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**Notice Inviting E-tender through CPP Portal**

**HIRING OF TRANSPORT SERVICES (AC Cars) ON A CALL BASIS**

1. The Indian Institute of Management Visakhapatnam (IIMV) is an autonomous institute under the Ministry of Education, Govt. of India, inviting bids for hiring of Transport Services (AC Cars) on a call basis by Institute’s for IIM Visakhapatnam Official/dignitaries/guests etc. within the city of Visakhapatnam urban agglomeration and outstations.
2. The contract for hiring of vehicle will be initially for a period of **one year** from the date of start of the service/contract. However, the contract may be extended for further period up to 2 years (on yearly basis and upon mutual consent), if the services found to be satisfactory**.**
3. The offers should be submitted in TWO-BID SYSTEM by the reputed and experienced firms/agencies/companies having valid licenses and permits and qualified experience in the field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, Educational Institution etc., The Price Bid proforma must be submitted in the Price Bid/Financial bid document (Annexure-I). If it is submitted along with the Technical Bid, the bid will be summarily rejected.
4. The Director, IIM Visakhapatnam reserves the right to award this contract for all required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason any time before award of the contract. Further, the Director, IIM Visakhapatnam is not bound to accept the lowest tender, but has the liberty to close the tender process without awarding the contract to anyone if the lowest quote is found to be unreasonably high or abnormally low. The decision of the Director, IIM Visakhapatnam in this regard shall be final and binding on all.
5. In case any document produced in support of eligibility criteria turns out to be not genuine before or after award of contract, the IIM Visakhapatnam reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process of the Institute.
6. The institute is presently operating Two campuses:

**City Campus:**

Indian Institute of Management Visakhapatnam

Andhra Bank School of Business Building

Andhra University Campus, Visakhapatnam – 530 003

**Permanent Campus:**

Indian Institute of Management Visakhapatnam

Gambheeram Village

Anandapuram Mandal, Visakhapatnam – 531 163

In this regard, the bidder’s willingness to provide Transport Services (AC Cars) for both the Permanent Campus and City Campus should be indicated.

1. **Evaluation Criteria**: Overall Lowest: The vendor must quote prices for all the items listed in Annexure-I. The overall L1 bidder shall be required to match the lowest prices quoted for individual items by other bidders, or as decided by the IIM Visakhapatnam empowered committee constituted therefor.
2. **Tie-Breaking Cluse:** In case two or more bidders quote the same rates in the financial bid, the bidder with the highest number of years of experience in providing cab services to Central or State Government organizations will be given preference. (Copies of relevant work orders must be attached.)
3. Earnest Money Deposit (EMD) Rs50,000 (Rupees Fifty Thousand only) (NEFT/DD/Pay Order to be drawn on any nationalized bank in Favor of “Indian Institute of Management Visakhapatnam” and payable at Visakhapatnam). EMD is exempted for MSEs (Micro & Small Enterprises) only, against valid certificate. NEFT Details: A/c Name: IIM Visakhapatnam,
4. The successful bidder submits the Performance Bank Guarantee (PBG) for an amount of Rs. 1,50,000/- from any nationalized Bank in favour of the IIM Visakhapatnam. The PBG shall cover the entire period 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 PBG shall have to be renewed for the extended period. The Performance Security must be submitted by Seller to the Buyer within 15 days of award of contract on CPPP. No interest shall be payable upon the Performance Security / PBG or any other amounts payable by the Seller to the Buyer under the Contract.
5. The Taxes will be applicable from time to time as per the rules of the Government of India.
6. For assistance with the tender document and its terms and conditions, please contact us via email at administration@iimv.ac.in or call us at +91-891-282 4400.
7. The detailed eligibility and other terms & conditions of the contract may be perused in the following pages.
8. **ELIGIBILITY CRITERIA:**
9. The bidder shall be a firm/company/proprietorship establishment registered under suitable Act with a registered or branch office in Visakhapatnam, Andhra Pradesh.
10. The bidder should have registered for GST & Income Tax
11. The bidder must possess a minimum of two vehicles in each category (Innova Crysta or equivalent air-conditioned cars, and Maruti Swift Dzire or equivalent air-conditioned cars) manufactured in 2020 or later and registered under the company’s/ firm name.
12. The Average Turnover in last 03 (three) financial years (2021-22, 2022-23 & 2023-24) shall not be less than Fifteen lakh. (A self-attested copy of certificate issued by a Chartered Accountant having valid UDIN no. shall be enclosed).
13. The bidder should have at least 3 years of experience as on 31-03-2025 in the field of providing cars on hire basis. Necessary proofs should be provided. (Bidder to furnish relevant documents in support to establish eligibility as part of bid submission. Institute will verify the documents submitted by bidder, if required).
14. The bidder should have at least 02 years of experience, as on 31-03-2025 in the field of providing cars to any Central/State Government organization in the last 3 years.
15. The EMD is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department. Exemptions, if any must be supported with legitimate documents against valid MSME, NSIC Certificate.
16. There should be no criminal case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted by Central Government/State Government/PSU/any other Institutes. The declaration to such state as incorporated in the bid will be assumed for this purpose.
17. **GENERAL CONDITIONS OF CONTRACT**

i. **The Vehicles:**

1. The contracting agency should have the passenger cars registered under commercial category.
2. The successful bidder should provide only the specified type of vehicles which are in good running condition and not older than **2020 model**.
3. The vehicles should be kept neat and clean, both inside and outside. The cleanliness of vehicles must be properly maintained. Vehicle Seats must be properly covered and should be regularly washed on a weekly basis or as and when required by the Institute.
4. The vehicle should be equipped with suitable fire extinguishers and all other safety provisions.
5. Unauthorized LPG Gas kits for fuel are not allowed in the vehicle.
6. In case of breakdown/servicing/repair/maintenance of any vehicle engaged by the Institute, the contractor shall provide alternate vehicle of same standards without disturbing the pickup/drop schedules.
7. The driver of the vehicles deployed at the Institute shall maintain the logbook or trip sheet (mentioning timings and mileage for each vehicle) on trip basis and obtain signatures of the IIM Visakhapatnam Officials / Guest etc. at beginning of the trip and closing of the trip. IIM Visakhapatnam may demand this logbook at any time for inspection or at the time processing of bill.
8. In case the contracting agency replaces any vehicle with another of higher class than the contracted type, payment will be restricted to the rates under this contract only. However, vehicle of lower class than the contracted type shall not be accepted.
9. Vehicles with any deformities/dents/scratches/broken parts etc will not be accepted.

**ii. The Manpower:**

1. The drivers engaged in the operation of these cars shall be with valid driving license under the transport category. The copies of the driving licenses shall be provided when demanded by the Institute.
2. The Drivers shall be neatly groomed and attend the duties with proper dress and they should be aware of the routes in and around Visakhapatnam.
3. The drivers shall be professional and know the communication languages Telugu, Hindi and English.
4. The Drivers shall report at the pickup point well before the scheduled time and call the guest on the number provided to intimate his arrival there. The vehicle shall report to the guest at the designated pickup point.
5. The drivers should strictly follow all the Traffic Rules and Regulations as prescribed by the Govt. Authorities. The Institute will not be responsible for any fines/penalties, charges levied by Govt. Authorities for violation of any traffic rules and regulations.
6. While on duty the driver should not indulge in gambling, playing cards or any other such activity. Also, while on duty, the drivers should not be intoxicated with Alcohol, drugs, gutka or any other substance. Service provider shall be responsible for the good conduct of the Drivers employed and if at any point of time any Driver is found be working against the interests of the Institute, the said Driver shall be withdrawn and substituted by a fresh driver to the Institute immediately. In no case, the driver should be allowed to smoke while on duty. No other person except the driver should be permitted in the vehicle while transporting the guests.
7. The drivers should carry a mobile phone in working condition. The driver should not use mobile while driving. In case required, should stop the vehicle in designated place and attend the calls.
8. The contractor shall nominate one supervisor as a single point of contact. Mobile number and valid e-mail id of the agency shall be made available to this office. The supervisor shall attend to all the calls and e-mails from this office promptly for bookings or any changes or cancellation of bookings made earlier.
9. The contractor shall not employ any person who has not completed eighteen years of age.
10. The driver should always remain with the vehicle during the entire period of duty. While changing shifts, the driver should ensure a smooth handover of the vehicle to the driver in the next shift and he should not leave the vehicle unattended at any point of time.
11. The contractor shall comply with all the statutory and legal provisions as laid down under various Labour Laws in force from time to time, applicable to the agency, at his own cost. IIM Visakhapatnam will be in no way responsible for any violation of these rules by the contractor.
12. The Contractor shall bear all costs on account of fuel, oil, spares & consumables, comprehensive insurance, repair, and maintenance etc. of the vehicles and drivers. The road tax, permit fee, passenger tax, border tax, Challans, salary of the driver, the overtime charges for driver etc., are the responsibility of the contractor for which no payment shall be made by IIM Visakhapatnam separately.
13. All taxes applicable only to Educational Institutions will be considered. Payment will be made after deducting TDS and any other taxes as applicable within 21 working days of receiving the Invoice and supporting documents. The invoice shall invariably mention the GSTN of IIM Visakhapatnam and the agency.
14. Entry Fee, Toll tax, night halt Charges (for Outstation journeys) and parking charges shall be reimbursed by the Institute against the production of documentary evidence along with monthly inv oice.
15. The contractor will ensure that all necessary documents like Valid Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc., are in personal custody of the licensed drivers on duty and the same shall be produced before the concerned authorities as and when demanded. No claim regarding the penalties levied by the concerned authorities on account of not having these documents on the contractor shall be entertained by the Institute. Any vehicle/driver not having all these documents shall not be engaged under this contract.
16. The contractor is solely responsible for payment of wages to the drivers as per the relevant Acts viz, Payment of Wages Act, Minimum Wages Act, Payment of Bonus Act etc., within the time limits. Necessary/statutory deductions as applicable viz, ESIC, EPF, PT etc to be made from the amounts payable and deposit the same in respective accounts.
17. IIM Visakhapatnam reserve the right to terminate the contract at any time without assigning any reasons by giving a one-month notice to the contracting agency/firm/company. In case, the agency want to exit the contract it should give an advance notice of three months.
18. Time and distance Kms should be calculated form actual reporting point to the desired destination.
19. The contracting agency shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period without requisite notice or non-satisfactory services, breach of any terms and conditions of the contract etc. the contractor shall be liable to legal action, in addition to forfeiture of the performance security deposit given by him.
20. The contracting agency shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency.
21. The contracting agency shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles to deploy at IIM Visakhapatnam and will obtain requisite licenses, sanctions & permits which should be valid during the tenure of contract. Renewal of the same shall be ensured by the contractor well in time. The contractor himself is responsible to pay and clear the fines and challans, if any, imposed by the Govt., for violation of the rules at his expense.
