

TENDER FOR HIRING OF VEHICLES ON CALL BASIS

Tender No. : IIPM/Vehicle-Cab/25-26/001 Tender date: 12.12.2025

Last Date of submission of bids: 26 December at 3.00 PM

Date of opening of Technical bids: 26 December at 4.00 PM

Date of opening of Financial Bidding shall be intimated later



INDIAN INSTITUTE OF PLANTATION MANAGEMENT

JNANA BHARATHI CAMPUS

POST, MALLATHAHALLI

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**NOTICE INVITING TENDERS FOR HIRING OF VEHICLE ON CALL BASIS
FOR IIPMB**

Tenders are invited from reputed service providers for the hiring of vehicles for use by Indian Institute of Plantation Management, Jnana Bharathi Campus, Post. Mallathahalli, Bengaluru – 560 056, (hereinafter also referred as 'the hirer') for the current financial year i.e., for period of One year/extendable on mutually agreed terms (or shorter period as may be decided by hirer).

1. Interested parties may submit their bids for providing services based on call basis. The quotations should be submitted as per two bid system i.e. Technical and Financial bid which should be submitted separately. These shall be super-scribed "FINANCIAL BID" and "TECHNICAL BID", "TENDER FOR HIRING OF VEHICLE-TAXI CAB".

FINANCIAL BID: *Rates shall be quoted separately for AC & Non-AC vehicles in the column provided in Annexure – B. The rates shall be exclusive of Taxes /Toll Charges / Parking charges / State Permits charges other statutory charges.*

2. The tender shall be submitted on or before 26.12.2025 15:00 Hrs through offline mode. The Tender will be opened tentatively on 26.12.2025 16:00 Hrs.
3. The bidding documents should be addressed to "The Director, Indian Institute of Plantation Management, Jnana Bharathi Campus, Post. Mallathahalli, Bengaluru – 560 056" super scribing the Tender Notice Number & scope of the services on the envelope.
4. The applicants who wish to be present at the time of opening of the Tenders may do so themselves or through their authorized representative at the appointed date and time.
5. The Financial Bids of only those bidders shall be opened, whose Technical Bids are qualified. The format of the technical bid and financial bid is enclosed as Annexure-A and Annexure-B.

1. The terms and conditions of the Tender are as under:

- a) The rate quoted should be for a commercially registered vehicle that is new or up to 5-7 years old and without any accident history, in excellent and neat exterior, interior and running condition and the same should also be maintained during period of hire.
- b) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the hirer. No extra payment will be made for providing the vehicle on Saturday, Sunday or holidays;
- c) Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the kilo meters.
- d) The bidder should have arrangements for establishing contact and round the clock service.
- e) The bidder should be registered with the Service Tax/GST (if applicable). Department and hold PAN. Service Tax/GST will not be reimbursed, if the Service Provider fails to produce proof of payment of Service Tax/GST.
- f) On completion of travel, the vendor may submit the bills for payment along with all required payment receipts like toll fare, parking charges, permits etc., other if applicable. The bills shall be paid in 5 working days.
- g) The vehicle provided should comply with laws in force in India.
- h) The driver should have valid driving license and comply with all the relevant laws in force and he should be adequately experienced, and maintain decency, politeness, neat dress and good habits.
- i) The driver should be equipped with a functional mobile phone at the bidder's cost, for contact purposes. Driver should be well versed with the routes and locations in entire Bengaluru and its surrounding areas. Driver/service provider shall maintain logbook with vehicle indicating the day to day running mileage.
- j) Once hired, the vehicle will not be put to use for any other purpose, and the vehicle and driver will work under the overall supervision of IIPMB.
- k) In order to ensure day to day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicle and driver, except if the hirer so indicates in case of any eventuality or unsuitability.
- l) The bidder will comply with labour laws in force and all liabilities in this connection will be his.
- m) If the contract is awarded, the bidder will provide to IIPMB, the complete details of vehicles, certified copies of the RC books, comprehensive insurance policies

as well as full details of deployed driver, his address, and copy of his driving license.

- n) IIPMB will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. IIPMB recognizes no employer-employee relationship between IIPMB and the personnel deployed by the service provider. IIPMB shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of hire.
- o) In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
- p) The service provider shall undertake to indemnify IIPMB against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
- q) In the event of the hired vehicle developing snags, the service provider will ensure that a replacement vehicle is provided on priority and in case of failure to make alternative arrangement, IIPMB will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
- r) IIPMB reserves the right to charge penalty, Rs.500 per hour of delay for non-provision of vehicle in time, and Rs.500 per instance of misbehaviour of driver.
- s) IIPMB reserves the right to terminate the contract without assigning any reason by giving two days' notice.
- t) IIPMB shall not make any advance payments and payments shall be made only on the basis of monthly bills submitted by the 5th of the succeeding month.
- u) The Director, Indian Institute of Plantation Management, Bengaluru, reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason there for.
- v) The Director IIPMB reserves all rights to reject any tender including of those renderers who fail to comply with the instruction without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. In case of dispute, the decision of the Director, Indian Institute of Plantation Management, Jnana Bharathi Campus, Post. Mallathahalli, Bengaluru – 560 056, shall be final and binding.

