

IIMBG/NIT/ETS/2024-25/05

Dated: 05-09-2024

**Notice Inviting Tender for Expression of Interest (EoI)  
For  
Empanelment of Taxi Service Provider  
for  
IIM Bodh Gaya in Bodhgaya & Patna Location.**

Issued By IIM Bodh Gaya (Bihar)

**(Tender mode – Online through CPP Portal)**

**Chief Administrative Officer (CAO) IIM Bodh Gaya (Bihar)**

**Tender Inviting Authority (TIA)**

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Name of the Work	Providing Taxi Services to IIM Bodhgaya on monthly rental as well as on daily rental basis.
Estimated Volume of Business per Annum	Rs. 18 lakh per annum
Duration of Contract	Contract for the period of (02) two years with the date of award of contract and with provision to extend the contract for another (02) two years on one-year extension + one year extension basis with the applicable term & conditions subject to the satisfactory performance or with some addition/deletion/modification for a further period of maximum up to 4 years.
Date of Issue/Publishing	As per CPP Portal
Closing Date & Time for Submission of EoI	As per CPP Portal
Date & Time of opening of EoI	As per CPP Portal
EoI to be submitted to	Online through CPP Portal
Place of opening of EoI	IIM Bodh Gaya
EMD and Performance Security	EMD- 36000/- EPBG:- 3% of Annual Contract Value for Monthly Vehicle
Contact Details	Chief Administrative Officer
Location of Services	Indian Institute of Management Bodh Gaya, Uruvela, Prabandh Vihar, Bodh Gaya, Gaya-824234, Bihar, India

The EoI document can be downloaded from the Institute website- [www.iimbg.ac.in](http://www.iimbg.ac.in) and at the e-publishing window of the Central Public Procurement (CPPP) portal <http://eprocure.gov.in/epublish/app>. Please refer Tender Section on the Home Page of Website of IIM Bodh Gaya. Please keep visiting our website [www.iimbg.ac.in](http://www.iimbg.ac.in) and e-publishing window of the Central Public Procurement (CPPP) portal <http://eprocure.gov.in/epublish/app> for any corrigendum/amendments and submit the bid documents accordingly.

## Expression of Interest for Empanelment of Taxi Services Provider at Bodh Gaya and Patna

### Background:

Indian Institute of Management Bodh Gaya is an Institution of National Importance under the Indian Institute of Management Act, 2017.

IIM Bodh Gaya invites EoI from financially sound Taxi Service Providers to provide 2 (two) vehicles (Maruti Dezire/Toyota Etios/Honda City/ Toyota Innova Crysta or equivalent vehicle as per segment in diesel/petrol engine) (agreement for 01 mid-size vehicle may be added as per requirement in future) on monthly hire basis (24hrs per day) for a period of two years as per terms and conditions mentioned in this EoI document.

### 1. Eligibility Criteria

- a. The Registered/Local office of the bidder should be located in Gaya (For Bodh Gaya location) and Patna (for Patna Location). Supporting document in this regard to be submitted.
- b. The bidder should have PAN Number and GST Registration.
- c. The bidder must have sufficient vehicles in their fleet. The vehicles should not be older than five (5) years. A list of such vehicles with self-attested copies of commercial RCs should be attached with the bid.
- d. An undertaking from the bidder stating that the firm has not been blacklisted by any Central Government Department/Ministry/PSU/Bank, or State Government etc. must be attached with the bid documents.
- e. The bidders must have a minimum of two (2) years experiences in providing vehicle on rent basis to Central Government Department (Details of experience in dealing with Central Government Department/Higher Education Institution/ Central University, Autonomous Bodies and professional Institutes like IIMs, IITs.). The bidder will be required to submit proof of completion of service.
- f. Bidder must have average turn over for more than 20.00 lakhs of the last three financial years 2020-21, 2021-22, 22-23 and 23-24 (any three).
- g. Police verification of the firm must be attached.
- h. Duly signed and stamped of the entire EoI document along with its addendum/ corrigendum, if any

### 2. Parameters and Technical Specifications

1. The firm should ensure that the drivers employed hold valid driving license, are in uniform, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as with the security instructions.
2. Each driver employed by the firm must have a cellphone duly activated.
3. No mileage will be allowed for lunch /tea etc. to the driver. Drivers are not allowed to take hired vehicles for their personal lunch and /or tea during duty hours.

