



# Indian Maritime University

## Chennai Campus

(A Central University Govt. of India)  
East Coast Road, Uthandi, Chennai - 600 119

Date : 20<sup>th</sup> August, 2020

To

The prospective bidder/s

**Sub:** Hiring of a vehicle (26 seater capacity) for one-year period –reg.

Sir,

The Indian Maritime University, Chennai Campus proposes to award the contract for hiring of vehicle (26 seater capacity) for the period of one year. In this regard, you are requested to send your quotation in respect of same. The description of requirements along with detailed terms & conditions is as follows: -

### **Bid for hiring of vehicle**

Sl. No.	Vehicle type with an accommodation of at least 26 persons seating capacity (Non A/C)	Schedule of charges/rates quoted (per day rate to be quoted) (Please do not mention monthly/weekly rates)		
		Upto 100 kms. & 12 hrs. per day	For every additional km beyond 100 kms.	For every additional hour beyond 12 hrs.

The route will be: Tambaram – Chrompet – Kilkattalai – Vanuvampet – Velacherry – Kamatchi Hospital – Thuraipakkam – Sholinganallore – Akkarai – IMU Uthandi Campus – IMU HQ Semmencherry Campus – IMU Uthandi Campus & back to Tambaram in the evening from IMU Uthandi Campus.

In addition to this route, the vehicle may also be deployed for any other route or small trips (for example between IMU-CC Uthandi & IMU-HQ Semmencherry) or for any other purpose not specified. However, in case the distance/time exceeds the contract limit, then the payment will be released additionally as per rates specified for additional distance/time.

In addition to this Vehicle, IMU-Chennai Campus shall engage any number of additional Vehicles for the same or different route with the same Rate, Terms and conditions of the contract during the said contract period if required.

The last date for submitting quotation is 03.09.2020 (Thursday) till 11:00 AM.

The quotations will be opened on 03.09.2020 (Thursday) at 11:30 AM in conference Hall, IMU-Chennai Campus.

**Terms & Conditions for the quotation to be followed: -**

1. **Price:** The quoted rates in the Bid shall be inclusive of driver (holding valid license) and his salary, fuel, maintenance and other charges like toll tax etc. No extra charges will be billed at any cause on IMU-CC. The quoted prices will be fixed till the end of the Contract Period or for further extended period, if any. No request/claim for increased rates (due to increase in fuel prices or any other condition) will be entertained during the contract period or extension period.

However, GST rates as applicable (& as amended from time to time) shall be paid over and above the rates quoted in the schedule of charges/price bid.

**The bidders may kindly note that the rates to be quoted must be as per the format provided (i.e. for per day or daily use). In case the bidders are quoting weekly or monthly rates, then the rates quoted will not be considered for evaluation.**

2. **Eligibility conditions:** The following technical eligibility conditions are required to be satisfied by the prospective contractors to be eligible for considering the rates quoted by them. It must be noted that non-fulfillment of any one of the criteria (out of total 3 criteria) will lead to disqualification of the quotation.
  - a. The contractor should have at least one similar vehicle and in case of any break-down the bidder has to make an alternative arrangement for IMU-CC at his own cost immediately.
  - b. The contractor should have minimum three years' experience as on 31.03.2020 in similar business of providing vehicle on hiring basis to any Central Government/ State Government/ Central Autonomous Bodies/ Central Public Sector Undertakings/ Universities (Central, State, deemed to be status institutions)/ Banks/ Public Limited Companies etc.
  - c. The contractor/agency must not be blacklisted either by any Government Department nor in any criminal case registered/ pending against the Agency/ Firm or its owner/partner anywhere in India or outside India (An undertaking to this effect is to be furnished by the contractor).
3. **Price bid and Evaluation criteria:** The supplier should quote the rate as per the schedule of charges (table) given above. The quote given in any other format

will be rejected. The L-1 bidder shall be decided on the basis of the per day price quoted in the table (for 100 kms & 12 hrs per day rate).

