



TENDER DOCUMENT FOR RATE CONTRACT FOR HIRING OF BUSES FOR OUTSTATION DUTY/ LOCAL DUTY BASIS

e-Procurement

TENDER NOTICE No.: V1-1601/10/2022-SPO/25-26/12

Dated: 22-09-2025

Bid Document Sale Start Date:	17:00 hours of 22 Sept 2025
Last Date and Time for Submission of Bid Document :	15:00 hours of 03 Oct 2025
Date and Time of Opening of Techno -Commercial Bids:	15:30 hours of 04 Oct 2025
Cost of Earnest Money Deposit (EMD):	Rs 25000/-

**INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI**

SHILLONG- 793018

Tel: 0364-2308000; Fax: 0364-2308041 ; Website: www.iimhillong.ac.in

Online tenders, in two-bid system for **Hiring of Buses for Outstation duty/ Local duty and on Monthly basis** are invited by Director, IIM Shillong as per enclosed specification and related terms and conditions.

1. Bidders /Tenderers would be required to register on the Central Public Procurement Portal at www.eprocure.gov.in, using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Centre (NIC) in India.
3. Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at www.eprocure.gov.in Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through www.eprocure.gov.in
4. Tender document can also be downloaded from the Institute's website at www.iimshillong.ac.in. For further details regarding Amendment /Addendum /Extension please visit website: www.eprocure.gov.in and www.iimshillong.ac.in
5. Earnest Money Deposit (EMD)(Refundable) of **Rs 25000/- (Rupees Fifteen thousand only)** as online payment as per the payment link mentioned under and upload the transaction receipt along with the Techno-commercial bid (Un priced Bid), within the period of tender online submission date and time.
<https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhRaBMECfZN%2fLVhdvVbZJFqJlr63OP%2bqeMtWDL60E%2b7VjuK%2buUuJNM7%2farvSbo69NQI%2fRPskZAWdHHCgH%2bOYal%2fAq7l%2fnjCxRjEk2pHJRpgrmFC4Z%2fb9uo4%2blpNTmJ%2b8zXg%3d%3d>
6. In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids online and opening of bids online will be the following working day at the appointed times
7. **Bidders/Tenderers need to scan and upload the required documents like GST registration, PAN Number/Card, valid KHADC Trading Licence, valid document regarding the existence and registration of firm as an agency providing vehicles, experience certificates of the firm along with the with Techno-commercial bid.**
8. The technical bids will be opened online by a committee duly constituted for the purpose at the time and

date as specified in the tender document. All statements, documents, certificates, proof of EMD /Tender fee /, etc uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on www.eprocure.gov.in in which can be seen by all bidders who participated in the tender.

9. The bidders should download the **BoQ.xls** from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same **BOQ in .xls format**. IIM /Central Public Procurement Portal (www.eprocure.gov.in) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
10. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
11. At any time prior to the date of submission of bid, Director, IIM Shillong may, for any reason, modify the bidding documents by an amendment. All prospective bidders/tenderer who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Director, IIM Shillong may at his discretion, extend the date and time for submission of bids.
12. The tendered rates and the validity of bids shall be for a minimum period of one (1) year from the date, as the tender are finalized /awarded.
13. It will be the prerogative of the Institute to place the supply order for the whole lot/item or in piecemeal basis depending upon the requirement of the Institute.
14. The Institute shall have the right to reject any tender without assigning any reason thereof. No correspondence will be entertained in this regard.
15. Payment of the approved vendor shall be made through cheque or electronic clearing system. In case of cheque, the same will be dispatched registered post and postal charges shall be deducted from their bills.
16. IIM Shillong reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.

- 17.** Settlement of disputes – Director, IIM Shillong or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.

Sd/-

Chief Administrative Officer

IIM Shillong

2. GENERAL CONDITIONS

2.1. Technical Bid

The bidder has to submit the following documents in the technical envelope through the online portal. 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
5. Declaration by the Bidder
6. Copies of Work Orders from Last three years in Government or Semi-government offices.

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.

3. TERMS & CONDITIONS:

3.1. 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 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.
- 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 purchaser 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 purchaser 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 jurisdiction of Shillong Courts.

