



INDIAN INSTITUTE OF MANAGEMENT ROHTAK

Management City, NH-10, Southern Bye-Pass,
Sunaria, Rohtak – 124010 (Haryana)

Expression of Interest (Eoi) for Empanelment of Agency for Hiring of Taxi Services

Indian Institute of Management Rohtak is a premier educational institution of national repute and is dedicated to offer world class programmes in Management education. The Institute invites EOI (Financial proposals) from reputed registered travel agencies having income tax, service tax registration and who are registered taxi operators for at least 2-3 years for hiring of Swift Dzire/Honda city/Innova/Ertiga or similar category (number may vary, as per requirement), car to be used for official purpose, on monthly and/or as per requirement basis, as per the terms and conditions mentioned in this tender notice.

Interested eligible taxi operators may submit the details and Financial proposal in the format attached as Annexure 'A' & 'B', duly sealed in an envelope clearly superscribing on the envelope, "**Expression of Interest for empanelment of agency for hiring of taxi Services at IIM Rohtak**" latest by **20.02.2020 upto 2.00 p.m.**

The important dates and details of the Tender process are:-

Sl. No.	Description	Important Information
1	Date of Publishing/uploading of Eoi	13.02.2020 (Thursday)
2.	Closing date and Time	20.02.2020 (2 P.M.)
3.	Date of Opening of Proposals received	20.02.2020 (3 P.M.)

The sealed proposals should be submitted at the address mentioned below personally by hand, through post/courier.

To,

Chief Administrative Officer
Indian Institute of Management Rohtak
Management City, NH-10, Southern Bye-Pass,
Sunaria, Rohtak – 124010 (Haryana)



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TERMS AND CONDITIONS FOR HIRING OF CAR

1. The empanelment will be for a period of three years.
2. The proposed rate contract is for a period of one year. The contract can be further extended based on your good services and performance and requirement of the Institute with mutual consent.
3. IIM Rohtak reserves the right to enter the rate contract with more than one vendor.
4. Car(s) shall report in time at the duty point. Late reporting may attract penalty on the agency and result into termination of empanelment.
5. **Performance Guarantee:** The agency will be required to furnish a Performance Guarantee by way of **Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business for a sum of INR 2,50,000.00 (In words Rupees Two Lakh Fifty Thousand Only) or Demand Draft drawn in favor of IIM Rohtak or through TDR/FDR.**
6. The taxis provided to IIM Rohtak should be preferably new and in excellent running condition and in any case should not be more than three years old from the date of manufacturing and not from the date of registration and also should not have covered more than 50,000 kms on the date of entering into the contract.
7. The intending party must send a list of their valued Customer/Institutions with their complete address and no. of year serving (with min. 03 year of service experience is required Govt./Semi Govt./Private organization for which the proof has to be submitted).
8. The intending party must have own sufficient numbers of taxi and must have contractual arrangement with the actual taxi owner for providing taxi service in case of emergency.
9. Taxi provided for the duty assignment should have valid taxi permit and all updated relevant document(s).
10. In all cases, Kilometers will be counted from IIM Rohtak campus or the actual reporting place as may be required based on specific duty assignment and meter will be closed at IIM Rohtak campus or at the point of leaving the taxi. No separate kilometers run will be allowed for reporting at duty point. Entry of kms (on the basis of only odometer) and duty/trip timings will be maintained on daily basis by the Institute after verification by the officials of administration department.
11. All the taxi must have valid commercial licence.
12. The drivers of the taxi deployed should also have valid commercial driving licence.
13. Driver will always follow the shortest/earmarked routes to the destination and back. Payment will be made only for the shortest/earmarked route followed, as decided by the Institute, unless explicitly permitted for a deviation. The taxi/driver must be possession of GPS enabled facility during the tour of duty.
14. Drivers will wear uniform (white shirt, white trouser, and black shoes) while on duty. The uniform will be provided by the car agency and no payment for this will be made by IIM Rohtak.
15. In case a car is under breakdown, operator will provide an alternate car immediately.
16. Driver on duty will strictly follow traffic rules. Any penalty levied on the car/driver due to any violations will be the responsibility of the driver/agency. In addition, if the driver is found indulged in reckless driving, in-spite of warnings by the passenger(s) the Institute may impose a fine on the agency. In case of any accident, it will be vendors' responsibility to bear the legal liability. Please send your complete profile with PAN/TIN No & required documents.
17. Institute will not be responsible for any damage/loss to the vehicle, driver and third party/property, legal/police actions arising out of any accident/incident by the vehicle, while on duty.
18. Payment will be released through account payee cheque or direct account through online mode after receipt of bill at the end of the month. No old bill more than one month period will be acceptable and will not be payable by IIM Rohtak.

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19. Driver will ensure that they are in regular contact with the Institute while out of station. No payment towards mobile/telephone calls made by driver will be reimbursed to either driver or car agency.
20. Driver on duty will not consume liquor or use any intoxicating material.
21. IIM Rohtak reserves the right to cancel any proposal received without assigning any reason.
22. All disputes will be subject to Rohtak Jurisdiction.
23. Any proposal received after due date mentioned in the EoI will not be considered. Institute will not be responsible for any delay in postal/courier.
24. The agency should have the establishment within Haryana state.
25. TDS will be deducted from the monthly bills as per statutory rules.
26. Please send your complete profile with GST/PAN/TIN No. and required documents.

