

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
NOTICE INVITING TENDER
(For Transport Services)
(No. IIFM/AM(TPT)/2017/01)

Sealed item-wise tenders are invited by the Director, Indian Institute of Forest Management, Nehru Nagar, Bhopal (hereinafter called the institute) for providing transportation services to its different needs from registered travel agents/contractors (hereinafter called the travel agent or contractor) for one year extendable for another year in the event of providing satisfactory services. Detailed Tender Notice & documents are available in our website: iifm.ac.in/tenders or www.tenders.gov.in which can be down-loaded from 02.01.2017 to 20.01.2017 Up to 5 PM. Filled in tenders with name of work and name of Tenderer clearly mentioned on the envelope should be received by 25.01.2017 by 5 PM through SPEED POST/REGISTERED POST ONLY addressed to the Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Bhopal 462003. Tender submitted by hand/ordinary post/courier will not be accepted. The Institute or its any authority will not be responsible for mail delay. The Tenders will be opened on 27.01.2017 at 03 PM in presence of tenderers present, if any. Tender cost (non-refundable) of Rs. 1000/- and EMD of Rs.20000/- (refundable) should be submitted with the Tender in the form of Demand Draft drawn from any Nationalised Indian Bank in favour of Director IIFM, Bhopal failing which the tender will not be considered.

(CHIEF ADMINISTRATIVE OFFICER)

**TENDER DOCUMENT
FOR
TRANSPORT SERVICES
(HIRING OF VEHICLES)
No. IIFM/AM (TPT)/2017/01**



**INDIAN INSTITUTE OF FOREST MANAGEMENT,
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INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**



INDIAN INSTITUTE OF FOREST MANAGEMENT

TENDER FORM FOR HIRING VEHICLES

(Tender No. IIFM/AM(TPT)/2017/01)

TECHNICAL BID

(Terms and conditions & format)

Sealed item-wise tenders are invited by the Director, Indian Institute of Forest Management, Nehru Nagar, Bhopal (hereinafter called the institute) for providing transportation services to its different needs from registered travel agents/contractors (hereinafter called the travel agent or contractor) for one year extendable for another year in the event of providing satisfactory services.

1. Eligibility

- 1.1 The tenderer (travel agents/contractor) should have minimum 3 years experience in the field of providing transport services to government/autonomous bodies/PSUs/reputed private sector organizations. They should submit the details of their experience in government/autonomous/private organizations where they have been engaged for hiring vehicles since last three years or more along with documents supporting their claim.
- 1.2 The travel agent/contractor should be registered under Madhya Pradesh Shop & Establishment Act, 1958 (No. 25 of 1958)
- 1.3 The travel agents/contractor should have minimum annual turnover of 15 lakh each during the last three years. As a proof, they should submit copies of service tax return for the last three years, i.e. Financial Years 2012-13, 2013-14 and 2014-15.

2. General Terms and Conditions

- 2.1. Submission of Tender shall be treated as the acceptance of the terms and conditions mentioned below and any tender containing quotations other than the prescribed manner shall be rejected.
- 2.2. The Director, IIFM reserves the right to accept or reject any or all the tenders.
- 2.3. The services are required for one year from the date of executing the agreement in a Rs.100 stamp paper, which can be extended for a further period of one year at the sole discretion of the Director, IIFM.
- 2.4. At time of submitting the tender, the travel agents/contractor should submit a DD for ` 1000 (non-refundable) towards the cost of tender form and another DD for ` 20000 (refundable) towards Earnest Money Deposit in favour of the Director, Indian Institute of Forest Management, Bhopal drawn in Bhopal. Tenders received without the cost of tender form and Earnest Money Deposit will not be considered.
- 2.5. The travel agents/contractor should have in his/its name a minimum of 10 (ten) vehicles (taxi cars/buses), all in working condition and giving satisfactory services. These vehicles should not be of more than three years old and mechanical condition and look of the vehicle should be very good. The vehicles should have necessary quota permit as per the prevailing guidelines of the Government of Madhya Pradesh. Copies of the registration papers of the vehicles should be submitted along with the tender document, as proof of ownership.