4. The service provider and the drivers should ensure that each vehicle is neat and clean, as well as operationally fit (i.e. with no known fault) and sufficient fuel when on duty.
5. Driver should preferably be able to understand English, as the Institute receives allot of foreign guests.
6. The time and distance in respect of daily hired taxis will commence and terminate from/to the Institute office at Uruvela, Prabandh Vihar, Bodh Gaya. The interested party should adhere to this rule. (For full day and half day service)
7. While the Institute has a periodical requirement for hiring taxis, it will have the right not to utilize the service at all at any time for any period without giving any notice/assigning any reason. The Institute reserves the right to hire taxis from any other provider of such services even during the period of the contract.
8. **Monthly Rental:** In case of Monthly Rental Vehicle “Full Day” would imply 24Hrs duration per day and a run of the Taxi up to 2500 Kms in whole month. **Preference will be given to the vendor who will deploy New Vehicle within 15 days of award of the contract. An undertaking in this regard is to be submitted along with the bid. Failing so, the contract will be terminated.** The vehicle deployed for monthly rental will be replaced after 1.5 lakh KM or after every 5 years whichever is earlier.
9. **Daily Rental:** The vehicle deployed for the daily rental should not be older than four year and should not crossed one lakh KM in case of Sedan and one lakh Fifty thousand in case of MUV/SUV and should be in good condition.
  - (i) “Full Day” would imply a run of the Taxi up to 80 kilometer and/or 10 hours duration.
  - (ii) “Half Day” would imply a run of the Taxi up to 40 kilometer and/or 5 hours duration.
  - (a) It is the responsibility of the service provider to have all necessary clearances and certificates required to carry out the services of public transportation.
  - (b) All legal disputes shall be subject to the jurisdiction of Gaya.

### 3. SUBMISSION OF BID AND EVALUATION OF THE TENDER:

#### 3.1 SUBMISSION OF BIDS:

Department of Expenditure has issued the directive to publish the tender document on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal. For more information, bidders may visit the CPP Portal <http://eprocure.gov.in/eprocure/app>. Tender documents can also be downloaded from IIM Bodh Gaya Website ([www.iimbg.ac.in](http://www.iimbg.ac.in)).

#### 3.2 REGISTRATION:

- I. Bidders to enroll on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- II. The bidders choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- III. Bidders to register upon enrolment their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- IV. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- V. The bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### 3.3 SEARCHING FOR TENDER DOCUMENTS:

- I. Various built-in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- II. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- III. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- IV. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

### 3.4 PREPARATION OF BIDS:

- I. Bidders should consider any corrigendum published on the tender document before submitting their bids.
- II. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- III. The bidder, in advance, should get ready with the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
- IV. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
- V. These documents may be directly submitted from the “My Documents” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

### 3.5 SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):

- I. The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted online on the CPP Portal in BOQ format only. Disclosure of Financial rates in a technical bid would lead to rejection of the bid. No Hard Copy of any tender document needs to be submitted.
- II. The bidder has to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- III. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- IV. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- V. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.\
- VI. The uploaded tender documents become readable only after the tender opening by the authorized bid openers. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- VII. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
- VIII. Bids not submitted, as per the above Performa will be summarily rejected.
- IX. Bidders are requested to note that they should submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled out by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- X. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- XI. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- XII. Upon the successful and timely submission of bid click "Complete" (i.e., after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
- XIII. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.



