

भारतीय प्रबंध संस्थान जम्मू

Indian Institute of Management Jammu

ओल्ड यूनिवर्सिटी कैम्पस, कैनाल रोड, जम्मू (जम्मू-कश्मीर) – 180016 भारत

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**NOTICE INVITING TENDER (NIT)**

**FOR**

**TAXI AND TRANSPORT SERVICES**

**FOR JAMMU AND SRINAGAR**

**Tender Ref No: IIMJ/NIT/Taxi-Service/2022-23/03**

**Dated: 26.07.2022**

Tender Document can be downloaded from following websites:

<http://www.iimj.ac.in/tender-and-notice>

<https://www.eprocure.gov.in/epublish/app>

Address To:

Chief Administrative Officer

Indian Institute of Management Jammu

Old University Campus, Canal Road

Jammu- 180016 (J&K)

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## Notice Inviting Tender (NIT) for Taxi and Transport Services for Jammu and Srinagar

**Tender Ref No:** IIMJ/NIT/Taxi-Service/2021-22/03

**Dated:** 26.07.2022

Indian Institute of Management Jammu, an autonomous body, under the Ministry of Education, Government of India invites tenders for Taxi and Transport for Jammu and Srinagar under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) Interested Agencies/ Firms meeting the eligibility criteria as per tender document may submit their Bids complete in all respect.

### TENDER SCHEDULE:

Date of Issue/Publishing	:-	26.07.2022
Start date and time of submission of Bid	:-	27.07.2022 at 9.00 am
Last Date and Time for Submissions of Bids	:-	17.08.2022 upto 4.00 pm
Last Date and Time for receipt of queries	:-	07.08.2022 upto 4.00 pm
Date and Time of Opening of Tender	:-	19.08.2022 at 3.00 pm
Estimated Cost of Contract	:-	Rs. 30 Lakh per annum for Jammu Rs. 8 lakh for Srinagar
Tender Processing Fee (Non Refundable) <b>Not Exempted</b>	:-	Rs. 590/- (Rupees Five Hundred and Ninety Only) Including GST
EMD	:-	Rs. 50000/- (Rupees Fifty Thousand Only) for Jammu or Jammu+Srinagar Rs. 10000/- (Rupees Ten Thousand Only) for Srinagar
Performance Security	:-	5 % of Total Estimated Contract Value
No. of Covers	:-	02
Bid Validity days	:-	90 days (From last date of opening of tender)
Contact detail	:-	Chief Administrative Officer 0191-2585837 cao@iimj.ac.in

#### Note:

Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

In case, the last date of receipt of tenders and / or the day of opening of tender is declared as a Public Holiday or there is non- functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose at same time. No separate intimation will be given.

\*\*Sd/-\*\*

**Chief Administrative Officer**

## 1. BACKGROUND:

- 1.1 Indian Institute of Management Jammu, hereinafter known as IIM Jammu is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Education (MOE), Government of India. The Institute imparts quality/ world class education in Management and conducts MBA program, postgraduate programme in management equivalent to MBA, Doctoral level programmes and executive training programs in all the functional areas of Management.
- 1.2 IIM Jammu is operating from its temporary campus at the Old University Campus, Canal Road, Jammu, since August 2016. Indian Institute of Management Jammu has setup a new extension transit campus to accommodate new students, staff and faculty at Jallo Chak, Jammu, which will be used for residential and academic purposes.
- 1.3 IIM Jammu is also operating its transit Satellite campus for Executive's Education Programs at Pohroo Chowk, Nowgam Bypass, Srinagar-190015 J&K.
- 1.4 The proposed 200 acres of state-of-the-art campus is coming up at Jagti, 14 Kms. from Jammu City, about 16 Kms. from Jammu Railway Station and 18 Kms. from Jammu Airport. The proposed Campus will be a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir.

## 2. SCOPE OF WORK:

- 2.1 **Name of Service:** Taxi and Transportation Service for Jammu and Srinagar.
- 2.2 IIM Jammu invites tender from the reputed, experienced and financially sound Tours firms/agencies/companies located, established and functioning in Jammu city having valid licenses and sanctions and qualified experience in the field of providing passenger vehicles on hire basis to any Govt. Organization, educational institution, Public Sector Undertaking (PSU), or any other reputed private organization, etc.
- 2.3 **Location for which services are required:** The Services are required for following locations:

### 2.3.1 LOCATIONS / OFFICE ADDRESS OF JAMMU:

- (i) **Location 1:** Transit Campus, Old University Campus, Canal Road, Jammu.
- (ii) **Location 2:** Transit Campus, near old Guru Nanak College of Education Campus, NEAR BALOL BRIDGE, Jallo Chak, Jammu.
- (iii) **Location 3:** Proposed Permanent Campus at Jagti.

### 2.3.2 LOCATIONS / OFFICE ADDRESS OF SRINAGAR:

- i) **Location 4:** IIM Jammu Srinagar Off-Campus, Pohroo Chowk, Nowgam Bypass Srinagar J&K 190015.

## 2.4 Usage of Vehicles:

### 2.4.1 Taxi/ Public Transport Vehicle

- (i) Local usage in Jammu/ Srinagar Visits of Govt Offices, Corporate offices, Companies, etc.
- (ii) Usage for Outstation visit
- (iii) Usage for Airport pick up and drop

- 2.4.2 **Load Carrier (Goods Carrier) Vehicle (on call basis):** for transfer of material/ furniture/ equipments etc. from one location to another location. Approx distance between locations may be 15 km to 20 km.
- 2.5 **Monthly rental (Taxi/ Public Transport Vehicle):** There will be no dead mileage for vehicles deployed on monthly basis. No mileage will be allowed to drivers for lunch / breakfast or for filling fuel etc. Working days for Monthly rental vehicles would be from Monday to Saturday.
- 2.6 **On call basis/ daily basis (Taxi/ Public Transport Vehicle):** Total kilometres utilised for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the point of reporting for duty to the point of vehicle released.
- 2.7 **On call basis/ daily basis (Load Carrier/ Goods Carrier Vehicle):** The trip shall include the time of loading and unloading of material. In case of Heavy duty vehicles for which the entry is not permissible in city area in day time, one trip may include two to three days/ night. The contractor has to provide sufficient labour as per the loading capacity of vehicle (approx. 2 to 6 or more) along with Load Carrier/ Goods Carrier Vehicle for loading and unloading of goods/material.
- 2.8 The contracting agency/firm/company shall get suitable instructions from the Chief Administrative Officer/ Designated Official of IIM Jammu and shall provide the services promptly as per requirement.
- 2.9 In case of Monthly Rental Vehicles, "Full Day" would imply 9 hours duration per day and a run of the Taxi upto 2500 kms in whole month. Timing of Vehicle will be as per the instruction of IIM Jammu authorities.
- 2.10 One or more than one vehicle depending upon the requirement of IIM Jammu can be called at any time during the day and night. Contractor shall have to provide the vehicle at very short notice.
- 2.11 All vehicles and drivers utilized in this service will be totally dedicated for exclusive use of IIM Jammu and no outside work will be undertaken.
- 2.12 Vehicles deployed on IIM Jammu site with the driver shall be at the disposal of IIM Jammu as and when required. IIM Jammu shall be free to use the hired vehicles in any manner as per its requirements and the contracting agency/firm/company shall not have any objection to it.
- 2.13 The firm shall provide vehicles on holidays/ Sundays also, as per the requirement of the institute.
- 2.14 The vehicles would be utilized by Important dignitaries from industry and officials from IIM Jammu. Hence, the vehicles supplied should be in excellent condition mechanically and aesthetically, while conforming to all safety requirements such as seat belts for all occupants.
- 2.15 The vehicles supplied should be in excellent condition mechanically as well as get-up wise, i.e. outer body / upholstery etc. should be decent looking during the contract period.
- 2.16 Cleanliness of vehicles must be properly maintained.
- 2.17 The vehicles used under this contract shall be less than three years at any point of contract.
- 2.18 The Company / Firm / Agency shall submit the type and model of passenger vehicles owned by them in the format **As per Annexure-VI** along with "Technical Bid".

