



**Indian Maritime University**  
**(A Central University Govt. of India)**  
**East Coast Road, Uthandi, Chennai 600 119.**  
**Tel: (044) 2453 0343/45, Fax: 2453 0342**

**Tender No.IMU-HQ/Veh/Hir/Hourly-Dis/2017 17.11.2017**

### **TENDER NOTIFICATION**

Sealed tenders in two bid system are invited from reputed and established Taxi operators for hiring of vehicles on Hourly/Distance basis for INDIAN MARITIME UNIVERSITY, Chennai. The Tender Document can be downloaded free of cost from IMU website [www.imu.edu.in](http://www.imu.edu.in) from 17.11.2017 onwards. The last date for receiving tender at IMU HQ is 03:00 PM on 07.12.2017.

**REGISTRAR**



**Indian Maritime University**  
**(A Central University Govt. of India)**  
**East Coast Road, Uthandi, Chennai 600 119.**  
**Tel: (044) 2453 0343/45, Fax: 2453 0342**

IMU-HQ/Veh/Hir/Hourly-Dis/2017

Date 17.11.2017

To

Sir,

Sub: IMU – Hiring of Vehicles on Hourly/ Distance Basic - reg.

The Indian Maritime University a Central University, under the Ministry of Shipping, Government of India is inviting tender from reputed and established Taxi operators for hiring of vehicles on Hourly/Distance basis under two bid system (Technical Bid & Financial Bid).

The detailed Tender Document for hiring of vehicles on Hourly/Distance basis can be downloaded at free of cost from IMU website [www.imu.edu.in](http://www.imu.edu.in).

Envelopes of Technical Bid and Financial Bid should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with Tender for **"Hiring of vehicles on Hourly/Distance basis"**, **Tender reference No along with due date** and addressed to The Registrar, Indian Maritime University, East Coast Road, Uthandi, and Chennai 600119.

The sealed bids should reach the above address on or before 03:00 PM on 07.12.2017.

**Registrar**

### **Tender Abstract**

1	Notice Inviting Tender No.	:	IMU/HQ/Veh/Hir/HourlyDis/2017 dated 17.11.2017
2	Tender document download date	:	17.11.2017
3	Pre bid meeting	:	03:00 PM on 27.11.2017
4	Last date and time for receipt of bids	:	03:00 PM on 07.12.2017
5	Date and time for opening of Technical bid	:	03:30 PM on 07.12.2017
6	Date and time for opening of Financial bid (Tentative)	:	To be intimated later
7	Service to be provided	:	Hiring of Light Commercial vehicles in very good running condition not older than 2014 Model.
8	PERIOD/EXTENSION OF CONTRACT	:	One year from the date of Award of contract with an option of extension for a further period up to one years at the same rate, terms and conditions subject to providing of satisfactory services on year to year basis at the sole discretion of IMU.
9	Validity of tender offers	:	90 days from date of opening of Technical bid
10	EMD Amount	:	Rs. 15,000/-
11	Performance Security Deposit (for finalized bidder only )	:	Rs. 60,000/-

## **Tender for hiring of Vehicles on Hourly/Distance Basis**

### **I. Introduction**

The Indian Maritime University is a Central University, under the Ministry of Shipping, Government of India is inviting sealed tenders for Hiring of Vehicles (SUV/Sedan/Hatch back model) on hourly/distance basis for meeting the official needs. The Hiring of vehicles will be for Sedan as well as SUV cars such as Toyota Innova, Chevrolet Tavera, Isuzu MU7, Toyota Corolla Altis, Honda City, Volkswagen Vento, Ford Fiesta, Toyota Etios & Maruti Dzire .

