



INDIAN INSTITUTE OF MANAGEMENT SHILLONG

Umsawli, Shillong- 793018

Meghalaya

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ENQUIRY NO: IIMS/S&P/NIQ/25-26/029

Dated: 27.10.2025

Subject: Notice Inviting Quotation for Hiring of Buses for the period 2025-2026.

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 Buses for the period 2025-26”, 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 03.11.2025 by 12:00 noon.

Format for Quotation Submission

PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)						
NUMBER #	TEXT #	NUMBER #	TEXT #	TEXT #	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 In Words
1	2	4	5	12	7	15
2	Outstation Duty: (Force Traveller 3700WB) 17 seater					
2.01	Rate per KM	1.00	Nos	INR		
2.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		
2.03	Night Halt charges in Rs per night	1.00	Nos	INR		
2.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		

20.5	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		
3	Outstation Duty: (Force Traveller Wider Body LWB)- 25 seater					
3.01	Rate per KM	1.00	Nos	INR		
3.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		
3.03	Night Halt charges in Rs per night	1.00	Nos	INR		
3.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		
3.05	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		
4	Outstation Duty: (Tata Starbus) 24 seater and above					
4.01	Rate per KM	1.00	Nos	INR		
4.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		
4.03	Night Halt charges in Rs per night	1.00	Nos	INR		
4.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		
4.05	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		
5	Outstation Duty: (Tata/ Ashok Leyland or equivalent)- 26 seater and above					
5.01	Rate per KM	1.00	Nos	INR		
5.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		
5.03	Night Halt charges in Rs per night	1.00	Nos	INR		
5.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		
5.05	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		
6	Outstation Duty: (Force Urbania 4400WB 17Str)					

6.01	Rate per KM	1.00	Nos	INR		
6.02	Charges for extra hours per hour (over and above 10 hours) per day.	1.00	Nos	INR		
6.03	Night Halt charges in Rs per night	1.00	Nos	INR		
6.04	Guwahati Airport (Either Pickup or Drop Lump sum amount)	1.00	Nos	INR		
6.05	Guwahati Airport (Both Pickup and Drop Lump sum amount)	1.00	Nos	INR		
7	Local Duty: (Force Traveller 3700WB)- 17 seater					
7.01	Rate for upto 100 kms and upto10 hrs per day	1.00	Nos	INR		
7.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		
7.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		
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		
8.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		
8.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		
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		
9.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		
9.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		
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		
10.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		

10.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		
11	Local Duty: (Force Urbania 4400WB 17Str)					
11.01	Rate for upto 100 kms and upto10 hrs per day	1.00	Nos	INR		
11.02	Additional charge per km beyond 100 kms per day	1.00	Nos	INR		
11.03	Additional charge per hour beyond 10 hrs per day	1.00	Nos	INR		

A. General terms and conditions:

- 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 contract.
- 4) Supplier should Confirm requisition/availability of the vehicle requested for duty at least 8 hours before the scheduled 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 duties, 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.
- 15) Supplier will be responsible for drivers lodging, boarding and any other expenses during the duty.

B. Other 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.

Sd/-
Store and Purchase Officer
IIM Shillong