

REQUEST FOR PROPOSAL – MINI BUS AT IMI NEW DELHI

Located in the verdant surroundings of Qutab Institutional Area New Delhi, International Management Institute (IMI) is India's first Corporate Sponsored Business School established in 1981. Address: B-10, Qutab Institutional Area, Tara Crescent, New Delhi-110016

1. The aim of this contract is to engage a minibus for using it as a shuttle service for pick up and drop of the employees from the nearest metro stations/ bus stops/ carrying its employees for official seminars or other places of interest within NCR as decided by the Institute from time to time. It is envisaged that there would be approximately two trips likely to be made in the morning and evening for picking up and dropping the employees. The approximate number of employees is likely to vary from 15 to 20 (no).

2. PERIOD OF CONTRACT:

The Contract will be awarded on trial basis for a period of three months from the date of award of contract and on successful completion of trial period will be treated on regular contract for a period of one year. The contract period of **one year** may be extended further on same terms & conditions and through mutual consent and understanding of both the parties.

3. MINIBUS (Approx. 20-seater):

We require CNG/Diesel/ Petrol **driven Minibus with AC not older than five years** on kilometre/ regular monthly rental basis.

- The above vehicle must be registered for operating in RTO and must have RTO clearance.
- The vehicle should be registered in the Name of the tenderer / firm. The photocopies of relevant documents such as RC Books, Insurance Policies, RTO permits etc. should be submitted before signing the agreement.
- The vehicle should be comprehensively insured for coverage of all kinds of risks.
- The vehicle should be maintained in excellent running condition and should have neat and clean curtains, seat covers, upholstery and carpets/mattings. The windscreen should have sun control film or smoke glass.
- In case of breakdown of vehicle, the contractor shall immediately replace the same by equally good vehicle as approved by the centre.
- In case the vehicle earmarked for us are under repair or replaced for any other reasons, the replaced vehicle should also fulfil all the requirement mentioned above.
- No charges will be paid for regular vehicles for reporting for duty and for return from the duty point at the end of duty.
- The A.C. should be functional all the time and the same should be used according to the climatic conditions.
- The boot of the vehicle should be neat and clean to accommodate luggage without any obstacle.
- The vehicle provided to the Institute should not be owned by any employee of this Institute or his/her family members or his/her dependants. An undertaking to this effect should be given before entering contract.

4. THE DRIVERS TO BE ATTACHED WITH THE VEHICLES:

- The driver of the vehicles shall possess valid driving license. The driver should be well experienced, well mannered, polite, disciplined and should have blemish less record in safe

driving and shall not be older than 55 years.

- The contractor should ensure that sufficient cash is available with the drivers to cover essential contingent expenditure viz. refilling of fuel, urgent repairs etc. and should carry with them related RTO/Insurance papers, RTO regulatory matters relating to the Registration of vehicle etc., fitness certificate of the vehicle, valid driving license
- The driver of the vehicles should not have any bad habits such as smoking, chewing of tobacco etc. and should never take any prohibited items such as explosives, liquor, drugs etc. in the vehicle.
- In case the driver of the vehicle is found negligent in discharging his duty or shows discourtesy to the users of the vehicles or commits any misconduct or offence, he shall be replaced immediately by the contractor.

5. RATES AND DETAILS OF THE VEHICLE

The rates are to be given in the prescribed form (Annexure-I), list of the past and present clients is to be given in the prescribed form (Annexure-II) and the financial capability & regulatory details of the bidder (Annexure-III) with the tender document.

6. RATES QUOTED:

- The rates quoted by the tenderer shall be deemed to include all expenses except GST.
- Parking charges at Airport/ Railway Station shall be reimbursed on actual basis on production of original receipt and the same should be claimed in the regular monthly bill.

7. PAYMENTS:

The contractor shall be paid monthly bill after receipt of bill along with monthly statement. During the contract, no increase in rates will be allowed for hike in the rates of consumables like tyre/tube/oil and other lubricants or prices of any spare parts of vehicles. However, in case of increase/decrease in the prices of CNG/petrol/diesel, the proportionate increase/decrease in the rates will be considered and worked out.

8. INSTITUTE RESERVES THE RIGHT:

- The Registrar, IMI reserves the right to terminate the contract at any time if it is found that during the contract, the services of the contractor are not satisfactory, on a notice of one month.
- The Institute may extend the contract by one more year from the date of expiry of the initial period, on the same terms and conditions.

9. SUB-CONTRACT

The Client does not recognize the existence of Sub-Contractors. The Contractor's responsibility is not transferable.

10. TAXES & DUTIES

Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Institute.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

ANNEXURE - I

RATE FOR CNG/DIESEL/ PETROL DRIVEN AC MINIBUS

TYPE AND MAKE:	
YEAR OF REGISTRATION:	
PETROL/DIESEL/CNG:	
RATE PER KILOMETRE:	
RATE PER TRIP/DAY:	
RATE PER MONTH WITH OPTION OF PARKING THE VEHICLE IN THE INSTITUTE	
SPECIFY THE DISTANCE FROM GARAGE TO THE INSTITUTE	
ANY OTHER CHARGES:	

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

ANNEXURE-II

LIST OF THE PRESENT AND PAST CLIENTS

S No.	Name and Address of the client	Type number of vehicles	Name and Designation of contact person with telephone number

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

ANNEXURE – III

TECHNICAL DETAILS

(A) FINANCIAL CAPABILITY OF BIDDER

S No.	Name of the Bidder	Turnover (Rs./ in lakhs)		
		2018-2019	2019-2020	2021-2022
1				

Note:

Submit the audited financial statement/ audited annual report of the above three financial years.

(B) REGULATORY DETAILS:

Business Regulatory details with permission/licenses issued by statutory authorities (if any)

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____