- XIV. The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- XV. Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'.
- XVI. Bidders are advised to follow the instructions provided in the Instructions to the Bidders for the e-Submission of the bids online through the Central Public.

### 3.6 BID SUBMISSION PROCESS:

#### A. TECHNICAL BID SUBMISSION:

- I. The bidder should number the pages submitted in form of Technical Bid and provide an INDEX/ COMPLIANCE SHEET (As per Annexure-I) indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid, followed by all the necessary documents as a part of technical bid documents.
- II. The Technical Bid should be accompanied by the relevant documents, duly signed, and stamped by Authorized Signatory on each page of Technical Bid & relevant documents and all supportive documents to be attached with related annexure only, without which the tender will be considered incomplete and hence, summarily rejected.
- III. Due date: The tender must be submitted online before the bid submission end date. No Hard copies of the tender documents/ bids will be entertained. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- IV. The Technical Bid should be accompanied by a copy of this Tender Document (to be submitted online as a part of a Technical Bid) with each page duly signed by the authorized signatory of the bidders, who has signed the bid, as taken of having read, understood and complied with tender, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the Tender Document (uploaded online) will not be considered.
- V. The bid should be precise, complete in all respect and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- VI. The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
- VII. IIM Bodh Gaya reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- VIII. IIM Bodh Gaya reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after the submission of the bids shall not be entertained.
- IX. Any change/ corrigendum/ extension of closing/ opening dates in respect of this tender shall be issued through e-tender Portal (<https://www.eprocure.gov.in/epublish/app>) and IIM Bodh Gaya website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit IIM Bodh Gaya website for updates.

## B. FINANCIAL BID SUBMISSION:

- I. The Financial Bid (Price Bid) shall be submitted in electronic form only in conformity with the tender specifications on the portal only by the time & date as specified in NIT.
- II. The rates quoted in the financial bid would be treated as a revenue sharing percentage in the enclosed "Price Bid format" i.e., in BOQ format. Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Institute in any circumstances. The format of Financial Bid is given in the tender document.
- III. Online submission of the bid will not be permitted on the portal after expiry of submission time and the Bidder shall not be permitted to submit the same by any other mode.
- IV. The Financial Bids of only those firms qualifying the technical evaluation will be considered. The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

### 3.7. BID OPENING & EVALUATION

- I. The bids will be opened by a committee duly constituted for this purpose. Bids (complete in all respect) received will be opened as per Schedule as mentioned above, in presence of Agencies representative if available or as applicable.
- II. Place for opening of Bids: Indian Institute of Management Bodh Gaya, Uruvela Prabandh Vihar Bodh Gaya, Bihar -824234
- III. The Technical bid will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated.
- IV. The Financial bid of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.
- X. Bids must reach on or before the closing date and time as indicated in the beginning of this Eol document. Any bid received after closing date & time shall not be considered.
- XI. Bids received by any other mode except online will not be accepted.
- XII. Bidder should number the pages submitted in form of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Bid.
- XIII. Eol forms containing 'over written' or 'erased' rate or rates and amount not shown in figures and words are liable to rejection.
- XIV. The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
- XV. The Bid should be accompanied by the relevant documents, as per Annexure-I without which the Eol will be considered incomplete and hence, summarily rejected.
- XVI. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- XVII. The bidders should quote their rates in the prescribed format as per Annexure- IV.
- XVIII. Bid Validity: The bids shall remain valid for a period of 60 days from the last date of submission

of proposal.

- XIX. Any change/corrigendum/extension of closing/opening dates in respect of this EoI shall be issued through website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit IIMBG website for updates.
- XX. Application of EoI as submitted by a tenderer shall become the property of IIMBG and IIMBG shall have no obligation to return the same to the tenderer.
- XXI. The application for tender does not entitle any tenderer for automatic grant of award.
- XXII. Institute may ask the vendor to submit any other certificate/document as it may deem fit.
- XXIII. IIM Bodh Gaya has no obligation for any loss/delay/non-receipt of offers. Offers received late/incomplete are liable for rejection/non-acceptance.
- XXIV. IIM Bodh Gaya reserves the right to accept/reject any offer in part or full, without assigning any reason whatsoever, and also reserves the right to modify the conditions of the EoI, at any time, without assigning any reasons for the same.

