices in the bid form should be mentioned both in figures as well as in words. Bids containing overwritten or revised rates are liable to be rejected. Should there be any variation between the rates indicated in figures and words, the lower of the two shall be considered. However, the decision to accept/reject such offer by IIML shall be final and binding on the bidder.
 - xviii. It shall be the CONTRACTOR's responsibility to ensure that all the statutory obligations, such as those obtaining and prevailing from time to time, under the various statutory enactments, such as Minimum Wages Act, industrial Disputes Act, Workman's compensation act, Provident Fund act, ESI Scheme, contract labour (Regulation & Abolition) Act, Gratuity Act, Bonus, Child Labour Act, Trade Tax, GST are all complied with by them in full and none of their employed or any person hired by them shall have any privy with Institute.

- xix. The contractor should have No Objection Certificate (NOC) from the RTO, Lucknow or Lucknow District Administration for carrying out the business.
- xx. All disputes will be subject to Lucknow Jurisdiction only.

12. Penalty:

- i. In case of any violation/proved complaint against you, a penalty amounting to Rs.2500/- will be imposed on you and deducted from the monthly bill.
- ii. In case, the vendor is not able to provide the requisite type of bus to the IIML, IIML will be free to hire the requisite bus from the open market at the RISK & COST of the successful bidder/ contractor. In addition to this, a penalty of Rs.5000/- will be levied by the IIM Lucknow.

13. Force Majeure

Force majeure is hereby defined as any cause which is beyond the control of the contracted bidder or IIML as the case may, which they could not foresee with a reasonable amount of diligence and which could substantially affect the performance of the contract, such as natural phenomena (including but not limited to floods, droughts, earthquakes, epidemics, etc.), acts / directions of any Government (including but not limited to war, declared or undeclared, priorities quarantines, embargos, etc.); provided that either party shall within 15 days from the occurrence of such a cause notify the other party in writing of such causes. Bidder to note that rains, droughts and monsoons are not part of force majeure and bidder is required to provide all its facility as per the stipulated minimum requirements.

The bidder or IIML shall not be liable for delays in performing their obligations resulting from any force majeure cause as referred to the defined above. Hence during the period of force majeure, as indicated and covered above, during which the services are not provided by the contracted bidder or not availed by IIML, both parties will not be liable for their obligations under the contract. Thus the Force Majeure will free both parties from contractual obligations / liability when prevented by such events from fulfilling obligations as the same will be suspended for the period of Force Majeure. However, if the performance in whole or part or any obligation under this contract is prevented or delayed for period exceeding 120 days, either party may at its option terminate the contract without any financial repercussions on either party by giving at least 15 days notice.

SELF-DECLARATION OF BIDDER - BID SECURING DECLARATION FORM
(to be submitted by the bidder on its letter head with Technical bid)

Date: _____

I/We..... the undersigned, declare that:

I/We understand that, according to your conditions, a Bid Securing Declaration must support bids.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature of bidder/representative
With complete address

Place:

Dated:

SELF DECLARATION OF BIDDER
(On letter head of the bidder)
(To be enclosed with Technical Bid)

I/We have fully understood the 'TERMS & CONDITIONS' containing paras/points as well as Terms and Conditions specified at PART 'A' (Technical Bid) & PART 'B' (Financial Bid) with the bid documents, which are submitted herewith duly signed by me/us on all pages in token of having accepted the same in TOTO and I/We have made my/our offer keeping in view of the terms and conditions.

Further we declare that I/we have never been blacklisted / debarred by any government / PSU / Autonomous Organization.

Signature of bidder/representative
With complete address

Place:

Dated:

PART-A
TECHNICAL BID

A.	General Information									
1	Name and address of Supplier/Vendor									
2	Email & Mobile No.									
3	GSTIN & PAN (Enclose Copy)	GSTN No. _____ PAN No. _____								
B.	Eligibility Criteria Details									
1	Year of registration of firm(s) name as a travel agency for bus services									
2	The bidder should have at least 2 buses with seating capacity of 25 or more registered on bidders/participating firm's name. The vehicle should not be more than three years old i.e., the model of vehicle should be in the year 2018 or later. The Bus of the bidding party should have valid commercial license with yellow number plate. Copy of the valid registration document as above should be enclosed along with the tender.	Bus Seating capacity: Registration No. Date of Registration: Is it with a valid commercial license: Yes / No.								
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3	The average annual turnover of the company/firm during last 3 financial years (2017-18-, 2018-19 & 2019-20) should be minimum 10 lakhs. Copy of IT return/ CA Certificate should be enclosed along with tender.	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Financial Year</th> <th style="text-align: left;">Annual Turn Over</th> </tr> </thead> <tbody> <tr> <td>2017-18:</td> <td>Rs. _____</td> </tr> <tr> <td>2018-19:</td> <td>Rs. _____</td> </tr> <tr> <td>2019-20:</td> <td>Rs. _____</td> </tr> </tbody> </table>	Financial Year	Annual Turn Over	2017-18:	Rs. _____	2018-19:	Rs. _____	2019-20:	Rs. _____
Financial Year	Annual Turn Over									
2017-18:	Rs. _____									
2018-19:	Rs. _____									
2019-20:	Rs. _____									
4	The bidder should have at least one running contract for providing similar services to any Institute / organization of repute (Enclose work order / agreement / experience certificate.	Number of Running contract for providing similar services: _____ (Enclose documentary evidence for one such contract)								
5	Please enclose duly filled, signed & stamped 'Bid Securing Declaration Form (Annexure-I)'	Yes / No								

6	Please enclose duly filled, signed & stamped 'Self Declaration Of Bidder (Annexure-II)'	Yes / NO
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It is hereby declared that the information provided above the true and the attached documents in support of the above details are genuine.

Signature of bidder/representative
With complete address

Place:

Dated:

PART-B

(Financial Bid- Format)

This format is only for reference. The format available on CPP (excel format of BOQ) must be used for uploading.

DO NOT DISCLOSE RATES WITH TECHNICAL BID

1. Comparative chart will be made purely on rate quoted by bidders for the distance given in the below proforma. Therefore, please quote your rate accordingly.
2. Rates should be quoted treating IIM Lucknow as starting & end point.
3. Time will be counted from IIML campus or desired destination.
4. GST will be extra as applicable.
5. Rates for AC & non-AC quoted separately

SN	Service details	Vehicle	Rate		Night halt charges
			AC Bus	Non-AC Bus	
01.	Shuttling service between – IIM campus to Sector-Q Aliganj, Lucknow	25 Seater Bus			
		35 Seater bus			
		45 Seater bus			
02.	Bus services within 30 KM parameters (upto 04 hrs.)	25 Seater Bus			
		35 Seater bus			
		45 Seater bus			
02.	Campus to Hazratganj & back (8 hrs./ 80 Kms)	25 Seater Bus			
		35 Seater Bus			
		45 Seater Bus			
03.	Campus to Fun Republic Mall, Gomti Nagar & back 8hrs/ 80 kms	25 Seater Bus			
		35 Seater Bus			
		45 Seater Bus			
04.	Out Station charges per KM (Minimum 250 kms per days)	25 Seater Bus			
		35 Seater Bus			
		45 Seater Bus			
05.	Guide charges				
06.	Airport Pickup	25 Seater Bus			
		35 Seater Bus			
		45 Seater Bus			
07.	Airport Drop	25 Seater Bus			
		35 Seater Bus			
		45 Seater Bus			
08.	Railway Station Pickup	25 Seater Bus			
		35 Seater Bus			
		45 Seater Bus			
09.	Railway Station Drop	25 Seater Bus			
		35 Seater Bus			
		45 Seater Bus			
10.	Running per km Extra Charge	25 Seater Bus			
		35 Seater Bus			
		45 Seater Bus			
11.	Extra hours charge (per hour)	Rs.			
12.	Extra KMs charge (per KM)				
12.	Rate of GST %			
13.	Whether ITC availed (Yes / No)				
<ul style="list-style-type: none">• Toll tax, parking and other state taxes will be borne by IIM after producing original receipt as per tender documents.• Garage to Garage will be calculated as 20 Kms or actual distance between garage & pick up/drop point, whichever is lesser.• Night will be charges from 10 PM to 6 AM					

Place:.....

Dated :.....

Signature of bidder/representative

With complete address