TENDER NOTICE FOR
HIRING OF CLINICAL & NON-CLINICAL VEHICLES
AIIMS, BHOPAL
Date: 12th December 2012

Tender in sealed cover are invited ON BEHALF OF THE DIRECTOR, ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHOPAL (AIIMS, BHOPAL), under two-bid system from reputed, competent and experienced Travelling Agencies / Firm for hiring clinical & non clinical commercial vehicles / taxies for the period of 12 months from the date of contract on lump sum basis with arrangement of driver, fuel & maintenance for average monthly running of 2000 Km.

The categories of vehicles / taxies are as follows:-

Clinical vehicles :
1. Hearse Van
2. Ambulance (Single / double stretcher Ambulance)

Non- clinical vehicles / taxies:
1. Tata Safari / Innova / Tavera.
2. Swift Dzire / Indigo
3. Indica / Figo / Beat

The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super scribed “Tender for Hiring clinical & non clinical taxies for AIIMS, BHOPAL” and should reach at the office of “The Administrative Officer, AIIMS, Saket Nagar, BHOPAL - 462024, before 15:00 hrs on 27th December, 2012. The bid received after due date and time will not be entertained whatsoever may be the reason. The technical bids shall be opened on the same day at 16:30 hrs at AIIMS, BHOPAL. In the event of any of the above mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the appointed time. The financial bid of only technically qualified agencies will be open on a date intimated latter.

Please note, in case you are sending complete sealed tenders by post, kindly send it through SPEED POST only.

The tender document can be purchased from AIIMS, BHOPAL on any working day between 11:00 AM to 17:00 PM on payment of Rs. 500.00 only upto 26th December, 2012 or can be downloaded from AIIMS, BHOPAL website. Those who download the tender document from website should enclose an additional DD for Rs. 500.00 in favour of “DIRECTOR, AIIMS, BHOPAL”, payable at BHOPAL, along with their tender bid in the Cover-I “Technical Bid. The bid security (EMD) of Rs. 25000.00 (Rupees Twenty Five Thousand only) should be paid by Demand Draft in favour of “DIRECTOR, AIIMS, BHOPAL” payable at BHOPAL.

Any future clarification and/or corrigendum(s) shall be communicated through tender section on the AIIMS, BHOPAL website: www.aiimsbhopal.edu.in

Administrative Officer
AIIMS, BHOPAL

No. AIIMS/BPL/Tender/07/2012
TERMS & CONDITIONS OF CONTRACT

1. **Work** :- The tender is for awarding the contract for hiring of vehicles / taxies on monthly lump-sum basis as per requirement by AIIMS, Bhopal for official use. Providing driver, maintenance & fuel of vehicle for average monthly running of 2000 km will be the job of service provider. Only the vehicles / taxies registered under commercial category are acceptable in this regard.

2. **Period** :- The contract is awarded for a period of 12 (Twelve) months and the rates at which the contract is awarded will be valid throughout the contract period and no claims for increase in rate whatsoever on account of increase in cost of fuel and other factors such as statutory payments, minimum wages etc., shall be entertained. It will be the responsibility of contractor to bear such additional expenses.

3. **Earnest Money Deposit (EMD)** :- Tenderers shall have to deposit EMD of Rs. 25,000/- (Rupees twenty five thousand only) in the form of Demand Draft/Pay order in favour of **Director AIIMS, Bhopal**, payable at Bhopal alongwith the tenders. Tender received without EMD will not be entertained/ considered. No interest will be paid on the EMD.

4. **Forfeiture of EMD** :- The tenderer will not be allowed to withdraw the tender after the same is received in AIIMS, Bhopal. In case the tenderer withdraws from the process the EMD deposited by him will be forfeited.

5. **Refund of EMD** :- EMD will be refunded to the unsuccessful tenderer within thirty days from the date of issue of work order to the successful tenderer , without any interest.