### **II. Eligibility/Qualifying Criteria:** (Cover-I should be super scribed as Technical Bid)

1. The Service Provider should own at least 3 vehicles collectively of the following Category (a) models-Chevrolet Tavera, Toyota Innova, M&M XUV 500, M&M Xylo & Isuzu MU7; at least 10 vehicles collectively of the following Category (b) Models- Toyota Corolla Altis, Volkswagen Vento, Honda City, Ford Fiesta, Toyota Etios & Maruti Dzire. The vehicles should be **purchased on or after 01.01.2014** at the time of bid submission and the vehicles should be registered as 'Commercial Vehicle'. The bidder should have their office at Chennai. In case University requires more than 10 vehicles at a time, it will be the responsibility of the Service Provider to manage the same at the contractual rates specified in the contract. List of vehicles in above two categories have to be attached along with technical bid.

[**Mode of Proof:** Copy of Registered Certificate of the Vehicle showing that the Bidder is the owner of the vehicle; the date of purchase of vehicle and a copy of the Vehicle registered as 'Commercial Vehicle'].

2. The Bidder should be at least 5 financial years (i-e) since 2013-13 in the business of providing vehicles on hiring basis to Central/State Government Departments/Public Sector Undertakings/Universities/Companies/Corporate sector, etc.

[**Mode of Proof:** Copy of Hiring of vehicle order/Contract showing that the Bidder had carried out similar work (or) Copy of Profit & Loss Account & Balance sheet of the bidder for the last 5 financial years authenticated by Chartered Accountant (or) copy of Income Tax return for the last 5 years should be enclosed with the Technical bid].

3. The Bidder should have at least Rs.20 lakhs turnover in the business of providing Vehicles on 'Hiring basis' each year during the last three years (2014-15, 2015-16 and 2016-17)

[**Mode of Proof:** Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant (or) Copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant].

4. The Bidder should NOT have been debarred/blacklisted or penalized by any Government Department / Agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance.

[**Mode of Proof:** The bidder should give an undertaking for this]

5. The Bidder should have registered with GST.

[**Mode of Proof:** The bidder has to enclose the self-attested GST Registration certificate]

**The Bidder must possess ALL the 5 Qualifying Criteria. If the bidder does not possess even one of these, he shall stand disqualified and his financial bid will not be opened.**

### **III. Submission of Bids**

1. The Bidders shall submit their bids in two parts:

(i) Technical Bid, and

(ii) Price Bid.

The Technical and Price Bids should be kept separately in sealed envelopes and both these envelopes should be kept in one sealed envelope superscribing "**Hiring of vehicles on Hourly/Distance basis**", **Tender reference No along with due date** and addressed to The Registrar, Indian Maritime University, East Coast Road, Uthandi, and Chennai 600119.

2. They must send bids only by Registered/Speed Post or through Special Messenger under proper acknowledgement so as to reach before 15:00 hrs on 07.12.2017. Late tenders shall not be accepted.

3. The Bid Document can be downloaded from IMU web site <http://www.imu.edu.in> at free of cost.

4. The **pre-bid meeting will be held at 3.00 PM on 27.11.2017** in Indian Maritime University, East Coast Road, Uthandi, Chennai – 600119.
  
5. The Technical Bid should contain all the relevant information and desired enclosures in the prescribed format **[Annexure I]** along with an Earnest Money Deposit (EMD) of Rs.15,000 (Rupees Fifteen Thousand only) in form of Demand Draft drawn in favour of Indian Maritime University and payable at Chennai. The tenders without EMD shall be summarily rejected. The EMD will be forfeited if the Bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.
  
6. The Price bid shall be submitted in the prescribed format **(Annexure- II)** (Any change in the prescribed format will result in rejection of offer) in a separate sealed cover. The rates shall be quoted in INR will be exclusive of all taxes levied/ leviable by the Central, State, Local government etc. Failure to provide price bid in a sealed separate cover will result in rejection of offer.
  
7. All prices/rates in the Price Bid should be clearly written both in figures and in words. In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.
  
