

# INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

## NOTICE INVITING TENDER

**ENGAGEMENT OF A TATA SUMO (NON-AC)/ BOLERO (NON-AC) CAR ON RENTAL BASIS AT IIM CALCUTTA FOR A PERIOD OF TWO YEARS W.E.F. 1<sup>st</sup> October, 2022 TO 30<sup>th</sup> September, 2024**

**Tender No: NIT/IIMC/Transport-MDC and Security/31/2022-23 2<sup>nd</sup> Call**      Dated 08/08/2022

E-Tenders are invited by Indian Institute of Management Calcutta (hereinafter referred to as “IIMC”) under Two-Bid System i.e. **Technical Bid and Financial Bid** from eligible Service providers/Vendors/Suppliers/Agencies/Firms/Companies for engagement of a Tata Sumo (Non-AC)/ Bolero (Non-AC) Car on rental basis for IIM Calcutta for a period of two years with effect from 1<sup>st</sup> September, 2022 which may be extended for a further period of one-year subject to satisfactory performance and requirement of the Institute.

Sl. No.	Name of Work	Duration of contract
A.	<b>Engagement of a Tata Sumo (Non-AC)/ Bolero (Non-AC) Car on rental basis at IIM Calcutta for a period of two years W.E.F. 1<sup>st</sup> October, 2022 to 30<sup>th</sup> September, 2024.</b>	<b>2 years</b>

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

Sl. No.	Particulars	Date	Time
1	Date & Time of online publication of tender	08/08/2022	13:00 Hrs.
2	Bid submission start Date & Time	08/08/2022	13:30 Hrs.
3	Bid Submission close Date & Time	29/08/2022	14:00 Hrs.
4	Closing Date & Time for submission of Tender Fee	29/08/2022	14:00 Hrs.
5	Opening of technical Bid	30/08/2022	14:30 Hrs.
6	Opening of financial Bid	To be intimated in due course time	
7	Validity of bids	90 days from the date of opening of bids.	

### 1. BACKGROUND:

Indian Institute of Management Calcutta (IIMC) was established by Government of India in the year 1961 as one of the first Indian Institute of Management. IIM Calcutta is an Institute of National Importance declared under Indian Institute of Management Act, 2017.

It is the first institution in India to earn a “Triple Crown” in accreditation. The Institute is now accredited by the Association to Advance Collegiate Schools of Business (AACSB), European Quality Improvement System (EQUIS) & Association of MBA’s (AMBA) which have assessed and ratified the quality of the programs by external (of International standard) peer review processes.

## 2. INSTRUCTION TO BIDDER

- a) Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (CPPP) (URL: <https://eprocure.gov.in/eprocure/app>) by clicking the link “**Online Bidder Enrolment**” on the CPPP Portal.
- b) Possession of a valid class II/III DSC in the form of smart card/e-token is a prerequisite for registration and participating in the bid submission activities. DSC’s can be obtained from the authorized certifying agencies recognized by CCA India. (E.g. Sify/TCS/nCode/eMudra etc.)
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- e) The bidders are required to log in to the site through the secured log-in by entering their respective user ID/Password and the password of the DSC.
- f) The CPP Portal also has user manuals with detailed guidelines on enrollment and participation in online bidding process. The user manuals can be downloaded for reference.
- g) Any queries related to process of online bid submission or queries related to CPP Portal in the general may be directed to the 24 X 7 CPP Portal Helpdesk. The **Toll Free** Contact numbers for the helpdesk are 1800 3070 2232.
- h) The Bidders have to submit their bid document, complete in all respects along with **the copies of Trade License, PAN, GST Registration number, if applicable, Work Order for similar services in Govt. organizations, PSU, Autonomous Institutes, reputed Private Organization etc., on the CPPP.**
- j) IIM Calcutta reserves the right to reject any or all tenders without assigning any reason thereof.

## 3. ONLINE BID SUBMISSION PROCEDURE

- (i) Help for bidders, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public procurement Portal. [<https://eprocure.gov.in/eprocure/app>]
- (ii) It is mandatory for all the bidders to have a valid Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-Procurement of IIM CALCUTTA.

- (iii) It is mandatory for the bidders to get their firm /company registered with e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID and Password.
- (iv) Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
- (v) Bidders may download and refer the “Instructions for Online Bid Submission” from (<https://eprocure.gov.in/eprocure/app>).
- (vi) The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”.
- (vii) Bill of Quantities with rates duly filled in is to be submitted in the format provided online in the name of “Price Bid”. Hence, physical submission of the documents is limited to submission of original Earnest Money and Tender document fee. Deposit in the form of Demand Draft as per provision given in NIT.
- (viii) Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the signed letter of authority issued in his name by the bidder on his letter head.
- (ix) Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> (“Server System Clock Time”) shall be final and binding on the bidder. E-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.
- (x) The bidders are advised to submit their e-bids well before the e-bid due date. IIM CALCUTTA shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
- (xi) The Technical and Price Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line”. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.
- (xii) Any tender received without original Earnest Money and Tender document fee in the form as specified in NIT shall not be accepted/considered and shall be summarily rejected.