6. **Security Deposit** :- The successful tenderer will have to deposit a security of Rs. 50,000/- (Rupees fifty thousand only) in the form of a Demand Draft/Pay order in favour of **Director AIIMS, Bhopal**, payable at Bhopal. EMD of the successful tenderer will be converted into the security deposit. The security deposit will be refunded to the contractor within sixty days from the date of completion of the contract period and no interest will be paid on the security deposit.

7. The vehicles / taxies must be of 2010 or subsequent models, in very good running condition with clean interior and good upholstery and valid Pollution under Control (PUC) certificate. In case condition of taxis is not found to be satisfactory, they shall be returned for immediate replacement.

8. **Fleet** : The firm submitting the tender must have sufficient fleet of taxies which have been registered on or after 1st January 2010. Proof of this will have to be enclosed by way of submission of copy of Registration Certificate.

9. The firm would ensure that drivers employed have valid commercial driving license and carry the necessary registration paper, Licence etc., should be educated and well behaved, and also conversant with the traffic rules/regulations and city roads/routes.

10. The financial bids should be submitted separately in envelop No.-II. The amount of bids quoted should include all statutory obligations. Only service tax as applicable shall be paid by AIIMS, Bhopal.

11. Toll tax, Entry tax, Permit fee for crossing border if any, parking charges will be borne by the AIIMS, Bhopal for which the original receipts should be submitted.

12. In case of dispute of any kind and in any respect whatsoever, the decision of Director, AIIMS, Bhopal shall be final and binding. Any relaxation in the term & condition will be at the sole discretion of AIIMS, Bhopal.

13. Financial Bids of only those firms who are short listed on the basis of the fulfilling the term & condition of the Technical Bid will be opened on a date / time intimated later on at AIIMS Bhopal premises.
14. The Successful bidder has to constitute a contract on 100 rupee stamp paper within seven days of the award of work.

15. For Noncompliance of the term & condition of the contract, the contract may be terminated by forfeiting the EMD after giving proper opportunity of hearing.

16. The firm shall comply with all statutory enactments/provisions in relation to services offered by them including the provision of paying minimum wages as per government wages act.

17. It will be the responsibility of the Driver to carry the proper valid insurance at all times in respect of the vehicle and also the passengers. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. The firm shall also agree to indemnify the AIIMS, Bhopal against all losses and claims.

18. AIIMS, Bhopal shall be liable to pay the hiring charges only. Being the owner of the vehicles, any other liability shall be borne by the contractor. If during the course of engagement of the vehicles to the services of AIIMS, Bhopal, any harm due to accidents etc. is caused either to the vehicle or to the third party, AIIMS, Bhopal will not be responsible any liability arising out of such accident will be the responsibility of the firm only. All incidental expenditure towards repair will be borne by the contractor.

19. No advance payment will be made by AIIMS, Bhopal. The billing will be done on a monthly basis and the bill should be submitted by the firm by the first week of the following month to the Administrative Officer AIIMS Bhopal. The payment will be made on the basis of duly filled & signed log book by controlling officer. In other cases payment will be made on the basis of duty slips which have been signed by the officer/staff using the vehicle or person authorized by AIIMS, Bhopal to sign the duty slip. It will be the responsibility of the driver to get the duty slips signed on daily basis by the user officers or person authorized by AIIMS, Bhopal to sign the duty slip. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, distance covered, time for start of duty from AIIMS, Bhopal, time closure of duty at AIIMS, Bhopal, places visited, etc.

20. The rates quoted should be excluding the service tax. The service tax will be paid additionally only after receiving the photocopy of the service tax registration certificate. No service tax will be paid if the operator fails to provide proof of valid service tax registration and proof of payment of service tax. Latest income tax clearance certificate and PAN is also required to be submitted by the operator.

21. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle ferrying official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.

22. Kilometers and time of duty for payment will be considered from AIIMS, Bhopal to AIIMS, Bhopal.

23. The vehicles provided to AIIMS, Bhopal should fulfill the norms prescribed by the transport Department of Government of Madhya Pradesh for hired vehicles.

