



अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES

साकेत नगर भोपाल (मध्यप्रदेश) – 462024
Saket Nagar, Bhopal (M.P.) – 462024

No. 11/19/2015-Admin/AIIMS/BPL/

July, 2016

NOTICE INVITING QUOTATION

On behalf of Director AIIMS Bhopal. Sealed quotation are invited from experienced & reputed Travel Agency (who deals & have experience in providing vehicle to the Central/State Government) for providing vehicles on monthly / daily basis for official use in the AIIMS Bhopal. The interested travel agencies with experience of at least one (01) year and presently holding similar nature of work and also willing to comply with the condition annexed to this notice may submit their proposal specifically mentioning the rate to be charged on the monthly basis / daily basis for the services stated above. The sealed quotation in proforma enclosed as **Annexure-I** shall be submitted to O/o Store officer, Central Store, Medical College Building, 1st Floor, AIIMS Saket Nagar Bhopal in a sealed cover upto 03:00 PM on **30th July 2016** and will be opened at 3.30 P.M. on the same day from the approved and eligible agency.

Name of Work :- Hiring of vehicles.

AS PER SCHEDULE ATTACHED (Annexure-I)

TERMS & CONDITIONS :-

1. The quotation is for awarding the work for hiring of vehicles / Bus / taxis on monthly & daily basis for a limited period for AIIMS, Bhopal for its daily official work & carrying officer / faculty member. Providing driver, maintenance & fuel of vehicle will be the job of service provider. Only the vehicles / taxis registered under commercial category are acceptable in this regard.
2. The work will be awarded for a period of **six months** and the rates at which the work 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. Period of contract may be extended for additional Six months depending on performance of agency and at the discretion of the Director AIIMS Bhopal on the same terms & conditions.
3. The term 'monthly rent' means the amount in INR that will be paid by AIIMS Bhopal to service provider in lieu of the services provided to AIIMS for plying the vehicle upto 1500 kms in one month for the official duty/travelling of AIIMS officials/guests as and when required irrespective of the time and day in one month.
4. The firm will have to ensure that the all drivers including proprietor of firm employed are having police verification report about these conduct cases pending against them are having valid commercial driving license for heavy vehicles and carry the necessary registration paper, insurance policy, driving license with them while arranging the vehicle. He should be literate well behaved, well conversant with the traffic rules/regulations and city roads/routes.

5. The rates of bids quoted should include all statutory obligations. Only service tax as applicable shall be paid extra.
6. 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.
7. 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.
8. Jurisdiction for legal disputes, if any arising during the currency of the contract, will be Bhopal courts only.
9. The Successful bidder will have to either into contract on Non-Judicial stamp paper of Rs. 100/- within seven days of the date of issue of work order.
10. Any vehicles running in pool has to be requested from the concerned pooling officer.
11. Vehicle should be in roadworthy condition with neat and clean seat covers along with spare tyres, tools and kits for petty repairs and replacement of tyres. Seat covers required to be periodically washed and changed for the cost of which shall be borne by the contractor
12. The contractor shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/ officials as well as essential store items while running the vehicle by ensuring safe driving. AIIMS, Bhopal shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to AIIMS, Bhopal have to be suitable compensated by contractor.
13. 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 for any liability arising out of such accident and it will be the responsibility of the firm only. All incidental expenditure towards repair will be borne by the contractor.
14. 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.
15. The rates quoted should be excluding the service tax. The service tax will be paid extra only 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.
16. Kilometers and time of duty for payment will be considered from AIIMS, Bhopal to other place and other place to AIIMS Bhopal.

17. The meter reading should tally the actual distance of run at any instant and the Administrative Officer, AIIMS Bhopal shall have full powers to check up the meter for its correctness and to take action accordingly.
18. Expenditure on diesel, lubricants and maintenance / repairs charges / wages to driver will be borne by the contractor.
19. Nothing shall be paid extra over the quoted rates.
20. Estimated initial requirement of the commercial vehicle will be as under:-

S. No.	Description	No. of Vehicles
1.	Tata Indigo	3
2.	Tavera (9 Seater)	1
3.	52-Seater Bus	1
4.	Innova (7 Seater)	As per requirement
5.	Force Traveller or equivalent (14 Seater)	As per requirement
6.	32-Seater Bus	As per requirement
7.	22-Seater Bus	As per requirement

21. The successful bidders will have to deposit a security of 20,000/- (**Rupees Twenty Thousand Only**) in the form of a Demand Draft from a scheduled bank in favour of the "Director, AIIMS Bhopal", payable at Bhopal.

Contractor

Store Officer
AIIMS Bhopal

Annexure-I

(As referred to is para 1 of quotation for Hiring of vehicle)

The consolidated quoted rates should contain all the applicable taxes except service taxes.

Name of Agency : _____

Address : _____

Owner Name : _____

Contact Number : _____

(Amount in rupees)

Sl. No.	Vehicle Description	Monthly running (in K.M.)	For Fixed Monthly hiring rent	Rate of Extra (Over monthly limit) per Km. including fuel charges	Rate of extra hours (over the duty hours) per hour	For Daily hiring rent (upto 250 km)	Daily hiring on lum-sum basis		Total Rate G = (A+B+C+D+E+F)
							(40 km./ 4 hour)	(80 km./ 8 hour)	
							(A)	(B)	(C)
1	Tata Indigo	1500							
2	Tavera (9 Seater)	1500							
3	Innova (7 Seater)	1500							
4	Force Traveller or equivalent (14 Seater)	1500							
5	52-Seater Bus	1500							
6	32-Seater Bus	1500							

- The Bidders will quote for each and every vehicle. In case of non-quoting of rate any vehicle by any bidder(s), their tender will be summarily rejected.
- L-1 should be decided by each of vehicle wise as per above mentioned financial bid columns wise information (i.e. Total Cost G = A+B+C+D+E, for each of vehicle wise).
- In case two or more bidders emerge as L1 for different categories of vehicles, tender may be awarded to L1 bidder of each category.

(Signature of Bidder with seal)