8. Bidders should avoid alterations/corrections in the prices/rates submitted by them. However, if alterations/corrections in prices/rates are inescapable each alteration/ correction should be indicated both in figures and words and duly attested under the full signature of the Authorized Signatory of the Bidder.
  
9. All the pages of the Bid Document shall be continuously numbered and submitted as a package along with a Covering Letter in the prescribed proforma (Statement no. 1) letter on the Bidder's letter head.
  
10. If the Bidder deliberately gives incorrect or misleading information in his tender or wrongfully creates circumstances for the acceptance of the tender,

then IMU, Chennai reserves the right to reject such a tender at any stage and also blacklist/debar the Bidder from future tenders for a period of not less than 3 years.

11. Bidders are not allowed to submit multiple bids nor bid through a consortium.

12. Bidders are not allowed to sub-contract any part or whole of this contract except with the prior written permission of IMU.

13. Printed terms and conditions shall not be accepted.

#### **IV. Tender Evaluation Process:**

1. The Technical Bids shall be opened at 3.30 pm on 07.12.2017.

2. The IMU shall have the right to call upon the bidders to explain/ substantiate/ prove the various claims made by the Bidder and if satisfactory explanation/ proof is not forthcoming, the IMU reserves the right to treat the claim as 'Not Proved' and ignore it.

3. The Price Bids of Technically qualified eligible bidders shall be intimated later.

4. The bidder should fill all the columns in the Price Bid (i.e. quote the rates) in respect of the vehicles for which he is quoting. In other words, he should quote the rates for all of the following: (i) 6 hours & 60 kms; (ii) 8 hours & 80 kms; (iii) 10 hours & 100 kms; (iv) 12 hours & 120 kms; (v) Rate for Extra Hour and (vi) Rate for Extra km. **If the Price Bid does not contain rates for all of the above, it shall be summarily rejected.**

5. The rates quoted should be for Air-conditioned Vehicle inclusive of all costs including Driver, Fuel and maintenance expenses excluding GST.

**6. The bidder should quote for all the vehicles in the Price Bid.**

7. In order to enable the comparison of the various Price Bids, IMU will convert the rates quoted by the bidder into "rate per hour" by dividing rates quoted in Columns (1) to (4) of the Price Bid by 6, 8, 10 and 12 respectively. The rate quoted in Column (5) is already a "rate per hour". The rate quoted in Column (6) which is "for extra km" shall be multiplied by 10 to arrive at the "rate per hour". All the 6 "rates per hour" shall be added.

**Illustration:**

Category of the Vehicle	Make and Model of the Vehicle	6 hours & 60 kms	8 hours & 80 kms	10 hours & 100 kms	12 hours & 120 kms	Rate for Extra Hour	Rate for Extra km
		(1)	(2)	(3)	(4)	(5)	(6)
<b>SUV Models</b>		Rate	Rate	Rate	Rate	Rate	Rate
Toyota Innova		A	B	C	D	E	F

The total "rate per hour" is equal to  $[A/6 + B/8 + C/10 + D/12 + E + (Fx10)]$ . Likewise total "rate per hour" of all the vehicles in the price bid will be calculated. A weightage of 20:80 shall be given to Vehicles in Category (a) and (b) respectively.

**The bidder who has secured the lowest total (after applying weightage) of 'rate per hour' all the vehicles put together shall be awarded the contract** for a period of one year from the date of Award of contract with an option of extension for a further period up to one years at the same rate, terms and conditions subject to providing of satisfactory services on year to year basis at the sole discretion of IMU.

It is clarified that the above calculations will be done by IMU. The bidders shall merely quote the rates for Columns (1) to (6) above in the Price Bid.

8. IMU reserves the right not to issue Purchase Order for any particular Make/Model if it is not satisfied with the rates.

9. IMU reserves the right to accept any bid under this tender in full or to reject any bid or all bids without assigning any reason.

**V. Period of Contract:**

The contract will be initially for a period of one year from the date of Award of contract with an option of extension for a further period up to one year at the same rate, terms and conditions subject to providing of satisfactory services on year to year basis at the sole discretion of IMU. The suppliers are requested to quote the rate cautiously.



## **VI.Value of the Contract:**

During the year 2016-17(for the period Nov 2016 to Aug 2017), IMU-HQ incurred an expenditure of **Rs.6,21,000/-** towards Hiring of Vehicles on Hourly/Distance Basis rate contract. However the value for the Contract period 2017-18 cannot be said exactly, as it depends upon the amount of official work for which Vehicle will be required.

## **VII.Security Deposit:**

The successful tenderer will be required to furnish a security deposit of Rs. **60,000/- (Rupees Sixty thousand only)** in the form of an Account Payee Demand Draft, in favour of the Indian Maritime University, East Coast Road, Uthandi, Chennai-600119 within three days from the date of issue of Rate Contract Order. The Security deposit will be refunded without any interest only within 90 days after the expiry of the contract. This is liable to be forfeited, if during the period of Vehicle services are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the University that the contractor firm may invite upon themselves due to any of the reasons specified above.

## **VIII. General terms and conditions:-**

1. All costs including repairs and maintenance, running costs, fuel, lubricants, salaries of Drivers, taxes, etc. necessary for the running & maintenance of vehicles shall be borne by the Service Provider.
2. The rates quoted should be for Air-conditioned Vehicle inclusive of all costs including Driver, Fuel, and maintenance expenses excluding **GST**.
3. Service Provider shall be responsible for the good conduct of the Drivers employed and if at any point of time any Driver is found to be working against the interests of the university, the said Driver shall be withdrawn and substituted by a fresh Driver to the university on that day itself.

4. All hired vehicles shall be under University's control and shall be parked in designated locations of the Indian Maritime University when not in use during the period of hiring.
5. Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights with Fog lights where ever necessary.
6. Vehicles should also be fitted with Towing hook.
7. Service Provider shall obtain vehicle fitness certificate from competent authority, Vehicle registration, comprehensive insurance and payment of road tax etc, on time without disturbing the service of the University. Alternative vehicle shall be provided during such period.
8. The Service Provider shall be responsible for all liabilities and keep the University wholly indemnified against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
9. The University has the right to enter into parallel multiple contracts for hiring of vehicles/Drivers with one or more service providers during the contract period without assigning any reason thereof.
10. Driver(s) should always carry all necessary documents like Registration papers, Insurance papers, Pollution Under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should be kept in the vehicle, as per applicable rules & regulations of applicable laws.
11. In case of breakdown of any vehicle, the Service Provider shall, within two hours provide another vehicle at no extra cost. The University shall have absolute right to charge Rs.1, 000/- per any such incident, if the vehicle is not provided within two hours, failing which the taxi will be hired from the open market and the expenses incurred there on will be deducted from the monthly bill of the Service Provider.
12. In case of any accident to the vehicle, it will be the responsibility of the Service Provider/service Provider or his representatives (Drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations shall be taken care only by the Service Provider/service provider.

13. The contract is valid for providing services of vehicle hiring and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Indian Maritime University.
14. Drivers should carry sufficient cash for parking charges & toll taxes. Parking charges & toll fee will be reimbursed to the Service Provider. Proper supporting documents in original will have to be submitted along with monthly claims.
15. Lodging, boarding, transportation of Drivers shall be solely the Service Provider's responsibility.
16. In the event of Driver not being in presentable dress, not behaving properly, engaging in rash or unsafe driving, the University shall have right to expel or refuse entry to such Drivers and vehicle service to be treated as cancelled. No charges shall be paid for such days and services.
- 17. Every Bidder should note that the IMU is situated at Uthandi, Chennai. The calculation of hours/distances should not commence from the bidder's shed(s) but should commence from time and place of reporting of vehicle at IMU, Uthandi or at places designated by IMU (e.g. Residence of Officers, Hotels, and Airport etc). The drivers should be instructed accordingly and the log book and the claim forms should be redesigned accordingly. Similarly, the distance and Time to be calculated up to the place and time of the drop.**