24. The AIIMS Bhopal will not at all be responsible for any damage caused to the vehicle during the direction of the AIIMS Bhopal use or any other time. The vehicle shall have valid license from competent authority. Any liability of, whatsoever nature whether to the government or any private party, and damage and / or compensation of account of accident, arson, looting, riot, flood or any other natural calamity directly or indirectly related to such causes or otherwise shall be fully born by the contractor/ owner. The vehicle should be adequately covered under insurance for such risk and damages. The AIIMS Bhopal shall not be party to any such claim or damages, or compensation of whatever nature.
25. Expenditure on diesel, lubricants and maintenance / repairs charges / wages to driver will be borne by the contractor.

26. Driver has to maintain a logbook and should take the signature of the controlling officer for usages of the vehicle in prescribed proforma which will be supplied to the approved Tenderer.

27. AIIMS Bhopal reserves the right to accept or reject any or all bids without assigning any reason. AIIMS Bhopal also reserves the right to reject any bid which in its opinion is non-responsive or violating any of conditions / specifications without any liability to any loss whatsoever it may cause to bidders in the process.

28. All incidental expenditure towards repair will be borne by the vehicle owner. The firms should have the capacity of repairing their vehicles in a short time and during repair time the firm would place a substitute vehicle and driver immediately.

29. The driver shall have valid driving license and should have good conduct, non-alcoholic, time bound, neatly dressed, disciplined and preferably to have workable knowledge of Hindi/English. The driver has to be replaced when considered necessary by the undersigned within three days of making such request. The owner shall not pay less than minimum wages to the driver, as applicable from time to time.

30. No compromise will be made by AIIMS, Bhopal towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by the AIIMS, Bhopal, A deduction of 5% of the monthly payment value will be deducted. If above non-compliance will go on for more than three occasions, the contract can be terminated by forfeiting the EMD.

31. While the AIIMS, Bhopal has a regular requirement for hiring of vehicles it shall have the right not to utilize the services at all or at any time or any period without giving any notice.

32. In case of dispute of any kind and in any respect whatsoever, the decision of Director, AIIMS, Bhopal shall be final and binding.

33. If the rents of various vehicles are L1 for different tenderers the AIIMS Bhopal reserve the right to either accept the L1 of different agencies or will negotiate the firm who has the maximum number of L1 vehicles to lower the rent of other vehicle to the L1 quoted by other agency. In this context decision of the bid evaluation committee is final and binding to all and no claim in this regard can be entertained.

34. In case if the agency is also engaging vehicles not registered in its name, proper valid agreement with other party/owner of vehicle is required to be exist.

35. Nothing shall be paid extra over the quoted rates.
TENDER FOR HIRING OF CLINICAL & NON CLINICAL VEHICLES
AIIMS, Bhopal

TENDER DOCUMENT
AIIMS, Bhopal Invites
TENDER FOR HIRING OF CLINICAL & NON CLINICAL VEHICLE AT AIIMS, BHOPAL

Documents Related to Eligibility Criteria

TECHNICAL BID (I)
(In Separate sealed cover-I super scribed as Technical Bid)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Organization with complete address and telephone numbers to whom services provided</th>
<th>From</th>
<th>To</th>
<th>Contracted Amount (Rs. Per Month)</th>
<th>Reason for Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-</td>
<td>Name &amp; Address of the Tendering Organization/Agency with phone number, email, fax and name and telephone/mobile number of contact person.</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
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<td>2-</td>
<td>Experience in the work of providing Transport facilities to Govt. Organizations /Multinational Companies/Well known Private Sector Companies – proof thereof in following format be attached.</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
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<td>3.</td>
<td>Registration number of the firm (Attested Photo state copy of license issued by the authority should be attached.)</td>
<td>a.</td>
<td>:</td>
<td>:</td>
<td>:</td>
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<td></td>
<td>how many taxies are registered (minimum five are required)</td>
<td>b.</td>
<td>:</td>
<td>:</td>
<td>:</td>
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<tr>
<td></td>
<td>how many vehicle are of model 2010 and onward (proof of registration to be attached)</td>
<td>c.</td>
<td>:</td>
<td>:</td>
<td>:</td>
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<tr>
<td></td>
<td>whether vehicles are properly insured</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
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<td>4.</td>
<td>Whether firm has sufficient number of drivers (provide the detail of at least 5 drivers with their residential address, mobile number, driving license number and expiry date)</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>5.</td>
<td>PAN Card No. ____________________________</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
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<tr>
<td>6.</td>
<td>Earnest Money Deposit DD No. __________Date __________ for Rs. 25,000/- drawn on __________________________Bank/Branch.</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>7.</td>
<td>Cost of Tender documents DD No. __________Date __________for Rs. 500/- drawn on __________________________Bank/Branch.</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
</tr>
<tr>
<td>8.</td>
<td>Acceptance of terms &amp; conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.</td>
<td>:</td>
<td>:</td>
<td>:</td>
<td>:</td>
</tr>
</tbody>
</table>
9. Power of Attorney/authorization for signing the bid documents

10. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner. Also submit that the firm has never been black listed by any organization.

Declaration by the Tenderer:
I ……………………………………………as proprietor / Partners of the firm certify that:
1. I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.
2. That the firm shall comply with all the statutory enactments/ provisions in relation to the services offered by them and that the AIIMS, Bhopal shall not be liable for any infringement etc. in this regard.
3. That the firm agrees to indemnify all losses and claim, if any brought upon AIIMS, Bhopal while discharging duties assigned.
4. That the firm agrees that if during the course of engagement of the vehicles to the services of the AIIMS, Bhopal, any harm due to accidents etc. is caused either to the vehicle or to the third party, AIIMS, Bhopal will not be responsible. Any liability arising out of such accident will be the responsibility of the firm only. All incidental expenditure towards repair will be borne by the firm.
5. That the firm is willing to be billed on monthly basis and the bill for a month to be submitted in the following month.
6. (a) The firm shall maintain Log-book properly on the monthly basis and take the sign of controlling officer. An attested copy of it will be submitted alongwith the monthly bills.
   (b) In other cases firm shall submit the duty slips duly filled in and signed by the users or by the person authorized in this regard by AIIMS, Bhopal.
7. That the vehicles provided to AIIMS, Bhopal fulfill the norms prescribed by the Transport Department of Government of Madhya Pradesh for hired vehicles.
8. That the price quoted in the separate Price Bid shall remain valid for one year from the date of contract.
9. That the drivers of the hired taxies will abide by the dress code of the Govt. of Madhya Pradesh and they shall extend due courtesy while providing service. Any deviation in this regard shall attract remedial action by AIIMS, Bhopal by seeking substitution within a reasonable time.

Encls:
1. DD/Pay Order No.______________________________
2. Terms & Conditions (each page must be signed and sealed)
3. Financial Bid.

Place : ......................
Date ; ......................

(Signature of the Tenderer with stamp)
Name :
Address :
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Saket Nagar, Bhopal.

FINANCIAL BID (II)

The consolidated quoted rates should contain all the applicable taxes except service taxes, which will be recouped by AIIMS Bhopal.

For Monthly basis for 2000 km running per month.

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Description</th>
<th>Fixed Monthly Rent for monthly running of 2000 km (All inclusive)</th>
<th>Extra Per Kilometers charges over and above monthly running of 2000 km. (All inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Rate in Figure</td>
<td>Rate in words.</td>
</tr>
<tr>
<td><strong>Clinical Vehicles / Taxies:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Hearse Van</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Ambulance. (Single / double stretcher)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Non-Clinical Vehicles / Taxies</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1.</td>
<td>Tata Safari/Innova /Tavera</td>
<td></td>
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</tr>
<tr>
<td>2.</td>
<td>Swift Dzire / Indigo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Indica / Figo/ Veat</td>
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<tr>
<td>4.</td>
<td>Standard Bus (Minimum 52 seater) - Tata /Swaraj Mazda / Ashok Layland</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I also undertake to abide all the prevailing statutory obligation in time.

Note:

(i) No other charges would be payable by Client.
(ii) There would be no increase in rates during the Contract period except provision under the terms and conditions.

Place:...........................................
Date:...........................................

(Signature of Bidder with seal)