22. The contracting agency and the IIM Visakhapatnam shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Visakhapatnam only.
23. It shall be the responsibility of the service providing agency / firm /company to meet the expenses of transportation, food, medical and any other requirements of the drivers engaged, and IIM Visakhapatnam shall have no liabilities in this regard.
24. For all intents and purposes, agency shall be the “Employer” within the meaning of different Labour Legislations in respect of drivers so employed and engaged at IIM Visakhapatnam site.
25. The contracting agency shall be solely responsible for any accidents, injuries to other vehicles or pedestrians or passengers caused by these vehicles while on service at this Institute. Similarly, the contracting agency only is responsible to redress the grievances /resolve disputes relating to drivers engaged by them at IIM Visakhapatnam site. IIM Visakhapatnam shall, in no way responsible for settlement of such issues.
26. The Agency shall also be liable for payment of all taxes, levies, cess, etc. on account of services rendered by it to IIM Visakhapatnam, to the tax collection authorities concerned from time to time as per extant rules and regulations on the matter.
27. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by IIM Visakhapatnam to the agency.
28. **Payment Terms:** Payment of final bill shall be made within 21 working days from the date of receipt of bill by IIM Visakhapatnam. The bills for all vehicles engaged shall be put up after the end of every month. The bills should also have attached the duly signed trip sheets (Any correction in the trip sheet must be signed by the respective Guests etc.,).
29. **Bid Validity:** The bids submitted should be valid for 3 months from the last date of bid submission.
30. There shall be no obligation on IIM Visakhapatnam to assure any minimum engagement of any type of vehicle. Service provider should provide the vehicles as and when required/on a call basis.
31. The vehicle supplied shall be covered under "Comprehensive" insurance policy, also covering one driver and at least three co-passengers.
32. The safety of the passengers using the Vehicles shall be responsibility of the operator/ driver.
33. All clearance certification required from time to time from state/ center authorities, for carrying out jobs as per contractor or incidental to that shall be arranged by the contractor at his cost and shall be furnished as and when required by IIM Visakhapatnam.
34. The vehicle should be covered by the provisions of the Andhra Pradesh Motor Vehicle Act and IIM Visakhapatnam shall not be liable to pay for any breach of the said provisions by the contractor, their employees or any of their agents, the contractor shall be held solely be held responsible for the same and will have to pay for all damages arising out of the same.
35. The opening speedometer reading in KM, with time, at pick up point and closing km, with time, at the dropping off point, shall be clearly recorded in the trip sheet and duly signed by IIM Visakhapatnam personnel/Guests etc., No additional mileage or time will be given for refuelling/ garage trips.
36. The speedometer of the Vehicles shall always be in good working condition at all time. Speedometer readings must be recorded trip sheets and countersigned by the concerned IIM Visakhapatnam Officials. A log book (timings and mileage for each vehicle) on completion of trip and obtain signature of the IIM Visakhapatnam officials at beginning of the service and close of the service giving details of usage shall be maintained and offered for inspection as and when asked by IIM Visakhapatnam. Any malpractice by the contractor or his agents/employees will lead to serious action including recovery of amount as fixed by IIM Visakhapatnam. IIM Visakhapatnam decision in this regard shall be final and binding on the contractor.
37. The contractor shall solely be held responsible for all actions of their employees or agents.
38. The contractor shall have valid vehicle fitness certificates and permit for all vehicles engaged by IIM Visakhapatnam. Valid Pollution Under Control certificate shall always be available with the respective vehicle and the same shall be displayed visibly on the vehicle.
39. The Agency shall submit the bills as per the agreed rates immediately after completion of the calendar month to IIM Visakhapatnam to the Transport Section of the Institute, along with duly signed duty slips.
40. In case of delay in reporting of the vehicle, a penalty of Rs.200/- per every 1-hour delay will be imposed on the contractor. In case of also breakdown of any vehicle, a spare vehicle of equivalent type shall be made available within two hours/immediate. Else a price reduction of Rs. 200/- per hour or part thereof per Vehicle shall be levied for the period of non-availability on the particular day, subject to maximum of Rs.2,000/- per vehicle per day. Additionally, all the additional costs incurred by IIM Visakhapatnam to meet the Vehicle requirement from alternate source shall be recovered. A price reduction of Rs.200/- per hour part thereof shall be levied, if the Vehicles do not report to duly as per the timing instruction given, subject to a maximum of Rs. 2,000/- per vehicle per day. In case of non-compliance of any of the conditions like driver not possessing a valid license, vehicle running without a valid insurance and pollution certificate etc., a penalty of Rs.500/- for each lapse on each occasion will be imposed and recovered from the dues of the contractor.
41. The institute reserves the right to select the type of vehicles.
42. Institute has right to change the period of the contract and terms at any time subject to mutual consent from both the parties.
43. Abnormally low bid values will be dealt with as per rules in this regard.

