



INDIAN INSTITUTE OF MANAGEMENT SHILLONG

Umsawli, Shillong- 793018

Phone No: 0364-2308012

Email: spo@iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/22-23/014

Dated: 14.03.2023

Subject: Notice Inviting Quotation for Hiring of Vehicle for the period 2023-2024.

Quotations are invited on behalf of Director IIM Shillong from registered/ reputed dealer/supplier for tentative requirement of goods/services as per Terms & Conditions mentioned therein. The Quotation as per format given below are to be submitted in **Sealed Envelope**, addressed to the Chief Administrative Officer, IIM Shillong with the words “**Quotation for Hiring of Vehicle for the period 2023-2024**”, with due date **boldly superscripted on the top of the envelope**. The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 04.04.2023 by 11:00 am**.

Format for Quotation Submission

Sl. No.	Item Description	Quantity	Units	Price (Excluding GST) In Figures To be entered by the Bidder in Rs.	Price in Words (Excluding GST)
1	2	3	4	6	7
1	Outstation Duty: (Swift Desire/ Toyota Etios or equivalent) (AC)				
	Rate per KM	1.00	Nos		
	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos		
	Night Halt charges in Rs per night	1.00	Nos		
	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos		
	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos		
2	Outstation Duty: (Toyota Innova/ Xylo or Equivalent) (AC)				
	Rate per KM	1.00	Nos		
	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos		
	Night Halt charges in Rs per night	1.00	Nos		
	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos		
	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos		

Sl. No.	Item Description	Quantity	Units	Price (Excluding GST) In Figures To be entered by the Bidder in Rs.	Price in Words (Excluding GST)
3	Local Duty (Swift Desire/ Toyota Etios or equivalent) (AC)				
	Rate for 80 kms and 10 hrs per day	1.00	Nos		
	Additional charge per km beyond 80 kms per day	1.00	Nos		
	Additional charge per hour beyond 10 hrs per day	1.00	Nos		
	Shillong Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos		
	Shillong Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos		
4	Local Duty (Toyota Innova/ Xylo or Equivalent) (AC)				
	Rate for 80 kms and 10 hrs per day	1.00	Nos		
	Additional charge per km beyond 80 kms per day	1.00	Nos		
	Additional charge per hour beyond 10 hrs per day	1.00	Nos		
	Shillong Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos		
	Shillong Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos		
5	Monthly Basis charges (Swift Desire/ Toyota Etios or Equivalent) (AC)				
	Rate for 1400 kms per month including Fuel charges	1.00	Nos		
	Additional charge per km beyond 1400 km per month (Inclusive of fuel, hiring etc)	1.00	Nos		
6	Local Duty (Full Day): (Mahindra Bolero Pickup truck or Equivalent)				
	Rate for 100 kms and 10 hrs per day	1.00	Nos		
	Additional charge per km beyond 100 kms per day	1.00	Nos		
	Additional charge per hour beyond 10 hrs per day	1.00	Nos		
7	Local Duty (Full Day): (TATA 407 or Equivalent)	1.00	Nos		
	Rate for 100 kms and 10 hrs per day	1.00	Nos		
	Additional charge per km beyond 100 kms per day	1.00	Nos		
	Additional charge per hour beyond 10 hrs per day	1.00	Nos		
8	Monthly Basis charges (BUS 26-seater and above)				
	Rate for 1200 kms per month including Fuel charges	1.00	Nos		
	Additional charge per km beyond 1200 km per month	1.00	Nos		

- 1) Quoted Rates: **Should be quoted without GST i.e. GST as applicable shall be paid extra**, Validity of rates is 180 days.
- 2) Delivery/Supply Time: As & when required.

- 3) The lowest-1 (L-1) supplier shall be required to deposit an amount of ₹ 40,000/- within 14 days from date of issue of Work order as Performance Guarantee (PBG)/Security Deposit (SD)(in the form of DD/NEFT/RTGS/Bank guarantee etc) and the same shall be refunded only after successful completion of work.
- 4) Supplier should **Confirm** requisition/availability of the vehicle requested for duty **at least 8 hours before** the scheduled pick up/duty time and should **forward details of vehicle & driver** to the concerned Official of the Institute.
- 5) If the supplier **fails to confirm** the requisition/availability of vehicles for duty within the time mentioned at point 4 above, the Institute shall make alternative arrangements with other vendors (may be L-2 or L-3 or any other vendor if not confirmed by the participated vendor) at the risk & cost of supplier (L-1 bidder) along with penalty mentioned at point 15 below. Non-confirmation within the time on **more than 3 (three) occasions** may result in termination of contract/agreement at the discretion of the Institute and forfeiture of Performance Bank Guarantee (PBG)/Security Deposit (SD).
- 6) Supplier should ensure that the vehicle requested for duty should report **at least ½ (half) an hour or 1 hour** (as mentioned in the requisition) **before** the scheduled pick up/duty time.
- 7) If the supplier **fails** to provide the vehicle for duty within the time mentioned at point 6 above, the Institute shall make alternative arrangements with other vendors (may be L-2 or L-3 or any other vendor if not confirmed by the participated vendor) at the risk & cost of the supplier (L-1 bidder) along with penalty mentioned at point 15 below. **Failure on more than 3 (three) occasions** may result in termination of contract/agreement at the discretion of the Institute and forfeiture of Performance Bank Guarantee (PBG)/Security Deposit (SD).
- 8) All Drivers should be in proper & clean attire and should be reachable over phone and vehicles should be clean.
- 9) Fuel & oil charges, Repairs and Maintenance of the vehicles, driver's salary and parking charges, if any, will be borne by the Supplier/Vendor.
- 10) In case of vehicles hired on monthly basis, the place of reporting shall be specified in the work order and day to day directions shall be given by the user as per the schedule of work. **No garage to garage charges will be payable.**
- 11) **Log book/Sheet/Duty Slip** should be maintained for each journey/trip performed and the driver should ensure to have the duty slip/log book signed by the user of the vehicle.
- 12) The log book/duty slip should contain daily record indicating date, reporting and release time, opening and closing meter reading, starting and ending point of the journey and name and signature of the user for each vehicle.
- 13) **The Bills will not be considered for payment in absence or incomplete information in the Log Book/Duty Slip.**

14) **For Vehicles on Monthly Hiring:**

- (a) Supplier should **Confirm at least 3 days prior** that the vehicle requested for monthly hiring is available.
- (b) Vehicles hired on Monthly basis should report for duty on all days of the month, including **Saturdays, Sundays and Holidays.**
- (c) If the vehicle remains unavailable on any day or days and no alternative vehicle is made available by the Supplier, **a penalty at the rate of Rs. 2500/-** (Rupees Two Thousand five hundred) per day shall be levied which will be over and above the deduction for that day from the monthly charges.
- (d) If the supplier **fails** to provide the vehicle for duty, the Institute shall make alternative arrangements with other vendors (may be L-2 or L-3 or any other vendor if not confirmed by the participated vendor) at the risk & cost of the supplier (L-1 bidder) along with the penalty mentioned above. **Failure on more than 3 (three) occasions** may result in termination of contract/agreement at the discretion of the Institute and forfeiture of Performance Bank Guarantee (PBG)/Security Deposit (SD).

15. For duties (other than monthly hiring), **a penalty of Rs. 1000/-** (Rupees One thousand) will be levied if the vehicle is not confirmed, remains unavailable or is delayed in reporting for pick up duty.

16. Supplier will be responsible for drivers lodging, boarding and any other expenses during the duty.

Terms and Conditions

1. This is Notice Inviting Quotation (NIQ) only hence does not bind the Institute in any commitment to place order to any vendor.
2. The Institute reserves the right to place order to any other Supplier who have quoted rates in this NIQ in case of default by the lowest bidder (L1), in chronological order.
3. The Quotation should be submitted **as per the format given on Official Letter Head** of the vendor indicating **GST No. (if any) & PAN**. The Quotation submitted should be signed, seal of vendor affixed with date.
4. It will be the prerogative of the Institute to place the order for the whole lot or in staggered manner depending upon the requirement of the Institute. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item according to Institute approved specification should be quoted against the item.
5. Quotation will be accepted subject to the verification and inspection by competent authority of IIM Shillong.
6. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
7. Validity of Quotation, Rate, GST must be mentioned clearly in the quotation.
8. The vendor should have experience of working with reputed educational institutes/govt entities/PSU/Large Pvt Org. Work experience with IIMs/IITs Govt. Institutions shall be preferred.
9. The NIQ queries (if any) should only be e-mailed on spo@iimshillong.ac.in.
10. **The vendor has to provide the quotation & acceptance of Terms and Conditions of NIQ on their company's letter head.**

Store and Purchase Officer (i/c)
IIM Shillong