



## भारतीय प्रबंध संस्थान अमृतसर Indian Institute of Management Amritsar

**Tender Reference Number: IIMASR/SP/2025-26/538**

**For the Procurement of Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years**



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## **Section I: Notice Inviting Tender (NIT)**

### **1. Notice Inviting Tender (NIT)**

The Director (IIM Amritsar), through the Dean Administration of the Store and Purchase office, in the Indian Institute of Management Amritsar (hereinafter referred to as 'the Authority', 'the Head of Procurement', 'the Procuring Entity' and 'the Procuring Organisation' respectively), invites proposals (hereinafter referred to as the 'bid(s)') for entering into a contract for the delivery of Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years (hereinafter referred to as 'the Services'). This Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years, reference number, IIMASR/SP/2025-26/538 (hereinafter referred to as 'the Tender Document'), gives further details.

### **2. The Tender Document**

#### **2.1. Bidders must read the complete 'Tender Document'.**

This NIT is an integral part of the Tender Document and serves a limited purpose of invitation, and does not purport to contain all relevant details for submission of bids. 'Tender Information Summary' (TIS) appended to this notice gives a salient summary of the tender information. Any generic reference to NIT shall also imply a reference to TIS as well. However, Bidders must go through the complete Tender Document for details before submission of their Bids.

#### **2.2. Availability of the Tender Document**

The Tender Document shall be published on the Portal. It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in TIS. Unless otherwise stipulated in TIS, the downloaded Tender Document is free of cost. If the Procuring Entity happens to be closed on the deadline for submitting the bids as specified above, this deadline shall *not* be extended. Any query/ clarification regarding downloading Tender Documents and uploading Bids on the e-Procurement portal may be addressed to the Help Desk (contact details given in TIS).

#### **2.3. Clarifications**

A Bidder requiring any clarification regarding the Tender Document may ask questions in writing/ electronically from Office/ Contact Person as mentioned in TIS, provided the questions are raised before the clarification end date mentioned in TIS (or if not mentioned, before 7 days of the deadline for the bid submission). This deadline shall not be extended in case of any intervening holidays.

### **3. Eligibility Criteria for Participation in this Tender**

Subject to provisions in the Tender Document, participation in this Tender Process is open to all bidders who fulfil the 'Eligibility' and 'Qualification criteria. Bidder should meet the following eligibility criteria as of the date of his bid submission and should continue to meet these till the award of the contract. Bidder shall be required to declare fulfilment of Eligibility Criteria in Form 1.2 (Eligibility Declarations). Bidder unless otherwise stipulated in TIS/ AITB:

- 1) must be:
  - (a) a natural person, private entity, public entity (State-owned enterprise or institution),

- (b) unless permitted explicitly in TIS/ AITB, not be (or proposes to be, a Joint Venture/ Consortium (an association of several persons, firms, or companies - hereinafter referred to as JV/C).
- (c) a provider of the Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years offered with valid registration regarding GSTIN, PAN, EPF, ESI, Labour, Private Security Agencies, as applicable to the subject Services.

2) must:

- (a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of aforesaid reasons.
  - (b) (Including their affiliates or subsidiaries or Contractors/ subcontractors for any part of the contract):
    - i) Not stand declared ineligible/ blacklisted/ banned/ debarred by the Indian Institute of Management Amritsar or its Ministry/ Department from participation in its Tender Processes; and/ or
    - ii) Not be convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for:
      - offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or
      - offences under the Indian Penal Code or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or
      - suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India.
    - iii) Not have changed its name or created a new "Allied Firm", consequent to having declared ineligible/ suspended/ blacklisted/ banned/ debarred as above.
    - iv) Not have an association (as a bidder/ partner/ director/ employee in any capacity)
      - of any retired Manager (of Gazetted Rank) or any retired Gazetted Officer of the Central or State Government or its Public Sector Undertakings if such a retired person has not completed the cooling-off period of one year after his retirement. However, this shall not apply if such managers/ officers have obtained a waiver of the cooling-off period from their erstwhile organisation.
      - of the near relations of executives of Procuring Entity involved in this Tender Process
  - (c) Not have a conflict of interest, which substantially affects fair competition. The prices quoted should be competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt should be made to induce any other bidder to submit or not to submit an offer for restricting competition
- 3) must fulfil any other additional eligibility condition, if any, as may be prescribed, in Tender Document.
- 4) must provide such evidence of their continued eligibility to the Procuring Entity if so requested.

- 5) of Class-II Local Suppliers and Non-Local Suppliers (as defined in Make-in-India policy) shall be eligible subject to certain conditions as detailed in the ITB-clause 4.1.
- 6) from specified countries having land borders with India (but not in development partnership with India) shall be eligible subject to certain conditions as detailed in the ITB-clause 3.3.

#### **4. Purchase Preference Policies of the Government**

As detailed in the Tender Document, the Procuring Entity reserves its right to grant preferences to eligible Bidders under various Government Policies/ directives (policies relating to Make in India; MSME; Start-ups etc.).

#### **5. Pre-bid Conference:**

If so indicated in TIS, Bidders are requested to attend a Pre-bid conference for clarification on the Tenders' technical specifications and commercial conditions, on the time, date, and place mentioned therein. Participation in such a Pre-bid Conference is not mandatory. If a bidder does not participate or submit any query, then no subsequent representations from them regarding the Technical/ commercial specifications/ conditions shall be entertained.

#### **6. Submission of Bids:**

- 1) Bids must be uploaded till the deadline for submission mentioned in TIS. If the office happens to be closed on the deadline to submit the bids as specified above, this deadline shall not be extended.
- 2) Unless otherwise specified, in TIS, originals (or self-attested copies of originals – as specified therein) of specified scanned uploaded documents must be physically submitted sealed in double cover and acknowledgement be obtained before the bid submission deadline at mentioned venue. Failure to do so is likely to result in the bid being rejected. If the office is closed on the deadline for physical submission of originals, it shall stand extended to the next working day at the same time and venue.
- 3) No manual Bids shall be made available or accepted for submission (except for originals of scanned copies as per sub-clause above). Bidder must comply with the conditions of the eProcurement portal, including registration, compatible Digital Signature Certificate (DSC) etc. In the case of downloaded documents, Bidder must not make any changes to the contents of the documents while uploading, except for filling in the required information.
- 4) As per current Government orders, in lieu of bid security, bidders must furnish Bid Securing Declaration (BSD) as 'Form 7: Documents Relating To Bid Security' in their bid as per format given therein. The BSD shall be drawn in favour of the authority stipulated in TIS. A self-attested scan of the original Form 7 should be uploaded along with bids. Bids not complying with these provisions shall be rejected.
- 5) **Integrity Pact:** If so indicated, in the TIS/ AITB, all Bidders shall have to sign the Integrity Pact with the Procuring Entity as per 'Form 8: Integrity Pact'. Bids without a signed Integrity Pact shall be rejected.

#### **7. Bid Opening**

Bids received shall be opened online at the specified date and time given in TIS. If the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time.

#### **8. Disclaimers and Rights of Procuring Entity**

Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years - IIMASR/SP/2025-26/538

The issue of the Tender Document does not imply that the Procuring Entity is bound to select bid(s), and it reserves the right without assigning any reason to:

- a) reject any or all of the Bids, or
- b) cancel the tender process; or
- c) abandon the procurement of the Services; or
- d) issue another tender for identical or similar Services

*Note: For further details, please refer to appended TIS and the complete Tender Document.*

Digitally Signed by  
Store and Purchase office

Appendix: Tender Information Summary (TIS)

## Appendix to NIT: Tender Information Summary

Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

(Ref ITB-clause 1.4)

Tender Information Summary (TIS)			
1.0 Basic Tender Details			
Tender Title	Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years		
Tender Reference Number	IIMASR/SP/2025-26/538		
Tender Category	Services	Form of Contract	Item Rate
Tender Type	Open Tender	No. of Covers	Two Covers
Bidding System	Single Stage		
e-Reverse Auction to be held after financial bid opening (See AITB also in case of Yes) (ITB 12.4.3)	No		
Whether this is a Global Tender Enquiry (International Competitive Bidding) (ITB 12.4.2)	No		
The Procuring Organisation:	Indian Institute of Management Amritsar	The Procuring Entity:	Store and Purchase office
Authority on whose behalf Tender is invited	Director (IIM Amritsar)	Through	Dean Administration
Tender Inviting Authority (TIA)	Store and Purchase office	Address	Vill.- Manawala, P.O.- Jandiala Guru SO, Amritsar, Punjab- 143115
Appointing Authority for Arbitration	Director (IIM Amritsar)		
2.0 Requirement Details (ITB 5.0)			
Contract Period (ITB 5.4)	Two Years	Option Clause and the threshold for maximum variation (ITB 13.1.1, GCC 7.6 & 8.3.1)	25%
Exit Clause (GCC 13.4.)	As stipulated in GCC.	Consignee/ State:	Indian Institute of Management Amritsar, Vill.- Manawala, P.O.- Jandiala Guru SO, Amritsar, Punjab- 143115
3.0 Critical Dates (ITB-clause 7.0; 8.0; 9.0, 10.0 and 11.0)			
Published Date	19-05-2025	Bid Validity (Days from the date of Bid)	90 days

		Opening) – ITB-clause 9.3	
Document Download Start Date & Time	19-05-2025 @ 1730 Hrs	Document Download End Date & Time	09-06-2025 @ 1400 hrs
Clarification Start Date & Time	19-05-2025 @ 1730 Hrs	Clarification End Date & Time	27-05-2025 @ 1430 Hrs
Bid Submission Start Date & Time	28-05-2025 @ 1400 Hrs	Bid Submission Closing Date & Time	09-06-2025 @ 1400 hrs
Bid Opening (techno-commercial bid) Date & Time	10-06-2025 @ 1430 hrs	Bid Opening (Financial bid) Date & Time	To be intimated later
<b>4.0 Obtaining the Tender Document and clarifications (ITB 7.0)</b>			
eProcurement Portal and helpdesk for Document availability and submission	<a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>		
Cost of Tender Document (INR)	Not applicable		
Office/ Contact Person/ email for clarifications	Same as TIA above		
<b>5.0 Pre-bid Conference (ITB-clause 8)</b>			
Place, time, and date of the Pre-bid Conference	27-05-2025 @ 1430 hrs		
Place, time, and date before which Written queries for the Pre-bid conference must be received	Through video conference. Topic: Pre-Bid Meeting Time: May 27, 2025, 02:30 PM India Join Zoom Meeting <a href="https://zoom.us/j/91725380846">https://zoom.us/j/91725380846</a>  Meeting ID: 917 2538 0846 Passcode: 596210		
Place, time, and date before which registration of participants for the Pre-bid conference must be received			
<b>6.0 Preparation and Submission and Opening of Bids (ITB-clause 9.0 and 10.0)</b>			
Bids to be Addressed to	Indian Institute of Management Amritsar, Through Store and Purchase office		
Instructions for Online bid Submission	<a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>		
Bid Opening Place	On e-procurement portal(s) mentioned above		
Alternate Bids allowed or not ITB-clause 9.1.6	Only one bid meeting the conflict-of-interest criteria (as mentioned in this document) shall be considered as valid from a bidder.		
<b>7.0 Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded (ITB-clause 10.3)</b>			
Physical documents required/ permitted to be submitted	Only financial instruments related to Bid Security / EMD shall be submitted by the bidder.		
If Yes, List of Documents to be submitted physically	Financial instruments related to Bid Security / EMD.		
Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents	Same as the deadline for the bid submission		