- 2.19 In case condition of vehicles is / are not found to be satisfactory, they shall be returned for immediate replacement.
- 2.20 The drivers of the taxis should be professional drivers.
- 2.21 The driver/ staff deployed by the Contractor for driving the vehicles should hold valid commercial driving license and the drivers provided should have at least 5 years of prior driving experience.
- 2.22 The drivers employed by the successful agency / firm / company shall be fit physically and mentally whenever providing services to IIM Jammu. Medical Fitness certificate for all such staff appointed pursuant to this Tender should be provided at the time of award of tender.
- 2.23 The contracting agency/firm/company shall deploy drivers on IIM Jammu site only after police verification.
- 2.24 All drivers deployed on Jammu site will carry Identity Card issued by the contracting agency.
- 2.25 The drivers of the vehicles deployed on the IIM Jammu site should be fully conversant with the routes of Jammu City and the suburbs and should possess valid driving license (T) in his name.
- 2.26 The drivers should always be smartly dressed and in the proper uniform as may be provided by the agency with mobile phones and carry a mobile phone in working condition, for which this Institute will not pay separate charges.
- 2.27 The driver should maintain contact at all times required, and report as per the requirements of the Institute.
- 2.28 The drivers must be conversant in English, well mannered, courteous with proven integrity, healthy personal habits. The drivers must observe discipline, etiquette and protocol while performing the duty.
- 2.29 Hired vehicles will report at IIM Jammu or at designated place on or before designated timings for the designated hours. In exceptional cases, IIM Jammu may call vehicles before designated time or retain vehicles after designated time to cater to sudden work exigencies. No compromise will be made by the Institute in terms of punctuality, cleanliness of Taxi/Car, obedience, promptness, behavior etc.
- 2.30 The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission of the user /Institute.
- 2.31 The driver should not leave the office in the evening without prior permission of the attached with concerned officer in any case.
- 2.32 In no case, the driver should be allowed to smoke while driving the vehicles. No other person except the driver shall be permitted in the vehicle while transporting the guests.
- 2.33 For each and every vehicle, the driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries be got attested from the users. The log book will have to be shown to the General Administration for verification at the time of submission of the bill in each month.
- 2.34 The drivers also shall be asked to carry files/ papers/letters to be handed over to the internal staff/distribution within local areas.
- 2.35 In case of break down or any technical fault in vehicle, Contractor will provide immediate replacement for the breakdown vehicle with same level of vehicle.

- 2.36 No deviation shall be entertained during the course of any specific duty/tour, and agency should be able to provide for all documentation, required support to car/driver on duty, replacement of car/driver as and when required in the case of unforeseen circumstances or breakdown. The duty shall have to be completed to the satisfaction of the passengers.
- 2.37 The contractor will ensure that all necessary documents (Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the licensed drivers.
- 2.38 The drivers of the vehicles deployed on IIM Jammu site will obtain the duty slips every day from IIM Jammu officials and Drivers shall maintain the log book (timings and mileage for each vehicle) on daily basis and obtain signatures of the users immediately after every duty. IIM Jammu officials may demand this log book at any time for inspection.
- 2.39 The agency / firm / company shall assign a single point of contact (SPOC) who shall be responsible for immediate interaction with IIM Jammu so that optimal services could be availed without any disruption. SPOC should be available round the clock on his mobile phone (office as well as residence) so as to respond to the call for services in emergent cases. The SPOC should be accessible on holidays / Sundays also for satisfying IIM Jammu vehicle requirements.
- 2.40 All the charges towards repair / servicing, salary of the driver, fuel expenses, any other incidental expenses on operations & maintenance of the vehicles deployed on IIM Jammu site shall be borne by the successful agency / firm / company.
- 2.41 Toll tax and parking charges shall be reimbursed by the Institute against the production of original documentary evidences along with the bill.
- 2.42 IIM Jammu shall provide parking space for vehicles deployed for IIM Jammu on its site during the duty hours.

### **3. TERMS AND CONDITIONS OF CONTRACT:**

- 3.1 **Period of Contract:** Contract period will be initially for one year. This period may be extended on yearly basis extension on same rate and terms & conditions or with some addition/ deletion/ modification, subject to the satisfactory performance.
- 3.2 **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
- 3.3 **Exit Clause:** The contract can be terminated by giving one-month notice period by the Institute and three-month notice by the contractor. However, in any instant contract will be terminated if service of the vendor will not found satisfactory.
- 3.4 **Contract Agreement:** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (One hundred only). IIM JAMMU reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.
- 3.5 The quoted rates shall remain firm throughout the tenure of the contract. However, In case of increase in fuel/ lubricant cost as per govt. rates beyond 20% from the date of award of contract in each category. The revision of rates shall not be more than 10% in any case, subject to the completion of at least two years of initial contract. The revision of rates shall be done once in a years at the time of extension only on mutual agreement and subject to the approval of competent authority of IIM Jammu.