3.2. Other Conditions of the tender:

- a) The services of the vehicle on daily basis are required in Shillong. No additional charges as outstation charges etc. will be payable towards travel within the limits of the city. However, the vehicles may be required to go to other places in Shillong which can't be refused and applicable charges will be paid for vehicle usage as certified by the assigning officer.
- b) The vehicles to be supplied should be purchased and registered after 1st January, 2022.
- c) The client does not provide parking facility for night in office premises/ residential colony area and the Supplier has to make own arrangement for parking.
- 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, if any, will be borne by the Supplier/Vendor.
- 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) The Supplier shall pay parking and toll charges during the official use and the same shall be reimbursed by the client to the Supplier on submission of monthly bill.
- i) No advance will be provided.
- j) 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.
- k) Supplier will be responsible for drivers lodging, boarding and any other expenses during the duty.
- l) 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.
- m) 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.

3.4 Supplier should comply with the following:

1. 24 hours telephone / mobile facility must be available with Supplier.
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 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.
5. Driver should be familiar with all important places in Shillong and in Meghalaya.
6. The drivers of the vehicles must follow traffic rules and other regulations prescribed by Government from time to time.
7. The drivers must follow safety norms while driving the vehicle.
8. 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.
9. Drivers shall not refuse to perform outstation journey and night halt.
10. No separate charges for lodging / boarding of drivers shall be payable for night halt
11. To ensure safety of passengers, supplier should ensure that drivers are not overworked and not assigned night duties in other organisations.
12. 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.
13. Parking /Toll charges if any may be claimed by producing valid parking /Toll Slips duly signed by user and indicating details of journey.
14. 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.
15. 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.
16. 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.
17. The vehicle 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.

18. 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.
19. 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.
20. Private cars owned by the parties shall not be acceptable.
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 Supplier is liable for any legal dispute / eases/ 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.
25. The driver should be non-smoking and must not consume alcohol, before and during the working hours.

4. PROFORMA TECHNICAL BID

S.No.	Description	Details
1.	Name of the Bidder	
2.	Status of the Agency whether Public Ltd/Pvt. Ltd/Partnership firm/Sole Proprietorship/Individual concern (Document to be attached)	
3.	PAN, (Copy to be attached)	
4	GSTIN No. , (Copy to be attached)	
5	KHADC Trading Licence , (Copy to be attached)	
6	Registration No. and year of Establishment of firm/Company etc.(if any)	
7.	Name and Designation of the authorized signatory	
8.	Full address of the authorized signatory	
9.	Bidders address for correspondence & contact numbers	
10.	Details of Bid Security Rs.25,000/- (BY Online Transfer RTGS/NEFT	
11	Bank Details Bank Name and Account no, IFSC Code	
12	Details of relevant experience relating to Supply of Vehicles on Hire basis during the last three years. (Copies of work orders/ completion certificates to be enclosed)	

Name and Signature of Bidder

5. BID COVERING LETTER

To:

The Director,
IIM Shillong,
Umsawli
Shillong 793018

Dear Sir,

Sub: Hiring of Vehicles for Outstation duty/ Local duty and on Monthly basis.

1 Terms & Conditions

1.1 I/ We, the undersigned Bidder(s), having read and examined in detail the specifications and all bidding documents in respect of this Tender do hereby propose to provide services as specified in the bidding document.

1.2 I/ We, the undersigned Bidder(s) having submitted the qualifying data as required in your Tender, do hereby bind ourselves to the conditions of your Tender. In case any further information/ documentary proof in this regard before evaluation of our bid is required, I/We agree to furnish the same on demand to your satisfaction.

2 Rates & Validity

2.1 All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the rates and other terms and conditions of this proposal are valid for a period of one (1) year from the date of opening of the bid.

2.2 I/ We have studied the Clauses relating to Indian Income Tax Act and hereby declare that if any Income Tax, surcharge on Income Tax and any other Corporate Tax is altered under the law, I/ we shall pay the same.

3 Bid Pricing

I/ We further declare that the rates stated in our proposal are in accordance with your terms and conditions in the bidding document.

4 Earnest Money

I/We have enclosed the earnest money as required. In case of default it is liable to be forfeited in accordance with the provisions enumerated therein.