- Bidders are required to indicate their GST Registration number and shall have to enclose a self-certified copy of GST Registration Certificate.
- If bidder has opted for composition scheme under GST ACT 2017, they have to declare themselves as "Composition Scheme" in the bid and indicate their Registration number in the Price Bid. Bidder shall have to enclose a certificate in original from a practicing Chartered Accountant / Cost & Management Accountant / Company Secretary confirming that Bidder is eligible to opt the scheme and has fulfilled all the conditions as mentioned in notification in this regard. In addition, bidder has to enclose the self-attested GST Registration Certificate in the commercial bid.
- If the Bidder is unregistered i.e. exempted from GST registration, they have to declare themselves as "GST Unregistered Bidders" in the bid and shall have to enclose GST Exemption documents i.e. certificate in original from Practicing Chartered Accountant / Cost & Management Accountant / Company Secretary that Bidder is fulfilling all the conditions prescribed in GST Act, 2017 to make him exempt from registration.

4. **Offer validity:** The validity of Quotation is 90 days from the last date of submission.
5. **Rate Contract period:** The Rate contract shall initially be for the period of one year from award date. However, the contract may further be renewed on yearly basis provided the services of the firm are satisfactory. The renewal will be done on the same rates, terms & conditions.
6. The successful bidder shall make Security Deposit of Rs.60,000/- (Rupees sixty Thousand only) in the form of demand draft drawn in favour of "**Indian Maritime University, Chennai Campus**" payable at Chennai within 07 working days from the date of receipt of Contract/Work Order. The Security Deposit amount will be returned within one month after the expiry of Contract period without any interest.
7. **Vehicle condition & other terms:** The vehicle to be provided by the contractor should have been purchased on or after 01.01.2015. The vehicle should also have been duly registered with Transport authority. In addition, it must be noted that the vehicle will be solely under the administrative control of Indian Maritime University, Chennai Campus during the hiring period and will be stationed at Indian Maritime University, Chennai campus. The vehicle will not be deployed for any other purpose by the contractor (other than as instructed by IMU Authorities). Any variation in the schedule for pick up and drop off for

IMU staff will be intimated in advance to the contractor. The contractor/service provider must be ready to provide replacement with an alternative vehicle during the Maintenance/FC/Repairs of the vehicle. Service Provider/Contractor shall not engage any person below 18 years of age or any person with bad character and antecedent. The driver must hold a valid original driving license at every point of time.

In the event of Driver not being in presentable dress, not behaving properly, engaging in rash or unsafe driving, the University shall have right to expel or refuse entry to such Drivers and vehicle service to be treated as cancelled. No charges shall be paid for such days and service.

A daily record indicating time and mileage for each vehicle shall be maintained in a Slip Book / Log Book. No payment will be made without submission / verification of Slip Book / Log Book verified by user officer or his Authorized signatory.

The Service Provider should have PAN Number and submit a copy of PAN Card issued by Income Tax Department along with Technical Bid.

Lodging, boarding and transportation of Drivers shall be solely the Service Provider's responsibility.

The University has the right to enter into parallel multiple contracts for hiring of vehicles/Drivers with one or more service providers during the contract period without assigning any reason thereof.

Service Provider shall obtain vehicle fitness certificate from competent authority, Vehicle registration, comprehensive insurance and payment of road tax etc., on time without disturbing the service of the University.

In case of any accident to the vehicle, it will be the responsibility of the contractor/service Provider or his representatives (Drivers) to lodge FIR etc. with police authorities. All RTO issues and Traffic violations shall be taken care of by the contractor/service provider only.

8. **Payment terms:** No advance payment will be made to the service provider. The payment will be made through RTGS after successful Delivery and installation at IMU-Chennai Campus to the satisfaction of IMU-CC, ECR Road, Uthandi, Chennai-600119.

9. **Mode of Payment:** The bank details (Name of the Bank, Account No. & IFSC Code) should be enclosed along with the bid for the payment.

Monthly bills shall be submitted in duplicate copy to the authority specified in contract, along with photo copy of logbook duly signed by the controlling officer in duty slip and payment will be processed on a monthly basis. The Contractor is required to submit the bills (complete in all respect) on or before 10<sup>th</sup> day of every month and the payment in respect of the bill so raised, shall be released within 15 days. However, the incomplete bills will be returned for rectification and modified bill has to be re-submitted on every such occasion. Contractor/Service Provider will submit along with monthly bills that he has deposited the statutory payments to the respective authority.

It must be noted that the vehicle is engaged on daily basis rates and the payment for the month will be made **based on the number of days actually engaged in a month** by IMU-Chennai Campus (IMU-CC presently follows a 5-day week working). However, in case, the vehicle is engaged during any closed holiday or for any other occasion, then the payment for that particular day will be made as per the contract rates.

Every Bidder should also note that the IMU-Chennai Campus is situated at East Coast Road, Uthandi, Chennai. The Calculation of hours/distance should commence from the time and place of reporting of vehicle at IMU, Uthandi or IMU designated places and not from garage to garage. The price should be calculated and quoted cautiously to avoid misrepresentation in rates.

10. **TAXES AND DUTIES:** The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made there-under and should bear the IMU-CC's GST Registration no. **33AAAI2610K3Z2**. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods/services shall be shown separately in tax invoice. In case the bidder has opted for composition levy, the Bill of supply shall be raised by him in compliance of relevant GST Acts, rules & notifications made there-under.

11. **Statutory variation:** If there is any statutory change in CGST & SGST or IGST within the contractual period, the same shall be admissible and will be paid at actual based on the documentary evidence. The contractor will also be under the obligation to pass the benefits arising on account of any statutory changes to IMU Chennai Campus.

12. **Duty Slips** in duplicate copy has to be printed and serially numbered by the contractor/service provider as per the prescribed format of IMU and the

contractor/service provider should ensure that at the end of duty for the days, the duty slips are completed and signed by the IMU officials and a perfect log book of the trips has to be submitted duly countersigned by the IMU official concerned and a parallel copy of the log book must be maintained and tallied on a weekly basis

13. The envelope containing the quotations shall be properly sealed. Stapled Envelope shall not be accepted. Further, the envelope shall be super scribed as **"Quotation for hiring of vehicle (26 seater)"** addressed to **"The Director, Indian Maritime University, Chennai Campus, East Coast Road, Uthandi, Chennai-600119"**. All pages in the bid submitted by the contractors must be serially numbered and duly self-attested.
14. Quotations received after the due date and time i.e. **03.09.2020 till 11:00 AM** will be out rightly rejected. Quotations received through e-mail or open envelope shall also be rejected.
15. The IMU-CC reserves the right to accept in part or in full any quote(s) or reject any one or more quote(s) without assigning any reason. The IMU-CC also reserves the right to postpone the date of receipt and opening of tenders or to cancel the tenders without assigning any reason whatsoever. Indian Maritime University Chennai Campus also reserves the right to cancel the contract if services provided by the contractor are found to be unsatisfactory.
16. **Termination:** The IMU-Chennai Campus may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following–
  - a. If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by the IMU-CC.
  - b. If the contractor fails to perform any other obligation(s) under the contract.
  - c. **In case the Contract has to be terminated prior to its schedule, then two months' advance notice in writing shall be given by either side.**
17. The bidders are requested to read and understand the terms and conditions of the contract mentioned in the above paragraphs before sending their quotations as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by Indian Maritime University, Chennai Campus. The contractor will also have to submit a written undertaking of acceptance of all the terms and conditions of this enquiry/quotation.

18. In case of any dispute or ambiguity during the rate contract, then the decision of Director, IMU Chennai Campus shall be final and binding on the contractor. All disputes arising out of this contract shall be subject to the jurisdiction of Chennai.



**Assistant Registrar  
IMU-CHENNAI CAMPUS**