- 3.6 The Contractor will provide the vehicles/driver as per the requirement of Institute. Requirement of the institute may vary during the contract period.
- 3.7 The Contractor may be asked to depute one person as a Transport Manager for Jammu to manage day to day transport activity of the institute and to depute the vehicle as per requirement on. The transport manager shall be deputed specifically for IIM Jammu separate monthly payment basis and shall not be engaged in any other work other than the transport duty of IIM Jammu.
- 3.8 The contracting agency / firm / company shall ensure that vehicles and drivers of the vehicles provided on IIM Jammu site are not changed. Frequent changes of vehicles and drivers will not be permitted. In case of change, the contracting agency / firm / company will educate the driver to be replaced about IIM Jammu requirements.
- 3.9 In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
- 3.10 IIM Jammu reserves the right to reject any vehicle at any point of time as per the requirement of the Institute.
- 3.11 In case of Monthly Rental Vehicles, IIM Jammu reserves the right to cancel the vehicle with a prior notice of 48 hours, in between the month also and contractor will have to follow the order of cancellation of vehicles as per the instructions of IIM Jammu authorities and payment only for the period for which vehicle is utilized at IIM Jammu will be made on prorated basis.
- 3.12 The Contractor must ensure that driver is not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Smoking is strictly prohibited inside vehicles/Institute. Such a duty may be cancelled and/or penalty as above may be imposed. Similar penalties may be imposed if there is any unacceptable behavior, such as lack of due politeness, or lack of performance up to standards expected.
- 3.13 The intending party must own sufficient numbers of commercial vehicles and/or must have contractual arrangement with the actual vehicle owner for providing the taxi services. All vehicles provided for the duty should have commercial license. Vehicle details such as a copy of Registration certificate/Insurance Papers, PUC, Permits etc. shall be given within seven days to the IIM Jammu.
- 3.14 Authorization: The Contractor shall submit to the institute the names, designation and specimen signatures of the persons authorized by him to draw materials, sign joint measurements, bills, receive payments, receive instructions / notices etc. on behalf of the contractor.
- 3.15 The copy of Appointment Letter, bio-data of each personnel who will be deployed, shall be provided to IIM Jammu along with a copy of police verification upon the identity and the testimonials of qualifications etc. Before changing any personnel so provided prior information shall be given to IIM Jammu. The Contractor shall make sure that the manpower so provided by them shall be with Photo identity card issued by the contractor.
- 3.16 Declaration from the transporter on their letter-head stating that the drivers provided are of Good Character, has police verification, have valid driving license and are aware of the roads of Delhi is required.
- 3.17 The contractor shall be liable to obtain adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.



- 3.18 The contractor shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the IIM JAMMU / Govt. of India / any State or any Union Territory.
- 3.19 In case the integrity, character and behavior of any of the contractor/driver is found doubtful, she/he would be replaced as per instruction from the competent authority of the Institute.
- 3.20 In the event of misbehavior on the part of drivers, IIM Jammu may impose penalty as deemed fit on the contracting agency/firm/company including replacement of Driver.
- 3.21 In case, the drivers employed by the successful agency / firm / company commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such drivers, including their removal from IIM Jammu services.
- 3.22 The contractor is wholly responsible for deputing driver in the Institute premises and if any accident/untoward incident happens, on account of improper workmanship or safety precautions during duty, the whole responsibility for settling the case with police/court lies with the contractor.
- 3.23 The staff employed by the contractor will not join any union of the IIM JAMMU nor shall they make any claim on service or other matter. They shall also not form any union associated with the IIM JAMMU and shall have absolutely no claim to subscribe or for election in any of the unions of the IIM JAMMU.
- 3.24 The Institute shall have the discretion to direct the Contractor to remove and replace of its employee deputed to IIM Jammu under the contract.
- 3.25 None of the employees of the contractor shall enter into any kind of private work within the campus of the IIM Jammu Non-compliance with this provision will be deemed to be violative of the contract inviting penal action/cancellation of contract.
- 3.26 There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted. An undertaking to this effect on firm letterhead should be attached.
- 3.27 The contractor shall be responsible and liable for all the claims of his employees.
- 3.28 It shall be the responsibility of the service providing agency/ firm/ company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it at IIM Jammu site and IIM Jammu shall have no liabilities in this regard.
- 3.29 The agency / firm / company shall be solely responsible for the redressal of grievances /resolution of disputes between the service provider and the drivers engaged by them at IIM Jammu site. IIM Jammu shall, in no way responsible for settlement of such issues.
- 3.30 The persons employed by the contractor will be the employees of the contractor and the IIM Jammu shall have nothing to do with their employment or non- employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the IIM JAMMU and the personnel employed by the contractor shall have no right whatsoever to claim employment or other rights from the IIM Jammu.
- 3.31 **Indemnity:** The contractor shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Sales Tax, Royalty, Excise duty, Octroi, Works contract etc. and shall keep the institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws. The

- contractor shall not employ child labour. Payment to workers must be according to Minimum Wages Act.
- 3.32 It shall be the sole responsibility and liability of the Contractor to carry out the obligations arising out of various labour legislations such as Contract Labour (Regulation and Abolition) Act 1970, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act, Industrial Disputes Act 1947, Employee Provident Fund and Misc. Provisions Act 1952, Employees' State Insurance Act 1948, Women's Compensation Act 1923, Child Labour (Prohibition and Regulation) Act 1986 and such other relevant enactment are in force from time to time in respect of staff engaged by the Contractor to provide the service.
- 3.33 The contractor is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or services rendered pursuant thereto.
- 3.34 The contracting agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Jammu and Kashmir / India particularly applicable to the business.
- 3.35 The contracting agency/firm/company shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles provided on IIM Jammu site and will obtain requisite licenses, sanctions & permits which should valid during the tenure of contract.
- 3.36 The Company / Firm / Agency shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to IIM Jammu to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 3.37 In case, the Company / Firm / Agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Jammu is put to any loss / obligation, monetary or otherwise, IIM Jammu shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms. In such instances IIM Jammu could initiate penal measures including the termination of the contract.
- 3.38 **Safety and Security:** Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government. The contractor shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations.
- 3.39 **Compliance with the Institute rules and Regulations:** The contractor and his employees shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions /Safety Regulations, security and hygiene at and around the work site.
- 3.40 The vehicles deployed on IIM Jammu site should be insured in all respects by the successful agency / firm / company.
- 3.41 IIM Jammu will not be responsible for any kind of fine / challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their own cost. Damage/Loss to Officials of IIM Jammu will be recovered from the contracting agency/firm/company.
- 3.42 In case of any accident or theft etc. all the claims arising out of it will be met by the agency/firm/ company. IIM Jammu shall not be liable in any matter whatsoever. All liabilities, arising out of any legal dispute, accidents, breakdown etc. shall be borne/paid by the Contractor. He would also indemnify the Institute for any loss, damage of property or life arising out of negligence of driver or poor maintenance of vehicle.