Address of Physical Submission of Originals	Store and Purchase office, Indian Institute of Management Amritsar, Vill.- Manawala, P.O.- Jandiala Guru SO, Amritsar, Punjab-143115		
8.0 Documents relating to Bid Security (ITB-clause 9.4) and Performance Security (ITB-clause 13.2.4)			
[In lieu of Bid Security Bid Securing Declaration is to be submitted by all bidders as per Form 7]			
Bid Security / Earnest money deposit	<b>Schedule-1:</b> INR: 2,21,000.00/- <b>Schedule-2:</b> INR: 1,94,000.00/- <b>Both Schedule-1&amp;2:</b> INR: 4,15,000.00/-	Performance Security (ITB 13.2.4 & GCC 5.8)	Applicable @ 3% of the total contract value.
Form of Security and to whom to Be Addressed	DD, BG in favour of the <b>Indian Institute of Management Amritsar</b> , Vill.- Manawala, P.O.- Jandiala Guru SO, Amritsar, Punjab-143115 OR The amount can be deposited in the institute’s bank account directly through NEFT/RTGS. Name of Beneficiary : <b>Indian Institute of Management, Amritsar.</b> Bank account No : 2083214000009 Name of Bank : Canara Bank IFSC Code : CNRB0002083		
Additional Clauses			
Clause	Description		
Integrity Pact to be Signed and Submitted along with bid ITB-clause 9.2.1	As per the qualification criteria stipulated in “ <b>Section VIII: Qualification Criteria</b> ”.	Independent External Monitor, Name and Contact Details	NA
Terms and Mode of Payment (ITB 6.2.2 & 6.4.2, GCC 11.3 & 11.5)	No advance payment will be made. Payment requests for monthly bills are to be submitted by the Transporter on or before <b>10<sup>th</sup></b> of the following month. Payment shall be released within fifteen days from the date of verification of bill(s) and subject to satisfactory performance of duties as per the contract. Amount on account of penalty as listed above will be deducted from the payable amount.		
Price Variation (ITB-clause 6.2.2 & GCC 11.1.2)	No	Currencies of Bid and Payment (ITB 6.1.6)	In Indian Rupees
Quantity Splitting/ Parallel Orders ITB-clause 13.1.2	No	If yes, the Ratio of Distribution among L-1 and others	NA
Make in India Order (ITB 4.1)	All conditions shall be as per government guidelines.		
Support for MSEs (ITB 4.2)	There is no relaxation in Prior Turnover and Experience. All other conditions shall be as per government guidelines.		
Support for Start-ups (ITB 4.3.2)	There is no relaxation in Prior Turnover and Experience. All other conditions shall be as per government guidelines.		

Language of Contract (ITB 9.1.1 & GCC 2.1)	English
Governing Laws and jurisdiction (GCC 3.1 & 12.5)	<p>In the event of any dispute or difference(s) between the Institute (IIM Amritsar) and the vendor(s) arising out of non-supply of material/service or supplies not found according to specifications or any other cause whatsoever relating to the work or purchase order before or after the service has been executed, shall be referred to "The Director, IIM Amritsar," who may decide the matter himself or may appoint the arbitrator(s) under the Arbitration and Conciliation Act,1996. The arbitrator's decision shall be final and binding on both parties.</p> <ol style="list-style-type: none"> <li>The venue of the arbitration shall be the place from where the order is issued.</li> <li>The arbitrator shall decide the place of arbitration and the language to be used in arbitral proceedings.</li> <li>Further, any legal dispute arising out of any breach of Contract shall be settled in the court of competent jurisdiction located within the local limits of Amritsar, Punjab.</li> </ol>
Quotation for All Schedules and all Services (ITB 5.2)	The bidder shall quote for all the line items for each schedule for which they are applying.
The evaluation process in Single/ multiple Cover(s) and PQB Tenders (ITB 12.2.2)	As stipulated in the ITB.
Evaluation of Financial Bids and Ranking of Bids (ITB 12.4.1)	<p>The terms and conditions stipulated in the ITB, which inter alia include the following terms:</p> <ol style="list-style-type: none"> <li>Bidders to quote the rates considering the requirements mentioned in the Scope of Work.</li> <li>The bid will be evaluated in totality or on a composite basis for each schedule.</li> <li>The service provider shall indicate the rate PER EXTRA KM, PER EXTRA HOUR and OUTSTATION NIGHT HALT CHARGES (for outstation) as applicable. However, it will not be part of the financial evaluation for deciding the lowest bidder.</li> <li>The rate quoted for monthly and call basis vehicles will be evaluated separately and independently. If different parties have quoted the lowest price in each schedule, work order/s will be issued accordingly.</li> <li>In case of a call basis vehicle methodology for deciding the lowest bid will be as follows:</li> </ol>

	The price as quoted by the bidders shall be considered on a cumulative basis as described hereunder in order to determine the Lowest Bidder (L1) for call-based services.	
	<b>SEDAN</b>	
	<b>Scope of Services</b>	<b>Weightage %age</b>
	<b>Local</b>	
	20 km/2 hrs	22
	40 km / 5 hrs	26
	80 km / 8 hrs	14
	120 km /12 hrs	10
	<b>Outstation</b>	
	250 km	13
	<b>SUV</b>	
	<b>Scope of Services</b>	<b>Weightage %age</b>
	<b>Local</b>	
	20 km/2 hrs	1
	40 km / 5 hrs	5
	80 km / 8 hrs	6
	120 km /12 hrs	1
	<b>Outstation</b>	
	250 km	2
	The Financial Bid with the lowest price after giving the weightage to each component as mentioned above.	
	6) The maximum cap value for the schedule-2: Call basis shall be INR: 38,94,000.00/-. However, the payment will be made on an actual basis. The PBG/security deposit shall be calculated on the maximum cap value, i.e, INR: 38,94,000.00/-.	

**Section II: Instructions to Bidders (ITB). Uploaded Separately.**

### Section III: Appendix to Instructions to Bidders (AITB)

Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

(Ref ITB-clause 1.4)

*Note for Bidders: Following clauses (in column 1), wherever these appear in ITB shall be taken to be negated or additional provision be added to, or existing provisions be altered as per column 2. Whenever there is any conflict between the provisions in the ITB and those in the AITB, the provisions contained in the AITB shall prevail.*

ITB clauses	Topic	To be read as
<b>2.4.2</b>	Regarding Documents/ guidelines	Any provision/s that is/are not covered in this tender document will be referred to the Manual for procurement of goods/services issued by the DOE under MOF.
<b>ITB 3, 4 Bidders - Eligibility and Preferential Policies</b>		
ITB 3.2	Eligibility Criteria for Participation in this Tender	The bidder shall meet the qualification criteria stipulated in “ <b>Section VIII: Qualification Criteria</b> ”.
ITB 4	Relaxation in Prior Turnover and Experience to MSE	Refer to the “Appendix to NIT: Tender Information Summary”.
ITB 4.3.2	Relaxation in Prior Turnover and Experience to DPIIT	Refer to the “Appendix to NIT: Tender Information Summary”.
<b>ITB 5 The Schedule of Requirements and Form of Contract</b>		
ITB 5.2	Quotation for All Schedules and all Services	Refer to the “Appendix to NIT: Tender Information Summary”.
ITB 5.3	Facilities to be Provided by the Procuring Entity	As per scope of work stipulated in “Section VI: Schedule of Requirements”.
ITB 5.4	Contract Period	Refer to the “Appendix to NIT: Tender Information Summary”.
<b>ITB 6. Bid Prices, Taxes and Duties</b>		
ITB 6.1.6	Currencies of Bid and Payment	Indian Rupees
ITB 6.2.2	Price Variation Clause	Refer to the “Appendix to NIT: Tender Information Summary”.
ITB 6.4.2	No Advance Payments	Refer to the “Appendix to NIT: Tender Information Summary”.
<b>ITB 7 to 11 Downloading, Preparation, Submission and Opening of Bids</b>		
ITB 9.1.1	Language of the bid	Refer to the “Appendix to NIT: Tender Information Summary”.
ITB 9.1.6	Alternate Bids not Allowed	Refer to the “Appendix to NIT: Tender Information Summary”.
<b>ITB 12 and 13 Evaluation of Bids and Award of Contract</b>		
ITB 12.1	General norms	As mentioned in the ITB.
ITB 12.2.2	The evaluation process in Single/ multiple Cover(s) and PQB Tenders	Refer to the “Appendix to NIT: Tender Information Summary”.
ITB 12.4.1	Ranking of Financial Bids	Refer to the “Appendix to NIT: Tender Information Summary”.

ITB 12.4.1	Evaluation in multiple schedules of Financial Bids	Refer to the “Appendix to NIT: Tender Information Summary”.
ITB 12.4.2	Global Tender Enquiry (GTE, International Competitive Bidding)	Refer to the “Appendix to NIT: Tender Information Summary”.
ITB 12.4.3	Evaluation Process in Tender cum e-Reverse Auction.	Refer to the “Appendix to NIT: Tender Information Summary”.
ITB 13.1.1	Right to Vary Quantities at the Time of Award	Refer to the “Appendix to NIT: Tender Information Summary”.
ITB 13.1.2	Parallel Contracts or Splitting of Award	Refer to the “Appendix to NIT: Tender Information Summary”.
ITB 13.2.4	Performance Guarantee	Refer to the “Appendix to NIT: Tender Information Summary”.

**Section IV: General Conditions of Contract (GCC). Uploaded Separately.**

## Section V: Special Conditions of Contract (SCC)

Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

(Ref ITB-clause 9.2)

*Note for Bidders: Following Special Conditions of Contract (SCC) shall apply for this procurement. These Special Conditions shall modify/ substitute/ supplement the corresponding (GCC) clauses as indicated below. Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.*

GCC Clause No.	Topic	To be Read as
<b>GCC 1, 2, 3 and 4: General, The Contract, Governing Laws and Jurisdiction, Communications</b>		
1.1, 1.2, 1.3, 1.4	General	As stipulated in the GCC.
2.1	Language of Contract	Refer to the "Appendix to NIT: Tender Information Summary".
3.1	Governing Laws and jurisdiction	Refer to the "Appendix to NIT: Tender Information Summary".
4.1, 4.3	Communications and notices	As stipulated in the GCC.
4.2	Persons Signing Communications	As stipulated in the GCC.
<b>GCC 5 and 6: Contractor's and Procuring Entity's Obligations</b>		
5.7.	Confidentiality and Secrecy of information	As stipulated in the GCC.
5.8	Performance Bond/ Security	Refer to the "Appendix to NIT: Tender Information Summary".
6.1, 6.2, 6.3	Facilities, Utilities to be provided by Procuring Entity	As per scope of work stipulated in "Section VI: Schedule of Requirements".
<b>GCC 7 and 8: Scope of Services, Performance Standards and Quality Assurance</b>		
7.2 and 7.3	Performance Standards, Quality Assurance	As per scope of work stipulated in "Section VI: Schedule of Requirements".
7.4	Eligible Services	As per scope of work stipulated in "Section VI: Schedule of Requirements".
7.5	Quantity Tolerance	Refer to the "Appendix to NIT: Tender Information Summary".
7.6	Contract Period and Option Clause	Refer to the "Appendix to NIT: Tender Information Summary".
8.3.1	The threshold for maximum variation	Refer to the "Appendix to NIT: Tender Information Summary".
<b>GCC 9: Deployment of Resources</b>		
9.2	Labour Codes and related Obligations	As per scope of work stipulated in "Section VI: Schedule of Requirements".
<b>GCC 10: Delivery of Services and Delays</b>		

10.1	Works Programme	As per scope of work stipulated in "Section VI: Schedule of Requirements".
<b>GCC 11: Prices and Payments</b>		
11.1.2	Price Variation Clause	Refer to the "Appendix to NIT: Tender Information Summary".
11.3	Terms and Mode of Payment	Refer to the "Appendix to NIT: Tender Information Summary".
11.5	Payment to Contractors	Refer to the "Appendix to NIT: Tender Information Summary".
11.6	Completion Certificate and Final Payment	As stipulated in the GCC.
11.7	Defects Liability Period	As per scope of work stipulated in "Section VI: Schedule of Requirements".
<b>GCC 12 Resolution of Disputes</b>		
12.2	Excepted Matters	As stipulated in the GCC.
12.5	Arbitration	Refer to the "Appendix to NIT: Tender Information Summary".
<b>GCC 13 Defaults, Breaches, Termination and Closure of Contract</b>		
13.1.4-7)	Risk and Cost Procurement	As stipulated in the GCC.
13.4	Exit Clause	Refer to the "Appendix to NIT: Tender Information Summary".

## Section VI: Schedule of Requirements

Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

(Ref ITB-clause 9.2)

*Note for Bidders: Regarding this Schedule, Bidders must fill Form 2: 'Schedule of Requirements - Compliance' and Form 2.1: 'Services and Activities Schedule' with their Technical Bids.*

### SCHEDULE OF REQUIREMENT/ SCOPE OF WORK (SOR/ SOW)

#### Part- A

#### Scope of Work for hiring of the 03 AC Light Commercial Vehicles on Monthly basis.

1. The contractor shall provide taxis of Sedan cars (LCV) having three boxes, of models not older than April- 2022 with AC facility in working conditions as per requirement. The vehicle is required from the date of issuance of the work order.
2. The Contract will be for a period of Two years and is likely to commence from the date of signing of the Agreement.
3. **Tentative Vehicle Requirement:**

Description of the required services	Minimum Kms. run Monthly	Nos. of Vehicles required	Model
<b>Taxi Registered Vehicle (LCV); Sedan- AC</b> Honda Amaze or Maruti Suzuki Dzire or Toyota Etios or Equivalent	2000 Kms Minimum run and 12 hrs. per day, tentative time 08:00 hrs. to 20:00 hrs. for all days in a month.	03	AC- LMV Vehicle, (not older than April-2022 model). Honda Amaze Maruti Suzuki Dzire Toyota Glanza / Etios Or Equivalent

Note:

- (i) The Agency must have a minimum of **03 vehicles** registered in its name. A list of such vehicles with registration details should be attached to the Bid. The list should also indicate the date of registration of the vehicle. IIM Amritsar may ask the Agency to produce the original R.C.s when examining the Technical Bid. The vehicles to be provided should not be more than three years old i.e., none of the vehicles deployed should be registered prior to **April-2022**
- (ii) Estimated number of vehicles to be hired is 3 (three). However, the contractor shall increase or reduce the number of vehicles to be hired as and when specifically instructed by IIM Amritsar in advance. When required, IIM Amritsar may increase contract value of the tender to 1.25 time of the awarded contract value.

- (iii) In case if vehicle is utilized below 2000 Kms in a month, balance km. shall be carried forward for next three months and will be adjusted against extra mileage, if any, without any extra cost to IIM Amritsar.
  - (iv) The service provider shall indicate the rate PER EXTRA KM and PER EXTRA HOUR. However, it will not be part of the financial evaluation for deciding the lowest bidder.
4. There shall be no minimum mileage per day for vehicles on monthly basis. Extra hours shall be over and above 12 hours per day (tentatively normal day shall be from 08.00 hrs. to 20.00hrs.) and Extra mileage will be over and above 2000 Kms in a month. Any change in the operational timing shall be informed by the officer In -charge.
  5. Parking & Toll charge will be paid on actual upon production of the original receipt.
  6. The car shall be provided to the IIM Amritsar permanent campus at Manawala, Amritsar.
  7. The contractor will provide well-behaved driver having knowledge of different routes, as well as repair of cars and valid driving license and also having proper uniforms and name badge. The driver shall also be equipped with Mobile phone for connectivity.
  8. The vehicle provided by the contractor must be in excellent condition and have proper and complete documents, which should be shown to the user if asked for. No payment shall be made on account of cars so rejected.
  9. In case of non-availability of requisitioned car, it will be the responsibility of the service provider to provide equivalent or upgraded model not older than April-22 at the same rate with prior consent of IIM Amritsar.
  10. It to be ensured by the contractor that trunk or boot of the car should be vacant as same shall be used to carry equipment's and personal luggage of the officials during movement.
  11. The vehicle should have suitable option to charge the laptop/ equipment.
  12. The drivers of the vehicle will maintain Log books, which will be supplied by the IIM Amritsar in respect of car. The entries in the log book must be got certified by the officer In charge himself and log book deposited at the close of each month duty with the officer in-charge, IIM Amritsar.
  13. The contractor will meet all the necessary compliance of statutory requirements like pollution, emission, noise etc.
  14. The Designated Officer In charge of the Institute will operate the Contract, and his decision and instructions will be binding to the Contractor.
  15. If the vehicle provided by the contractor is found not to be in good condition or without proper document, the vehicle is liable to be rejected and returned. No payment shall be made on account of car, so rejected.
  16. The contractor shall maintain the log book as per proforma approved by IIM AMRITSAR for every trip/ requisition separately. The log book should be got signed by the user which would indicate the opening and the closing meter reading with time and at the point of starting/ ending the journey by the user. It should be ensured that there is no overwriting in the log book. In no case, log book without signature will be accepted in support of the bill for payment.
  17. In case of breakdown/ servicing/ repair, the contractors shall provide alternate vehicle of same Make and Model failing which vehicle shall be hired from any other source(s) at the risk and cost of the contractor.

18. No sub-contracting is permissible.
19. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is noticed. IIM Amritsar will not pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.
20. The vehicle provided by the contractor must be in excellent condition. The contractor shall ensure proper cleaning, upkeep of interiors & seat covers of the vehicle. If the interior of the vehicle is not in good condition, and same has brought into the notice of the contractor and no action taken thereof, the penalty of INR 500/- for each default shall be imposed.
21. The contractor shall be fully responsible for any loss or damage to the vehicle and also liable to pay full compensation for any injury or any other loss to passengers.
22. The car sent to the IIM Amritsar office on requisition must have all relevant documents like registration book/ driving license of the driver /PUC/ insurance/ road tax receipt / permit / Fitness certificate etc. The vehicle should be licensed and shall conform to all Government Rules and Regulations being in force from time to time.
23. The bill in duplicate along with log book duly signed and stamped by the user of the vehicle or his representatives should be sent to IIM Amritsar for payment by the **7<sup>th</sup> of the following month**. It should be ensured that there is no overwriting in the log book. In no case, log book without signature will be accepted for payment and if it is found so, the amount will be disallowed.
24. The provided vehicle must be fully and comprehensively insured covering the risk to the driver.
25. **There will be no price variation during the contract period.**
26. The maintenance cost, charges of fuel, road tax, permit fee, passenger tax, border tax, state tax, challans, salary of the driver, the overtime of driver, if any and other statutory payment are the responsibility of the contractor for which no payment shall be made by IIM Amritsar.
27. The tempering of meter reading, vehicle usage timings, overwriting of log sheet and misbehaviour of driver shall be viewed seriously, leading to even cancellation of contract.
28. The courts/any other Tribunal or Forum in Amritsar alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out the contract with respect of this tender.
29. In case of any default by the Contractor and in any of the terms and conditions, IIM Amritsar may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 30 days, notice in writing to the service provider. I.I.M. Amritsar reserves the right to terminate / curtail the Contract at any time by giving one month's notice without assigning any reason.
30. The liability arising from the accident of the hired vehicle under relevant sections of the relevant motor vehicle act and I.P.C. shall solely be on the Contractor. The hiring authority has no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.
31. The driver deployed by the service provider shall invariably covered under EC policy and service provider shall submit the proof of the same. On submission of proof of payment towards the policy the reimbursed shall be made by the IIM Amritsar.
  - (i) The driver provided by the Contractor should fulfil the following conditions:

- (ii) A valid driving license issued by RTO/RTA, Proper uniforms and Name badge
- (iii) Free from consumption of alcohol/smoke/chew Pan / Pan masala / Tobacco.
- (iv) Well conversant with the routes of all Government buildings and important roads within Amritsar city.
- (v) Not indulge in any activity inimical to the security of the officers traveling in his car.
- (vi) The driver needs to be polite and patient, they may have to wait for specified periods when picking or dropping officials.
- (vii) The drivers should always be smartly dressed and in the proper uniform as may be provided by the agency with mobile phones and carry a mobile phone in working condition, for which this Institute will not pay separate charges.
- (viii) The quoted rates shall remain firm throughout the tenure of the contract
- (ix) A declaration is required from the Contractor on their letterhead stating that the drivers provided are of Good Character, have police verification, a valid driving license, and are aware of the routes of Amritsar.

32. The vehicles will have to be fitted/provided with the following additional accessories/utilities:

- a) Clean seat covers
- b) Tissue paper box
- c) Mild Car perfume
- d) Seat Belts (Front and Rear)
- e) Umbrella during Monsoon

**33. Terms of Payment:**

- a) No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work. Payment will be made through bank transfer only, in no circumstance cash/ cheque payment will be made.
- b) I.I.M. Amritsar shall be at liberty to withhold any of the payments in whole or in part subject to recovery of penalties mentioned in the preceding para.
- c) Payments shall be made on a monthly basis. Duly signed bills shall be submitted along with the daily log book / duty slips of Taxi / car's usage, signed by the officer in charge / user(s) of the vehicle. The car registration number should be mentioned on the bill.
- d) All the penalties/fines/ interest (if applicable) will be settled before making the payments. Service Provider shall not have any objection on the same.
- e) All payments shall be made by ECS / e-payment only.

34. **Exit Clause:** The contract can be terminated by giving a one-month notice period by the Institute and a three-month notice period by the contractor. However, at any instant, the contract may be terminated if the vendor's service is not satisfactory.

35. **Contract Agreement:** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (One hundred only).

**36. Penalties:**

- (a) The contractor shall ensure that vehicle reports at the time asked by the officer in-charge of IIM Amritsar. If driver reports for a delay beyond 15 minutes and up to half an hour, a penalty of Rs. 100/- will be levied, for subsequent half an hour or part of it, the additional penalty will be levied at the rate of Rs. 25/- per half an hour or part of it, for delays up to 3 hours. The maximum penalty due to delay shall be Rs. 200/- per occasion. The penalty

shall be levied per occasion basis from the bill of that vehicle. If this delay of reporting is beyond 3 hours, it will be treated as non-reporting for that day, and another vehicle will be engaged from the market at the risk and cost of the contractor for the particular day.

- (b) In case of breach of any of terms and conditions/ Scope of Work mentioned, the Competent Authority will have the right to cancel the contract without assigning any reason thereof, and no charges shall be payable by the institute in that event and the Performance Security deposit shall be forfeited.
- (c) Vehicles should be made available all the days in a month as per the schedule mentioned above. In case of failure to supply the vehicle, a penalty of Rs.300/= will be imposed on each occasion the pro-rata deduction shall be made in the monthly bill.
- (d) The vehicle should report at the specified reporting time. In case of delay in reporting, acceptance of the vehicle will be at the discretion of the controlling officer subject to following conditions:
  - I. If vehicle is accepted after delayed reporting, a penalty of Rs.100/= will be imposed for that day.
  - II. In case of breakdown, if the vehicle is not replaced within one & half hour, penalty of Rs.200/= per occasion will be imposed.
  - III. In case the driver is found to be under the influence of liquor or any other intoxication including drugs, penalty of Rs. 1000/- shall be deducted by the Institute from the bill of the bidder, which will be in addition to other penal action, if any.
- (e) In case a vehicle is requisitioned and the same does not reach at the designated time and place, IIM Amritsar will be free to call required vehicle from any other supplier from open market and the expenses on this account will be debited to the Contractor or will be recovered from the dues / pending bills etc.

**Part- B**

**Scope of Work for hiring of the AC Light Commercial Vehicle (Sedan & SUV) on call basis.**

- 1) This service deals with the hiring of vehicles (including driver and fuel requirements) for a defined period on a temporary basis for local and outstation travel of IIM – Amritsar officials.
- 2) The period of the Contract under the scope of work shall normally be for a period of two years from the date of the **work order**. This period may be extended / curtailed without assigning any reason or giving prior notice.
- 3) **Tentative Requirement:**

Description of service	Sedan (Schedule-1)	Premium S.U.V. (Schedule-2)
	1. Honda Amaze 2. Maruti Suzuki Dzire 3. Tata Tigor 4. Hyundai Xcent 5. Ford Aspire 6. Volkswagen Ameo 7. Tata Zest 8. Nissan Sunny 9. Toyota Etios Or Equivalent	1. Toyota Innova Crysta Or Equivalent
<b><u>Local – within Amritsar</u></b>		
The rate for Pick / Drop (from/to the point of pickup/ drop), the minimum for 20 Kms up to 2hrs		
The rate for a minimum of 40 Km up to 5 hrs.		
The rate for a minimum of 80 km. up to 08 hrs.		
The rate for a minimum of 120 km. up to 12 hrs.		
<b><u>Outstation (beyond 50 kms. from Amritsar)</u></b>		
The rate for Minimum running up to 250 Kms per trip (including driver's allowance)		

**Note:**

- (i) The Contractor will provide the vehicles/driver as per the requirement of the Institute. Requirements of the institute may vary during the contract period. When required, IIM Amritsar may increase the contract value of the tender to 1.25 times the awarded contract value.
- (ii) The outstation hiring charges will be paid for a minimum of 250 km per day. **The rate shall apply based on calendar dates.**
- (iii) Where the Kms run exceeds the No. of Days, then **Rate/Km x No. of Kms for outstation.**

- (iv) Where the number of Days exceeds the Kms run, then the number. **of Days x 250 x Rate/Km for outstation.**
  - (v) The service provider shall indicate the rate PER EXTRA KM, PER EXTRA HOUR and OUTSTATION NIGHT HALT CHARGES (for outstation) for the above-mentioned schedule of requirement. However, it will not be part of the financial evaluation for deciding the lowest bidder.
  - (vi) The bidder shall have at least 02 Light Commercial Vehicles (Sedan / SUV) in own name.
  - (vii) The Agency must have a minimum of 02 vehicles registered in its name. A list of such vehicles with registration details should be attached to the Bid. The list should also indicate the date of registration of the vehicle. IIM Amritsar may ask the Agency to produce the original R.C.s when examining the Technical Bid. The vehicles to be provided should not be more than **three years** old i.e., none of the vehicles deployed should be registered prior to **April-2022.**
- 4) The vehicle to be provided by the Contractor should be in perfectly sound working condition and suitable for use by Senior Officers. Dirty, noisy, and not well-maintained vehicles shall be rejected, and no payments shall be made for the same. The contractor must have trained drivers on their employee roll. In case the condition of the vehicles is/are not found to be satisfactory, they shall be returned for immediate replacement.
  - 5) The vehicle(s) are required as per necessity from the date of issue of the work order. The contract vehicle shall be used for official and Institute works only.
  - 6) The duty hours and kilometres will be calculated from the reporting to the releasing time of the vehicle. An extra run of ½ Hour for reporting and ½ Hour for garaging will be entertained. The bill is to be prepared based on the particulars mentioned on the duty slip. i.e., Date, Hours, Mileage, and Kms covered.
  - 7) The Log book/duty slip shall be maintained by the drivers as per proforma to be specified by the management of the Institute. The drivers shall be responsible for proper completion of the log books including obtaining the signatures of the users. In case of loss of the said Log-Book or Duty slip, the authorized official decision regarding payment will be final.
  - 8) The request for the requirements shall be communicated by the OIC of the contract authorized by competent authority. The request from the individual staff members shall not be considered.
  - 9) The vehicle sent to the office on requisition must have all relevant documents viz., Valid Registration Certificate/driving license/insurance/ road tax/permit fee/ passenger tax/border tax/toll tax/taxi permit etc. The vehicle should be licensed and shall follow to all Government Rules and Regulations being in force from time to time.
  - 10) Punctuality and good behaviour on the part of the driver are essential. Discourteous or careless drivers shall be replaced on demand.
  - 11) Contractor shall be fully responsible for theft, burglary, fire, accidents, traffic rule violations or any other unlawful acts/deeds by his staff.
  - 12) This office shall not be responsible for any traffic penalties, challan, loss, damage due to any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the service provider/contractor.

- 13) In the event of any break-down, servicing and repairs of vehicle, the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
- 14) The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner.
- 15) The contractor is solely responsible for regular servicing, maintenance and insurance renewal etc. of Vehicle. No additional charges shall be made for such activities.
- 16) Unsatisfactory or unprofessional behaviour shall result in termination of the contract. Non-adherence to the quality of service and terms and conditions mentioned herein shall result in termination of the contract immediately, with encashment of the Performance Security deposit.
- 17) Bidder must ensure that the current location for providing the services is at the permanent campus of IIM- Amritsar. The bidder should be ready to provide the services at the transit campus of IIM- Amritsar located inside the Govt. Polytechnic College near GNDU Amritsar as and when required.
- 18) Intending bidder must have at least one active fixed/ mobile/email I.D. 24X7 where requisition of vehicles can be conveyed. The telephone Number must be specified in the Bid.
- 19) The liability arising from the accident of the hired vehicle under relevant sections of the Motor Vehicle Act and I.P.C. shall solely be on the Contractor. The hiring authority has no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.
- 20) Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. This office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims, which may arise under the provisions of various Acts, Governments Orders etc.,
- 21) The Contractor shall assign the job of driving hired/deployed vehicles only to qualified, experienced, licensed drivers and also assume full responsibility for the safety and security of the IIM-Amritsar officials. The essential spares are to be stored in the vehicle for trouble-free driving. IIM- Amritsar shall have no direct or indirect liability arising out of negligence, rash, and reckless driving, driving under the influence of alcohol, which is an offense under the relevant sections of I.P.C. Any loss caused to IIM - Amritsar will have to be suitably compensated by the Contractor. In cases where the driver is found under the influence of alcohol, the contractor shall make arrangement for alternate driver immediately.
- 22) The vehicles will have to be fitted/provided with the following additional accessories/utilities:
  - Valid FASTAG's.
  - Clean seat covers
  - Tissue paper box
  - Mild Car perfume
  - Seat Belts (Front and Rear)
  - Umbrella during Monsoon

- 23) The bidder should have a sufficient number of drivers having experience of driving in Amritsar city and outstation. The Contractor should own a fleet of a sufficient number of vehicles to ensure prompt and smooth service.
- 24) The Contractor may be asked to depute one person as a Transport Manager for IIM Amritsar to manage day to day transport activity of the institute and to depute the vehicle as per requirement on.
- 25) **A declaration is required from the Contractor on their letterhead stating that the drivers provided are of Good Character, have successfully completed the police verification, a valid driving license, and the drivers are talented in navigating routes to destinations (In and around Amritsar) and shall know how to make good use of standard maps and the GPS.**
- 26) The bidder should have a provision to take bookings 24x7.
- 27) Any overtime arising due to the breakdown of the vehicle supplied by the Agency shall be on his account and shall not be charged to IIM- Amritsar.
- 28) The Contractor must also ensure that all the necessary documents (Registration Certificate, Insurance papers, P.U.C. certificate etc.) are available with the driver deployed for duty at IIM- Amritsar.
- 29) Parking charges and Toll charges shall be paid extra as per actual on production of documentary evidence.
- 30) It shall be the sole responsibility and liability of the Contractor to carry out the obligations arising out of various labour legislations such as Contract Labour (Regulation and Abolition) Act 1970, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act, Industrial Disputes Act 1947, Employee Provident Fund and Misc. Provisions Act 1952, Employees' State Insurance Act 1948, Women's Compensation Act 1923, Child Labour (Prohibition and Regulation) Act 1986 and such other relevant enactment are in force from time to time in respect of staff engaged by the Contractor to provide the service.
- 31) The bidder submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts/annexure thereof. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
- 32) The driver provided by the Contractor should fulfil the following conditions:
  - i) A valid driving license issued by RTO/RTA, Proper uniforms and Name badge
  - ii) Free from consumption of alcohol/smoke/chew Pan / Pan masala / Tobacco.
  - iii) Well conversant with the routes of all Government buildings and important roads within Amritsar city.
  - iv) Not indulge in any activity inimical to the security of the officers traveling in his car.
  - v) The driver needs to be polite and patient, they may have to wait for specified periods when picking or dropping officials.
  - vi) The drivers should always be smartly dressed and in the proper uniform as may be provided by the agency with mobile phones and carry a mobile phone in working condition, for which this Institute will not pay separate charges.
  - vii) The quoted rates shall remain firm throughout the tenure of the contract

- 33) The details of the vehicles and drivers allotted for the duty shall be intimated to the officer in charge well in advance time.
- 34) The contract shall ensure that the requested vehicle with the driver needs to be reported to the officer at the requested pick-up location well in advance time. If the vehicle requested does not report to the requested pick-up location, penalty will be imposed amounting to the cost of requested package.
- 35) No charges will be given for lunch/tea to the driver. Driver should carry his lunch.
- 36) **Accuracy of the meters:** The meter reading should tally the actual distance of run at any instant and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.
- 37) Driver of the vehicle requisitioned by this office will report to the officer to whom the vehicle is allotted well in advance and shall always be **“on-call”** with vehicles deployed. The drivers engaged by the Contractor are subject to security check by the Security Staff at any time.
- 38) The tampering of meter reading, vehicle usage timings, overwriting of duty slip, misconducts and other such acts shall be viewed very seriously and action deemed fit shall be taken as per provisions of the contract.
- 39) The bills shall be checked with the duty slip and if any discrepancies are found, the bill shall be returned and the service provider is required to re-submit the correct bills as per the duty slips.
- 40) The rates quoted shall include all charges inclusive of tax/fuel/driver cost. No additional charges other than quoted will be entitled.
- 41) All payments shall be made by ECS / e-payment only.
- 42) The bills shall be submitted along with duty slips / log book duly signed by the user or his representatives to this institute on completion of trip and the payment will be made towards the submitted bill. No advance payment shall be made under any circumstances.
- 43) In case of violation of any of the terms and conditions mentioned in this tender document, competent authority reserves the right to terminate the contract immediately. In such cases, no payments (pending or future) shall be released against the original contract.
- 44) In case of breach of any of terms and conditions/ Scope of Work mentioned, the Competent Authority will have the right to cancel the contract without assigning any reason thereof, and no charges shall be payable by the institute in that event and the Performance Security deposit shall be forfeited.
- 45) **Terms of Payment:**
  - a) No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work. Payment will be made through bank transfer only, in no circumstance cash/ cheque payment will be made.
  - b) I.I.M. Amritsar shall be at liberty to withhold any of the payments in whole or in part subject to recovery of penalties mentioned in the preceding para.
  - c) Payments shall be made on a monthly basis. Duly signed bills shall be submitted along with the daily log book / duty slips of Taxi / car's usage signed by the officer Incharge / user(s) of vehicle. The car registration number should be mentioned on the bill.

- d) All the penalties/fines/ interest (if applicable) will be settled before making the payments. Service Provider shall not have any objection on the same.
- 46) All payments shall be made by ECS / e-payment only
- 47) **Exit Clause:** The contract can be terminated by giving a one-month notice period by the Institute and a three-month notice period by the contractor. However, at any instant, the contract will be terminated if the vendor's service is not satisfactory.
- 48) **Contract Agreement:** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (One hundred only).
- 49) **Penalties:**
- (a) The contractor shall ensure that vehicle reports at the time asked by the officer in-charge of IIM Amritsar. If driver reports for a delay beyond 15 minutes and up to half an hour, a penalty of Rs. 100/- will be levied, for subsequent half an hour or part of it, the additional penalty will be levied at the rate of Rs. 25/- per half an hour or part of it, for delays up to 3 hours. The maximum penalty due to delay shall be Rs. 200/- per occasion. The penalty shall be levied per occasion basis from the bill of that vehicle. If this delay of reporting is beyond 3 hours, it will be treated as non-reporting for that day, and another vehicle will be engaged from the market at the risk and cost of the contractor for the particular day.
  - (b) Vehicles should be made available on call any day in the week at any hour. In case of failure to supply the vehicle, a penalty of Rs.300/= will be imposed on each occasion the pro-rata deduction shall be made in the monthly bill.
  - (c) The vehicle should report at the specified reporting time. In case of delay in reporting, acceptance of the vehicle will be at the discretion of the controlling officer subject to following conditions:
    - I. If vehicle is accepted after delayed reporting, a penalty of Rs.100/= will be imposed for that day.
    - II. In case of breakdown, if the vehicle is not replaced within one & half hour, penalty of Rs.200/= per occasion will be imposed.
    - III. In case the driver is found to be under the influence of liquor or any other intoxication including drugs, penalty of Rs. 1000/- shall be deducted by the Institute from the bill of the bidder, which will be in addition to other penal action, if any.
  - (d) In case a vehicle is requisitioned and the same does not reach at the designated time and place, IIM Amritsar will be free to call required vehicle from any other supplier from open market and the expenses on this account will be debited to the Contractor or will be recovered from the dues / pending bills etc.

**Schedule VI-1: Services and Activities Schedule. (As per Section VI: Schedule of Requirements).**

**Section VII: Performance Standards and Quality Assurance. (As per Section VI: Schedule of Requirements).**

**Schedule VII-1: Method Statement. (As per Section VI: Schedule of Requirements).**

**Schedule VII-2: Work-Plan. (As per Section VI: Schedule of Requirements).**

**Schedule VII-3: Critical Materials Schedule. (As per Section VI: Schedule of Requirements).**

## Section VIII: Qualification Criteria

Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

(Ref ITB-clause 9.2)

*Note for Bidders: Regarding this Schedule, Bidders shall submit the following forms, as per the instructions.*

- 1) Form 4: Qualification Criteria - Compliance
- 2) Form 4.1: Performance Statement
- 3) Form 4.2: Non-performance, Litigation Statement
- 4) Form 4.3: Financial Capability Statements
- 5) Form 3.3: Personnel Deployment Plan
- 6) Form 3.4: Equipment Deployment Plan

Relevant Date when the specified period ends for different supporting reports shall be:

- 1) For all annual reports, periods mentioned are ending with the financial year 2021-22, 2022-23 and 2023-24.
- 2) For other statements, periods mentioned end on the month before the last date of bid submission.
- 3) The bidder shall indicate the application schedule/s in the **Form 1: Bid Form (Covering Letter)**, and the bid will be evaluated accordingly.
- 4) The estimated value is as follows.

Sr. No.	Schedule	Estimated value (INR)
I.	For Schedule-1	44,35,200.00
II.	For Schedule-2	38,94,000.00
III.	For both Schedules 1 and 2	83,29,200.00

Pre-Qualification Criteria		Documents to be submitted
<b>1</b>	<b>Technical Criteria</b>	
<b>1.1</b>	<p>The bidder should have executed Similar Work(s) during the preceding 3 (three) Financial years i.e, 2022-23, 2023-24, 2024-25, reckoned as on the date of technical bid opening, having:</p> <p><b>a) The Bidder must have successfully executed/completed at least one single order costing not less than 80% of the estimated value of the applied schedule/s.</b>  <b>OR</b>  <b>b) The Bidder must have successfully executed/ completed at least two orders (each) costing not less than 50% of the estimated value of the applied schedule/s.</b>  <b>OR</b>  <b>c) The Bidder must have successfully executed/ completed at least three orders (each) costing not less than 40% of the estimated value of the applied schedule/s.</b></p>	Work order with completion certificate indicating the work order no with date, duration of the contract and the executed value.

<b>1.2</b>	<p>NOTES:</p> <p>I. The phrase “<b>Similar Works</b>” means:</p> <p>“Light Commercial Vehicle Services in any Central / State Govt Organisation / PSU / Public Listed Company.”</p> <p>II. The word “Executed” means the bidder should have achieved the criterion specified in Qualifying Requirements, even if the total contract is not completed/closed. A work executed in the preceding three (3) years reckoned as on the date of technical bid opening, even if it has been started earlier, will also be considered for meeting the requirement against clause 1.1 above. The agency has to furnish proof of the executed value of work in the form of copies of the Relevant PO and the Client’s completion certificate to meet the Qualifying requirement.</p> <p>III. Values as per clause 1.1 shall be considered inclusive of taxes &amp; duties.</p>	
<b>2</b>	<b>Financial Criteria</b>	
<b>2.1</b>	The average annual turnover (AATO) of the bidder should not be less than <b>three times the estimated value of the applied schedule/s</b> during the preceding three (03) completed financial years, i.e., 2021-22, 2022-23 and 2023-24 as on the date of Techno-Commercial bid opening.	<p>Bidder shall submit the Financial Statement(s) / Audited Balance Sheet and P&amp;L Account (wherever applicable)/ITR undertaken/ signed by a Member of the Institute of Chartered Accountant of India (ICAI), which Bidders submit in support of compliance to Qualifying Requirements will carry Unique Document Identification Number (UDIN) generated in line with the Gazette Notification of Council of Institute of Chartered Accountant of India (ICAI).</p>
<b>2.2</b>	The bidder shall not incur any losses in the last three (3) financial years i.e., 2021-22, 2022-23 and 2023-24.	
<b>2.3</b>	<p>1. Other income shall not be considered for computing annual turnover.</p> <p>2. The figures indicated in 2.1 are inclusive of Taxes and Duties. If required, a certificate in support of taxes and duties is to be provided by a Chartered Accountant.</p>	
<b>3</b>	<b>Other criteria</b>	
<b>3.1</b>	<p>1. Bidder shall not have abandoned any works/services in the last three (3) financial years, i.e., 2022-23, 2023-24, 2024-25 and till date.</p> <p>2. <b>For Schedule-1:</b> 03 Number of vehicles,  <b>For Schedule-2:</b> 02 Number of vehicles,  <b>For both Schedules 1 and 2:</b> 05 Number of vehicles owned/registered in the name of the bidder. Vehicle registrations with the DTO/RTO shall be in the name of the party.</p>	<p>A declaration, as attached as per Form 1: Bid Form (Covering Letter), shall be submitted by the bidder.</p> <p>A copy of the vehicle registration certificates with the DTO/RTO shall be submitted along with the format given below in the technical bid.</p>

	3. The company/agency shall have been in existence for the last five (5) years, reckoned as on the date of technical bid opening.	A copy of the incorporation certificate or similar certificate issued by a government body shall be submitted by the bidder.															
<b>3.2</b>	<p>1. Bidders are required to submit EMD in favour of the "INDIAN INSTITUTE OF MANAGEMENT AMRITSAR" payable at AMRITSAR for an amount of <b>INR: 2,21,000.00/- for Schedule-1, INR: 1,94,000.00/- for Schedule-2 and INR: 4,15,000.00/- for both Schedules</b> along with their bids in the form of Bank Guarantee etc. from any Commercial Bank or Private Bank Authorised to conduct Government business.</p> <p><b>OR</b></p> <p>The Bidder (s) may remit the Earnest Money Deposit (EMD) through NEFT/RTGS at</p> <table border="1"> <thead> <tr> <th>Sr No</th><th>Description</th><th>Details</th></tr> </thead> <tbody> <tr> <td>1</td><td>Name of Beneficiary</td><td>Indian Institute of Management, Amritsar</td></tr> <tr> <td>2</td><td>Bank account No</td><td>2083214000009</td></tr> <tr> <td>3</td><td>Name of Bank</td><td>Canara Bank</td></tr> <tr> <td>4</td><td>IFSC Code</td><td>CNRB0002083</td></tr> </tbody> </table> <p>A copy of the payment transaction receipt has to be attached to the Tender application form, without which the Tender won't be considered for the bidding process.</p> <p><b>OR</b></p> <p>Certificate for exemption as per government guidelines, along with the <b>Bid security declaration</b> as per the given format in <b>Form-7</b>.</p>	Sr No	Description	Details	1	Name of Beneficiary	Indian Institute of Management, Amritsar	2	Bank account No	2083214000009	3	Name of Bank	Canara Bank	4	IFSC Code	CNRB0002083	
Sr No	Description	Details															
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2	Bank account No	2083214000009															
3	Name of Bank	Canara Bank															
4	IFSC Code	CNRB0002083															

**Vehicle Details Format**

The contractor shall furnish the following information for the Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years.

Name of the firm / Company :

Address for communication :

Registered office, if any :

Location of Garage in Amritsar :

Telephone No. (Office, Residence, Garage) :

Name of proprietor/partners/directors :

Name of the Contact person with  
Mobile number for provision of service :

**For Schedule-1:** 03 Number of vehicles,

**For Schedule-2:** 02 Number of vehicles

**For Both Schedules-1&2:** 05 Number of vehicles  
owned/registered in the name of the bidder :

SL. No.	Registration. No.	Make and model (not older than April-2022).	Date of Purchase	Photocopy of RC/ Insurance Enclosed (Yes /No)	Remarks
1.					
2.					
3.					
4.					

\* The Agency will be responsible for compliance with all statutory provisions related to minimum Wages, etc., in respect of the drivers deployed by it. The tendering Agency will be fully responsible for paying wages and other dues, compliance with all labour laws, and welfare schemes applicable to the drivers deployed by them at I.I.M. Amritsar.

.....(Signature with date)

.....(Name and designation)

Duly authorised to sign the bid for and on behalf of

..... [name & address of Bidder and seal of company]

**Section VIII-1: Key Personnel Schedule. (As per Section VI: Schedule of Requirements).**

**Section VIII-2: Critical Equipment Schedule. (As per Section VI: Schedule of Requirements).**

Procurement of Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

## **BIDDING FORMS**

## Form 1: Bid Form (Covering Letter)

(Ref ITB-clause 9.2)

(To be submitted as part of the Technical bid, along with supporting documents, if any)

(on Bidder's Letter-head)

(Strike out alternative phrases not relevant to you)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

**To**

The Director (IIM Amritsar), Indian Institute of Management Amritsar

Vill.- Manawala, P.O.- Jandiala Guru SO, Amritsar, Punjab-143115

Ref: Your Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

Sir/ Madam

Having examined the abovementioned Tender Document, we, the undersigned, hereby submit/ upload our Techno-commercial and Financial bid (Price Schedule) for the performance of Services and incidental Goods/ Works in conformity with the said Tender Documents.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

**1) Our Credentials:**

a) We are submitting this bid -

- ☐ on our behalf, and there are no agents/ dealers involved in this tender, and hence no agency agreement or payments/ commissions/ gratuity is involved. Our company law and taxation regulatory requirements and authorization for signatories and related documents are submitted in Form 1.1 (Bidder Information).

Or

- ☐ as agents/ associates of our foreign principals. Our foreign principal's law and taxation regulatory requirements and authorization for signatories and related documents are submitted in Form 1.4 (Declaration by Agents/ Associates of Foreign Principals).

b) We..... hereby certify that ☐ We/ ☐ Our Principals M/s ..... are a firm of proven, established, and reputed Service Provider having Experience, past performance, Personnel, Machinery and Financial capability, with offices at -----.

**2) Our Eligibility and Qualifications to participate**

We comply with all the eligibility criteria stipulated in this Tender Document, and the relevant declarations are made along with documents in Form 1.2 of this bid-form. We fully meet the qualification criteria stipulated in this Tender Document, and the relevant details are

submitted along with documents in Form 4: 'Qualification Criteria - Compliance. We authorise the Procuring Entity to contact our Banker to seek references and clarifications.

**3) Our Bid to deliver Services:**

We offer to deliver the subject Services of requisite Performance Standards and within Delivery Schedules in conformity with the Tender Document. The relevant details are submitted in Form 2: 'Schedule of Requirements - Compliance and Form3: 'Performance Standards and Quality Assurance - Compliance' (and its sub-forms).

**4) I/We do hereby declare that we are applying for the below schedule/s:**

Sr. No.	Schedule	Applying	
I.	For Schedule-1	YES <input type="checkbox"/>	NO <input type="checkbox"/>
II.	For Schedule-2	YES <input type="checkbox"/>	NO <input type="checkbox"/>
III.	For both Schedules 1 and 2	YES <input type="checkbox"/>	NO <input type="checkbox"/>

- 5) I/We have carefully read and understood all the terms and conditions and other instruction of the tender and undertake to abide by them.
- 6) I/We do hereby declare that our company/agency has not been blacklisted/debarred by any of the Govt. Department/Govt. Autonomous/Public sector undertaking for participating in this bid.
- 7) I/We do hereby declare that our company/agency has not abandoned any works/services in the last three financial years.
- 8) I/We certify that all information furnished by our company/agency is true & correct. 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 the forfeiture of the fully said earnest money deposit absolutely.
- 9) The Information/documents furnished along with the above tender are true and authentic to the best of my knowledge and belief. I/We are well aware that furnishing any false information/fabricated document would lead to rejection of my tender, besides liabilities towards prosecution under appropriate law.
- 10) The corrigendum(s) issued from time to time by your department/organization has also been taken into consideration while submitting this acceptance letter.

**11) Prices:**

We hereby offer to perform the Services at our lowest prices and rates mentioned in the separately uploaded Price-Schedule. It is hereby confirmed that the prices quoted therein by us are:

- (a) based on terms of delivery and delivery schedule confirmed by us; and
- (b) Cost break-up of the quoted cost, showing inter-alia costs (including taxes and duties thereon) of all the included incidental Goods/ Works considered necessary to make the proposal self-contained and complete, has been indicated therein, and
- (c) based on the terms and mode of payment as stipulated in the Tender Document. We have understood that if we quote any deviation to terms and mode of payment, our bid is liable to be rejected as nonresponsive, and
- (d) have been arrived at independently, without restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to:

- i) those prices; or
  - ii) the intention to submit an offer; or
  - iii) the methods or factors used to calculate the prices offered.
- (e) have neither been nor shall be knowingly disclosed by us, directly or indirectly, to any other bidder or competitor before bid opening or contract award unless otherwise required by law.

**12) Affirmation to terms and conditions of the Tender Document:**

We have understood the complete terms and conditions of the Tender Document. We accept and comply with these terms and conditions without reservations, although we are not signing and submitting some of the sections of the Tender Document. Deviations, if any, are submitted by us in Form 5: 'Terms and Conditions - Compliance'. We also explicitly confirm acceptance of the Arbitration Agreement as given in the Tender Document.

**13) Bid Securing Declaration**

We have submitted the Bid Securing Declaration (BSD, in lieu of Bid Security) in stipulated format vide Form 7: 'Documents Relating to bid security'.

**14) Abiding by the Bid Validity**

We agree to keep our bid valid for acceptance for a period upto -----, as required in the Tender Document, or for a subsequently extended period, if any, agreed to by us, and are aware of penalties in this regard stipulated in the Tender Document in case we fail to do so.

**15) Non-tempering of Downloaded Tender Document and Uploaded Scanned Copies**

We confirm that we have not changed/ edited the contents of the downloaded Tender Document. We realise that any such change noticed at any stage, including after the contract award, shall be liable to punitive action in this regard stipulated in the Tender Document. We also confirm that scanned copies of documents/ affidavits/ undertakings uploaded along with our Technical bid are valid, true, and correct to the best of our knowledge and belief. If any dispute arises related to the validity and truthfulness of such documents/ affidavits/ undertakings, we shall be responsible for the same. Upon accepting our Financial bid, we undertake to submit for scrutiny, on-demand by the Procuring Entity, originals, and self-certified copies of all such certificates, documents, affidavits/ undertakings.

**16) A Binding Contract:**

We further confirm that, if our bid is accepted, all such terms and conditions shall continue to be acceptable and applicable to the resultant contract, even though some of these documents may not be included in the contract Documents submitted by us. We do hereby undertake that, until a formal Contract is signed or issued, this bid, together with your written Letter of Award, shall constitute a binding contract between us.

**17) Performance Guarantee and Signing the contract**

We further confirm that, if our bid is accepted, we shall provide you with performance security of the required amount stipulated in the Tender Document for the due performance of the contract. We are fully aware that in the event of our failure to deposit the required security amount and/ or failure to execute the agreement, the Procuring Entity has the right to avail any or all punitive actions laid down in this regard, stipulated in the Tender Document.

**18) Signatories:**

We confirm that we are duly authorized to submit this bid and make commitments on behalf of the Bidder. Supporting documents are submitted in Form 1.1 annexed herewith. We acknowledge that our digital/digitized signature is valid and legally binding.

**19) Rights of the Procuring Entity to Reject bid(s):**

We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred Tender Document.

.....(Signature with date)

.....(Name and designation)

Duly authorised to sign the bid for and on behalf of

..... [name & address of Bidder and seal of company]

## Form 1.1: Bidder Information

(Ref ITB-clause 9.2)

(To be submitted as part of Technical bid)

(on Company Letter-head)

(Along with supporting documents, if any)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

*Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanours in the Tender Document.*

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

### 1) Bidder/ Contractor particulars:

- a) Name of the Company:.....
- b) Corporate Identity No. (CIN): .....
- c) Registration, if any, with The Procuring Entity: .....
- d) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract) .....
- e) Place of Registration/ Principal place of business" .....
- f) Complete Postal Address: .....
- g) Pin code/ ZIP code: .....
- h) Telephone nos. (with country/ area codes): .....
- i) Mobile Nos.: (with country/ area codes): .....
- j) Contact persons/ Designation: .....
- k) Email IDs: .....

*Submit documents to demonstrate eligibility as per NIT-clause 3 and ITB-clause 3.2 - A self-certified copy of registration certificate – in case of a partnership firm – Deed of Partnership; in case of Company – Notarized and certified copy of its Registration; and in case of Society – its Byelaws and registration certificate of the firm.*

### 2) Taxation Registrations:

- a) PAN number: .....
- b) Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.): .....
- c) GSTIN number: ..... in Contractor and Service Site States

- d) Registered/ Certified Offices from where the Services would be supported and Place of Service Site for GST Purpose: .....
- e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts): .....

*Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.*

**3) Trade Registrations and Licences**

We have the following registrations/ licences required for the performance of this Service (tick as applicable). Authenticated copies of these are enclosed herewith:

- ☐ EPF
- ☐ ESI
- ☐ Labour Licence
- ☐ Private Security Agency under relevant Act
- ☐ Any other required -----.

**4) Authorization of Person(s) signing the bid on behalf of the Bidder**

- a) Full Name: \_\_\_\_\_
- b) Designation: \_\_\_\_\_
- c) Signing as: \_\_\_\_\_

- ☐ A sole proprietorship firm. The person signing the bid is the sole proprietor/ constituted attorney of the sole proprietor,
- ☐ A partnership firm. The person signing the bid is duly authorised being a partner to do so, under the partnership agreement or the general power of attorney,
- ☐ A company. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.
- ☐ A Society. The person signing the bid is the constituted attorney.

*Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution*

**5) Bidder's Authorized Representative Information**

- a) Name:
- b) Address:
- c) Telephone/ Mobile numbers:
- d) Email Address:

.....(Signature with date)

.....(Name and designation)

Duly authorized to sign bid for and on behalf of ..... [name & address of Bidder and seal of company] DA: As above

## Form 1.2: Eligibility Declarations

(Ref ITB-clause 9.2)

(To be submitted as part of Technical bid)

(On Company Letter-head)

(Along with supporting documents, if any)

Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

*Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.]*

### Eligibility Declarations

*(Please tick appropriate boxes or cross out any declaration not applicable to the bidder)*

We hereby confirm that we comply with all the stipulations of NIT-clause 3 and ITB-clause 3.2 and declare as under and shall provide evidence of our continued eligibility to the Procuring Entity as may be requested:

- 1) **Legal Entity of Bidder:** \_\_\_\_\_
- 2) **Bidder/ Agent Status:** \_\_\_\_\_
- 3) We solemnly declare that we (including our affiliates or subsidiaries or constituents):
  - (a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;
  - (c) (including our Contractors/ subcontractors for any part of the contract):
    - i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Indian Institute of Management Amritsar or its Ministry/ Department from participation in its Tender Processes; and/ or
    - ii) Are not convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.
  - (d) Do not have any association (as bidder/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the Tender Document.
  - (e) We certify that we fulfil any other additional eligibility condition if prescribed in Tender Document.

- (f) We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.

4) Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017:

*"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:*

- a) *we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;*
- b) *we shall not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.*

5) **MSME Status:**

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- a) We are - Micro/ Small/ Medium Enterprise/ SSI/ Govt. Deptt. / PSU/ Others:.....
- b) We attach herewith, Udhya Registration Certificate with the Udhya Registration Number as proof of our being MSE registered on the Udhya Registration Portal. The certificate is the latest up to the deadline for submission of the bid.
- c) Whether Proprietor/ Partner belongs to SC/ ST or Women category. (Please specify names and percentage of shares held by SC/ ST Partners):.....

6) **Start-up Status**

we confirm that we are/ are not a Start-up entity as per the definition of the Department of Promotion of Industrial and Internal Trade – DPIIT.

7) **Make in India Status:**

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

a) **Self-Certification for the category of suppliers:**

(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers). Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

☐ Class-I Local Supplier/

☐ Class-II Local Supplier/

☐ Non-Local Supplier.

**b) We also declare that.**

☐ There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or

☐ We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services.

**8) Self-Declaration by Indian Agents of Foreign Principals**

- a) Self-attested documentary evidence about their identity (PAN, Aadhar Card, GSTIN registration, proof of address etc.), business details (ownership pattern and documents, type of firm, year of establishment, sister concerns etc.) to establish that they are a bonafide business as per Indian Laws – are submitted as part of Form 1.3 annexed herewith.
- b) Agency Agreement shall be submitted with Form 1.3. It shall cover
  - i) the precise relationship, services to be rendered, mutual interests in business - generally and/ or specifically for the tender and
  - ii) any payment the agent or associate receives in India or abroad from the foreign principal, whether a commission or a general retainer fee.
- c) Our Foreign principals, explicitly authorizing us to make an offer in response to the tender, either directly or in association with them, are listed in Form 1.3 annexed herewith. That also indicates their name, address, nationality, status (i.e., whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal).
- d) The amount of commission/ remuneration included in the price (s) quoted by Bidder for agents or associated bidder is detailed in Form 1.3.
- e) Confirmation is given in Form 1.3 herewith from the foreign principals that the commission/ remuneration, reserved for Bidder in the quoted price(s), if any, shall be paid by the Procuring Entity in India, in equivalent Indian Rupees on satisfactory completion of the Project or delivery of Services.

**9) Penalties for false or misleading declarations:**

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties as mentioned in this Tender Document.

.....(Signature with date)

.....(Name and designation)

Duly authorized to sign bid for and on behalf of

..... [name & address of Bidder and seal of company]

DA: As in Sr 9 to 13 above, as applicable

**Form 1.3: Declaration by Agents/ Associates of Foreign Principals.  
(As per Section VIII: Qualification Criteria).**

DA: As above

Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years - IIMASR/SP/2025-26/538

## Form 2: Schedule of Requirements - Compliance

## Services and Activities Schedule

(Ref ITB-clause 9.2, Schedule VI-1: Services and Activities Schedule)

(To be submitted as part of Technical bid)

(Along with supporting documents, if any)

(on Company Letter-head)

Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

Bidder's Name

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

*Note: Bidders must fill up this Form regarding 'Services and Activities Schedule' in Section VI: 'Schedule of Requirements' maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard. Include details:*

<div style="display: flex; justify-content: space-between; align-items: center;"> <span><a href="#">Validate</a></span> <span><a href="#">Print</a></span> <span><a href="#">Help</a></span> <span style="color: red;"><b>BOQ (Form Based)</b></span> </div>										
<b>Tender Inviting Authority:</b> Dean Administration										
<b>Name of Work:</b> Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years										
<b>Contract No:</b>										
<b>Name of the Bidder/ Bidding Firm / Company :</b>										
<b>PRICE SCHEDULE</b> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )										
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST (If applicable in Percentage)	GST Amount in Rs. P	HSN / SAC Code	TOTAL AMOUNT, excluding taxes in Rs. P <small>(For 03 vehicle for 02 years)</small>	TOTAL AMOUNT including taxes in Rs. P <small>(For 03 vehicle for 02 years)</small>	TOTAL AMOUNT In Words
1	2	4	5	7	8	9	10	11	12	13
1	Hiring of the 03 AC Light Commercial Vehicle on monthly basis.  <small>(The service provider shall indicate the rate PER EXTRA KM, PER EXTRA HOUR and OUTSTATION NIGHT HALT CHARGES (for outstation) as applicable. However, it will not be part of the financial evaluation for deciding the lowest bidder.)</small>									
1.01	2000 Kms Minimum run and 12 hrs. per day, tentative time 08:00 hrs. to 20:00 hrs. for all days in a month.	24.00	Per Vehicle Per Month			0.00		0.00	0.00	INR Zero Only
1.02	PER EXTRA HOUR	1.00	Hour			0.00		0.00	0.00	INR Zero Only
1.03	PER EXTRA KM	1.00	KM			0.00		0.00	0.00	INR Zero Only
<b>Total in Figures</b>								<b>0.00</b>	<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>		<b>INR Zero Only</b>								

Procurement of Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

Validate	Print	W	Help	Form Based						
<b>Tender Inviting Authority: Dean Administration</b>										
<b>Name of Work: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years</b>										
<b>Contract No:</b>										
<b>Name of the Bidder/ Bidding Firm / Company :</b>										
<b>PRICE SCHEDULE</b>										
<b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</b>										
NUMBER #	TEXT #	NUMBER	TEXT	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST (If applicable in Percentage)	GST Amount in Rs. P	HSN / SAC Code	TOTAL AMOUNT excluding taxes in Rs. P	TOTAL AMOUNT including taxes in Rs. P	TOTAL AMOUNT in Words
1	2	4	5	7	8	9	10	11	12	13
1	Hiring Light Commercial Vehicle (Sedan & SUV) on call basis  (The service provider shall indicate the rate PER EXTRA KM, PER EXTRA HOUR and OUTSTATION NIGHT HALT CHARGES (for outstation) as applicable. However, it will not be part of the financial evaluation for deciding the lowest bidder.)									
1.01	<b>SEDAN (Local)</b>									
1.011	20 km/2 hrs	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.012	40 km / 5 hrs	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.013	80 km / 8 hrs	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.014	120 km /12 hrs	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.015	PER EXTRA HOUR	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.016	PER EXTRA KM	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.02	<b>SEDAN (Outstation)</b>									
1.021	250 km	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.022	PER EXTRA HOUR	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.023	PER EXTRA KM	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.024	OUTSTATION NIGHT HALT	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.03	<b>SUV (Local)</b>									
1.031	20 km/2 hrs	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.032	40 km / 5 hrs	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.033	80 km / 8 hrs	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.034	120 km /12 hrs	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.035	PER EXTRA HOUR	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.036	PER EXTRA KM	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.04	<b>SUV (Outstation)</b>									
1.041	250 km	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.042	PER EXTRA HOUR	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.043	PER EXTRA KM	1.00	Nos			0.00		0.00	0.00	INR Zero Only
1.044	OUTSTATION NIGHT HALT	1.00	Nos			0.00		0.00	0.00	INR Zero Only

1) Description/ Scope of Service (indicate what is (and more important – what is not) included in the Services and conditions under which Services are to be performed);

Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years - IIMASR/SP/2025-26/538

- 2) Outcomes, Deliverables, reports etc
- 3) Frequency/ Quantum/ Length & Duration of Activities

## Deviations from the Schedule of Requirements

(Ref ITB-clause 9.2, Schedule VI: Schedule of Requirements)

(To be submitted as part of Technical bid)

(on Company Letter-head)

Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

Note to Bidders: Highlight in this Form any deviations, if any, from Section VI: Schedule of Requirements, Background and Services and Activities Schedule. For clarity, you may add your Background.

Sl. No.	Ref of Tender Document Section, Clause		Subject	Confirmation/ Deviation/ Exception/ reservation	Justification/ Reason
	Section	Clause/ sub- clause			

We shall comply with, abide by, and accept without variation, deviation, or reservation all requirements detailed in Section VI: Schedule of Requirements, except those mentioned above. If mentioned elsewhere in our bid, contrary terms and conditions shall not be recognised and shall be null and void.

.....(Signature with date)

.....(Name and designation)

Duly authorized to sign bid for and on behalf of

..... [name & address of Bidder and seal of company]

## Form 3: Performance Standards and Quality Assurance - Compliance

(Ref ITB-clause 9.2, Schedule VII: Performance Standards and Quality Assurance)

(To be submitted as part of Technical bid)

(on Company Letter-head)

Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

*Note to Bidders: Also highlight deviations from Section VII: Performance and Quality Assurance requirements maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard.*

Sl. No.	Ref of Performance Standards and Quality Assurance Clause		Subject	Confirmation/ Deviation/ Exception/ reservation	Justification/ Reason
	Section	Clause/ sub-clause			

We shall comply with, abide by, and accept without variation, deviation, or reservation all Performance Standards and Quality Assurance requirements in the Tender Document, except those mentioned above. If mentioned elsewhere in our bid, contrary terms and conditions shall not be recognised and shall be null and void.

.....(Signature with date)

.....(Name and designation)

Duly authorized to sign bid for and on behalf of

..... [name & address of Bidder and seal of company]

DA: Relevant documents like technical data, literature, drawings, and other documents

**Form 3.1: Method Statement. (As per Section VI: Schedule of Requirements).**

**Form 3.2: Work-Plan. (As per Section VI: Schedule of Requirements).**

**Form 3.3: Personnel Deployment Plan. (As per Section VI: Schedule of Requirements).**

**Form 3.4: Critical Equipment Deployment Plan. (As per Section VI: Schedule of Requirements).**

**Form 3.5: Critical Materials Deployment Plan. (As per Section VI: Schedule of Requirements).**

**Form 4: Qualification Criteria - Compliance. (As per Section VIII: Qualification Criteria).**

**Form 4.1: Performance Statement. (As per Section VIII: Qualification Criteria).**

**Form 4.2      Non-performance, Litigation Statement. (As per  
Section VIII: Qualification Criteria).**

.

**Form 4.3      Financial Capability Statements. (As per Section VIII: Qualification Criteria).**

## Form 5: Terms and Conditions - Compliance

(Ref ITB-clause 9.2)

(To be submitted as part of Technical bid)

(on Company Letter-head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

*Note to Bidders: Fill up this Form regarding Terms and Conditions in the Tender Document, maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard.*

Sl. No.	Ref of Tender Document Section, Clause		Subject	Confirmation/ Deviation/ Exception/ reservation	Justification/ Reason
	Section	Clause/ sub- clause			

We shall comply with, abide by, and accept without variation, deviation, or reservation all terms and conditions of the Tender Document, except those mentioned above. If mentioned elsewhere in our bid, contrary terms and conditions shall not be recognised and shall be null and void.

.....

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

.....

.....

[name & address of Bidder and seal of company] DA: If any, at the option of the Bidder.

## Form 6: Checklist for Bidders

(Ref ITB-clause 9.2)

(To be submitted as part of Technical bid)

(on Company Letter-head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

*Note to Bidders: This check-list is merely to help the bidders to prepare their bids, it does not over-ride or modify the requirement of the tender. Bidders must do their own due diligence also.*

Sr	Documents submitted, duly filled, signed	Yes/ No/ NA
1.	Form 1.- bid Form (to serve as covering letter and declarations applicable for both the Techno-commercial and Financial bid)	
2.	Form 1.1: Bidder Information along with Power of attorney and Registration Certificates etc.	
3.	Form 1.2: Eligibility Declarations, along with supporting documents	
3.a	Self-attested copy of Registration certificate for bidders/ subcontractors from restricted neighbouring countries	
3.b	Self-attested copy of MSME registration	
3.c	Self-attested copy of Start-up registration/ status	
3.d	Self-attested copy of the certificate of Local Supplier Status for Make in India policy, from auditors/ cost accountant in case of Tenders above Rs 10 Crore	
4.	If applicable, Form 1.3: Declaration by Agents/ Associates of Foreign Principals	
4.a	Self-attested copy of Registration certificates etc., of the agent/ dealer.	
4.b	Self-attested copy of Power of Attorney etc. authorizing signatories on stamp paper to sign Form 1.3 of Agent Dealer	
5.	Form 2: Schedule of Requirements - Compliance	
6.	Form 3: Performance Standards and Quality Assurance - Compliance	
6.a	Form 3.1, 3.2, 3.3, 3.4, and 3.5 to support Form 3	
7.	Form 4: Qualification Criteria - Compliance	
7.a	Form 4.1, 4.2, 4.3 to support Form 4	
8.	Form 5: Terms and Conditions - Compliance	
9.	Form 6: This Checklist	

Sr	Documents submitted, duly filled, signed	Yes/ No/ NA
10.	Form 7: Documents relating to Bid Security	
11.	If applicable, Form 8: Duly signed Integrity Pact, If stipulated in AITB.	
12.	Price Schedule (BOQ) Excel Sheet downloaded from the Portal and filled and uploaded	
13.	Any other requirements, if stipulated in TIS/ AITB; or if considered relevant by the Bidder	

.....

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

## Form 7: Documents Relating To Bid Security

(Ref ITB-clause 9.2)

*Note: Submit as Form 7 as part of Technical bid, a Bid Securing Declaration In lieu of bid security in the following format. Bidders exempted from submission of bid security are also required to submit this.*

### Bid Securing Declaration

(on Company Letter-head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

**To**

The Director (IIM Amritsar), Indian Institute of Management Amritsar

Vill.- Manawala, P.O.- Jandiala Guru SO, Amritsar, Punjab-143115

Ref: Your Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in Indian Institute of Management Amritsar for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) being notified within the bid validity of the acceptance of our bid by the Store and Purchase office:
  - (a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
  - (b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
  - (a) of cancellation of the entire tender process or rejection of all bids or
  - (b) of the name of the successful bidder or
- 2) forty-five days after the expiration of bid validity any extension to it.

(Signature with date)

.....(Name and designation)

Duly authorized to sign bid for and on behalf of.....[name & address of Bidder and seal of company]

Dated on ..... day of ..... [insert date of signing]

Place.....[ insert place of signing]

DA:.....

**Form 8: Integrity Pact. Not applicable to this tender.**

Procurement of Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

## **FORMATS**

## Format 1: Contract Form

(Ref ITB-clause 13.2)

**To**

The Director (IIM Amritsar), Indian Institute of Management Amritsar

Vill.- Manawala, P.O.- Jandiala Guru SO, Amritsar, Punjab-143115

Contract No..... dated.....

**To**

Contractor [Write Name]

Unique GeM Supplier ID:.....

[Complete address of the contractor]

**Subject:** -----

**Ref:** 1. *This office' Letter of Award No..... dated .....*

2. *This office Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years, dated..... and subsequent Amendment No....., dated..... (If any). (Hereinafter referred to as 'the Tender Document')*

3. *Your Tender No..... dated..... and subsequent communication(s)/ Revised Offer No..... dated ..... (If any), exchanged between you and this office in connection with this tender. (Hereinafter referred to as 'Your Offer')*

Dear Sir/ Madam,

Your bid referred above, read with subsequent letters mentioned above, for the Services stipulated in the Schedules annexed herewith, have been accepted. Terms and conditions in this Contract and the documents listed in the clause below shall apply.

2. Terms and conditions in the documents mentioned under Reference no: 1, 2 and 3 above (including General and Special Conditions of Contract) shall also be part of this contract.

*Note: The words, expressions, definitions, and abbreviations used in this Contract shall have the same meanings as are respectively assigned to them in the General Condition of Contract of 'the Tender Document'.*

(Signature, name and address of [Procuring Entity]'s authorized, official)

For and on behalf of.....

Received and accepted this Contract .....

(Signature, name, and address of the contractor's executive duly authorized to sign on behalf of the contractor)

For and on behalf of ..... (Name and address of the contractor)

(Seal of the contractor) Place:\_\_\_\_\_ Date:

**Format 1.1: Description of Services. (As per Section VI: Schedule of Requirements).**

**Format 1.1.1: Personnel Deployment Plan. (As per Section VI: Schedule of Requirements).**

**Format 1.1.2: Equipment Deployment Plan. (As per Section VI: Schedule of Requirements).**

**Format 1.1.3: Materials Deployment Plan. (As per Section VI: Schedule of Requirements).**

## **Format 1.2 Price Schedule.**

Store and Purchase office

Indian Institute of Management Amritsar

[Complete address of the Procuring Entity]

Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

Contract No \_\_\_\_\_; Date \_\_\_\_\_

Contractor's Name \_\_\_\_\_

[Address and Contact Details]

*[Price Schedule as per BOQ submitted along with all Schedules]*

### Format 1.3: Bank Guarantee Format for Performance Security

(Ref ITB-clause 13.2.4 and GCC-clause 5.8)

**To**

The Director (IIM Amritsar), Indian Institute of Management Amritsar

Vill.- Manawala, P.O.- Jandiala Guru SO, Amritsar, Punjab-143115

Whereas..... (name and address of the contractor) (hereinafter called "the contractor") has undertaken, in pursuance of contract no ..... date..... to delivery ..... (description of Services) (hereinafter called "the contract").

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of .....(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification. This guarantee shall be valid until the .....day of .....20.....

Our.....branch at.....\*(Name & Address of the .....\*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our .....\* branch a written claim or demand and received by us at our .....\* branch on or before Dt..... otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

..... Name and designation of the officer

..... Seal, name & address of the Bank and address of Branch

\*Preferably at the headquarters of the authority competent to sanction the expenditure for procurement of goods/ service or at the concerned district headquarters or the state headquarters.

### Format 1.4: No Claim Certificate

(Refer GCC-Clause 11.6.6)

(On company Letter-head)

Contractor's Name\_\_\_\_\_

[Address and Contact Details]

Contractor's Reference No. \_\_\_\_\_ Date.....

**To**

The Director (IIM Amritsar), Indian Institute of Management Amritsar

Vill.- Manawala, P.O.- Jandiala Guru SO, Amritsar, Punjab-143115

#### No Claim Certificate

Sub: Contract Agreement no. ----- dated -----for the supply of -----

We have received the sum of Rs. (Rupees \_\_\_\_\_ only) as final settlement due to us for the supply of \_\_\_\_\_ under the abovementioned contract agreement.

We have received all the amounts payable to us with this payment and have no outstanding dispute of any description whatsoever regarding the amounts worked out as payable to us and received by us.

We hereby unconditionally and without any reservation whatsoever, certify that we shall have no further claim whatsoever, of any description, on any account, against the Store and Purchase office, under contract above. We shall continue to be bound by the terms and conditions of the contract agreement regarding its performance.

Yours faithfully,

Signatures of contractor or

officer authorised to sign the contract documents.

on behalf of the contractor

(company Seal)

Date:\_\_\_\_\_

Place:\_\_\_\_\_

## Format 1.5: Certification by Prospective Arbitrators

(Ref GCC-clause 12.5)

**To**

The Director (IIM Amritsar), Indian Institute of Management Amritsar

Vill.- Manawala, P.O.- Jandiala Guru SO, Amritsar, Punjab-143115

### Certification by Prospective Arbitrators

1. Name: \_\_\_\_\_

2. Contact Details: \_\_\_\_\_

3. I hereby certify that I am retired officer of *[Name of Organisation]* retired as \_\_\_\_\_ in \_\_\_\_\_ grade.

4. I have no past or present relationship concerning the subject matter in dispute, whether financial, business, professional or another kind.

Or

I have past or present relationships concerning the subject matter in dispute, whether financial, business, professional or another kind. The list of such interests is as under:-----

5. I have no past or present relationship/ interest financial, business, professional or other, in any of the parties, which may raise justifiable doubts about my independence or impartiality in terms of the Arbitration and Conciliation Act 1996 amended from time to time.

Or

I have past or present relationship/ interest financial, business, professional or other, in any of the parties, which may raise justifiable doubts about my independence or impartiality in terms of the Arbitration and Conciliation Act 1996 as amended from to time. The details of such relationship or interest are as under: -----

6. There are no concurrent circumstances that are likely to affect my ability to devote sufficient time to the arbitration and finish the entire arbitration within twelve months.

Or

Some circumstances are likely to affect my ability to devote sufficient time to the arbitration and finish the entire arbitration within twelve months. The list of such circumstances is as under: -----

(Signature)

(Name & Designation)

## Format 2: Authorization for Attending Pre-bid Conference.

(Refer ITB-clause 8)

(on Company Official Letter Head)

Bidder's Name \_\_\_\_\_

[Address and Contact Details]

Bidder's Reference No. \_\_\_\_\_ Date.....

**To**

The Director (IIM Amritsar), Indian Institute of Management Amritsar

Vill.- Manawala, P.O.- Jandiala Guru SO, Amritsar, Punjab-143115

Ref: Your Tender Document No. IIMASR/SP/2025-26/538; Tender Title: Hiring Light Commercial Vehicle on monthly and call basis for a period of 02 years

Subject: Authorization for attending Pre-bid Conference on \_\_\_\_\_ (date).

Following persons are hereby authorized to attend the Pre-bid Conference for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

Sr.	Name	Government Photo ID Type/ Number
I.		
II.		
Alternate Representative		

Note:

1. Maximum of two representatives (carrying valid Government photo IDs) shall be permitted to attend the Pre-bid opening. An alternate representative shall be permitted when regular representatives are not able to attend.
2. Permission to enter the hall where the pre-bid conference is conducted may be refused if authorization as prescribed above is not submitted.

Signatures of bidder

or

Officer authorized to sign the bid.

Documents on behalf of the bidder [name & address of Bidder and seal of company]