I have read and understood the above terms and conditions and I will abide to these.

Date: -

(Signature of Bidder)

Place: -

Name:
Complete Address:
(Including Contact Details)
Office Seal



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Annexure 'A'

General Information

Empanelment of agency for Hiring of Taxi Services at Indian Institute of Management Rohtak

1	Name of the Travel Agency	
2	Name of Proprietor/Partners	
3	Office Address of the agency with contact details, e-mail ID, Fax, Mobile/Tele. No. etc.	
4	Registration details of the Agency for operating Travel Agency (Self attested copy of the Registration Certificate received from the concerned statutory authority to be attached)	
5	PAN No. of the Agency (Self-attested copy of PAN Card to be attached)	
6	GST No. (Self-attested copy of the Registration Certificate to be attached)	
7	Details of at least three organizations to who Taxi services have been provided in year 2018 and 2019 along with contact number of the authorized person for reference check (Work Orders year wise executed to be attached)	
8	Any other information agency wish to give in support of their experience	

Note: Please attach extra sheet in support of your information, if required.

Date

Signature of bidder

Name of Tenderer

Official Seal



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Annexure 'B'

Financial Proposal

Format for Quotations of Rates Empanelment of Taxi agency for Hiring of Car

A. For Swift Dzire or similar car:

Item	AC @(Rs.)	Non-AC@(Rs.)	Remark
	Monday - Sunday	Monday - Sunday	
Rate per Km from 8 am to 6 pm (including all charges)			Vehicle to be with IIM Rohtak for full time
Rate per Km from 6 pm to 8 am (including all charges)			Vehicle to be available as required

NOTE:- 1. Minimum assured km per month: **1200 Km and above**. Rate per km. beyond 1200 Kms.

B. For Innova or similar car:

Item	AC @(Rs.)	Non-AC@(Rs.)	Remark
	Monday - Sunday	Monday - Sunday	
Rate per Km from 8 am to 6 pm (including all charges)			Vehicle to be with IIM Rohtak for full time
Rate per Km from 6 pm to 8 am (including all charges)			Vehicle to be available as required

C. For 52 Seater Bus:

Item	AC @(Rs.)	Non-AC@(Rs.)	Remark
	Monday - Sunday	Monday - Sunday	
Rate per Km from 8 am to 6 pm (including all charges)			Vehicle to be with IIM Rohtak for full time
Rate per Km from 6 pm to 8 am (including all charges)			Vehicle to be available as required

2. From 6 pm to 8 am (No waiting charges shall be paid during 8 a.m. to 6.00 p.m.):-

(i) Waiting charge per hour beyond the free limit:

A. i10/Santro/Wagon R or similar	B. Swift Dzire etc.	C. Innova etc	D. 52 Seater Bus

3. **From 8 am to 6 pm**, no waiting charges will be paid.
4. Toll and parking fee will be paid as per actuals, on production of original bills/receipts.
5. Vehicle called for specific trips will be paid according to Km rates except where local service package is applicable.
6. Night charges (from 11.00 p.m. to 5.00 a.m.)
7. Use separate page for more information, if any.

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Local service package (for additional vehicle) Rates:-

8 am to 6 pm					6 pm to 8 am					
	i10/Santro/ WagonR or similar A	Swift Dzire or similar B	Innova or similar C	Bus (52 Seater) D		i10/Santro/ WagonR or similar A	Swift Dzire or similar A	Innova or similar B	Bus (52 Seater) C	
Rs.					Rs.					Maximum 2 Hrs/20 Kms
Rs.					Rs.					Maximum 4 Hrs/40 Kms
Rs.					Rs.					Maximum 6 Hrs/60 Kms
Rs.					Rs.					Maximum 10 Hrs/80 Kms

Specific Pick/Drop

Sl. No.		Rates for Specific Drop/Pick up (Rs. For AC Car)	
1.	i10/Santro/WagonR or similar (Considering fixed distance covered)	100 Kms.	
		120 Kms.	
		140 Kms.	
		160 Kms.	
		180 Kms.	
		200 Kms.	
2.	Swift Dzire/Honda Amaze/Etios or similar (Considering fixed distance covered)	100 Kms.	
		120 Kms.	
		140 Kms.	
		160 Kms.	
		180 Kms.	
		200 Kms.	
3.	Innova/Ertiga or similar (Considering fixed distance covered)	100 Kms.	
		120 Kms.	
		140 Kms.	
		160 Kms.	
		180 Kms.	
		200 Kms.	
4.	Bus (52 Seater) etc. (Considering fixed distance covered)	100 Kms.	
		120 Kms.	
		140 Kms.	
		160 Kms.	
		180 Kms.	
		200 Kms.	

Date: -

Place: -

(Signature of Bidder)

Name:

Complete Address:

(Including Contact Details)

Office Seal