- 2.6. The institute shall not be responsible for any accident, loss or damages etc to the vehicles on any account during the course of deployment of the vehicles from the Contractor. Similarly, the institute will also not be responsible for any loss of life or any injury to the driver, or to any third party during the deployment of the vehicles by the contractor. The travel agent/contractor will also be responsible for loss, or damage, or injury to any person or property causes due to negligence of his drivers, or ill maintenance of the vehicles hired by IIFM, to material, equipments or any other articles or to any member of the staff.
- 2.7. The travel agent/contractor shall at all times keep the IIFM intimated against all claims, actions, proceedings, costs, damages incurred and awarded and compensation agreed in consequence of any breach of all or any of the covenants and warrants contained in providing this services.
- 2.8. The travel agents/contractor will be responsible for providing services of medically fit, polite and punctual drivers, non alcoholic, non narcotics. The travel agents/contractor will be responsible for the conduct of the drivers. The institute shall have the right to discontinue hire of vehicles if the behavior of the driver is found objectionable and its decision shall be final and binding on the contractor.
- 2.9. It will be the responsibility of the travel agent/contractor to ensure that his driver possess valid driving license and Institute will not be responsible in case of a challan of the driver due to violation of traffic rules, or for any other penalty imposed on the driver, or the vehicles.
- 2.10. Boarding charges (i.e. break fast, lunch and dinner etc) of the drivers will be borne by the contractor and contractor will be responsible for paying the toll tax, parking, night halt charges or any other charges levied enroute and he will be responsible for paying all kinds of charges.
- 2.11. The travel agency/contractor shall comply with the requisition for vehicles made by the institute from time to time and will maintain an account of journeys performed by each vehicle and will submit the record of the same to the institute.
- 2.12. Travel agency/contractor will deploy the indented vehicle at least 30 minutes before the scheduled time which it is needed. In case of any delay beyond 30 (thirty) minutes a penalty of Rs. 500 per incident will be imposed on the travel agent/contractor, in addition to actual charges hired for the purpose.
- 2.13. The indented vehicle should report to the Officer in charge of transport. The duty slip with initial reading should be submitted to him for inspection. The closing of duty shall be signed by actual user or the officer in charge/ authorised person without which the payment will not be made.
- 2.14. The drivers should wear tidy uniform with black trousers, white shirt and shoes while on duty hours. If the drivers are not in the prescribed uniform, a penalty of Rs. 100 per incident will be imposed on the contractor.
- 2.15. The successful travel agents/contractor will execute an agreement in a Rs.100 stamp paper alongwith a security deposit of Rs.30,000 (Rupees thirty thousand only) as security amount (interest free) which shall be refunded to him after one month of expiry of the contract. In case of termination of the contract in between the Institute and the contractor the security deposit will be forfeited.
- 2.16. The travel agency/contractor will be bound by the rates quoted and shall not ask for enhancement of the rates for the vehicles employed/used during the period of this tender or its extended period, whichever is applicable. If the travel agents/contractor fails to provide vehicles before the expiry of the contract term, security deposit of Rs. 30000 (Rupees thirty thousand only) shall be forfeited by the Institute.

- 2.17. The Institute reserves the right to terminate the contract on account of poor performance at short notice and blacklisting the firm.
- 2.18. Disputes/differences/doubt or question with regard to the interpretation or meaning of any of the terms and conditions of this tender or in respect of the rights, duties and liabilities of the parties hereto or in any way shall be referred to sole arbitration of the person appointed by the Director, IIFM. The decision of the arbitrator shall be final and binding on both the parties to this tender.
- 2.19. Vehicle may be deputed for outstation duty also as per requirement. For sending the vehicle to states other than M.P. state any other taxes other than road tax will be reimbursed on production of original receipt.
- 2.20. The travel agency/contractor shall be providing all Vehicles those registered since the period of 2012 and after that with good condition. No, vehicle may be allowed, registered before the 2012.

3. Specific Terms and Conditions

- 3.1. Rates should be quoted as per schedule of vehicles enclosed in the Financial Bid. Any deviation in quoting the rates other than in the prescribed format will be rejected.
- 3.2. Outstation charges will not be applicable for travel to places upto 249 KM.
- 3.3. The Milo-meters of the vehicles, as may be provided, shall be in working order.
- 3.4. The Milo-meter will be counted from IIFM to IIFM for the purpose of calculation of charges.
- 3.5. Minimum per day outstation running will be counted after 250 KM.
- 3.6. Night charges will not be paid for local travel.
- 3.7. For the purpose of calculation for arriving at lower bidder, the bench mark of maximum number of L1 rate will be considered.
- 3.8. It is is the responsibility of the travel agent/contractor to obtain necessary permit from the competent authorities for outstation/out of state travelling.
- 3.9. A fine of `500/- will be imposed for missing the duty.
- 4.0. The Contractor shall be responsible for safety of the person and his luggage using the hired vehicle. In case of any loss of theft occurring due to negligence of Driver/Contractor, the contractor shall be liable for payment of Compensation. The Compensation for loss shall be decided by market value of lost good. The amount of damage can be received in cash from bill, as well as from security deposit, if it exceeds the amount from bill or necessary deposit, then it can be received by liquidation proceedings.



INDIAN INSTITUTE OF FOREST MANAGEMENT

TENDER FORM FOR TRANSPORT SERVICES (HIRING OF VEHICLES)

(Tender No. IIFM/AMTPT/2017/01)

TECHNICAL BID FORMAT

1. Name of the travel agent/
Transport contractor : _____

2. Address of office : _____

Tele Nos. _____

SI No	Particulars	Yes	No	No. of enclosures
1	Permanent office of the firm travel agency in Bhopal (submit copy of registration from Bhopal Municipal Corporation)			
2	Experience of minimum three years in the field of providing transport services on rental basis to government/autonomous/PSUs/reputed private organizations. Attach copy of contract/agreement.			
3	Photocopy of Registration certificate under Govt. of India Finance Act, 1994			
4	Copies of service tax return for the last three years showing annual turn over of ` 15 lakh as per Govt. of India Finance Act, 1994 for years 2012-13, 2013-14 and 2014-15.			
5	Copies of Income Tax return of last three years			
6	Proof of ownership of minimum 10 taxi cars/buses in his/its name of not more than 3 years old.			
7	Demand Drafts of ` 1000 and ` 20000 in favour of Director, IIFM from any nationalized bank towards the cost of Tender Document and towards EMD respectively.			