**Annexure-A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No.** | **Item(s) Description** | **Long Description** | **QTY** | **UoM** |
| **1** | **Hiring of Innova Crysta or Equivalent AC Car** | Rate per day for 50 Kms. & 5 hours. | 1 | Day |
| Rate per day for 100 Kms. & 10 hours. | 1 | Day |
| Rate per additional Km. run over and above in a day | 1 | Each Km. |
| Rate per additional hour in a single day | 1 | Each Hour |
| Rate per kilo meter for outstation travels (Minimum 300 km) | 1 | Each Km. |
| Charges for night halt for outstation travels | 1 | Per Night |
|  |  |  |  |  |
| **2** | **Hiring of Maruti Swift Dezire or Equivalent AC Car** | Rate per day for 50 Kms. & 5 hours. | 1 | Day |
| Rate per day for 100 Kms. & 10 hours. | 1 | Day |
| Rate per additional Km. run over and above in a day | 1 | Each Km. |
| Rate per additional hour in a single day | 1 | Each Hour |
| Rate per kilo meter for outstation travels (Minimum 300 km) | 1 | Each Km. |
| Charges for night halt for outstation travels | 1 | Per Night |

Note: The bidder must quote prices for all the items mentioned above. Failure to quote for any item will result in summary rejection of the bid.

**(Signature of the Bidder, with official seal)**

**Annexure-B**

**ACCEPTANCE OF TENDER TERMS**

(To be given on Company Letter Head)

Date: DD/MM/YYYY

To,

The Chief Administrative Officer- HR,

Indian Institute of Management Visakhapatnam

Visakhapatnam – 531163

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No:

Name of the Tender /Work/Service:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender’ from the web site(s) namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as per your advertisement, given in the above-mentioned website(s).
2. 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 agreement and I/ we shall abide hereby by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ Organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.
5. I/ We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ Organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including that we can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**Annexure-C**

**CERTIFICATE FOR ‘NO RELATION’ WITH IIMV EMPLOYEES**

(To be submitted on Bidder’s letter Head)

This has reference to our proposed contract for ‘Hiring of Transport Services (AC Cars) on a call basis to be entered into with Indian Institute of Management Visakhapatnam.

I/We am/are not a relative/blood relation of any key managerial person of IIM Visakhapatnam.

We are not a firm in which any key personnel of IIM Visakhapatnam or his/her relative is a partner;

I/We am/are not a partner in a firm in which any key managerial person of IIM Visakhapatnam or his/her relative is a partner.

**(Signature of the Bidder, with official seal)**

Place:

Date:

**Annexure-D**

**BID SECURING DECLARATION FORM**

(ON COMPANY LETTER HEAD)

Tender Ref No.: Dt:

To,

The Chief Administrative Officer- HR,

Indian Institute of Management Visakhapatnam

Visakhapatnam – 531163

I / We. The undersigned, declare that:

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

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We

1. Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
2. Having been notified of the acceptance of our Bid by the purchase during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Manpower, in accordance with the instructions to Bidders.

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

Officer authorized to sign the bid documents on behalf of the bidder.

Specimen Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Duly authorized to sign the bid for an on behalf of (Complete Name of Bidder)

Dated on \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_ (Date of Signing)

Firm’s Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

**Annexure-E**

**BIDDER INFORMATION FORM**

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

Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Partners /Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company’s Establishment Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company’s Nature of Business : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Company’s Legal Status  (tick on appropriate option) | 1) Limited Company |  |
| 2) Undertaking |  |
| 3) Joint Venture |  |
| 4) Partnership |  |
| 5) Others |  |
| Company Category | 1) Micro Unit as per MSME |  |
| 2) Small Unit as per MSME |  |
| 3) Medium Unit as per MSME |  |
| 4) Ancillary Unit |  |
| 5) SSI |  |
| 6) Others |  |

**Contact Details:**

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Id :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No: \_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bank details**

Name of Beneficiary:

A/c. No. CC/CD/SB/OD:

Name of Bank :

IFSC (Bank) :

Branch Address and Branch Code:

**Other Details**

Vendor’s PAN No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Signature of the Bidder, with official seal)**

**Annexure-F**

**DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION**

**(to be provided on letter head of the firm)**

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

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.