- 3.43 IIM Jammu shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers deployed by agency / firm / company in the course of their performing the functions/ duties, or for any payment as compensation.
- 3.44 IIM Jammu will not be responsible for any damage to the machine arising out of unusual occurrences for example voltage fluctuations, seepage of water etc.
- 3.45 **Work at Risk and Cost:** The institute reserves the right to arrange to complete the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
- 3.46 **Penalty:** The Bidder should ensure regular and uninterrupted quality services at all times. In case of failure in services or negligence (as defined below), appropriate punitive action shall be taken by the Institute, which also includes monetary penalty which may be imposed on contractor upto 5 % or not exceeding 5% of total monthly bill payable by IIM Jammu to the Contractor or the penalty as described, below as per discretion of IIM Jammu.
- 3.47 **Failure of service and negligence shall be measured in terms of the following:**
- 3.47.1 In case of delay in reporting the vehicle, a penalty of Rs.100/- per 15 minutes delay shall be imposed.
- 3.47.2 In case a vehicle is requisitioned and the same does not reach at the designated time and place, IIM will be free to call required vehicle from any other supplier from open market and the expenses on this account will be debited to the Contractor or will be recovered from the dues / pending bills etc.
- 3.47.3 Cancellation of flight/train tickets due to delay in reporting or break down of vehicle enroute, cost of tickets (Air or Train)/ Hotel Bookings and charges for making alternate arrangement including travel tickets and Hotel booking charges will be recovered from contracting agency/firm/company. IIM Jammu also reserve the right to avail the services from any other operator and recover the charges from the contracting agency / firm / company.
- 3.47.4 Vehicles supplied by the firm/agency will be regularly inspected by IIM Jammu Officials and in case of non-compliance of any of the conditions, if brought to the notice of the Inspecting Officials or by the users, a penalty of Rs.500/- for each instance will be imposed.
- 3.47.5 In case condition of vehicles is / are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided in time, Institute has the right to hire a vehicle from local market and additional cost incurred by the Institute will be borne by the Contractor and same will be deducted from the monthly bill. In addition this will be treated as a default and penalty of Rs.500/- for each instance may also be charged.
- 3.47.6 If the Driver, at any point of time during duty, fails to perform duties, as directed by the Authorities of Institute, the firm/contractor will be liable to pay a penalty of a minimum of Rs. 500/- (Rupees Five Hundred only) per day per vehicle for any service lapse/ 'unsatisfactory service'.
- 3.47.7 If on any occasion it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/ journey the contractor shall be responsible for the same. The office reserves the right to. withhold full payment of the day in respect of such vehicle.

- 3.47.8 If above continues on regular basis Department reserves the right to cancel the contract without giving statutory one month's notice and performance security of the concerned agency will be forfeited.
- 3.47.9 Breach of any clause of tender / agreement even after receiving prior written notice by IIM JAMMU or Any other matter which an act of negligence or breach of ethics by the Contractor.

### 3.48 **TERMINATION:**

IIM Jammu may terminate the contract if any of the following events occur :-

- 3.48.1 Contractor is adjudged as insolvent.
- 3.48.2 Contractor has abandoned the contract i.e. the Contractor fails to perform the obligations under the contract for a period of One month.
- 3.48.3 Any of the licenses, permissions or registrations of the Contractor as required under the applicable laws are discontinued/ cancelled or not renewed in time.
- 3.48.4 Contractor has neglected or failed persistently to observe or perform his obligations under the contract or performs unsatisfactorily
- 3.48.5 The Contractor is found to have acted in breach or violation of any of the safety norms persistently, applicable labour and other laws in relation to the contract and his obligations therein.
- 3.48.6 The Contractor commits a breach of the contractual terms and conditions.
- 3.48.7 In the opinion of IIM Jammu, it is desirable to discontinue with the performance of the contract with the Contractor
- 3.48.8 IIM Jammu reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
- 3.49 In case of any disputes on execution of the work during the period of contract, the decision of the Director, IIM Jammu shall be binding and final, agreeable in full by both the parties. Any legal disputes shall be subject to Jammu jurisdiction.

### 3.50 **PAYMENTS TERMS:**

- 3.50.1 Bill shall be raised on monthly basis as per the agreed rates and submit the same before 10th of succeeding month for payment to IIM Jammu in the Administration section along with duly signed duty slips, email communication copy, self-attested photocopy of the extract of the log book and any other supporting documents.
- 3.50.2 IIM Jammu will normally settle the bill within 30 days from the receipt of the bill. However for delayed payment, the Contractor will not charge any penalty or interest to IIM Jammu.
- 3.50.3 The payment under this agreement shall be made on satisfactory completion of job contract services to be certified by the Administration, through NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the IIM JAMMU.
- 3.50.4 Bill to be made in the name of Indian Institute of Management Jammu.
- 3.50.5 No advance payment will be made under any circumstances.

- 3.50.6 IIM Jammu shall not be responsible for payments for the services provided by Company / Firm / Agency to the students, Faculty members, staff and their family members on their personal requests.
- 3.50.7 TDS/ Income Tax etc. are to be deducted at source from the bills of Contractor as per rule.
- 3.50.8 GST No, Pan No and account details should be clearly mentioned on the bill of Vendor.
- 3.51 **PERFORMANCE SECURITY:**
- 3.51.1 The successful bidder is required to furnish 5 % of Total Estimated Contract Value as security deposit, in form of Performance Bank Guarantee as per **Annexure-VIII** within 15 days from the date of awarding of contract and shall remain valid for a period of 60 days beyond the period of contract. If contract is further extended beyond the initial period, the performance security shall have to be renewed for the extended period. Performance Bank Guarantee would be returned on successful completion of the contract or any extension thereon.
- 3.51.2 Earnest Money Deposit of the Bidder whose offer is accepted will be kept up till the time; the Bank Guarantee is not received.
- 3.51.3 Earnest Money Deposit shall be forfeited, if bidder fails to furnish Performance Security in accordance with the terms and conditions of the tender.
- 3.51.4 In case of breach of contract, performance security shall be forfeited and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract.
- 3.52 **Governing Language:** The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
- 3.53 **Non-disclosure of Contract documents:** Except with the written consent of the Buyer, the Seller/Service provider/other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- 3.54 **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by Force Majeure situation. The Agency/ Firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 3.54.1 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/ Firm and not involving the Agency/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 3.54.2 If a Force Majeure situation arises, the Agency/ Firm shall promptly notify the Institute in writing of such conditions and the cause within 7 days from the date of occurrence thereof. Unless otherwise directed by the Institute in writing, the Agency/ Firm shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.



- 3.54.3 Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance.
- 3.55 The decision of IIM Jammu in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- 3.56 With mutual consent between the IIM Jammu and the Contractor, any other point can be included in the agreement at the time of its execution.
- 3.57 In case of any disputes on execution of the work during the period of contract, the decision of the Director, IIM Jammu shall be binding and final, agreeable in full by both the parties.
- 3.58 **ARBITRATION CLAUSE:** In the event of any dispute or difference(s) between the vendee Institute (IIM Jammu) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to "The Director, IIM Jammu", who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties.
- 3.58.1 The venue of the arbitration shall be the place from where the order is issued.
- 3.58.2 The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
- 3.58.3 Further, any legal dispute arising out of any breach of contract shall be settled in the court of competent jurisdiction located within the local limits of Jammu, J&K.

#### **4. ELIGIBILITY CRITERIA:**

- 4.1 The bidder should have Trade License issued by the appropriate Authority to carry out the similar business of Taxi and Transport services (Public Transport as well as Goods Carrier).
- 4.2 The bidder must have registered shop / office at Union Territory of J&K, which must be in operational condition as per Shops and establishment act. -Copy of Registration of Shop and Establishment must be submitted with the technical bid.
- 4.3 The Agency should have PAN Number and GTS Registration.
- 4.4 The bidder should have branch / registered office / shop / operational support centre at Jammu.
- 4.5 Average Annual turnover minimum 30 lakh per annum during the last three financial year i.e FY 2018-19, 2019-20 and 2020-21. The agency should also attach a proof of turnover of last three financial years ended on 31 March 2021 i.e. FY 2018-19, 2019-20 and 2020-21 certified by a Chartered accountant.
- 4.6 The bidder should have Minimum 3 (Three) years' experience of similar work and at least one similar work experience (Taxi and Transport services) in a Govt./State Govt./Govt. Autonomous Institute /large reputed institution / organization. POWO/Agreement/Experience Certificate/ Performance certificate from the clients is to be submitted.
- 4.7 The bidder should have not been debarred/black listed/ terminated /ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of bids.

## 5. TENDER FEE & EARNEST MONEY DEPOSIT (EMD):

- 5.1 The Bidder should submit Tender Processing Fee of Rs. 590/- (Rupees Five Hundred and Ninety only) – Non-Refundable / Not-Exempted and Earnest Money Deposit (EMD) of 50,000/- (Rupees Fifty Thousand only) for Jammu/ Jammu+ Srinagar and 10,000/- (Rupees Ten Thousand only) for Srinagar separately payable in the form of two separate Demand Drafts from any scheduled commercial Bank in favor of '**Indian Institute of Management Jammu**' payable at Jammu.
- 5.2 The Technical Bid without Tender Processing Fee and EMD would be considered as UNRESPONSIVE and will not be accepted. NSIC / MSME registered bidders must submit copy of valid NSIC / MSME Registration Certificate for exemption of EMD only.
- 5.3 The Tender Processing Fee and EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD.
- 5.4 The public sector companies will not be exempted from submitting EMD until and unless they submit document pertaining to directives of Government of India in this regard of the Tender.
- 5.5 **Refund of EMD:** The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized.

## 6. SUBMISSION OF BID:

- 6.1 Bidders are required to submit their bids under **Two Bid System** Technical Bid (Part-I) & Financial Bid (Part-II). Both the bids (Technical and Financial) duly signed Authorised Signatory should be submitted in two separate sealed envelopes as described below:
  - 6.1.1 **Envelope 1:** containing Technical Bid in **Annexure-II** duly completed in all respects all relevant documents and the envelope should be super-scribed in bold letters with the statements '**TECHNICAL BID FOR TAXI AND TRANSPORTATION SERVICES**' with Reference No. of Tender.
  - 6.1.2 **Envelope 2:** containing the Financial Bid, as prescribed in the **Annexure-IX** and the envelope should be super-scribed in bold letters with the statements '**FINANCIAL BID FOR TAXI AND TRANSPORTATION SERVICES**' with Reference No.
  - 6.1.3 Finally, the above-mentioned envelopes should be kept in a single sealed cover/envelop and the envelope super-scribed in bold letters with the statements - '**TENDER FOR TAXI AND TRANSPORTATION SERVICES**' with Reference No. and to be submitted at:

Chief Administrative Officer,  
Indian Institute of Management Jammu,  
Old University Campus, Canal Road,  
Jammu- 180016.
- 6.2 The bidder may submit the bids for any one location (Jammu or Srinagar) or for both the locations (Jammu and Srinagar).
- 6.3 Bidder should number the pages submitted in form of Technical Bid and provide an INDEX/ COMPLIANCE SHEET (**As per Annexure-I**) indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid, without which the proposal will be considered incomplete and hence, summarily rejected.



- 6.4 The Technical Bid should be accompanied by the relevant documents duly signed and stamped by Authorised Signatory on each page of Technical Bid & relevant documents and all supportive documents to be attached with related annexure only, without which the tender will be considered incomplete and hence, summarily rejected.
- 6.5 Bids must reach on or before the closing time and date as indicated in the beginning of this document. Any bid received after closing date/time shall not be considered.
- 6.6 Bids received by REGISTERED POST/SPEED POST/COURIER/BY HAND (dropped in the Box entitled 'Purchase Section' kept in Admin Office of the Institute) will only be accepted. Bids received by any other mode like FAX, EMAIL etc will not be accepted.
- 6.7 IIM Jammu will not be responsible for any postal delay.
- 6.8 Bids not submitted, as per the above Performa or as per the procedure of Two Bid System, as explained in tender document, will be summarily rejected.
- 6.9 One Firm can submit only one NIT. If a Firm submits more than one NIT, all the NITs submitted by that Firm will be rejected.
- 6.10 The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
- 6.11 The bidders should quote their rates in the prescribed format as per **Annexure-IX**.
- 6.12 The bidder is required to quote the price as per following:
- 6.12.1 Rate for public transport and transport manager for Jammu to be quoted in **Table-A of Annexure-IX**.
- 6.12.2 Rate for goods carrier transport for Jammu in to be quoted in **Table- B of Annexure-IX** and to be quoted with Labour for Loading and Unloading of Goods/ Material.
- 6.12.3 Rate for public transport for Srinagar to be quoted in **Table-c of Annexure-IX**.
- 6.13 The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- 6.14 Taxes/ GST, if any, should be indicated separately in the Financial Bid.
- 6.15 **Bid Validity:** The bids shall remain valid for a period of 90 days from the date of opening of tender. In case the Bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
- 6.16 In case the Bidder withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
- 6.17 Any change/corrigendum/extension of closing/ opening dates in respect of this tender shall be issued through website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit IIM Jammu website for updates.
- 6.18 Application of Tender as submitted by a bidder shall become the property of IIM Jammu and IIM Jammu shall have no obligation to return the same to the bidder.

- 6.19 The application for tender does not entitle any bidder for automatic grant of award.
- 6.20 **List of documents to be submitted with the application (as applicable):** The Technical Bid and relevant documents should be as per sequence mentioned as below, without which the tender will be considered incomplete and hence, summarily rejected.
- a) Index/ Compliance Sheet as per **Annexure-I**.
  - b) Technical Bid as per **Annexure-II**.
  - c) Demand Draft of Tender Processing Fee and EMD.
  - d) Tender Acceptance Letter as per **Annexure-III**.
  - e) Copy of valid Trade License issued by the appropriate Authority to carry out the similar business of Taxi and Transportation Services. Copy of the Registration of the firm. (as per Shops and establishment act.).
  - f) Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.
  - g) Copy of GST Registration Certificate.
  - h) Valid document in support of Registered/ Branch office/shop at Jammu.
  - i) **MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER as per Annexure- IV.**
  - j) Proof of Turnover related eligibility of last three financial years (FY 2018-19, 2019-2020 and 2020-21). Copy of CA Certificate.
  - k) Details of work experience (**as per Annexure-V**) in support of Experience related eligibility criteria.
  - l) **Proof of Experience:** Letter of award of contract / work order along with Satisfactory completion certificate / performance certificate in this regard issued from Government institute /organization, Autonomous Bodies, PSU, Large/Reputed Private Sector institute /organization and Educational Institutes like IIMs, IITs etc. must also be attached along with **Annexure-V**, in the same sequence.
  - m) Details of Passenger vehicles owned by bidder as per **Annexure-VI**. Copy of Registration Certificates & Insurance Policies of Existing total passenger vehicles owned in the name of agency / firm / Individual/ company along with the **Annexure-IX** in the same sequence.
  - n) Self-Declaration about Non Black Listing as per **Annexure-VII**.
  - o) Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any.
  - p) All other documents, as required in terms of the tender, to claim eligibility.

## 7. BIDS OPENING & EVALUATION:

- 7.1 The online bids will be opened by a Tender Process Committee duly constituted for this purpose. Online bids (complete in all respect) received along with Tender Processing Fee and EMD (if any) will be opened as mentioned at "Tender Schedule" in presence of bidders representative if available. Only one representative will be allowed to participate in the tender opening.

- 7.2 **Place for opening of Bids:** Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016 (J & K)
- 7.3 Bid received without Tender Processing Fee and EMD will be rejected straight way.
- 7.4 **The Technical bid** will be opened first and evaluated.
- 7.5 **The Financial bid** of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.
- 7.6 **Selection of successful bidder:** After evaluation of bids, the bidder who is technically qualified as well as quotes the lowest rate shall be declared as the successful bidder (L1).
- 7.7 In case two or more agencies are found to have quoted the same lowest rates, the competent authority, IIM Jammu shall decide about the agency to which the offer shall be granted based on the past credentials/report on the past performance of the firm, and length of experience etc as per the technical bid. The decision of the competent authority, IIM Jammu shall be final.
- 7.8 The successful bidder will be the Bidder that will quote lowest rates for monthly rental and on call basis charges/daily basis charges for Sedan type AC Car and weightage will be given to monthly rental for Sedan type AC Car.
- 7.9 As per Govt. Rule, L1 rates are required to be matched by successful bidder for other line items, if they will be found higher.
- 7.10 IIM Jammu reserves the right to negotiate the quoted price, only with the successful bidder to arrive at the fair and reasonable price.
- 7.11 Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.
- 7.12 The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.
- 7.13 The bidders may depute their authorized representatives to remain present during the bid opening process subject to submission of valid authorization letter in the name of the representative to attend the bid opening process.

## **8. AWARD OF CONTRACT:**

- 8.1 The Successful Bidder should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.
- 8.2 In case the successful bidder backing out before actual award or execution of agreement or declines the offer of contract, for whatsoever reason(s), IIM Jammu will have right to forfeit the EMD.
- 8.3 IIM Jammu also reserves the right to award contract for all required services either to one party or more than one party and to cancel the Contract at any time without assigning any reason.
- 8.4 The IIM Jammu is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for

any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders. IIM Jammu reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the IIM Jammu.

- 8.5 IIM Jammu reserves the right to allot the job in a part or full as per the requirement of the institute.
- 8.6 IIM Jammu reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of work order.
- 8.7 It is clearly understood by the parties that no financial liability of any type is created by issuance of work order.
- 8.8 The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

**\*\*Sd/-\*\***

Chief Administrative Officer  
Indian Institute of Management Jammu

Name, Signature and Seal of Authorized Signatory of Agency

**INDEX/ COMPLIANCE SHEET**

(To be submitted on the letterhead of the Agency/ Firm)

Sr. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
1.	Technical Bid as per <b>Annexure-II</b>				
2.	Demand Draft of Tender Processing Fee and EMD				
3.	Tender Acceptance Letter as per <b>Annexure-III</b>				
4.	Copy of Permanent Account Number (PAN)				
5.	Copy of GST Registration Certificate				
6.	Copy of valid Trade License issued by the appropriate Authority to carry out the similar business of Taxi and Transportation Services. Copy of the Registration of the firm. (as per Shops and establishment act.).				
7.	Valid document in support of Registered/ Branch office/shop at Jammu.				
8.	Proof of Turnover related eligibility of last three financial years (FY 2018-19, 2019-2020 and 2020-21). Copy of CA Certificate.				
9.	MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per <b>Annexure- IV.</b>				
10.	Details of work experience ( <b>as per Annexure-V</b> )				
11.	<b>Proof of Experience:</b> Letter of award of contract / work order along with Satisfactory completion certificate / performance certificate in this regard issued from Government institute /organization, Autonomous Bodies, PSU, Large/Reputed Private Sector institute /organization and Educational Institutes like IIMs, IITs etc. must also be attached along with <b>Annexure-V</b> , in the same sequence.				
12.	Details of Passenger vehicles owned by bidder as per <b>Annexure-VI.</b> Copy of Registration Certificates & Insurance Policies of Existing total passenger vehicles owned in the name of agency / firm / Individual/ company along with the <b>Annexure-VI</b> in the same sequence.				
13.	Self-Declaration about Non Black Listing as per <b>Annexure-VII.</b>				
14.	Duly signed and stamped of the entire Tender document along with its addendum/corrigendum, if any				
15.	All other documents, as required to claim eligibility				

Place:

Date:

(Signature with stamp of the Agency)

TECHNICAL BID

(To be submitted on the letterhead of the Agency/ Firm)

**Copies of all supporting documents duly signed and stamped by the Agency in support of below particulars must be attached along with this checklist**

1.	Name of the Agency (In Block Letters)	::
2.	Registered Office Address (with telephone no. & email address)	::
3.	Address of Jammu Office/ Srinagar Office as applicable (with telephone no. & email address)	::
4.	Status of the organization Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company	::
5.	Year of incorporation /constitution of agency	::
6.	Registration No./Trade License No.	::
7.	PAN No.	::
8.	GST No.	::
9.	Details of Contact Person - 1	:: Name: _____ Designation: _____ Mobile No: _____ Email: _____
10.	Details of Contact Person - 2	:: Name: _____ Designation: _____ Mobile No: _____ Email: _____
11.	Total No. of Year of Similar Experience	::
12.	Website, if any	::
13.	Details of Infrastructure available at Jammu	::

14.	Name of the cities where Agency / Firm / Company is having branches	::	
15.	Total number of employees	::	Driver: _____ Other: _____
16.	Annual Business turnover for last three financial years, duly certified by the Chartered Accountant	::	FY 2020-21 Rs _____ FY 2019-20: Rs _____ FY 2018-19 Rs _____
17.	Details of Demand Drafts of Tender Processing Fee (Application Fee) and EMD (As applicable):	::	<b>Details of Tender Processing Fee:</b> Amount: Rs. DD No: Date: Bank & Branch: <b>Details of EMD:</b> Amount: Rs. DD No: Date: Bank & Branch:
18.	Whether the Agency faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation.	::	
19.	Any other information	::	

Verification:

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by IIM Jammu, if it deems fit.