### 3.8. BID EVALUATION

- I. On the basis of rates quoted by different bidders the committee will finalize rates for each segment of commercial bid & the same will be offered to all interested technically qualified bidders.
- II. On the basis of acceptance given by bidders they will be empaneled for the said services.
- III. The firms may be asked to re-quote on the spot & on the basis of lowest quoted rates, the bidders would be offered for empanelment. In case of tie, the decision would be taken by giving weightage to following criteria in the same order of preference as mentioned below:
  - a. Experience in serving institution of national importance/Central Universities
  - b. Average turnover in last three financial years.
  - c. If more than one bid having the same total turnover, then by "Draw of Lots".
- IV. The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

### 4. Term & Conditions:

- I. The EoIs are invited from reputed Taxi Service Provider for rate contract for the period of (02) two years with the date of award of contract and with provision to extend the contract for another (02) two years on one year + one year basis with the applicable term & conditions subject to the satisfactory performance or with some addition/deletion/modification for a further period of maximum up to 4 years.
- II. Exit Clause: The contract can be terminated by giving 1 (one) month notice period by either party. However, in any instant contract will be terminated if services of the vendor will not be found satisfactory.
- III. In case the condition of the vehicles is not found to be satisfactory, it shall be returned for immediate replacement. In case not replacement is provided on time or any other delay, a penalty will be levied as deemed fit on day to day basis and the officer has right to hire a vehicle from the market and the cost incurred has to be borne by the agency/firm.



- IV. The cars should be fitted with all modern features such as clean loose seat covers, clean towel, reading lamp, tissue paper box, car perfume, seat belts front and rear, umbrella during monsoon.
- V. The vehicles should be comprehensively insured.
- VI. The firm should have sufficient number of drivers having experience of driving in Gaya/Patna.
- VII. The contractor shall provide names, address of the drivers along with their valid driving licence number and copies within one week of the award of the contract. Each driver employed by the firm must have an active cellphone.
- VIII. The firm shall not employ any person who has not completed 18 (eighteen) years of age. The firm shall comply with all the statutory provisions as laid down under various Labour Laws, In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Firm, there will not be any liability on the institute.
- IX. The firm should submit medical certificate of the driver post award of the job.
- X. The institute will be under no legal obligation to provide employment to any of the personnel of the firm after expiry of agreement period and the institute recognizes no employer-employee relationship between the institute and the personnel deployed by the firm/agency.
- XI. Any person who is in an employee of this institute should not be partners to the contract by the firm directly or indirectly in any manner whatsoever.
- XII. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per staff car rules of the Govt. of India and the log book shall be submitted to the concerned officer in IIM Bodh Gaya along with bill for scrutiny, etc.
- XIII. A vehicle will be allowed for use only in good condition when the Milometer is sealed. If during the running of the vehicle it is found that the milometer is tempered unsealed then forfeiture of hiring charges and a penalty as fixed by IIM Bodh Gaya will be imposed.
- XIV. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and drivers should not be changed unless so requested for by the IIM Bodh Gaya. The vehicles must be available at any time of day as required by the institution.
- XV. In case of any accident, all the claims arising out of it, shall be met by agency/firm.
- XVI. Punctuality will have to be ensured and log book shall be maintained by the drivers. The drivers shall be responsible for proper completion of the log books including obtaining the signatures of the user.
- XVII. The firm should have adequate number of telephone/mobile to be available round the clock.
- XVIII. The firm should have a provision to take bookings round the clock.
- XIX. Rates once finalized will be fixed at least for a period of two years. The contract period may be extended for another year on mutual agreement.
- XX. Any overtime arising due to breakdown of vehicle supplied by the agency shall be on its account and shall not be charged to IIM Bodh Gaya.
- XXI. The institution reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the agency/firm.
- XXII. The vehicles should conform to the pollution norms prescribed, if any, by the Transport Department, Govt. of Bihar.
- XXIII. In case of breakdown of any vehicle, the firm/agency shall replace the breakdown vehicle within one hour failing which the institution has the right to hire vehicle from any other sources

at the expense of the firm.

- XXIV. Operation and function of vehicles and drivers shall be governed by Motor Vehicles Act/Motor vehicles rules and Bihar Motor Vehicles Rules and these shall be the responsibility of the firm.
- XXV. No advance payment will be made.
- XXVI. The bills should be made on monthly basis by the firm/agency and should be submitted by the 10th of each succeeding month along with logbook of the vehicle for scrutiny/verification of the bills. The bill should indicate the GST registration no. and PAN No.
- XXVII. The institution will deduct Income Tax at source under section 194-C of Income Tax Act from the firm at the prevailing rates of such sum as income tax on the income comprised therein.
- XXVIII. Toll tax and parking charges shall be reimbursed by the Institute against the production of original documentary evidences along with the bill.
- XXIX. The firm shall ensure that all the necessary documents i.e. RC, Insurance papers, PUC certificate, etc. are available with the drivers deployed for duty in the institution.
- XXX. No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.

#### 5. Termination of the contract/forfeiture of Performance Security.

- I. In case of breach of contract by the firm, the performance Security shall be forfeited by the Institute and the firm shall be blacklisted in addition to termination of the contract in question. The right of action will rest with the authority entering into the agreement.
- II. In case of any dispute, the decision of the Director, IIM Bodh Gaya shall be final and binding.
- III. The contract can be terminated at any time without assigning any reason at the discretion of the IIM Bodh Gaya.

#### 6. Terms of Payment

- I. Based on the actual booking of vehicles during the month, the empaneled agency/vehicle service provider shall submit the bills addressing to "IIM Bodh Gaya" with details on monthly basis. The bill, if found correct for payment, will be paid within 15 days.
- II. No payment shall be made in advance.
- III. All payment shall be made by the cheque/NEFT/Online transfer only.
- IV. In case higher model taxi provided in place of called taxi then the Institute will pay for vehicle called and not for vehicle provided.
- V. EOI Documents can be downloaded from the Institute website [www.iimbg.ac.in](http://www.iimbg.ac.in) Please refer Tender section on the Home Page of the Website and keep visiting our Website for any corrigendum/amendments and submit the bid documents accordingly.
- VI. If the last date of receiving /opening of the offer coincides with a holiday, then the next
- VII. working day shall be the receiving/opening date.

#### 7. The final selection of vendor will be as per the following selection process:

- (i) Verification of documents by committee constituted for the purpose in support of eligibility criteria with Financial Effect as mentioned in Annexure – I
- (ii) Physical visit of Taxi Service Provider premises (if required) to check the services, amenities and credentials of the Taxi by the committee constituted for this purpose four

ground validation.

- (iii) Evaluation of financial effect by committee in view of amenities and competitiveness of rates.
- (iv) Approval of names of Taxi Providers suitable for empanelment by Competent Authority. The Institute may empanel one or more taxi service providers as per requirement and budget.
- (v) The decision of the Institute in the matter will be final and binding to all the bidders/empaneled service providers.

## 8. Communication of Acceptance

Successful parties will be informed of the acceptance of their offer.

## 9. Penalty

- (a) The tenderer should ensure regular and uninterrupted quality services at all times.
- (b) Failure of service and negligence shall be measured in terms of the following:
  - i. Not providing vehicle/taxi and services as per the booking.
  - ii. Any other matter which an act of negligence or breach of ethics by the service provider.

## 10. Performance Security

The Firm whose EoI is accepted shall deposit Performance Security for an amount equivalent to the 3% of the annual contract value in the form of Demand Draft/Banker's Cheque in favour of Indian Institute of Management Bodh Gaya, payable at Bodhgaya within 10 days from the date of issue of work order by the institution. Performance Security will remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations. No interest will be payable on this amount. The contract will be signed only after furnishing the Performance Security. In case of breach of contract by the firm, the Performance Security shall be forfeited by the institute and the firm shall be blacklisted in additions to the termination of the contract.

## 11. Arbitration and Dispute Resolution

- Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director of Institute.
- The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be born by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the firm shall continue to be made in terms of the contract. Arbitration proceedings will be held at Bodh Gaya only.

## 12. Jurisdiction of Court

The courts at Gaya, shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Chief Administrative Officer  
Indian Institute of Management Bodh Gaya  
Uruvela, Prabandh Vihar, Bodh Gaya,  
Gaya-824234, Bihar, India

**Annexure-I**

**Bidder's Profile**

Expression of Interest submitted in response to enquiry notification issued by the Indian Institute of Management Bodh Gaya for Empanelment of Taxi Service Provider for vehicle services at Bodh Gaya.

SL	Particulars	Description in details
1.	Name of the Taxi Provider	
2.	Complete Contact Details of Authorized person of Agency/Service Provider, including name, address, telephone, mobile number, Email id, Website (if any)	
3.	Complete Postal Address of Firm/Agency with Tel. No., Fax/Email	
4.	Year of Registration/Establishment of Agency	Please enclose self-attested copy of required documents in case of Proprietor-Registration with Shop & Establishment Authorities or equivalent authorities, in case of Partnership – Partnership Deed, in case of Company – Certificate of Registration and Memorandum of Association or any other document required for registration of Agency. (Enclose copy)
5.	PAN No.	_____ (Enclose copy)
6.	Please enclose copy of last three years of IT Return/acknowledgement	FY 2020-21 FY 2021-22 FY 2022-23
7.	Service Tax Registration No./GST/CST No. ....	_____ (enclose copy)
8.	Details of Trade License No./ Labour License No.	_____ (enclose copy)
9.	Details of any other license required to run the Agency (please specify)	_____ (enclose copy)
10.	List of cars not older than 2020 model registered in the name of firm along with copies of RCs, and Insurance	

Name and Address with contact No.

(Signature of the Bidder)



**Annexure-II**

**UNDERTAKING  
(ON LETTER-HEAD OF THE AGENCY/SERVICE PROVIDER)**

Date: \_\_\_\_\_

To  
Indian Institute of Management Bodh Gaya  
Uruvela, Prabandh Vihar, Bodh Gaya,  
Gaya-824234, Bihar, India.

Name of the Agency \_\_\_\_\_

Name of the Bidder \_\_\_\_\_

Sir,

1. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions of the EoI.
2. I/We shall provide quality services to the Institute with amenities as mentioned in our technical bid.

(Signature of the Bidder)

Name and Address of the Bidder

Telephone Number

**Annexure - III**

**CERTIFICATE**

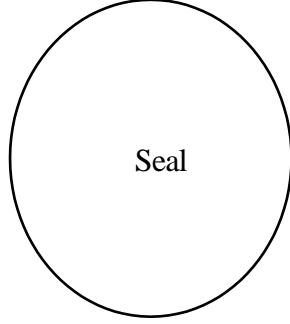
**(To be provided on letter head of the Agency/Taxi Provider)**

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory



Name:

Designation:

Place:

Contact No.:

Annexure - IV

FINANCIAL BID FOR HIRING OF VEHICLE ON MONTHLY BASIS IN IIM  
BODH GAYA (PROFORMA FOR QUOTING RATES)

Name and Address of the Firm/Company/Agency:

Name of Proprietor/Partners/Directors:

Table "A"

Sl. No.	Description	For Hatchback (e.g. Swift/Baleno/Wagon R or equivalent) (Rates in INR inclusive of GST)	For Sedan (e.g. Etios/Dezire/Honda City or equivalent) (Rates in INR inclusive of GST)	For SUV/MUV (e.g. Innova Crysta or equivalent) (Rates in INR inclusive of GST)
1.	Rate quoted per month			
2	Rate quoted per Kilometer for mileage excess of 2500 kms.			

**Table “B”**

Sl. No.	Description	For Hatchback (e.g.Swift/ Baleno/Wagon R or equivalent) (Rates in INR inclusive of GST)	For Sedan (e.g. Etios/ Dezire/Honda City or equivalent) (Rates in INR inclusive of GST)	For SUV/MUV (e.g. Innova Crysta or equivalent) (Rates in INR inclusive of GST)
1	Gaya Airport pickup/drop (one way) from Institute			
2	Gaya Airport pickup/drop (two way) from Institute			
3	Gaya Railway Station pickup/drop (one way) from Institute			
4	Gaya Railway Station pickup/drop (two way) from/to Institute			
5	Patna pickup /drop (one way) from Institute			
6	Patna Pickup/Drop (two way) from/to Institute			
7	Ranchi Pickup & drop (one way) from Institute			
8	Ranchi Pickup & drop (two way) from Institute			
9	Rajgir/Nalanda -pickup & drop (One Way) from Institute			
10	Rajgir/Nalanda -pickup & drop- (two way) from Institute			
11	Out of station (Per KM rates +per day charges)			

Date:

Signature with seal



**Table “C”**

<b>Sl. No.</b>	<b>Description</b>	<b>For Hatchback (e.g.Swift/ Baleno/Wagon R or equivalent) (Rates in INR inclusive of GST)</b>	<b>For Sedan (e.g. Etios/ Dezire/Honda City or equivalent) (Rates in INR inclusive of GST)</b>	<b>For SUV/MUV(e.g. Innova Crysta or equivalent) (Rates in INR inclusive of GST)</b>
1	Up to 80 Km and 8 hours			
2	Up to 40 kms and 4 hours (half day)			
3	Extra charges per kilometer in excess of 80 kms/40 kms			
4	Extra charges per hour in excess of 8 hours/4 hrs			

Date:

Signature with seal

Place:

**Table "D"**

Sl. No.	Description	17- Seater Bus (Tempo-Traveller) (Rates in INR inclusive of GST)	25- Seater Bus (Tempo-Traveller/Others) (Rates in INR inclusive of GST)	28- Seater Bus (Rates in INR inclusive of GST)	45- Seater Bus (Rates in INR Inclusive of GST)
		AC	AC	AC	AC
1	Gaya Airport Pickup/drop (one way) from Institute				
2	Gaya Airport Pickup/drop (Two way) from Institute				
3	Gaya Railway Station Pickup/Drop (One Way)				
4	Gaya Railway Station Pickup/Drop (Two way)				
5	Patna Pickup/drop (One Way) from Institute				
6	Patna Pickup/drop (Two Way) from Institute				

Date:

Signature with seal

Place:

Table “E”

Sl. No.	Description	17- Seater Bus (Tempo-Traveller) (Rates in INR inclusive of GST)	25- Seater Bus (Tempo-Traveller/Others) (Rates in INR inclusive of GST)	28- Seater Bus (Rates in INR inclusive of GST)	45- Seater Bus (Rates in INR Inclusive of GST)
		AC	AC	AC	AC
1	Up to 80 Km and 8 hours (Full Day)				
2	Up to 40 kms and 4 hours (half day)				
3	Extra charges per kilometer in excess of 80 kms/40 kms				
4	Extra charges per hour in excess of 8 hours/4 hrs				

Date:

Signature with seal

Place:

Name:

Full address:

Telephone No.:

Email: