



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI, SHILLONG: 793018
MEGHALAYA

Fax No: 0364-2308011

www.iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/23-24/005

Dated: 06.06.2023

Sub: Notice Inviting Quotations for E-Auto services

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed dealer, supplier for tentative requirement of items in sealed cover addressed to the Director, IIM Shillong, Umsawli, Shillong 793018 with the words “ **Quotations for supply of e-auto services**”, Enquiry No. with due date boldly superscribed on the top of the envelope and the offer be sent by registered cover/ speed post/ dropped in and must reach to The Stores and Purchase Officer, Indian Institute of Management Shillong, Umsawli, Shillong 793018 latest by 12th June 2023 at 10.00 am.

(Detailed Description)

Sr. No.	Description	Qty	Basic Rate per unit excl. GST in Rs	GST per unit (in Rs)	Total Amount Inclusive of GST (in Rs)
1	Monthly Hiring charge of E-Auto services inclusive of operator. 3+1 seater capacity with 8 hours (at least) of running time after full charge. Speed: Max 30 kmph	1			
2	Grand Total in Figures (Rs)				
3	Grand Total in words				

The above mentioned rates is inclusive of all taxes.

Terms and Conditions:

1. No counter proposal is acceptable and conditional/late quotes are liable to be rejected.
2. The vehicle will be stationed in IIM Umsawli campus at all times and will not be permitted to leave the campus without prior permission.

3. The vehicle will be serviced from 8:30 AM to 6:30 PM every day (except Sunday). The institute, however, has the right to alter the time or request additional hours of service.
4. The vehicle should be a renowned branded electric 3 wheeler such as Piaggio, Mahindra etc. with readily available parts and service center in Shillong.
5. The vehicle should have a seating capacity of 3+Driver and should be able to climb the road incline within the Institute Campus.
6. The Institute will provide a charging point to charge the vehicle at a designated location.
7. 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.
8. 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.
9. The period of contract shall be initially for one year extendable further on mutually agreed terms and conditions. Which is also liable to be terminated in case of any unsatisfactory services or lapses of any kind with one-month notice.
10. The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the validity period. The terms of the accepted offer shall be incorporated in the purchase order.
11. Notwithstanding the above, the purchaser reserves 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.
12. Any legal disputes arising out of this are subject to jurisdiction of Shillong Courts.
13. No additional charges apart from the quoted amount shall be entertained.
14. Applicable taxes would be deducted at source.
15. The Institute reserves the right to cancel the agreement at any time if the services is found unsatisfactory by serving 30 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 vendor after termination of the agreement.
16. No advance will be provided.

17. 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. 500/- (Rupees five hundred) per day shall be levied which will be over and above the deduction for that day from the monthly charges.
18. The Institute 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.

Other terms and conditions

1. 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.
2. 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.
3. Driver to be provided 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.
4. The drivers must follow safety norms while driving the vehicle.
5. 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.
6. 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.
7. The Supplier shall bear all expenses, required for keeping the vehicle in smooth running condition such as consumables, necessary spares, tyres, battery, driver's salary, etc.
8. All the vehicles should have the required accessories such as jack, tool kit, spare wheel and first aid box. The drivers should know the changing procedure of wheels and small maintenance of the vehicles.
9. 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.

21. 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.
22. 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.
23. 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.
24. The driver should be non-smoking and must not consume alcohol, before and during the working hours
25. Validity of quoted rates is for a period of 365 days.
19. Bills should be submitted in quadruplicate along with a receipted copy of challan duly endorsed in the desk of the of the Receiving section of the Institute.
20. Payment of the approved vendor for supply of items at IIM Shillong shall be made through PFMS.
21. The Institute reserves the right to reject any tender or all tender without any reason.
22. Director, IIM Shillong or his authorized representatives shall be the final authority in setting all disputes and decision will be binding on all concerned.

Sd/-
Stores and Purchase Officer (i/c)
IIM Shillong