Signature of authorized signatory

Name:

Seal:



**TENDER ACCEPTANCE LETTER**

(On the letter head of the Agency)

To

Date:

Chief Administrative Officer,  
Indian Institute of Management Jammu  
Old University Campus, Canal Road  
Jammu-180016 (J&K)

**Sub: Acceptance of Terms & Conditions of tender for 'Taxi and Transportation Services' vide Tender Ref No: IIMJ/NIT/Taxi-Service/2022-23/03**

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely as per your notice given in the above mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. No employee or direct relation of any employee of IIM Jammu is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm / Company.
6. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

(To be submitted on the letterhead of the Agency/ Firm)

The Chief Administrative Officer  
Indian Institute of Management Jammu  
Jammu

Date: / /

Sub: Authorization for release of payment / dues from Indian Institute of Management Jammu through Electronic Fund Transfer/RTGS Transfer.

- Name of the Firm/Company/Institute:**
- Address of the Firm/Company/Institute:**

City \_\_\_\_\_

Pin Code \_\_\_\_\_

E-Mail ID \_\_\_\_\_

Mob No: \_\_\_\_\_

Permanent Account Number \_\_\_\_\_

**3. Particulars of Bank**

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

**DECLARATION:**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Chief Administrative Officer, Indian Institute of Management Jammu responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Firm/Company/Institute:**

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

**N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.**

**DETAILS OF EXPERIENCE**

(To be submitted on the letterhead of the Agency/ Firm)

Sr. No	Name of the organization/ Institute where goods /services were provided with Name of Contact Person, Contact No. & email id.	Value of the contract in INR	Duration of contract		Total years of experience (YY/MM)	No. of passenger vehicles deployed by your firm on site	Vehicle make year and name	Monthly Basis / Call Basis	Whether it is academic institute (Yes/No)	Copy of contract along with the performance report (Yes/No)
			From (DD/MM/YYYY)	To (DD/MM/YY Y)						
1.										
2.										
3.										
4.										
5.										

- Note: Bidders are required to provide the information on above format only in reverse chronological order (start from latest/recent most organization to oldest organization) and also attach Copy of contract / performance certificate in same sequence. Bidders may add row / rows in the above format, if No of organizations / Institutions are more or may add additional sheet also.

**Signature of Agency**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

## DETAILS OF COMMERCIAL PESSANGER VEHICLES OWEN BY BIDDER

(To be submitted on the letterhead of the bidder)

The vehicles should be less than three years. None of the vehicles should be registered prior to 2017.

Sr. No	Name of the Vehicle	Type of the Vehicle	Registration No.	Month and Year of Registration	Any Additional Information
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

Note: Biiders are required to attach Copy of Registration Certificate, Insurance, permit etc. in same sequence as per sequence of above details.

I hereby certify that the above-mentioned particulars are true and correct.

Place:

(Signature with stamp of the bidder)

Date:

## SELF-DECLARATION ABOUT NON BLACK-LISTING

(To be submitted on the letterhead of the bidder)

To

Date:

Chief Administrative Officer,  
Indian Institute of Management Jammu  
Old University Campus, Canal Road  
Jammu-180016 (J&K)

Subject: Self Declaration About Non Black-Listing for “**Taxi and Transportation Services**” vide Tender Ref. No. **IIMJ/NIT/Taxi-Service/2022-23/03**

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm/ agency/ company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency / firm / company is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

## FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT JAMMU OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT JAMMU OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT JAMMU. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,

Indian Institute of Management Jammu,

Jammu-180016

India

### LETTER OF GUARANTEE

WHEREAS Indian Institute of Management Jammu, Jammu (Buyer) have invited Tenders vide Tender No.....dt..... for ..... and whereas the said tender document requires that any eligible successful Bidder (Vendor) wishing to provide/supply of Services/ Goods/ Material as per tender document in response thereto shall establish an irrevocable Performance Guarantee Bond in favor of "Indian Institute of Management Jammu," in the form of Bank Guarantee for Rs ..... and valid up to 60 days beyond the completion of contract / warranty period, from the date of issue of Performance Bank Guarantee may be submitted within ..... days from the date of acceptance as a successful Bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Bidder (Vendor) failing to abide by any of the conditions referred in tender document / purchase order / work Order etc. this bank shall pay to Indian Institute of Management, Jammu on demand and without protest or demur Rs ..... (Rupees.....).

This bank further agrees that the decision of Indian Institute of Management, Jammu (Buyer) as to whether the said Bidder (Vendor) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Bidder (Vendor) and/ or Indian Institute of Management Jammu, Jammu (Buyer).

### Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. .... (Indian Rupees only).
2. This Bank Guarantee shall be valid up to ..... (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before ..... (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

## FINANCIAL BID

(To be submitted on the letterhead of the bidder)

Financial Bid for : <b>For Taxi and Transportation Services for Jammu/ Srinagar/ Jammu+ Srinagar Both.....</b> (Please mention the location for which the financial bid is submitted.)	
Tender Ref. NO: <b>IIMJ/NIT/Taxi-Service/2022-23/03</b>	
Name of the Bidder/Agency:	
Tel/Mob No.:	
Email Id:	

Table-A (Rate for Public Transport for Jammu)												
SI No.	Vehicle name/ Vehicle Type	Monthly Rent, If hired on Monthly Basis (up to 9 Hour per day & 2500 Km per month.)	Rate of Local Running on Daily Basis, if Hired on Call/ Daily Basis			Rate/ per hour for Extra Hour	Rate/ per Km for Extra Km	Rate for Airport/ Railway Station/ Bus Stand Pickup or Drop	Rate for Outstation Trip (from 5.00 a.m. to 11.00 p.m.)			Night Charges (from 10.00 p.m. to 5.00 a.m.)
			Rate for 4 Hour & 40 Km.	Rate for 6 Hour & 60 Km.	Rate for 9 Hour & 100 Km. or Night duty				Rate for 12 Hour & 100 Km.	Rate per hour for Extra Hour	Rate per km for Extra KM	
1.	Swift Dezire/ Hyundai Xcent / Ford Figo Aspire / Honda Amaze / Volkswagen Ameo / Mahindra Verito / Toyota Etios /Tata Indigo or Similar Segment Vehicle <b>(Sedan) (AC Vehicle)</b>											
2.	Innova / crystal/ or Similar Segment Vehicle <b>(AC Vehicle)</b>											



