

**TENDER DOCUMENT  
FOR  
TRANSPORT SERVICES  
(HIRING OF VEHICLES)  
No. IIFM/PUR/TENDER/TPT/2023/01**



**INDIAN INSTITUTE OF FOREST MANAGEMENT,  
POST BOX 01, NEHRU NAGAR  
BHOPAL 462 003**

**Tel: EPABX: 0755-2775716, 2773799, Fax: 0755-2772878**



# INDIAN INSTITUTE OF FOREST MANAGEMENT

TENDER FORM FOR HIRING VEHICLES  
(Tender No. IIFM/PUR/TENDER/TPT/2023/01)  
TECHNICAL BID  
(Terms and conditions & format)

Sealed (Two Bid System – Technical and Financial separately) 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 two years on year-to-year basis in the event of providing satisfactory services. Last date and time for receipt of completed tender is **07/03/2023** at **05:00** PM.

## 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). They should have a well set up office facilities in Bhopal; proof of which should be submitted.
- 1.3 The travel agents/contractor should have minimum annual turnover of 5 lakhs each during FY 2019-20, 2020-21 and 2021-22. They should submit copies of GST return for these Financial Years showing the Turn Over.

## 2. General Terms and Conditions

- 2.1 Submission of Tender shall be treated as the acceptance of the terms and conditions mentioned in this document and any tender containing quotations deviating from the prescribed format will be summarily 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/- non-judicial stamp paper, which can be extended for a further period of two years on year-to-year basis on satisfactory performance on the mutual consent basis.
- 2.4 No EMD need to be deposited. However, at the time of submitting the tender, the travel agents/contractor should submit an undertaking in the official letter head as per rules no. 170(iii) of GFR 2017(format given in Annexure-II).
- 2.5 The travel agents/contractor should have in his/its name a minimum of 10(ten) vehicles (taxi cars/buses), (maximum cars/buses are required) 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, equipment's 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. breakfast, night charge (except out station), lunch and dinner etc) of the drivers will be borne by the contractor and contractor will be responsible for paying the toll tax, parking, for local and out station or any other charges levied en-route 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 verified record of the same to the institute.
- 2.12 The indented vehicle should report to the Officer in charge of transport 30 minutes before the scheduled time which it is needed. 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/ authorized person without which the payment will not be made.
- 2.13 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.
- 2.14 In case of any delay beyond 30 (thirty) minutes from the scheduled time, a penalty of Rs.500 per incident will be imposed on the travel agent/contractor.
- 2.15 Similarly, missing of any trip will lead to imposition of penalty to the tune of Rs.1000/-.
- 2.16 Recurrence of incidences mentioned in paragraph 2.13, 2.14 and 2.15 more than 3 (three) times will be considered as violation of the terms and conditions of the contract. Such violations will lead to termination of the contract. This may lead to blacklisting of the contractor and/or forfeiture of security deposit.
- 2.17 The successful travel agents/contractor will execute an agreement in a Rs.100/- non-judicial stamp paper along with a security deposit of amount Rs. 25000/- (interest free) which shall be refunded to him after one month of expiry of the contract.
- 2.18 The travel agency/contractor will be bound by the rates quoted and shall not ask for enhancement of the rates for the vehicles deployed/used during the period of this tender or its extended period, whichever is applicable.
- 2.19 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.
- 2.20 Vehicle may be deputed for outstation duty also as per requirement. For sending the vehicle to outstation/ out of states, any other taxes other than road tax will be reimbursed on production of original receipt.
- 2.21 The travel agency/contractor shall be providing all vehicles, those registered since the period 2017 and after that with good condition. No vehicle will be allowed registered before 2017.
- 2.22 An undertaking is to be submitted that the bidder has not been blacklisted by any govt. bodies during the last five years (format is given in Annexure-I).
- 2.23 Only those bids which qualified in the Technical evaluation will be considered for Financial bid opening and it will be evaluated based on maximum number of L1 out of the total number of cells (in this format 42).
- 2.24 If two or more bidders quoted the same rate for a particular cell, L1 to that cell will be awarded to the bidder quoting maximum number of L1 in other cells leaving that particular cell.
- 2.25 Finally, those L1 bidder who scored maximum number of L1 shall be called for negotiation over the L1 rate quoted by the bidder who stood at second position.

- 2.26 If the designated committee found such negotiated rate reasonable, then it will recommend for its acceptance or else will be recommended for cancellation of tender.

### **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 up to 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 be paid 10 P.M. to 06 A.M. for out station travel only.
- 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 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 Rs.1000/- will be imposed for missing the duty as mentioned in paragraph 2.15 above.
- 3.10 The Contractor shall be responsible for safety of the person and his luggage using the hired vehicle. In case of any loss or 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/PUR/TENDER/TPT/2023/01)

## TECHNICAL BID FORMAT

1. Name of the travel agent/ : \_\_\_\_\_

\_\_\_\_\_

2. Address of Office : \_\_\_\_\_

\_\_\_\_\_

Tele Nos. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Sl No	Particulars	Yes	No	No. of enclosures
1.	Permanent office address of the firm in Bhopal. (submit copy of registration under MP shop & Establishment Act 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.	GST Registration Certificate			
4.	Copies of GST for the last three years showing annual turnover of 5 lakhs as per Govt. of India Finance Act, 1994 for years FY 2019-20 FY 2020-21 FY 2021-22			
5.	Copy of PAN			
6.	Copies of Income Tax return of last three years FY 2019-20 FY 2020-21 FY 2021-22			
7.	Proof of ownership of minimum 10 taxi cars/buses in his/its name of not more than 3 years old (maximum cars/buses are required).			
8.	(i) Exemption Certificate under MSME / NSIC (ii) Undertaking as per rule 170 (iii) of GFR 2017			
9.	Undertaking that the bidder has not been blacklisted----- -----			

Place:

Date:

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

**INDIAN INSTITUTE OF FOREST MANAGEMENT**  
**TENDER FORM FOR HIRING VEHICLES**  
(Tender No. IIFM/PUR/TENDER/TPT/2023/01)  
**FINANCIAL BID FORMAT**

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

SI No	Particulars	Small Car		Large Car AC vehicles	Large Luxury Car AC	Tempo Traveller Bus (12-16 seater)	Non-AC Bus	AC Bus
		NON-AC	AC					
		Tata Indica/ Dizre/ Etois	Tata Indica/ Dizre/ Etois	Innova/ Tavera/ Bolero/ Scorpio	InnovaCrysta/ Arya/ Hexa			
1	2	3	4	5	6	7	8	9
	<b>Local Travel</b>							
1.	Rate per K.M. (8 hours and /or 80 KMs)							
2.	Rate per K.M. (4 hours and /or 40 KMs)							
3.	Extra Per Hours Charge (Over and above 8 hrs.)							
4.	Extra Per KM Charge (over and above 80 K.M.)							
	<b>Out station Travel</b>							
5.	Rate per K.M. per day (minimum 250 K.M.)							
6.	Extra Per KM Charge (over and above 250 K.M.)							
7.	Night Charges per hrs.(10 P.M. to 06 A.M.) out station only							

Note:

- Only one rate should be quoted for all types of vehicles mentioned under Column No. 3 to 9. Tender quoting different rates for different makes and types of vehicles will not be allowed. Night charge will be same for both local travel and outstation travel.
- The rates quoted above should be exclusive of all taxes/expenses. An additional amount of other expenses like Boarder tax, toll tax, parking charges and GST applicable at the time of billing will be paid extra.

I/ We 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 envelope.

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”) 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) 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 the tender documents No. **Tender No. IIFM/PUR/TENDER/TPT/2023/01.**

Whereas the Contractor has deposited a total sum of Rs.----- (Rupees ----- only) as security deposit to the Director, IIFM Bhopal.

Now these presents 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:

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.

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  
On behalf of Director IIFM, Bhopal

1. \_\_\_\_\_

2. \_\_\_\_\_

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

1. \_\_\_\_\_

2. \_\_\_\_\_

Owner/authorized representative of the Contractor



ANNEXURE-I

DECLARATION

We hereby declare that our firm named ----- is not under liquidation, arbitration, court receivership or any other similar proceedings. We further declare that our firm is not blacklisted by any central/state/local government organization/academic institute/PSU.

Stamp & Seal of the Tenderer

DECLARATION UNDER GFR RULE NO.170 (iii) OF GFR 2017  
(In the letterhead of the bidder with place, date, signature with official seal)

I/we, in my/ our capacity as authorized signatory of the firm, solemnly declare the following:

1. I/we submit the bid for vehicle hiring in the Indian Institute of Forest Management, Bhopal, an autonomous body of Govt. of India.
2. I/we understand that all provisions of general financial rules 2017 are applicable to this bid.
3. I/we accept that, if we withdraw or modify our bid during the period of bid validity, or if we are awarded the contract, or to submit a performance security before the deadline defined in the request for bids document, we will be suspended/barred for a period of five years from being eligible to submit bids for contracts with IIFM.

Place:  
Date:

(Signature of authorized signatory)  
with office seal