Place:

Date:

Signature, name and Office Seal
of the travel agent/contractor

INDIAN INSTITUTE OF FOREST MANAGEMENT

TENDER FORM FOR HIRING VEHICLES

(Tender No. IIFM/TPT/2017/ 01)

FINANCIAL BID FORMAT

Please put this Bid in separate sealed envelop duly marked and signed across the flap)

SI No	Particulars	Economy type non-AC vehicles		Economy Type AC vehicles			Luxury/semi luxury type vehicles /AC		Tempo Travelle r Bus AC (14 seater)	Non Ac Mini Bus 407 (22 Seater)	AC Bus seater 32/ 45/ 52	Non-AC Bus seater 32/ 45/ 52
		Tata Indica/ Ford Figo/ BEAT	Bolero/ Tavera	Tata Indica/ Ford Figo/ BEAT	Bolero/ Tavera	Tata Indigo/ Accent/ Etos/Sail/ Ertiga	Semi Luxury Scorpio/ Innova)	Corolla/ Honda City/ Ford Icon Varna				
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Full day local run upto 8 hours or 80 kms											
2	Half day local run upto 4 hours or 40 kms											
3	Extra charges per km for local run or per hour											
4	Outstation charges per km (250 kms and above)											
5	Pick up or drop facility between IIFM and Airport											
6	Pickup or drop facility between IIFM/Vanika and Bhopal Railway Station											
7	Pick up or drop facility between IIFM/Vanika and Habibganj Railway Station											
8	Pickup or drop facility between IIFM/Vanika and ISBT Habibganj											
9	Pick up or drop facility between IIFM/Vanika and Bhopal Main Bus stand											
10	NIGHT CHARGES											

- Note : 1. Only one rate should be quoted for all types of vehicles mentioned under Column No. 4, 6, 7,8,9 and 10. In the case of buses, separate rates be quoted for 32 seater, 45 seater and 52 seater. Tenders quoting different rates for different makes and types of vehicles will be rejected.
2. The rates quoted above should be inclusive of all taxes/expenses involved. No additional amount will be paid for other expenses like toll tax, parking charges etc.

I/ We certify that agree with all the terms and conditions of this tender. This financial bid is with reference to the technical bid that has been submitted in a separate sealed envelop.

Place: Bhopal

Date:

(Signature, Name and address of the contractor with office seal)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
AGREEMENT FOR PROVIDING TAXI & BUS SERVICES ON HIRE

Articles of agreement made and entered into this day, the _____
_____ between the Director, Indian Institute of Forest Management, Bhopal
(hereinafter called the “Director”) throughout these presents and
M/s _____
_____ (hereinafter called the “Contractor”) which terms shall include his
heirs, executors, administrators and permitted assignees.

Whereas the Contractor has contracted with the Director, for and on behalf of the Indian Institute of Forest Management, Bhopal (hereinafter called IIFM, Bhopal throughout these presents) in respect of providing vehicles (Taxi & Bus) for journeys on contract basis as and when ordered by the IIFM Bhopal authorities for a period from _____ to _____ as per terms and conditions specified in Annexure I & II. [The tender documents No. IIFM/AM(Tpt)/2017/-- – Terms and conditions (Annexure-I and Financial Bid (Annexure-II)]

Chief Administrative Officer
Indian Institute of Forest Management

Whereas the Contractor has deposited a total sum of Rs.30,000/- (Rupees Thirty Thousand only) as security deposit vide F.D. Receipt No. _____ dated _____ to the Director, IIFM Bhopal.

Now these present witness that in pursuance of the said contract, it is hereby agreed and declared by him and between the said parties to these presents in the manner following:

1. That the contractor shall well and truly execute/perform the works contract to be performed by him hereunder, to the satisfaction of the Director or any other official authorized by him.
2. That, if the Contractor in any manner, defaults in the performance under these presents or in making good any losses, damages or expenses herein before mentioned or any part thereof, then it shall be lawful for the Director to forfeit or dispose of the said security deposit in and towards the liquidation of the liabilities of the Contractor in respect of such default along with recovery of losses damages or expenses from the Contractor if these exceeds security deposit.

And it is further declared and agreed by the said parties to these presents that until completion of the contract to be executed and performed by the contractor to the satisfaction of the Director, and until the final adjustment of the accounts between the Contractor and the Director, the security deposit shall remain in the custody of the Director.

IN WITNESS WHEREOF the contractor and the Director, Indian Institute of Forest Management, Bhopal acting in the premises as aforesaid has set their respective hands and seals and day and year first above written in the presence of:

Chief Administrative Officer
Indian Institute of Forest Management

1. _____
2. _____

Signed by _____ on the day, month and year written above in the presence of:

1. _____
2. _____

Owner/authorized representative of the Contractor