- (xiii) Physical submission of the documents is to be as per the following in one envelop only in the Drop Box at the Office of Senior Administrative Officer (Purchase), Administrative Building, Ground Floor, East Side, IIMC Campus, Joka, Kolkata – 700104.

#### 4. SCOPE OF WORK

(i) The vehicle will ply inside the campus only and will perform all entrusted duties. In emergent situation, the vehicle may perform services outside the campus subject to approval of the Competent Authority of the Transport department.

(ii) The contract period will be of two years (from 1st October, 2022 to 30<sup>th</sup> September, 2024). The vehicle will be used on all 7 (days) in a week including Saturdays, Sundays and Holidays which may be extended for a further period of one-year subject to satisfactory performance and requirement of the Institute. Duty hours of the vehicle will be as under:

Reporting Place	Duty Hours from Monday to Friday	Duty Hours on Saturday, Sunday and Holidays
MDC Office	From 5 P.M. to 10 P.M. and From 6 A.M. to 10 A.M.	From 6 A.M. to 10 P.M.
Security Office	From 10 P.M. to 6 A.M.	From 10 P.M. to 6 A.M.
Note: The duty hours of the vehicles on Saturday, Sunday and holidays will be 24 hours.		

#### 5. ELIGIBILITY CRITERIA

Sl. No.	Description	Enclosures
1	Valid Updated Trade License	Photocopy
2	PAN Card	Photocopy
3	GST Registration Certificate	Photocopy
4	IT Return (2018-19, 2019-20 & 2020-21)	Photocopy
5	Audited Balance Sheet (2018-19, 2019-20 & 2020-21)	Photocopy
6	Annual Turn Over (2018-19, 2019-20 & 2020-21) (needs to be submitted as per <i>Annexure – II</i> in the Company letter head)	Submitted in Letter Head
7	Work Experience - minimum 3 years of experience for similar nature of work in any Govt./ PSU/ Autonomous Body	Previous Work Orders
8	The Service Provider should neither be blacklisted by any Central/State/Autonomous Bodies or Institute/Public Undertaking nor have any criminal case registered/pending against the firm or its owner /partners anywhere in India. A duly completed certificate to this effect is to be submitted as per <i>Annexure I</i> .	Submitted in Letter Head

- a) The Company details as per *Annexure III* must be submitted along with the Bid.

#### 6. BIDDING

Offers in two parts are Invited

**Part-I** Technical Bid

**Part- II** Financial Bid

#### **A. TECHNICAL CRITERIA**

- a) Bidders should comply the minimum specification of the tendered items in all respect.

#### **B. FINANCIAL BID DETAILS**

Financial bid i.e. BOQ given in the tender to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly, failing which the offer is liable for rejection. Kindly quote your offer for IIM Calcutta excluding GST.

**Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.**

#### **C. EVALUATION OF BID:**

1. IIM Calcutta will evaluate the technical bid and based on the technical bid, Commercial bid will be evaluated. The technically qualified vendors will be informed through CPP Portal.
2. In case of any bidder is silent on any clauses mentioned in the Tender Documents, IIM Calcutta shall construe that the bidders has accepted the clause as per the Invitation to tender and no further claim will be entertained.
3. No revision in the terms and conditions quoted in the offer will be entertained.

**D. VALIDITY OF BID:** Bid submitted by the bidder shall remain valid for a period of 90 days from the date of opening of bid.

**E. PERFORMANCE SECURITY DEPOSIT** which is 3% of the quoted value and/or approved value in respect of each item after selection of L1 bidder needs to deposit within 7 days after issuance of Work Order/ Purchase Order. The Security Deposit needs to be submitted in the form of Demand Draft in favour of “**Indian Institute of Management Calcutta**” payable at “**Kolkata**” and it will be refunded without any interest after completion of the Contract. In case of any default on the part of the selected service provider, the security deposit may be forfeited.

**F. AWARD OF WORK:** The offers from the vendors/Firms/Agencies who qualifies in the financial bid will be evaluated on the basis of total amount (inclusive of Taxes). The lowest of total amount quoted by vendors/Firms/Agencies will be considered as L-1 and may be awarded the work order subject to fulfilment of other conditions.

#### **7. GENERAL TERMS & CONDITIONS:**

(i) During duty hours in the campus, the Vehicle should be parked at the parking zone of the MDC/ Security Office and will remain under the control of Head-MDC/ Security Officer.

(ii) The vehicle should be in good condition and its cleanliness should be maintained on regular basis. The condition of vehicle will be inspected prior to commencement of the contract. The vehicle deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per IIM Calcutta’s requirement with proper pollution check and valid pollution certificate. The vehicle must be fitted with functional side steppers.

**(iii)** The service provider needs to take full responsibility regarding all documentation required to run the vehicle on road, observance of all statutory rules, emergency repair cost, conduct of the driver etc. The institute shall not take any responsibility in this regard.

**(iv)** All accidental insurance liabilities will be met by the service provider. The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all passengers also. The courtesy and good behaviour on the part of the driver is important. Discourteous or careless driver shall be replaced on demand by the Institute.

**(v)** The Institute will have no legal liability pertaining to any occurrence of accident by the vehicle of the service provider performing duties with this institute. The Agency is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, accident or any other unforeseen happening. In case, the vehicle is withdrawn for maintenance /repair/ breakdown, a substitute vehicle should be provided forthwith.

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

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

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

**(ix)** In each case the monthly invoice of the said vehicle should be submitted within 7 (seven) days of the next month for processing of payment. GST as applicable should be shown separately in your Invoice. Payment will be made on monthly basis on submission of the bill (duly certified by the user and the Transport department), preferably within 30 working days from the date of submission of bill.

**(x)** Sufficient number of driver (minimum two) should be deployed to cater the Institute's requirement as mentioned in scope of work. The engagement and employment of driver and payment of wages as per existing provisions of various labour laws or regulations shall be deemed to be breach of this contract, if not adhered to.

**(xi)** The Agency shall assign the job of driving of hired vehicles only to qualified, experienced, licensed drivers and also assume full responsibility for the safety and security of the users. The essential spares are to be stored in the vehicle for trouble free driving. IIM Calcutta shall have no direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under relevant section of IPC and any loss caused to IIM Calcutta will have to be suitably compensated by the Agency.

**(xii)** The Driver should be courteous to the users, maintain discipline, decorum and well dressed. In the event of misbehaviour on the part of driver, IIM Calcutta may impose penalty as deemed fit on the Agency.

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

(xiv) The driver should hold a valid driving license with mobile phone for emergency contact so that the concerned department do not suffer any inconvenience. No extra charges would be paid by IIM Calcutta for the mobile phone.

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

(xvi) The maintenance cost, charges of fuel (petrol/diesel), road tax, permit fee, passenger Tax, Border Tax, challans, salary of the driver, the overtime etc. are the responsibility of the Agency and should be paid by the Agency.

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

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

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

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

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

**(xxi) Penalties:**

(1) In case of break-down of the vehicle, the same to be replaced by other vehicle in good condition immediately (maximum one hour from the time of break-down). Failure on the part of Agency to provide such replacement will attract imposition of penalty on pro-rata basis against each break-down as Monthly Bill amount for each vehicle divided by 30 days and multiplied by 2.

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

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

The final decision of the extent of penalty leviable on the Agency will rest with the Senior Administrative Officer (Transport) and it is binding on the Agency.

**(xxii) Arbitration:**

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

Signature with Stamp

Date:

Full Name

Address.

,

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



**(On the Firm Letter Head)**

**CERTIFICATE**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Authorized Signatory with Seal

Contact No.:

Name:

Designation

**Annexure II**

**(On the Firm Letter Head)**

**Annual Turnover Details**

<b>Evaluation Criteria</b>		
	<b>Financial Year</b>	<b>Turnover (in Rs.)</b>
<b>Bidder's Annual Turnover for last three financial years</b>	2018-19	
	2019-20	
	2020-21	

Note: Supporting Documents (Copies of duly signed trading and profit & loss accounts Certificate) are to be attached along with the Annexure-IV.

Authorized Signatory with Seal  
Contact No.:  
Name: Designation

## COMPANY DETAILS

<b>Name of the Party</b>		
<b>Date of Incorporation/</b>		
<b>PAN Number</b>		
<b>GST Registration Number</b>		
<b>Bank Details</b>	<b>Account Number</b>	
	<b>IFS Code</b>	
	<b>Bank Name</b>	
	<b>Branch Name</b>	
<b>Office Address for Postal Communication</b>		
<b>Authorized Signatory Details</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	
<b>Details of Contact other than Authorized Signatory</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	

**Signature and Seal of Tenderer:**

**Name in Block Letters:**

**Designation:**

**Contact No.:**

**Annexure IV**

**<BOQ as per Excel>**

Authorized Signatory with Seal

Contact No.:

Name: Designation