Declaration

I/ We hereby declare that my/ our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of my/ our knowledge and belief and nothing has been concealed therefrom.

Thanking you,

Yours faithfully,

(Signature and Seal)

Name of Agency

5. Financial Bid

1. The bidders should download the BOQ.xls from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal (www.eprocure.gov.in) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
2. The Financial bid (price bid) i.e Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee of members and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
3. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
4. A sample BOQ is placed herewith in excel sheet format.
5. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.

Signature of Tenderer_____

Name _____

Business Address _____

Date: _____

Sample Price Bid

Tender Inviting Authority: Director, IIM Shillong							
Name of Work: Rate Contract for Hiring of Bus for Outstation duty/ Local duty and on Monthly Basis							
Contract No: IIMS/SnP/492/20-21/OT-01							
Name of the Bidder/ Bidding Firm / Company :							
PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (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 #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Quoted Currency in INR / Other Currency	BASIC RATE (Excluding GST) In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT (Excluding GST) col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	12	7	13	15
2	Outstation Duty: (Force Traveller 3700WB) 17 seater						
2.01	Rate per KM	1.00	Nos	INR		0.00	INR Zero Only
2.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		0.00	INR Zero Only
2.03	Night Halt charges in Rs per night	1.00	Nos	INR		0.00	INR Zero Only
2.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Zero Only
20.5	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Zero Only
3	Outstation Duty: (Force Traveller Wider Body LWB)- 25 seater						
3.01	Rate per KM	1.00	Nos	INR		0.00	INR Zero Only
3.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		0.00	INR Zero Only
3.03	Night Halt charges in Rs per night	1.00	Nos	INR		0.00	INR Zero Only
3.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Zero Only

3.05	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Zero Only
4	Outstation Duty: (Tata Starbus) 24 seater and above						
4.01	Rate per KM	1.00	Nos	INR		0.00	INR Zero Only
4.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		0.00	INR Zero Only
4.03	Night Halt charges in Rs per night	1.00	Nos	INR		0.00	INR Zero Only
4.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Zero Only
4.05	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Zero Only
5	Outstation Duty: (Tata/ Ashok Leyland or equivalent)- 26 seater and above						
5.01	Rate per KM	1.00	Nos	INR		0.00	INR Zero Only
5.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		0.00	INR Zero Only
5.03	Night Halt charges in Rs per night	1.00	Nos	INR		0.00	INR Zero Only
5.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Zero Only
5.05	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Zero Only
6	Outstation Duty: (Force Urbania 4400WB 17Str)						
6.01	Rate per KM	1.00	Nos	INR		0.00	INR Zero Only
6.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		0.00	INR Zero Only
6.03	Night Halt charges in Rs per night	1.00	Nos	INR		0.00	INR Zero Only
6.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Zero Only
6.05	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		0.00	INR Zero Only
7	Local Duty: (Force Traveller 3700WB)- 17 seater						
7.01	Rate for upto 100 kms and upto 10 hrs per day	1.00	Nos	INR		0.00	INR Zero Only

7.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		0.00	INR Zero Only
7.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		0.00	INR Zero Only
8	Local Duty (Force Traveller Wider Body LWB)- 25 seater						
8.01	Rate for upto 100 kms and upto10 hrs per day	1.00	Nos	INR		0.00	INR Zero Only
8.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		0.00	INR Zero Only
8.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		0.00	INR Zero Only
9	Local Duty (Tata Starbus) 24 seater and above						
9.01	Rate for upto 100 kms and upto10 hrs per day	1.00	Nos	INR		0.00	INR Zero Only
9.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		0.00	INR Zero Only
9.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		0.00	INR Zero Only
10	Local Duty: (Tata/ Ashok Leyland or equivalent)- 26 seater and above						
10.01	Rate for upto 100 kms and upto10 hrs per day	1.00	Nos	INR		0.00	INR Zero Only
10.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		0.00	INR Zero Only
10.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		0.00	INR Zero Only
11	Local Duty: (Force Urbania 4400WB 17Str)						
11.01	Rate for upto 100 kms and upto10 hrs per day	1.00	Nos	INR		0.00	INR Zero Only
11.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		0.00	INR Zero Only
11.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		0.00	INR Zero Only