**Table-A  
(Rate for Public Transport for Jammu)**

SI No.	Vehicle name/ Vehicle Type	Monthly Rent, if hired on Monthly Basis (up to 9 Hour per day & 2500 Km per month.)	Rate of Local Running on Daily Basis, if Hired on Call/ Daily Basis			Rate/ per hour for Extra Hour	Rate/ per Km for Extra Km	Rate for Airport/ Railway Station/ Bus Stand Pickup or Drop	Rate for Outstation Trip (from 5.00 a.m. to 11.00 p.m.)			Night Charges (from 10.00 p.m. to 5.00 a.m.)
			Rate for 4 Hour & 40 Km.	Rate for 6 Hour & 60 Km.	Rate for 9 Hour & 100 Km. or Night duty				Rate for 12 Hour & 100 Km.	Rate per hour for Extra Hour	Rate per km for Extra KM	
3.	Xylo/ Creta or Similar Segment Vehicle <b>(AC Vehicle)</b>											
4.	Honda City , Hyundai Verna, Maruti Ciaz or Similar Segment Vehicle <b>(AC Vehicle)</b>											
5.	Tempo Traveller (17-26 seater)/ Winger or equivalent <b>(AC Vehicle)</b>											
6.	Tempo Traveller (17-26 seater) or Winger or equivalent <b>(Non A/C Vehicle)</b>											
7.	30-36 Seater bus <b>(AC Vehicle)</b>											
8.	30-36 Seater bus <b>(Non A/C Vehicle)</b>											
9.	45 - 52 Seater bus <b>(AC Vehicle)</b>											
10.	45 - 52 Seater bus <b>(Non A/C Vehicle)</b>											
11.	Rate for Transport Manager per month for Jammu		Rs. .... (Per Month)									

**Table-B**  
**(Rate for Load Carrier/ Goods Carrier Vehicle with labour for Jammu)**

Sr. No	Vehicle Name and Vehicle Type	MAX WEIGHT (Load Capacity)	Rate per Trip with labour (Distance 15 to 20 Km one side) in INR
1.	TATA ACE, TATA 207, ASHOK LEYLAND DOST, MAHINDRA BOLERO PICK UP and equivalent (Auto 3 Tyre/ Jeeto 4 Tyre)	Up to 850 Kgs/ 1 Ton/ 1.5 Ton	Rs.
2.	TATA 407 and equivalent	Up to 2.5/3 Ton	Rs.
3.	EICHER 14 FEET and equivalent	Up to 4 Ton	Rs.
4.	EICHER 17 FEET and equivalent	Up to 5 Ton	Rs.
5.	EICHER 19 FEET, TATA TRUCK (6 TYRE), CONTAINER 20 FT, CONTAINER 32 FT SXL, 20 FEET OPEN ALL SIDE (ODC), 28-32 FEET OPEN-TRAILOR JCB ODC and equivalent	Up to 7/8/9 Ton	Rs.
6.	TATA 22 FEET and equivalent	Up to 10 Ton	Rs.
7.	CONTAINER 32 FT MXL and equivalent	Up to 14 Ton	Rs.
8.	TAURUS 16 T (10 TYRE) and equivalent	Up to 16 Ton	Rs.
9.	TAURUS 21 T (12 TYRE) and equivalent	Up to 21 Ton	Rs.
10.	TAURUS 25 T (14 TYRE), 32 FEET OPEN-TRAILOR ODC and equivalent	Up to 25 Ton	Rs.
11.	40 FEET OPEN-TRAILOR ODC and equivalent	Up to 32 Ton	Rs.

**Table-C**  
**(Rate for Public Transport for Srinagar)**

SI No.	Vehicle name/ Vehicle Type	Monthly Rent, If hired on Monthly Basis (up to 9 Hour per day & 2500 Km per month.)	Rate of Local Running on Daily Basis, if Hired on Call/ Daily Basis			Rate/ per hour for Extra Hour	Rate/ per Km for Extra Km	Rate for Airport/ Railway Station/ Bus Stand Pickup or Drop	Rate for Outstation Trip (from 5.00 a.m. to 11.00 p.m.)			Night Charges (from 10.00 p.m. to 5.00 a.m.)
			Rate for 4 Hour & 40 Km.	Rate for 6 Hour & 60 Km.	Rate for 9 Hour & 100 Km. or Night duty				Rate for 12 Hour & 100 Km.	Rate per hour for Extra Hour	Rate per km for Extra KM	
1.	Swift Dezire/ Hyundai Xcent / Ford Figo Aspire / Honda Amaze / Volkswagen Ameo / Mahindra Verito / Toyota Etios /Tata Indigo or Similar Segment Vehicle <b>(Sedan) (AC Vehicle)</b>											
2.	Innova / crystal/ or Similar Segment Vehicle <b>(AC Vehicle)</b>											
3.	Xylo/ Creta or Similar Segment Vehicle <b>(AC Vehicle)</b>											
4.	Honda City , Hyundai Verna, Maruti Ciaz or Similar Segment Vehicle <b>(AC Vehicle)</b>											
5.	Tempo Traveller (17-26 seater)/ Winger or equivalent <b>(AC Vehicle)</b>											
6.	Tempo Traveller (17-26 seater) or Winger or equivalent <b>(Non A/C Vehicle)</b>											

GST %.....

**Note:**

1. GST will be extra as per actual. Bidder is required to quote the rate excluding GST.

2. The rates should be quoted inclusive of all expenses such as Driver wages (employed by Contractor), Fuel, Maintenance, Repair and Servicing, Other taxes etc except GST.
3. Rate should be quoted in Indian rupees only.
4. The successful bidder will be the Bidder that will quote lowest rates for one month rental/ On call basis charges for Sedan type AC Car.
5. For evaluation purpose weightage will be given for L-1 one month rental for Sedan type AC Car.
6. On call basis/ daily basis (Load Carrier/ Goods Carrier Vehicle): The trip shall include the time of loading and unloading of material. In case of Heavy duty vehicles for which the entry is not permissible in city area in day time, one trip may include two days/ night.
7. The contractor has to provide sufficient labour along with Load Carrier/ Goods Carrier Vehicle as per the capacity of Load Carrier/ Goods Carrier Vehicle for loading and unloading of goods/material. The rate for Load Carrier/ Goods Carrier Vehicle should be inclusive of labour.
8. The bidder is required to quote the price as per following:
  - (i) Rate for public transport and transport manager for Jammu to be quoted in **Table-A**.
  - (ii) Rate for goods carrier transport for Jammu in to be quoted in **Table- B** and to be quoted with Labour for Loading and Unloading of Goods/ Material.
  - (iii) Rate for public transport for Srinagar to be quoted in **Table-C**.

Place:  
Date:

(Signature with stamp of the bidder)