



# भारतीय प्रबंध संस्थान कोषिकोड

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INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kozhikode, Kerala - 673 570

## NOTICE INVITING TENDERS FOR DISPOSAL OF INSTITUTE VEHICLES

Tender No. 10-02(16)/01/2024-IIMK.TPT

Date: 02.02.2024

1	Name of the Tender	Disposal of Institute Vehicles-Ford Fiesta Car & Maruti Eeco Ambulance
2	Cost of Tender Document	The tender form can be freely downloaded from IIMK Website: <a href="https://iimk.ac.in/tender">https://iimk.ac.in/tender</a>
3	Period of downloading of Tender Document from IIMK Website	From 02.02.2024 to 23.02.2024 (Till 03:00 PM)
4	Last Date of Receipt of the Tenders	<b>23.02.2024 up to 15:00Hrs</b>
5	Date of Opening Tender	<b>23.02.2024 at 16:00Hrs</b>
6	Mode of Submission of the tender	Can be sent by Speed Post/Registered Post/ Courier or dropped in the Box entitled 'Transport Section' in the Admin. Building
7	Address to Tender is to be sent	Head-Administration & HR Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570
9	Contact Person	Assistant Administrative Officer Transport Office Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kunnamangalam Kozhikode – 673 570 Tel: Kozhikode Campus: 0495 – 2819220

## **PART-1: GENERAL INFORMATION AND INSTRUCTIONS FOR THE TENDERERS**

**A. Introduction:** INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE (IIMK) is one of the premier management institutes in the country set up by Ministry of Education, Govt. of India, offering widest range of academic programs in the field of management education. It is contributing to management education and developing human resources to meet requirements of India's economy and industries and is on a high growth trajectory today. Tenders are invited from eligible and qualified persons/firms for "**Tender for Disposal of Institute Vehicles-Ford Fiesta Car & Maruti Eeco Ambulance**" for Indian Institute of Management Kozhikode.

### **B. General Information**

1. **Single-Tender system:** This tender is under single tender system, the Techno-Commercial bid would be opened on the time and date mentioned in the NIT.
2. **Manner of submission of the Tenders:** Tenders are to be submitted in sealed covers. The tender document may be downloaded from website & submission of tender as per Tender time schedule. **Tenderers can submit Price bid, as per Annexure-2, for either the Ford Fiesta Car or the Maruti Eeco Ambulance, or for both vehicles. The sale order will be awarded to the individual highest bidder for each vehicle.**
3. The tenderers are directed to send the tender in a sealed cover so as to reach latest by **15:00 Hrs on 23.02.2024**
4. **Time and date for opening of Tenders:** The Techno-Commercial Tender will be opened on **23.02.2024 at 16:00 hrs.**
5. **Forwarding of Tenders:** Tenders should be submitted by Tenderers furnishing details like Bank account details with address and complete postal & e-mail address of their office.
6. **Clarification regarding contents of the Tenders:** During evaluation and comparison of tenders, the IIMK may, at its discretion, ask the tenderer for clarification of his tender. The request for clarification will be given in writing and no change in prices or substance of the tender will be sought, offered or permitted. No post-tender clarification on the initiative of the tenderer will be entertained.
7. **Rejection of Tenders:** Canvassing by the Tenderer in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.
8. **Validity of Tenders:** The Tenders should remain valid till 90 Days from the last date of submission of tender
9. **Earnest Money Deposit:**
  - (a) Bidders are required to submit a sum of **₹2,000/- (Rupees two thousand only)** as EMD through in the form of Demand Draft drawn in favour of **Indian Institute of Management Kozhikode**, payable at Kozhikode. Tender received without EMD is liable to be rejected.

- (b) The EMD will be refunded to the unsuccessful Tenderers/Bidders within one month of the acceptance of the bid.
  - (c) The entire EMD of the successful bidder will be forfeited automatically if the highest bidder fails to pay the required Post Bid Payment for the vehicle awarded to them.
10. **Forwarding of Bids:** Bids should be submitted by Bidders furnishing details like valid Bank account details with address and complete postal & e-mail address, Copy of PAN Card, copy of Aadhar card etc.

## **PART II: TERMS & CONDITIONS OF THE CONTRACT**

1. The vehicle is located in the premises of Indian institute of Management Kozhikode.
2. The vehicle can be inspected on all working days from 02.02.2024 to 23.02.2024 (Time 9.30 am-04.00 pm).
3. Bids received without EMD will not be considered for the further processing of tender.
4. Bidders are advised to ascertain on their own all information about the title, status, condition, quantity and quality etc., in respect of vehicles put for sale. The Bidder will not raise any dispute regarding the terms and conditions of tender or about the particulars of the vehicles or contest the same once he has been declared as the successful Bidder.
5. The bidders are advised to submit the desired papers/documents with their technical bids as per mentioned in ANNEXURE-1, Failing which the bids shall be declared un-responsive.
6. The incomplete and unrealistic bids will be treated as disqualification.
7. The bidder must attach self-attested copies of its PAN, Aadhar/ Driving License/ Voter Identity Card etc.in case of individual and registration certificate in case of firms along with bid documents.
8. The successful bidder will be required to deposit the bid amount by means of / demand draft drawn in favour of Indian Institute of Management Kozhikode and made payable at State Bank of India, Kozhikode within five working days of issue of sale order.
9. **Schedule of removal of vehicles:** The successful bidder will be required to lift the vehicle/ vehicles from the disposal site at their own expenses within 10 days of payment of sale proceeds. On failure to do so this Institute reserves the right to forfeit the entire amount of EMD submitted by the bidder and dispose the vehicles to alternate bidder
10. **Prices:** The rates quoted shall be inclusive of all admissible taxes/Duties/ Levies.
11. The successful bidder will be responsible for getting the Registration Certificate of the vehicle transferred in his name at his own cost expeditiously and furnish the same to the institute within a month of lifting the vehicle/ vehicles.

12. The successful bidder shall be allowed lift the vehicle/ vehicles only during the working hours of the institute.
13. Vehicle once disposed to the successful bidder shall not be taken back by this institute on any condition whatsoever.
14. The bidders will not be allowed to withdraw their bids once submitted. In case a bidder withdraws his bid, his entire amount of Earnest Money Deposit will be forfeited.
15. Right to accept /reject the bid: IIMK does not pledge itself to accept the Bid and reserves to itself the right of accepting the whole or any part or portion of the Bid or cancel the Bid without assigning any reason whatsoever.

### **PART III: PREPARATION OF BID DOCUMENT**

1. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid. Each bidder shall submit only one Bid. Bidder shall not contact other bidders in matters relating to this tender.
2. All pages of the Bid Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Bid
3. Bidders should furnish the required details in their own letter-heads. In case, desired documents/proof is not enclosed, the Bid may be rejected and no clarification/ enquiry in this regard will be entertained.
4. Bid Documents: The services required to be rendered, bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The Technical Bid shall be submitted with the all the necessary document mentioned in the bid document along with the same duly signed on all pages.
5. **PERIOD OF VALIDITY OF BIDS**
  - a) Bid shall remain valid for a period not less than **90 days** after the deadline date specified for submission.
  - b) In exceptional circumstances, IIM Kozhikode may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. A bidder accepting the request and granting extension will not be permitted to modify his bid.
6. **Evaluation of bids:** The duly constituted Bid Evaluation Committee (BEC) shall evaluate the bids and is empowered to take appropriate decisions on minor deviations. In the bid document to determine the substantial responsiveness of each bid. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any deviation. The IIM Kozhikode's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The IIM Kozhikode shall evaluate the technical bids also to determine

whether they are complete, whether the documents have been properly signed and whether the bids are in order.

The decision of the BEC on Techno –Commercial evaluation(s) shall be final and binding on all the bidders.

7. **Award of Contract:** The Sale Order shall be awarded to the highest bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document, on successful receipt of payment of the sum amount accepted as the highest bid in the tender.
8. **Acknowledgement/acceptance of the Order:** The successful bidder shall give an acknowledgement of the order within 3 days from the date of issue of Sale Order. In case, the bidder fails to acknowledge the order within the stipulated time, the Institute is at liberty to cancel the order.

**FOR FURTHER DETAILS, IF ANY, PLEASE CONTACT TRANSPORT IN-CHARGE (PHONE: 0495-2819220; E-MAIL-transport@iimk.ac.in) BETWEEN 9:30 AM AND 5:00 PM ON WORKING DAYS.**

S/d

**Lt Col M Julius George (Retd)  
Head-Administration & HR**

**Date: 02.02.2024**

### **PART IV: DETAILS OF VEHICLE**

<b>SL. NO</b>	<b>VEHICLE</b>	<b>REG. NUMBER</b>	<b>DATE OF REGN.</b>	<b>NO OF YEARS COMPLETED</b>	<b>VALIDITY OF REGISTRATION</b>	<b>INSURANCE UP TO</b>	<b>ROAD TAX /FITNESS UPTO</b>	<b>Fuel Type</b>
1	Ford Fiesta Car	KL 57 B 5212	26.11.2009	14	25.11.2024	20.11.2024	30.09.2024	Diesel
2	Maurti Eeco Ambulance	KL 57 D 2536	23.05.2011	12	22.05.2026	16.05.2024	29.09.2024	Petrol

**PROFILE OF THE TENDERER**

1. Name of tenderer :
2. Contact Number and Mobile Number:
3. Email Id :
4. PAN Card No (Copy must be enclosed):
5. Aadhaar Card No (Copy must be enclosed):
6. Address of tenderer:

(Stamp & Signature of the Tenderer)

**Price Bid**

**A**

<b>Sr No</b>	<b>Particulars</b>	<b>Amount Quoted in Rs. (Inclusive of GST)</b>
1	Ford Fiesta Car, KL 57 B 5212	

**B**

<b>Sr No</b>	<b>Particulars</b>	<b>Amount Quoted in Rs. (Inclusive of GST)</b>
1	Maurti Eeco Ambulance, KL 57 D 2536	

**Note:** The price quoted shall be inclusive of all kinds of charges.

(Stamp & Signature of the Tenderer)