#### **IX. PAYMENT TERMS:**

No advance will be paid to the Service Provider. Monthly bills shall be submitted in duplicate to the authority specified in contract, along with photo copy of logbook duly signed by the controlling officer in duty slip and payment will be processed on a monthly basis. The Billing to be charged primarily based on actual hour utilized. If the actual distance is more than the distance corresponding to the hours, then rate per additional km as per amount quoted is to be added (and not the slab corresponding to the KM). Service Provider will submit an undertaking along with monthly bills that he will deposit the ESI/PF in time to the respective authority. However, the payment of GST shall be made against submission of GST invoice.

## **X. TAXES AND DUTIES:**

The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made thereunder and should bear the IMU-HQ's GST Registration no. **33AAAI2610K2Z3**. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply. The benefit of Input Tax Credit should be passed on to IMU as per applicable GST act.

## **XI. Statutory variation:**

If there is any statutory change in CGST & SGST or IGST within contractual delivery period, the same shall be admissible and will be paid at actual based on the documentary evidence. However, no upward revision in the same beyond original delivery period shall be admissible.

## **XII. Penalty:**

If there is any disruption (or) non-performance of service due to any reason whatsoever, the following penal charges will be levied:-

- a) Rs.1000/- towards penalty for each incident.
- b) In addition to the above, the hire charges for those days will not be paid besides recovery of charges incurred by IMU, if any, on account of deficiency of service.

## **XIII. Termination:**

The University may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following:

- a) If the Service Provider fails to arrange the supply of any or all of the vehicles Within the period (s) specified in the contract or any extension thereof granted by the University.
- b) If the Service Provider fails to perform any other obligation(s) under the Contract. In case the Contract has to be terminated, 15 days' notice in writing shall be given by either side.

**XIV. Resolution of Disputes**

Any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through arbitration, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.

**Statement No.1**

**Covering Letter to Accompany Technical Bid**

[On the Letter head of the Bidder and to be put in a separate sealed cover along with Annexure I (Technical Bid), and DDs EMD of Rs.15,000/-]

Reference: IMU-HQ/Veh/Hir/Hourly-Dis/2017

Dt:

From

**Name & Address of the Bidder**

To

**The Registrar,  
Indian Maritime University,  
East Coast Road,  
Uthandi,  
Chennai - 600119.**

Sir,

We are a -----  
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-----.

[Introduce your company and its activities with particular reference to your experience in providing Vehicle on Hiring basis. Also furnish particulars of your registration with various statutory Tax authorities in not more than 200 words].

2) We hereby submit our Bid for Hiring of Vehicles on Hourly/distance basis.

3) We have enclosed a Demand Draft bearing No.\_\_\_\_\_ dated\_\_\_\_\_ for an amount of Rs.15,000 towards the Earnest Money Deposit (EMD) in the name of the Indian Maritime University, payable at Chennai.

4) We have read and understood and hereby agree to all the terms and conditions stipulated by the IMU in this tender including the Evaluation Criteria of Price Bid, the Deliverables under the Project, the Time line for delivery, Payment Terms, etc.

5) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/debarred by IMU for at least 3 years.

6) In the event of our being awarded the work and understanding the urgency involved, we undertake to remit the Security Deposit within 3 working days and execute the contract within 15 days from the date of receipt of the first order, failing which the hiring of vehicle order on an hourly/distance basis may be cancelled and the EMD forfeited.

7) Our Price Bid is inclusive of driver, fuel maintenance expenses and all applicable taxes, duties and charges and the price quoted shall be firm till the execution of the contract.

8) Our Bank details for bill payment, return of EMD/SD and E-mail ID are as follows;

Bank Account Number –

Account Holder’s Name -

Name of the Bank and Branch with address –

Type of Account –

MICR No -

IFSC –

Email ID-

PAN -

Name of Contact Person-

Mobile/Telephone No. of Contact Person-

GST-

Yours faithfully,

Date:

*Signature with Seal of Authorised Signatory*

Place:

**(Technical Bid-Cover 1)**

*[On the Letter head of the Bidder and to be put in a separate sealed cover]*

**Tender for Hiring of Vehicles on Hourly/distance basis**

Reference: IMU-HQ/Veh/Hir/Hourly-Dis/2017

Dt:

From

**Name & Address of the Bidder**

To

**The Registrar,  
Indian Maritime University,  
East Coast Road,  
Uthandi,  
Chennai - 600119.**

Sir,

We hereby submit our Technical Bid for Hiring of Vehicles on Hourly/distance basis as detailed below

1. Number of Vehicles **Owned** by the Bidder:

Make and Model of the Vehicle	Total No. of Vehicles owned	Out of this, No. of Vehicles purchased <b>after 01.01.2014</b>
<b>Category (a) Models</b>		
Chevrolet Tavera		
Toyota Innova		
Isuzu MU 7		
M&M XUV 500		
M&M Xylo		
<b>Category (b) Models</b>		
Toyota Corolla Altis		
Volkswagen Vento		

Honda City		
Ford Fiesta		
Toyota Etios		
Maruti Dzire		

(a) Mode of Proof enclosed:

2. Whether the bidders have atleast 05 years' experience in the business of providing vehicles on hiring basis for Central /State Government Departments/ Public Sector Undertakings / Universities / Companies /Corporate sectors etc and the like **since 2012-13 or earlier**:- YES/NO

(a) Mode of Proof enclosed:

3. The Bidder should have at least Rs.20 lakhs turnover in the business of providing Vehicles on 'Hiring basis' each year during the last three years (2014-15, 2015-16 and 2016-17)

(a) Mode of Proof enclosed:

4. Whether the bidder has been debarred/ blacklisted or penalized by any government department/agency in the past 3 (three) Years on account of fraudulent or corrupt practices Or inefficient/ineffective performance?

Yes/NO

Mode of Proof enclosed:

5. Whether the bidder has registered with GST?

Yes/No

Mode of Proof enclosed:

### **Declaration**

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date:

Signature with Seal of Authorised Signatory

Place:



**Annexure-II****(Price Bid - Cover 2)**

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Reference: IMU-HQ/Veh/Hir/Hourly-Dis/2017

Dt:

From

**Name & Address of the Bidder**

To

**The Registrar,  
Indian Maritime University,  
East Coast Road,Uthandi,  
Chennai - 600119.**

Dear Sir,

We hereby submit our Price Bid for the hiring of vehicles for the Indian Maritime University, Chennai on Hourly/distance basis:[Should be filled in all Columns]

<b>Make and Model of the Vehicle</b>	<b>6 hours &amp; 60 kms</b>	<b>8 hours &amp; 80 kms</b>	<b>10 hours &amp; 100 kms</b>	<b>12 hours &amp; 120 kms</b>	<b>Rate for Extra Hour</b>	<b>Rate for Extra km</b>
	(1)	(2)	(3)	(4)	(5)	(6)
<b>Category (a) Models</b>						
Chevrolet Tavera						
Toyota Innova						
Isuzu MU 7						
M&M XUV 500						
M&M Xylo						
<b>Category (b) Models</b>						
Toyota Corolla Altis						
Honda City						
Volkswagen Vento/Toyota Etios/Ford Fiesta						
Maruti Dzire						

The rates quoted are for **Air-conditioned Vehicles** inclusive of all costs including Driver, Fuel, and maintenance expenses excluding GST and shall be firm till the completion of the Contract.

Date:

*Signature with Seal of Authorised Signatory*

Place:

Seal:

