

CIMP BUSINESS INCUBATION & INNOVATION FOUNDATION

CIN No.: U85300BR2021NPL055752

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No. CIMP-BIIF/Tender/1/25

Date: 02.06.2025

(TENDER NOTICE)

This Rate Tender Notice and Call For Proposal is issued by the CIMP Business Incubation & Innovation Foundation (CIMP-BIIF) to obtain proposals from reputed and registered agencies/firms to enter into a contract to decide rates for hiring different types of vehicles for use in the office of (CIMP-BIIF) in the financial year 2025-26 & 2026-27.

CIMP-BIIF is requiring vehicle (Electric & non-Electric) for office purpose.

Requisite Rate Eligibilities of the Agency/Firm

Eligibility Criteria & Conditions-

1. The agency should be registered under Income Tax/GST and has filed the up-to-date Income tax returns for the last 03 years.
2. Vehicles of the agency should be registered in Department of Transport. Papers regarding Road Tax, Pollution Fitness and the driving license should be up-to-date. An affidavit to this effect is required to be submitted to CIMP-BIIF.
3. The agency should be registered in ESI/EPF.
4. The agency should provide BS6 compliant commercial vehicle.
5. The agency must not be blacklisted by State/Central Govt. Deptt. or any other govt. bodies. An affidavit to this effect shall be furnished by the bidder with the bid document.
6. The agency should not have been penalized for delay in completion of work.
7. CIMP-BIIF shall penalize @Rs. 500/- per day on any lapses in service.
8. Applicants must submit their proposals in two parts. The first part shall contain the Technical Proposal. The second part shall contain the Financial Proposal. The details of the proposal is as under-

Technical Proposal

Sl. No.	Type of Vehicle	Model	Year of Vehicle	Transport Registration (Yes/No)	Road Tax up to date (Yes/No)	Pollution Fitness (Yes/No)	Insurance (Yes/No)
1	Scorpio /Ertiga						
2	Swift dezire /Sedan						
4	Tata Tiago						
6	Innova crista						
7	E-vehicle (any company)						

Transport Unit Tariff (Monthly Rates) (Rate in INR)

For Transport Unit Tariff (Monthly Rates) (Rate in INR)					
	Rates	Innova Crysta	Scorpio/Ertiga (AC)	Swift Dezire/Sedan (AC)	E-vehicle company) (any
1	Rate per month without fuel, with driver and without all taxes				
2	Rate per month with fuel, with driver up to 1000 KMs (without all taxes)				
3	Rate for extra hours After 8 Hrs. in a day Extra charge per Hrs. (without all taxes)				

Notes: GST Extra as applicable.

9. The Technical Proposal containing name and complete contact details with address, Phone numbers and E-mail ID of the agency/ firm, should be kept in a separate, sealed envelope marked with "Technical Proposal". The Financial Proposal should be kept in another separate, sealed envelope marked with "Financial Proposal".
10. The two sealed envelopes should then be kept in one bigger sealed envelope super scribed with the wording "To be opened by Authorized Person Only". The applicant/agency/ firm should clearly indicate its name and contact details with address, phone no. and E-mail ID on the outer portion of bigger envelope.
11. The contract may be terminated with one month notice subject to delay/unsatisfactory performance in the work after deducting the cost./expense. In such case the work shall be allotted to next suitable bidder.
12. Contract documents with the successful bidder shall be executed within 21 days of the issue of the letter of acceptance. Non fulfillment of this condition of executing a contract by the contractor or supplier would constitute a sufficient ground for annulment of the award.
13. CIMP-BIIF has right to reject the services of vehicle supplied to CIMP-BIIF which do not conform to the specification.
14. CIMP-BIIF has right to avail the services of vehicle from other agencies at the same rate as and when tendered agency fails to provide the vehicle in time.
15. The Agency shall take responsibility of regular maintenance of the vehicle.
16. The Agency shall pay compensation/payment to driver and vehicle owner in case of accident.

17. Late bids i.e., bids received after the specified date and time of receipt shall not be considered.

Note:-

- i. CIMP-BIIF reserves the right to amend its requirements or the information contained in this notice at any time during the selection process. Rate contract shall be valid for 2025-26.
- ii. The submission of bid document by bidder is supposed to confirm his/her acceptance of all terms and conditions of this notice.
- iii. Only bid document submitted strictly in accordance with this notice or as may be required by the CIMP-BIIF will be considered as valid proposals.
- iv. This notice is not a work order. A separate work order will be issued only after the selection of the preferred bidder (s).
- v. All information supplied by the CIMP-BIIF in connection with this notice shall be treated as confidential.
- vi. Payment after deducting applicable taxes shall be made after satisfactory completion of the work to the best satisfaction of CIMP-BIIF.

Mandatory list of documents to be attached in Technical proposal

- I. Copy of GST Registration/Income Tax Return filed for the last 03 Years as applicable
- II. A Copy of valid registration if any with other Deptt/Organization.
- III. List and profile of office bearers, staff, experts with qualifications, experience and assigned functions.
- IV. Affidavit relating to point 2 and point 7 of eligibility criteria & conditions.

Last Date for submission of Bid Document:

The Technical bid and Financial bid (as stated above) in separate envelopes must reach the office of CIMP-BIIF on or before **19.06.2025 latest by 3 PM** on any working day.

The complete document should be sent by courier/registered post/speed post to Chief Executive Officer, CIMP Business Incubation and Innovation Foundation (CIMP-BIIF), C/o- Chandragupt Institute of Management Patna, Mithapur Institutional Area, Patna-800001. Phone No. 0612-2366004/15/21/34.

The Technical bid will be opened on **19.06.2025 at 5 PM** and Financial bid will be opened on **23.06.2025, at 3 PM** by the Technical/Tender Evaluation Committee/Internal Purchase Committee at CIMP-BIIF. The applicant agencies, if interested, can remain present at time of opening of proposals. The proposal will be opened and basic eligibility criteria (including list of mandatory documents), shall be scrutinized as per the instructions given in this document. Proposals will be shortlisted on the basis of technical and financial evaluation.

Evaluation of Technical & Financial Bid Proposal

In Phase 1, the Technical/Tender Evaluation Committee/Internal Purchase Committee of CIMP-BIIF will first open the Technical proposal and will assess the proposal on merit on the basis of technical competence, capability, prior experience and understanding of the work. All the tax returns shall be scrutinized properly. A short write up of agency shall be taken into consideration.

In Phase II of evaluation, the financial bids of only those agencies will be opened which qualify the technical evaluation.

Right to accept any bid, and to reject any or all bids:

CIMP-BIIF reserves the right to accept any bid, and to annul the Tender Process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected agency or any obligation to inform the affected agency of the grounds for its action.

For any further details, the interested parties/agencies may visit the website: **www.cimp.ac.in** or visit the office or contact the Chief Executive Officer, CIMP-BIIF during any working day.