



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
East Khasi Hills, Umsawli Shillong- 793018

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ENQUIRY NO: IIM/S&P/NIQ/22-23/003

Dated: 26.05.2023

Sub: Notice Inviting Quotation for Hiring of Ambulance Service at IIM Shillong.

Quotations are invited on behalf of Director IIM Shillong from reputed dealer/supplier for tentative requirement of services as per Terms & Conditions mentioned therein **in two packet system in two separate sealed covers duly marked “Techno-Commercial Bid” and “Price/ Finance Bid”, placed in another sealed cover/envelope.** 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 Ambulance Service at IIM Shillong”**, 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 05.06.2023 by 05:00 pm.**

Format for Quotation Submission: Kindly provide the rate and other details as per attached Annexures I and II.

Delivery/Supply Time: Ambulance should be provided within 7 Days of issue of work order.

Rate validity: Quoted Rates should be valid for 1 years from the issue of work order.

1. General Terms and Conditions

- a. This is Notice Inviting Quotation (NIQ) only hence does not bind the Institute in any commitment to place order to any vendor.
- b. Tender should be addressed to the Chief Administrative Officer, IIM Shillong. The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 05.06.2023 by 05:00 pm** under sealed cover failing which the quotation shall be rejected. Terms and conditions for supply should invariably be indicated otherwise would be taken on its face value. The rates may be quoted on separate sheets failing which the tender(s) will be rejected.

- c. 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.
- d. Quotation should invariably be submitted in two bid system containing two parts as detailed below:

Part-I: - techno-commercial bid (Annexure- I) in one sealed cover.

Part-II: - Price bid/Financial bid (annexure-II) in one sealed cover.

Both the sealed envelopes should then be put in outer cover indicating thereon:

i) Reference No. of the Quotation: _____

ii) Tender regarding: _____

iii) Due date for submission of the tender: _____

iv) Name and Address of the firm: _____

Please note that prices should not be indicated in the techno- commercial bid. the pre-qualification documents as required should invariable be accompanied with the techno-commercial bid.

Note: Offers submitted without following two-packet system procedure as mentioned above would be summarily rejected.

- e. No counter proposal is acceptable to us and conditional/late tenders are liable to be rejected.
- f. Vendors/Suppliers/ Contractor are required to submit copies of valid GST and PAN Registration with all associated spec. sheets and brochures in the Techno-Commercial Bid.
- g. The Quotation should be submitted **as per the format given on Official Letter Head** of the vendor indicating GST No. & PAN. The Quotation submitted should be signed, seal of vendor affixed with date.
- h. 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.
- i. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
- j. Validity of Quotation, Rate, GST & Delivery Period must be mentioned clearly in the quotation.
- k. The NIQ queries (if any) should only be e-mailed on spo@iimshillong.ac.in.

2. Special Terms and Conditions

2.1. Technical Bid

The bidder has to submit the following documents in the technical bid through. Documents mentioned under are mandatory. Failure to provide the above information will lead to bid being declared as non-responsiveness and will not be considered for evaluation.

Documents to be attached with the Tender:

1. Copy of the valid registration of the agency (company/partnership/etc.)
2. Copy of the GST no. of the agency
3. Copy of PAN no. of the agency
4. **Copy of KHADC Trading License or Undertaking to provide the same within One (01) month. (Penalty of Rs. 20,000/- (Rupees twenty thousand) shall be imposed, if not provided within One (01) Month and tender shall be cancelled)**
5. **Copies of Work Orders pertaining to Last three years in Government/Semi-government offices/ PSUs or Private organisation of repute having provided Ambulance Services to minimum 3 Organizations with an average work value of Rs. 60,000/- or more per month having minimum contract period of Six (06) Months.**

2.2. Financial Bid:

1. The quoted price should be **exclusive of GST** as shown in the Financial bid.
2. Rates mentioned in the schedule of price are fixed for the period of the contract of one (1) year. No revision in quoted rates on account of increase in fuel charges, spare costs, taxes etc will be entertained.
3. Each Bidder shall submit only one quotation.