Date: Authorized Signatory

Name:

Place: Designation:

Contact No.:

**PART – II: PROFORMA OF PRICE BID**

**(On the official letter head of the bidder)**

**Hiring of Transport Services (AC Cars) on a call basis**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No.** | **Item(s) Description** | **Long Description** | **QTY** | **UoM** | **Total Amount Incl. GST Rs.** |
| **1** | **Hiring of Innova Crysta or Equivalent AC Car** | Rate per day for 50 Kms. & 5 hours. | 1 | Day |  |
| Rate per day for 100 Kms. & 10 hours. | 1 | Day |  |
| Rate per additional Km. run over and above in a day | 1 | Each Km. |  |
| Rate per additional hour in a single day | 1 | Each Hour |  |
| Rate per kilo meter for outstation travels (Minimum 300 km) | 1 | Each Km. |  |
| Charges for night halt for outstation travels | 1 | Per Night |  |
|  |  |  |  |  |  |
| **2** | **Hiring of Maruti Swift Dezire or Equivalent AC Car** | Rate per day for 50 Kms. & 5 hours. | 1 | Day |  |
| Rate per day for 100 Kms. & 10 hours. | 1 | Day |  |
| Rate per additional Km. run over and above in a day | 1 | Each Km. |  |
| Rate per additional hour in a single day | 1 | Each Hour |  |
| Rate per kilo meter for outstation travels (Minimum 300 km) | 1 | Each Km. |  |
| Charges for night halt for outstation travels | 1 | Per Night |  |

**Note:** The bidder must quote prices for all the items mentioned above. Failure to quote for any item will result in summarily rejection of the bid.

**(Signature of the Tenderer with Seal & Address)**

**Checklist to be Submitted along with Technical Bid for ‘Hiring of Transport Services (AC Cars) on a call basis’:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No.** | **Documents** | | | **Submitted (Yes/No)** |
|  | Name of the Firm/Company/Agency (Attach a copy of registration) | | |  |
|  | Address of the Registered office | | |  |
|  | Should have Operationally Registered Branch in Visakhapatnam  (Valid proof of documents to be submitted) | | |  |
|  | Local Address at Visakhapatnam (if any) | | |  |
|  | PAN (Attach a copy) | | |  |
|  | GST Registration (Attach a copy) | | |  |
|  | The bidder must possess a minimum of two vehicles in each category (Innova Crysta or equivalent air-conditioned cars, and Maruti Swift Dzire or equivalent air-conditioned cars) manufactured in 2020 or later and registered under the company’s/ firm name. | | |  |
|  | Financial Turnover in last Three Financial (in lakhs)  Attach a copy of Audited statement of each) | | |  |
|  | Acceptance of Tender terms and conditions as per **Annexure-B** | | |  |
|  | Certificate for No-Relation with IIM Visakhapatnam Employees as per **Annexure -C** | | |  |
|  | Bid Securing declaration form as per **Annexure-D** | | |  |
|  | Bidder information as per **Annexure-E** | | |  |
|  | Declaration of Clean Track/No Legal Action as per **Annexure-F** | | |  |
|  | 02 Years of Past Experience as on 31-03-2025: The list of successful executed contracts with reputed institutes/organizations/PSUs/University etc., (Attach a proof of document). | | | |
|  | Name of the Client and full address | Telephone and Mobile Number of the client | Tenure of contract | Value of contract |
|  |  |  |  |
|  | Any other supporting document, if any (Please Specify) and enclosed: | | | |
|  | In addition to the above, all other necessary documents must be submitted as specified in the bid document, wherever required. | | | |

Note: Submission of bid without the above-mentioned documents may leads to rejection / disqualification of the Bid.

**(Signature of the Bidder, with official seal)**