- w) Joint ventures/Consortium bids are not allowed
- x) The contract shall commence from the date of consent of the firm to terms and the Conditions. To begin with, the contract will be for one year initially may be extended on yearly basis if performance/service is found satisfactory on review after every six months. The contract so awarded can be terminated at any time by giving **one month notice**.
- y) EMD of Rs. 5,000.00 should furnish along with the bid, EMD will be forfeited in case refuse to accept/sing work order or agreement.
- z) Financial bids of only those bidders will be opened who are technically qualified

2. Eligibility Criteria:

- (1) The bidder should have Taxi cab on their own travel agency name:
- (2) Average Annual Turnover last 3 financial years Rs. 1 Lakhs
- (3) Experience Criteria:

The bidder should have similar Work experience Any State/Central/PSU/reputed MNCs. The Bidder shall have successfully completed Similar Works during last 7 (Seven) years ending last day of month previous to the one in which tenders are invited should be either of the following:

- (i) One similar completed work costing not less than 80% of the estimated tender value. (Excluding GST)
OR
- (ii) Two similar completed works each costing not less than 50% of the estimated tender value. (Excluding GST)
OR
- (iii) Three similar completed works each costing not less than 40% of the estimated tender value. (Excluding GST)

“Similar Work” means “Supply of Passenger Vehicles on Hire basis”.

- (4) The bidder should sign and submit the complete tender document as an unconditional acceptance.

ANNEXURE 'A '
TECHNICAL BID (Cover-01)

Name, Address and Telephone no of Tenderer:

Name and address of the Proprietor /Partner/ Directors:

Please put a tick mark against the appropriate entry:

Sr. No.	Description	Compliance Yes / No	Supporting document Page no.
1.	EMD (Bankers Cheque /Demand Draft)		
2.	Working experience of the firm (in years)		
3.	The vehicle is registered as commercial Vehicle The list of vehicles along with photocopies should be attached with the tender		
4.	We have attached photocopy of RC Book offered in this tender		
5.	We have valid Service Tax / GST Registration (if applicable)		
6.	We have attached copy of PAN		
7.	We have attached PUC Certificate		
8.	Vehicle Insurance Policy		
9.	Furnish copy of last three years Income Tax return (optional)		
10.	Annual Turnovers for the last three years		
11.	Vehicles owned by the firm:- (Details to be given for each vehicle) 1) Vehicle Numbers – 2) Age in Years – 3) Models – 4) Make of the Vehicles -		

"I have read the terms & conditions of the Tender Notice."

Signature
Name of Authorized Signatory
Seal/Stamp

ANNEXURE-B
FINANCIAL BID (Cover-02)

Sl. No	Description of Work	A.C Vehicle Amount (in Rs.)	Non-A.C Vehicle Amount (In Rs.)
1.	Hiring of Vehicle on Call Basis (Compact Sedan/Swift Desire, Xcent-Hyundai, Amaze-Honda, Etios, Ford) of equivalent		
	Rate for 40km. / 4hours		
	Rate for 60km. / 6hours		
	Rate for 80km. / 8hours		
	Rate for 100km. / 10hours		
	Charges for extra Kms (Over 40 / 60 / 80/ 100 Kms in Rs Per Kms)		
	Charges for extra Hours (Over 4 / 6 / 8 / 10 Hrs. in Rs Per Hrs.)		
	Charges for Outstation per Kms. (Minimum 300 Km. per day)		
	Night Charges for Driver Per Night		
2.	Hiring of Vehicle on Call Basis (Scorpio/Innova/Ertiga/XL6/Harrier/Qualis/Tavera) of equivalent		
	Rate for 40km. / 4hours		
	Rate for 60km. / 6hours		
	Rate for 80km. / 8hours		
	Rate for 100km. / 10hours		
	Charges for extra Kms (Over 40 / 60 / 80/ 100 Kms in Rs Per Kms)		
	Charges for extra Hours (Over 4 / 6 / 8 / 10 Hrs. in Rs Per Hrs.)		
	Charges for Outstation per Kms. (Minimum 300 Km. per day)		
	Night Charges for Driver Per Night		

* Both AC & Non A.C Vehicle bidding rates are mandatory to quote.