2.3. Award of contract:

- 1) The Work Order will be placed on the selected bidder (s) whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- 2) Any efforts by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order shall result in rejection of the bidder's offer.
- 3) The period of contract shall be for Two (2) years renewable yearly and extendable further for another 1 year on mutually agreed terms and conditions. Institute reserve the right to terminate the contract in case of any unsatisfactory services or lapses of any kind with one-month notice, however the Bidder shall have to give a minimum 3 Months' notice.
- 4) The bids are liable to be rejected if any of the tender conditions are not complied with.

- 5) The bidder whose bid is accepted will be notified of the award of contract by the Institute prior to expiration of the validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 6) Notwithstanding the above, the Institute reserve the right to accept or reject any tender and to cancel the bidding process and reject all tender at any time prior to award of purchase order without assigning any reason.
- 7) Any legal disputes arising out of this are subject to Shillong jurisdiction.

2.4. Other Conditions of the tender:

- a) The services of the Ambulance will be on a daily basis; The Ambulance may be required to go to other places in Shillong or out of station which can't be refused by the vendor.
- b) **The vehicles to be supplied should be purchased and registered after 1st January,2020 and should bear the registration number of the state of Meghalaya.**
- d) Applicable taxes would be deducted at source.
- e) **Fuel & oil charges, Repairs and Maintenance of the vehicles and driver's salary and parking charges, toll charges, if any, will be borne by the Supplier**
- f) The daily record indicating time and mileage for each vehicle usage shall be maintained. The Supplier shall maintain the log book/duty slip for every trip/ requisition. The log book/sheet/duty slip should be got signed by the driver from the user along with the name of the user which would indicate the opening and the closing meter reading with point of starting /ending the journey, the reporting and releasing time. Proper maintenance of logbook is very essential and payment will be made on the basis of bills and other documents should be submitted in original.
- g) The client reserves the right to cancel the agreement at any time without assigning any reasons whatsoever, by serving seven days written notice. The client shall also be entitled to appoint any other person, firm or company at its discretion to perform the job entrusted to the Supplier after termination of the agreement.
- h) No advance will be provided.
- i) 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.
- l) Supplier will be responsible for drivers lodging, boarding and any other expenses during the duty.

- m) The client will not be responsible or liable in case of any dispute arising between the Supplier and the driver(s) employed by the Supplier and no relationship of Employer and Employee shall come into existence between the Client and driver(s) for which all responsibilities shall vest with the Supplier alone.
- n) In case of any dispute arising out /relating to interpretation of terms and conditions or functioning of the Supplier vis-à-vis the client, the client shall be the sole authority to decide the arbitrator. The Supplier agrees to execute all documents, which may be required by the client in this regard.

2.5 Bidder should comply with the following:

1. 24 hours telephone / mobile facility must be available with Supplier/ driver.
2. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information / approval of designated officer of the client.
3. The Supplier should have the arrangement for repairing their vehicle in a short time and during the repair time the Supplier should provide a substitute vehicle and driver immediately so that there is no inconvenience /disruption in the work of the office.
4. Driver must possess valid driving license having minimum three years' experience. The Supplier must submit photocopies of the licenses at the time of contract. Driving license of driver should always be available with driver.
5. Driver should be familiar with all important places in Shillong and in Meghalaya.
6. The drivers must always be in clean clothes and must be well mannered and courteous and should always carry a mobile phone with them as it will enable officers to contact them at any time.
7. Drivers must not refuse to perform outstation journey and night halt.
8. No separate charges for lodging / boarding of drivers shall be payable for night halt
9. Government Tax/Levy/Duty for plying vehicles in Meghalaya State will be borne by the Supplier. All applicable taxes, permits, licences, comprehensive insurance and any other document for operating the vehicle commercially should be fully paid and should be available in vehicle.
10. Parking /Toll charges if any may be claimed by producing valid parking /Toll Slips duly signed by user and indicating details of journey.
11. The Supplier shall bear all expenses, required for keeping the vehicle in smooth running condition such as fuel, lubricants, consumables, necessary spares, tyres, battery, driver's salary, etc.
12. The Ambulance should have the required accessories such as jack, tool kit, spare wheel etc. The drivers should know the changing procedure of wheels and small maintenance of the vehicles.

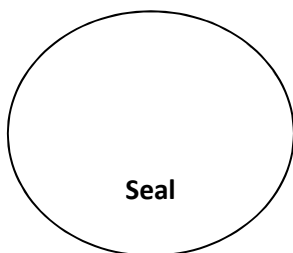
13. The ambulance should be fitted with stretcher, Oxygen cylinder, other emergency equipment's and intravenous line arrangement as per the constructional and functional requirements for Road Ambulance (National Ambulance Code) as per the norms and guidelines issued by Government Authority time to time for registration of the Ambulance.
14. The contractor has to provide professional drivers with atleast 3 years of experience in Ambulance service. The drivers will carry out the duties in shifts.
15. The drivers should wear uniforms and possess valid ID cards for identification.
16. The ambulance should carry the IIM Logo and Institute name on all sides of the vehicle.
17. The ambulance should be parked and stationed in the Institute 24 X 7 including holidays and will report to the Medical Officer of the Institute.
18. Supplier should assign driving to only qualified experience licensed holder drivers and also assume full responsibility for the safety and security of the officers/ officials and their luggage/ items.
19. The Ambulance should have good and clean upholstery. The interior of the vehicle along with seat and seat covers should be well maintained and washed. Vehicle should be cleaned daily from inside/ outside and should be kept at excellent running condition.
20. The speedometer and milometer of the vehicles must be working condition. Whenever it is not in working condition, the vehicle will be treated as out of service till it works properly.
21. The tampering of meter reading, vehicle usage timings, overwriting of summary / log sheets and misbehaviour of driver shall viewed seriously, leading to termination of contract.
22. In case of any accident resulting in loss of damage of property or life, the sole responsibility for any legal or financial implication would vest with the Supplier. The client shall not be held responsible for whatsoever reason. The client shall not be held responsible for any loss or damage or accident to the vehicle or to any other vehicle or injury.
23. Client shall have no liability for payment of wages / salaries, other benefits and allowances to his personnel that might become applicable under any Act or order of the Government in this regard and Supplier shall indemnify the Client against any /all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
24. The supplier will need to make Wage / Salary payment before 7th of the Month.
25. No direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under section 29 of IPC will be borne by the client and any loss caused to the Client have to suitably compensated by Supplier.

26. The Supplier is liable for any legal dispute / cases/ claims that have been arisen or may arise during the currency of the agreement in respect of vehicles provided by Supplier. The Client will not be liable for any loss, damage, etc. suffered by Supplier or third party as the case may be.
27. The driver should be non-smoking and must not consume alcohol, before and during the working hours.
28. All vehicles should be properly insured including third party insurance.

Chief Administrative Officer
IIM Shillong

Annexure-I**(To be provided on letter head of the firm)****Technical Bid format (Packet 1)****BIDDER's DETAILS**

Name of the Firm/Agency		
Full address with Pin code, Telephone No/Mobile No.		
Authorized Signatory Details Name Designation Telephone/ Mobile no.: Email id:		
a. GSTIN: (Copy to be attached) b. PAN: (Copy to be attached)		
Bank Details (Please attached a copy of cancelled cheque)	Account Number	
	IFSC Code	
	Bank Name	
	Branch Name	
Acceptance of T&C mentioned in the NIQ Accepted/ Not accepted		
Remarks (if any)		

Date:**Place:****Authorized Signatory****Name:****Contact No.:**

Financial quote Format (Packet 2)

Sl. No.	Description/Specification	Qty	Unit	Basic Rate (Excluding GST)	Total Amount (Excluding GST) in Figures	Total Amount (Inclusive of GST) in Words
1	Ambulance on Monthly Basis charges (Maruti Eeco) With Basic Life Support along with Drivers. (24x7)					
A	Rate for 1500 kms per month	1	Per month			
B	Rate for 2000 kms per month	1	Per month			
C	Additional charge per km beyond above mentioned km.	1	Per Km			

Signature and Seal of Bidder

Date: