Tender No.: 127.1

AIIMS Bhopal/Admin/Hiring of Vehicles/15-16/01
Dated: 09.07.2015

Name of work : Hiring of Vehicle
               Taxies/Car’s/SUV’s/Buses on Annual Rate
               Contact basis for AIIMS Bhopal.

COST OF TENDER FORM : Rs. 525/-
                       (Rupees Five Hundred Twenty Five Only)
                       Non-Refundable inclusive of @5%VAT

EARNEST MONEY DEPOSIT : Rs. 50,000/- (Rupees Fifty Thousand
                        Only) Non-Interest Bearing in the form of
                        DD/FDR/EMD Bank Guarantee in favor of “Director,
                        AIIMS Bhopal”, payable at Bhopal
NOTICE INVITING TENDER

Tender No.127.1: AIIMS Bhopal/Admin/Hiring of Vehicles/15-16/01
Dated: 09.07.2015

The Admn Officer, AIIMS Bhopal, on behalf of Director, AIIMS Bhopal, invites sealed tender on “TWO BIDS (TECHNICAL & FINANCIAL) SYSTEM” in prescribed tender forms from reputed, competent and experienced Travelling Agencies/Firms for “Hiring of Vehicles (Taxies/Car’s/SUV’s/Buses) on Annual Rate Contract basis to AIIMS Bhopal for initial One year subject to further extension of One year after successful completion of 1st year”.

2. AIIMS Bhopal intended to hire following vehicles on monthly basis for official use of the AIIMS Bhopal, on One year Rate contract basis, which is further extendable for One year Period after the successful completion of initial 1st year on Mutual agreement basis. AIIMS BHOPAL may hire following vehicles on daily basis, number of days of hiring and number of vehicles may depend upon the requirement:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Vehicle</th>
<th>Diesel</th>
<th>Petrol</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AC Vehicles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Indigo</td>
<td></td>
<td></td>
<td>Techincal Speciification as per Manufacture with all Accessories, Safety Features &amp; Interiors</td>
</tr>
<tr>
<td>2</td>
<td>Innova (7 Seater)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Xylo (7 Seater)</td>
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<tr>
<td>4</td>
<td>Qualis (6 Seater)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Bolero (6 Seater)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Bus(58seater)</td>
<td></td>
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<tr>
<td></td>
<td>2x2 Sitting Arrangement</td>
<td></td>
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<tr>
<td>7</td>
<td>Bus (42 seater)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>2x2 Sitting Arrangement</td>
<td></td>
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<tr>
<td></td>
<td>Non-AC Vehicles</td>
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<tr>
<td>1</td>
<td>Tata Indica</td>
<td></td>
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<td>Techincal Speciification as per Manufacture with all Accessories, Safety Features &amp; Interiors</td>
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<td></td>
<td>2x2 Sitting Arrangement</td>
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</table>

* The bidder must quote for all vehicles otherwise the bid will be summarily rejected
* Numbers of vehicles are tentative i.e. the Competent Authority of AIIMS Bhopal, has power to increase/ decrease number of vehicle as per the requirement.
3. Interested bidders are required to submit their Technical & Financial bid separately in two sealed envelope covers. These bids in separate sealed Envelope cover super-scribed Cover-I “Technical Bid” and Cover-II “Financial Bid” both the Cover-I & Cover-II Sealed envelopes respectively should be placed in a third Sealed Cover-III super-scribed “Tender for Hiring of Vehicles for AIIMS Bhopal, Saket Nagar, Bhopal” and should dropped in person in the Tender Box kept at the Office of the Administrative Officer, AIIMS Bhopal, 1st Floor, Medical College Building, Saket Nagar, Bhopal-462020 (MP) before 14:00 Hrs on or before 5th August 2015. The Technical Bids shall be opened on the same day at 15:00 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 date at the scheduled time.

Please note, if in case any Tenderer is sending their Bid against this Tender through postal mail, it should be only be sent through Speed Post only and the responsibility of reaching and dropping in the Tender Box is himself of participating Tenderer company. AIIMS Bhopal will not liable for any such bid, which receipt at AIIMS Bhopal after the Closing Hours of scheduled date of submission of Bid.

4. Any Interested Tenderer may be seen and downloaded, the tender document containing Eligibility Criteria, Scope of work, Terms & Conditions etc from the AIIMS Bhopal website www.aiimsbhopal.edu.in or may be obtained directly from the Office of Administrative Officer, 1st Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462020 (MP) on any working day from 09th July 2015 to 04th August 2015 from 10.00 Hrs to 17.00 Hrs on payment of Tender Document Cost Rs. 525/- (Non Refundable) including VAT@5% in the form of DD/Banker’s Cheque from any Nationalized Scheduled Bank in favour of “Director, AIIMS Bhopal”). The Bid Security Deposit(EMD) of Rs. 50,000/- (Fifty Thousand only) should be paid by Demand Draft in favor of “Director, AIIMS Bhopal”, payable at Bhopal in the cover ‘Technical bid’. The tender document should also enclose an additional DD of Rs. 525/- (inclusive of 5% VAT) for Tender Document Fee (non-refundable) in favor of “Director, AIIMS Bhopal”, payable at Bhopal, along with their bid in the cover ‘Technical bid’ schedule to the invitation of Tender.

5. The pre-bid meeting will be held on 21st July 2015 at 15:00 PM in the Director’s Board Room, 1st Floor, Medical College Building, AIIMS Bhopal-462020(MP).

6. Last date of submission of tenders is 05th August 2015 (Upto 14.00Hrs) in the Tender Box Kept in the Office of Administrative Officer at AIIMS Bhopal.

7. Any future clarification(s) and / or corrigendum (s) shall be communicated by the Administrative Officer through the email id given in website mentioned above.
### Schedule of Tender

#### T e n d e r  N o . 1 2 7 :  A I I M S  B h o p a l / A d m i n / H i r i n g  o f  V e h i c l e s / 1 5 - 1 6 / 0 1  D a t e d : 0 9 . 0 7 . 2 0 1 5

**Hiring of Vehicles (Taxies/Buses) on Annual Rate Contact basis for AIIMS Bhopal.**

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Schedule</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost of Tender Form (Non-Refundable) inclusive VAT@5%</td>
<td>Rs. 525/-</td>
</tr>
<tr>
<td>2</td>
<td>Start Date for Sale of Tender</td>
<td>09th July 2015; 10.00 to 17.00 Hrs. on each working day</td>
</tr>
<tr>
<td>3</td>
<td>Last Date for Sale of Tender</td>
<td>04th August 2015 up to 17.00 Hrs</td>
</tr>
<tr>
<td>4</td>
<td>Date, Time &amp; Venue for Pre Bid Conference</td>
<td>21th July 2015; 15.00 Hrs. at 1st Floor, Director’s Board Room, Medical College, AIIMS Bhopal, Saket Nagar Bhopal.</td>
</tr>
<tr>
<td>5</td>
<td>Date for Submission for Tender</td>
<td>05th August 2015; 14.00 Hrs.</td>
</tr>
<tr>
<td>6</td>
<td>Date for Opening of Technical Bid</td>
<td>05th August 2015; 15.00 Hrs.</td>
</tr>
<tr>
<td>7</td>
<td>Earnest Money Deposit (Bankers Cheque/DD(non-Interest Bearing)/FDR/EMD Bank Guarantee in favour of “Director, AIIMS Bhopal”, payable at Bhopal</td>
<td></td>
</tr>
</tbody>
</table>

Rs 50,000/- (Fifty Thousand only)

**Note:**

1. The details of tender terms & conditions are mentioned in Tender Form.
2. Tender Form can be purchased from Office of Administrative Officer, AIIMS Bhopal by paying Cost of Bid Document of Rs.525/-(Non Refundable) inclusive of VAT@5% through Banker’s Cheque/ Demand Draft of any Scheduled National Bank drawn in favour of “DIRECTOR, AIIMS, BHPAL” payable at BHPAL or downloaded from website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) (The bid document consisting of requirement, details and set of terms and conditions of the contract to be complied with and other necessary documents). Those who download the tender document directly from website should accompany Tender Cost Fee Amount DD/Banker’s Cheque of Rs. 525/-, (NON-REFUNDABLE) INCLUSIVE OF VAT@5% IN FAVOUR OF “DIRECTOR, AIIMSBHOPAL” AND THE SAME SHOULD ESSENTIALLY BE ENCLOSED ALONG WITH THE TECHNICAL BID. THE BIDDERS SHOULD SPECIFICALLY SUPERSCRIBE, “DOWNLOAD From THE WEBSITE” ON THE TOPLEFT CORNER OF THE OUTER ENVELOPE CONTAINING TECHNICAL BID& PRICE BID SEPARATELY. IN NO CASE, THE TENDER COST FEE SHOULD BE MIXEDWITH EMD AMOUNT. THE TENDERS NOT FOLLOWING THE ABOVE PROCEDURE WILL BE SUMMARILY REJECTED.
3. The Director, AIIMS Bhopal reserves the right to reject any or all tenders without assigning any reasons whatsoever.
4. For detailed notice & Eligibility Criteria the website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) may be seen.

**Enclosed:** General Terms& Conditions, Annexure-I to X
(Admn Officer)
AIIMS Bhopal
Clarification on Bidding Documents

The prospective Bidder requiring any clarification about bidding documents may seek clarification in writing on the tender document during pre-bid meeting which shall be held on 21\textsuperscript{th} July at \textbf{3:00 PM onward at AIIMS Bhopal}. The clarification of the queries would be uploaded on the website for Bidders information. Bidders are required to consider all the clarifications/amendments while preparing their bid proposals. \textbf{Therefore, Bidders are requested to visit the said website on regular basis for checking necessary updates. These changes can be incorporated until 7 days before the last date of bid submission.}

Amendments in Bidding Documents

At any time till \textbf{7 days} before the deadline for submission of bids, the Client may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding document through amendment. All amendments will be posted on the website regularly. Client shall not be responsible to notify the amendments to individual bidders. All amendments by the client till 7 days before the deadline for submission of bids, shall be binding on the participatory bidders.

\textbf{Two Bid System Terms \& Conditions}

The tender shall be submitted in 2 (Two) parts:

(i) \textbf{Technical Bid:} Only the Technical bid document shall be opened first and read out before the bidder.

(ii) \textbf{Financial Bid:} The Financial Bids of bidders, who qualify at Technical Bid Stage, will be opened thereafter.

\begin{itemize}
  \item \textbf{Validity of Tender \& Period for Rate Contract:} The validity of the Bid tender Document shall be for 120 days and after the acceptance and issue of Notification of award/conclusion of Rate Contract Agreement in the Format given at \textbf{Annexure-X}, the rates shall be valid for initial 1\textsuperscript{st} year extendable further One year on mutual agreement basis after successfully completion of initial 1\textsuperscript{st} year period.
  \item \textbf{EMD} (Refundable after expiry of the tender): As mentioned in the Schedule of Tender under S.No. 7 against this Tender Notice:
    \begin{itemize}
      \item No interest shall be payable by the purchaser on the Earnest Money Deposit.
    \end{itemize}
\end{itemize}

All rows \& columns on prescribed format should be filled and not left blank, may be struck as not applicable. Each document should be serially numbered and duly signed by the bidder with the rubber stamp of the firm on each page.

\textbf{(i) Technical Bid}

(1) Hard copies of documents to be submitted on or before closing the bid: \textbf{(Absence of the any documents tender may be rejected)}. Serial Number of submitted documents should be in sequence as mentioned below:

\begin{center}
\textbf{Tender N. O. 127.1: AIIMS Bhopal / Admin / Hiring of Vehicles / 15-16 / 01}
\textbf{D t: 09.07.15 P g. No. (6)}
\end{center}
• Hard Copies of EMD, Tender Document Fee and Undertakings along with all desired documents self attested copies stated in the Eligibility Criteria and mentioned should be submitted in a sealed envelope in original in the Tender Box Kept in the Office of Administrative Officer, AIIMS Bhopal, 1st Floor, Medical College Building, Saket Nagar, Bhopal-462020 on or before Closing of the bid superscripted as “Technical Bid”

Tender No.127: AIIMS Bhopal/Admin/Hiring of Vehicles/15-16/01 Dated : 09.07.2015

Complete details of the bidder should also be mentioned on envelop.

(I). EMD as per Schedule of Tender at S.No. 7 (Rs. 50,000/-) in the form of DD/FDR/BG in the format given at “Annexure-VIII” from nationalized Bank, in favor of “Director, AIIMS Bhopal” valid for Six months period.

(II). Tender Document fee in way of Demand Draft/Banker’s Cheque in the name of “Director, AIIMS Bhopal”. (Non-refundable)

(III). Original copy of Undertaking for acceptance of all Terms & Conditions mentioned in this Tender on Non Judicial Stamp Paper worth of Rs. 100/- as per Annexure – II, duly attested by notary public.

(IV). Original copy of Undertaking for Criminal Liability on Non Judicial Stamp Paper worth of Rs. 50/- as per Annexure – III, duly attested by notary public.

(V). Self-attested photocopy of proof of last two quarters VAT/ST returns filed by the participating company as applicable for current financial year 2014-2015.

(VI). Signed Copy of TIN Certificate showing clearly TIN Number of the participating firm.


(VIII). Signed copy of Income Tax return of the firm/company for the last three financial years (i.e. FY 2011-12, 2012-13, 2013-14) must required to be enclosed.

(IX). Signed and attested legible copies of average Turnover of Rs. 10 Lakh for during last three Financial Years (FY 2011-12, 2012-13, 2013-14) of the participating firm.

The copy of the Last Three Financial Years (FY 2011-12, 2012-13, 2013-14), Turnover figures, Profit & Loss clearly showing duly signed, Stamped by the Company Secretary/Chartered Accountant in the Letter Head must required to be accompany.

(X). Sign ed and attested legible copies of Previous Work Orders, Work Completion Certificates and list of Govt. Organizations/Hospitals/PSUs where similar Vehicle Hiring work executed in last 5 years period. Enclose at least Single Order Value of Rs. 10 Lakh, Two Orders Value of Rs. 5 Lakh Each and Three Orders of Rs. 3 Lakh each for Technical Evaluation purpose. Without finding the same the bid shall be liable for rejection.
(XI). Signed copy of the authorization Letter from Proprietor / Owner to sign the documents in case the owner/proprietor is not signing the tender document. In case of partnership firm, the copy of authorization Letter to sign the tender document by Lead partner should be submitted by the other partner / partners. Copy of partnership deed should also be enclosed in support for necessary verification on Technical Bid.

(XII). The Character Certificate of Agency/Firm Owner/Partner/Directors issued by Class-I Central/State Govt. Official must accompany.

(XIII). Duly Signed & Stamped copy of the Tender Document is required to be kept with Technical Bid Document.

(XIV). The firm should be registered under ESI Act, 1948 and should not be defaulter under ESI Act, 1948. Attach NOC or supporting document in this regard.

(XV). The firm should be registered under EPF & M.P. Act, 1952 and should not be defaulter under EPF & M.P. Act, 1952. Attach NOC or supporting document in this regard.

(XVI). The firm must accompany the copy of Registration of Vehicle in RTO, Bhopal, Madhya Pradesh under the Commercial Vehicle Category.

(XVII). The firm must accompany the copy of Pollution Control Board’s Certificate for Vehicles for conforming Pollution norms as per the Transport Department of Government of Madhya Pradesh.

(XVIII). The firm must accompany the all required details of Vehicle in prescribed “Proforma” given at “Annexure-V” in Technical Bid.

(XIX). Signed copy of Technical Bid in prescribed “Proforma” as per Annexure-V (Part-I & II).

(XX). Signed Check list for Technical Bid documents as per Annexure-IV must enclosed.

Only those bidders who qualify the Technical Qualification Stage after evaluation of above said Technical-Qualification documents submitted in Sealed Envelope above shall be considered for Financial Evaluation and shall intimated separately.

(ii) FINANCIALBID

Tender No.127.1: AIIMS Bhopal/Admin/Hiring of Vehicles/15-16/01 Dated: 09.07.2015

Complete contact details of the bidder should be mentioned on envelop.

(Also submit signed copies of above documents)

1. Rates for the Vehicles for AC and Non-AC for Diesel and Petrol should be quoted in the given format of Financial Bid “Annexure VI” in Part-I, Part-II & Part-III.
2. All quoted rates should be inclusive of all taxes and expenditures except Service Tax, which will be paid by AIIMS Bhopal separately on applicable prevailing rates.

3. The Bidder should also keep following points in mind during offering his price quotation against this Tender Enquiry:-

I. No increase in quoted price will be allowed during the validity of Rate Contract period.

II. **Fall Clause:** If at any time during the execution of the contract, the Contractor/Agency reduces the per KM Rate for hiring of Vehicle as are covered under the contract, to any person/organization or any department of Central Government or any department of AIIMS Bhopal Hospital/PSUs at a price lower than the price chargeable under the contract during the Current Financial Year, he shall forthwith notify Administrative Officer, The necessary difference amount about such reduction and the price payable under the contract for the Vehicle Hiring Services after the date of coming into force of such reduction or offer shall stand correspondingly reduced and deposited to AIIMS Bhopal by the Bidder or AIIMS Bhopal will deduct from the pending bills/Performance Security Deposit to recover the loss to the Government.

(Admin Officer)
AIIMS Bhopal
All India Institute of Medical Sciences Bhopal  
Saket Nagar, Bhopal-462020 (MP)

**General Terms & Conditions**

Tender No. 1271: Allims Bhopal / Admin / Hiring of Vehicles / 15-16 / 01  
Dated: 09.07.2015

A. General Instruction:

1. Duration of this rate contract will be initially One year from the date of award of Contract/Signing of Contract Agreement with an option of extension for a period of further One year Period at the same rate as well as same terms and conditions on mutual Agreement basis.

2. At any time, prior to the date of submission of bid, Allims Bhopal, may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments. The amendments shall be uploaded at Allims Bhopal’s website and to all prospective bidders see the amendments on the Allims Bhopal website and this will be binding on them for offering their services under this Contract.

3. Any bid received after the scheduled date of submission, such bids shall liable to be summarily rejected and returned to the bidder.

4. Allims Bhopal, will open bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

5. Financial bids shall be opened of those bidders whose qualifying bids are found to be in order vis-à-vis the eligibility factors in terms of technical & commercial criteria. Allims Bhopal, shall evaluate the financial bids in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered inclusive of all levies and charges (except Service Tax, which shall be paid as per actual) as indicated in the price schedule in Financial bid of the bid document.

6. Any person who is in Government service or an employee of Allims Bhopal should not be made the contract by the Contractor/Agency directly or indirectly in any whatsoever.

7. The vehicles and Drivers shall remain available all the times as per Duty Roster and shall not leave place of Duty without prior permission of Controlling Authority Appointed by Allims Bhopal for hired Vehicles management.

B. Eligibility criteria (Documentary proof copy must enclose with Technical Bid)

Tender No. 1271: Allims Bhopal / Admin / Hiring of Vehicles / 15-16 / 01  
Dt: 09.07.15  Pg. No. (10)
1. The firm having at least Five year old registration under Company Act/MP Shop & Establishment Act and experience for supply of Vehicle on hiring to various Govt. Institutions/PSUs in Bhopal.

2. The firm must have the legal status of the sole proprietorship/firm/agency etc.

3. The firm should not be blacklisted by any department of Central/ State Government/PSU.

4. The firm should have valid Service Tax Registration number.

5. The firm should have valid PAN/TAN/TIN Registration No.

6. The firm must accompany the copy of Income Tax Return for last three Financial years.

7. The firm must have at least average Rs. 10 Lakh Turnover in last 3 Financial Years. The copies of Annual Turnover and Certificate of Company Secretary/Chartered Accountants on letter head clearly indicating last three years financial Turnover, profit and loss figures is required to be enclosed.

8. The firm must accompany the Character Certificate of Owner/Partners/Directors of participating firm issued by Class-I Central/State Govt. Officer.

9. The firm must accompany the experience certificate from previous Govt. Organizations/PSUs for evaluation of their past performance. Necessary work orders copies, work completion certificates copies also mandatorily needs to be accompanied. Enclose at least Single Order Value of Rs. 5 Lakh, Two Orders Value of Rs. 2.5 Lakh Each and Three Orders of Rs. 1.75 Lakh each for Technical Evaluation purpose. Without finding the same the bid shall be liable for rejection.

10. The firm should be registered under ESI Act, 1948 and should not be defaulter under ESI Act, 1948. Attach NOC or supporting document in this regard.

11. The firm should be registered under EPF & M.P. act, 1952 and should not be defaulter under EPF & M. P. act, 1952. Attach NOC or supporting document in this regard.

12. The firm must accompany the copy of Registration of Vehicle in RTO, Bhopal, Madhya Pradesh under the Commercial Vehicle Category.

13. The firm must accompany the copy of Pollution Control Board’s Certificate for Vehicles for conforming Pollution norms as per the Transport Department of Government of Madhya Pradesh.

14. The bidder shall also submit full details of the vehicles in the Annexure-V that can be assigned in their favour and shall give a clear declaration that the firm will be able to supply commercial vehicles of model not older than 2014.
15. If vehicle is not commercially registered, approved Contractor/Agency, shall get the vehicle commercially registered within 30 days from the award of the work and submit the proof to AIIMS Bhopal. An undertaking for the same in writing shall be submitted by the bidder.

16. The bidder shall not act as a broker for other hire companies or any individual and the contract will be valid only if the company signing the contract supplies the vehicles themselves from their own fleet.

17. The AIIMS Bhopal, will be under no legal obligation to provide employment to any of the personnel of the Contractor/Agency after expiry of agreement period and AIIMS Bhopal, recognizes no employer-employee relationship between the AIIMS Bhopal, and the personnel deployed by the Contractor/Agency.

18. Vehicles provided to AIIMS Bhopal should bear Commercial Taxi Cab registration numbers and should have comprehensive insurance and drivers so provided with the vehicles shall have LMV Driving license Uniform, Identity Card and Name Badges.

19. The vehicles should confirm to the Pollution norms prescribed, if any, by the Transport Department of Government of Madhya Pradesh.

20. The Contractor/Agency shall provide names, address of the drivers along with their License number and copies within one week of the award of the contract.

C. **Information and Conditions relating to Submission of Bids:**

1. The bid offer shall remain valid for 120 days after the date of Technical Bid opening of bids.

2. The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. Failure to furnish all the information required as per 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 may result in rejection of the Bid.

3. Bidder will **necessarily sign & seal each page of the tender document** including terms & conditions as token of acceptance of the bid failing which his bid will be rejected summarily. All pages including enclosures submitted by bidders are required to be duly numbered and any over writing/erasures in the bid made by the bidder shall be signed by the person signing the bid.

4. The Bid with conditions other than those specified in the Bid document is liable to be summarily rejected. No modification by the Contractor/Agency in any of the conditions will be permitted after the Bid is opened.

5. Financial bid consists of Rate schedule. The bidder shall quote as per price schedule given in financial bid for all types of vehicles required for. The price quoted by the bidder shall remain fixed during entire period of contract & shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected. **The Bidders will quote for each and every vehicle. In case of non-quoting of rate of any vehicle by any bidder(s), their tender will be summarily rejected.**
6. AIIMS Bhopal, shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall within 10 days of issue of letter of intent (i.e. Notification of Award), give his acceptance along with Performance Security Deposit.

7. **The Bid Security may be forfeited if** (a) the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form; and, (b) the successful bidder fails (i) to sign contract (ii) to furnish performance security within stipulated time.

8. Failure of the successful bidder to comply with any of the terms & conditions shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security. In such eventuality, AIIMS Bhopal, reserves the discretion either to make the award to any other bidder or call for new bids. The decision of Director, AIIMS Bhopal, in this regard will be final & binding.

9. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Director, AIIMS Bhopal, or any authority as appointed by the Director, AIIMS Bhopal,. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996 and its subsequent Amendments. The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The venue of the arbitration proceeding shall be such place as the arbitrator may decide (preferably AIIMS Bhopal).

D. Scope of work

1. Provision of commercial vehicles with licensed drivers, registered Commercial vehicles on Hiring basis for running for AIIMS Bhopal, in Headquarter (Bhopal) or outside the headquarter.

2. It is clearly noted that AIIMS Bhopal shall place the above / any of the above order only as per the actual requirement from time to time. AIIMS Bhopal reserves the right to increase or decrease the required quantity of services without any change in hiring charges of the offered quantity or other terms and conditions at the time of award of contract or at any time during the currency of the contract.

3. **Duty hours will be 10*7*365 (10 hours a day/ 7 days a week/ 365 days a year).**

4. Notice period for regular requirements will be one day in advance and telephonic intimation shall be considered as notice. Normally, reporting place will be at the AIIMS Bhopal, Saket Nagar-462 020 (MP). However, actual place of reporting shall be specified by the users of vehicles.
5. 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.

6. In case of break down, vehicles have to be replaced by other immediately (within 30 minutes). In case of non-availability of suitable vehicle, a penalty of Rs. 500/- for the said break down shall be imposed in addition to deduction on pro-rata basis for the said period. Continuation of non-availability of suitable vehicle on another day shall construe to another break down, and will be liable to the penalty of Rs. 500/- and pro rata deduction. In case, occurrence of such break down exceeds three times in a month, a penalty of Rs. 1000/- per break down shall be imposed.

7. Non-availability of designated vehicles / replacement of such vehicles without prior notice during normal duty hours will also attract a penalty of Rs. 500/- per day. Denial / non-availability of vehicles during extra hours, will also attract a penalty of Rs. 500/-. 

8. If monthly run is less than 1500 kilo-meters in month, than balance kilo-meters shall be brought forward and adjusted in next three months.

9. Vehicle should be in roadworthy condition with neat and clean seat covers along with all Safety features, Air Bags, Seat Belt Assemblies, 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/Agency.

10. Monthly bills shall be submitted in duplicate to the Administrative Officer, AIIMS Bhopal, along with duty slips duly signed by the user. Payment of any Government tax or duty for plying the vehicles will be liability of the Contractor/Agency. However, Service Tax shall be paid extra as per actual. Parking & toll charges, if any, may be claimed on production of parking / toll original slips.

11. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the Contractor/Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.

12. The Contractor/Agency 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/Agency.

13. In no case a vehicle which is not registered for the commercial purpose shall be supplied to AIIMS Bhopal, and taxes etc. due to on such vehicles shall be liability of the Contractor/Agency.

14. The Contractor/Agency shall send the vehicle for periodical servicing at his own cost. AIIMS Bhopal, will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be to the Contractor/Agency’s liability.
15. Regular checking of meter by the designated transport authority may be done by the Contractor/Agency, and requisite certificate may be shown to the Administrative Officer, AIIMS Bhopal, as and when demanded.

16. The Contractor/Agency / authorized representative and all the drivers should be equipped with round the clock communication facility (mobile etc.)

E. GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. The successful bidder shall be required to deposit an amount equal to 10% of annual contract value within 2 weeks of conveying AIIMS Bhopal's through Notification of Award for accepting the bid as Performance Security, in addition to the EMD to be converted into performance security.

2. Performance Security shall be submitted in the form of FDR/Bank Guarantee issued by a scheduled Bank and the Performa provided with the tender document. Performance Security will be discharged after completion of Contractor/Agency's performance obligations under the contract (i.e. after 27 Months period).

3. If the Contractor/Agency fails or neglects any of his obligations under the contract it shall be lawful for AIIMS Bhopal to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

4. AIIMS Bhopal, may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts.
   (a) If the Contractor/Agency fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by AIIMS Bhopal,
   (b) If the Contractor/Agency fails to perform any other obligation(s) under the contract.

5. AIIMS Bhopal, may without prejudice, to other rights under law or the contract provided get the hiring of vehicles done at the risk and cost of the Contractor/Agency, in above circumstances.

6. AIIMS Bhopal may also by giving written notice and without compensation to the Contractor/Agency terminate the contract if the Contractor/Agency becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

7. If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and

Tender No. 127.1: AIIMS Bhopal / Admin / Hiring of Vehicles / 15-16 / 01
D t: 09.07.15 Pg. No. (15)
the decision of AIIMS Bhopal as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

F. SPECIAL CONDITIONS OF CONTRACT

1. The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the Contractor/Agency. AIIMS Bhopal, shall have no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.

2. The Contractor/Agency shall when called upon to do so, place at the disposal of AIIMS Bhopal, such number of vehicles as may be required although the number of vehicles so demanded may be more than the number of vehicles, he is required to supply for the purpose of execution of the contract at same rate and terms and conditions.

3. AIIMS Bhopal reserves right to counter offer price to any of the prospective Contractor/Agency against price quoted by the bidder.

4. The Bidders will quote for each and every item. In case of non-quoting of rate of any item by any bidder(s), their tender will be summarily rejected.

5. The AIIMS Bhopal, reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the Contractor/Agency.

6. The Courts in Bhopal only having the Jurisdiction for legal dispute (if any).
Annexure-I

Schedule of Requirement

Tender No. 127.1: AIIMS Bhopal / Admin / Hiring of Vehicles / 15-16/01 Dated: 09.07.2015

The Scope of work includes:

1. Provision of commercial vehicles with licensed drivers, registered Commercial vehicles on Hiring basis for running for AIIMS Bhopal, in Headquarter (Bhopal) or outside the headquarter.

2. It is clearly noted that AIIMS Bhopal shall place the above / any of the above order only as per the actual requirement from time to time. AIIMS Bhopal reserves the right to increase or decrease the required quantity of services without any change in hiring charges of the offered quantity or other terms and conditions at the time of award of contract or at any time during the currency of the contract.

3. Duty hours will be 10*7*365 (10 hours/day/7 days a week/365 days a year).

4. Notice period for regular requirements will be one day in advance and telephonic intimation shall be considered as notice. Normally, reporting place will be at the AIIMS Bhopal, Saket Nagar-462 020 (MP). However, actual place of reporting shall be specified by the users of vehicles and it will be communicated later during the issuance of Notification of Award.

5. 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.

6. In case of break down, vehicles have to be replaced by other immediately (within 30 minutes). In case of non-availability of suitable vehicle, a penalty of Rs. 500/- for the said break down shall be imposed in addition to deduction on pro-rata basis for the said period. Continuation of non-availability of suitable vehicle on another day shall construe to another break down, and will be liable to the penalty of Rs. 500/- and pro rata deduction. In case, occurrence of such break down exceeds three times in a month, a penalty of Rs. 1000/- per break down shall be imposed.

7. Non-availability of designated vehicles / replacement of such vehicles without prior notice during normal duty hours will also attract a penalty of Rs. 500/- per day. Denial / non-availability of vehicles during extra hours, will also attract a penalty of Rs. 500/-. 
8. If monthly run is less than 1500 kilo-meters in month, than balance kilo-meters shall be brought forward and adjusted in next three months.

9. Vehicle should be in roadworthy condition with neat and clean seat covers along with all Safety features, Air Bags, Seat Belt Assemblies, 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/Agency.

10. Monthly bills shall be submitted in duplicate to the Administrative Officer, AIIMS Bhopal, along with duty slips duly signed by the user. Payment of any Government tax or duty for plying the vehicles will be liability of the Contractor/Agency. However, **Service Tax shall be paid extra as per actual.** Parking & toll charges, if any, may be claimed on production of parking / toll original slips.

11. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the Contractor/Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.

12. The Contractor/Agency 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/Agency.

13. In no case a vehicle which is not registered for the commercial purpose shall be supplied to AIIMS Bhopal, and taxes etc. due to on such vehicles shall be liability of the Contractor/Agency.

14. The Contractor/Agency shall send the vehicle for periodical servicing at his own cost. AIIMS Bhopal, will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be to the Contractor/Agency’s liability.

15. Regular checking of meter by the designated transport authority may be done by the Contractor/Agency, and requisite certificate may be shown to the Administrative Officer, AIIMS Bhopal, as and when demanded.

16. The Contractor/Agency / authorized representative and all the drivers should be equipped with round the clock communication facility (mobile etc.)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Vehicle</th>
<th>Diesel</th>
<th>Petrol</th>
<th>Specifications</th>
</tr>
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<tr>
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<td>Standard/Parameters</td>
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Tender No. 127.1: AIIMS Bhopal / Admin. / Hiring of Vehicles / 15-16 / 01

Dt: 09.07.15 Pg. No. (18)
### Vehicle Specifications

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<thead>
<tr>
<th>S.No.</th>
<th>Vehicle</th>
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<th>Specifications</th>
</tr>
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<td></td>
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<td>Safety Features &amp; Interiors</td>
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<tr>
<td>6</td>
<td>Bus(58Seater)</td>
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<td></td>
<td>2x2 Sitting Arrangement</td>
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</tr>
<tr>
<td>7</td>
<td>Bus(42Seater)</td>
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<tr>
<td></td>
<td>2x2 Sitting Arrangement</td>
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<td><strong>Non-AC Vehicles</strong></td>
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<td>Tata Indica</td>
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<td>Technical Specification as per offered Vehicle's</td>
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<td>Manufacture's Standard/Parameters with all</td>
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<td>Accessories, Safety Features &amp; Interiors</td>
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<td>2</td>
<td>Bolero (6 Seater)</td>
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<td>3</td>
<td>Bus(58Seater)</td>
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<td>2x2 Sitting Arrangement</td>
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<td>Bus(42Seater)</td>
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<td></td>
<td>2x2 Sitting Arrangement</td>
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Annexure-II

UNDEARTAKING

FOR COMPLIANCE OF ALL TERMS & CONDITIONS MENTIONED IN THIS TENDER DOCUMENT

(To be executed on Rs. 100/-Non-judicial Stamp Paper duly attested by Public Notary)

To

The Director,
AIIMS Bhopal,
Saket Nagar, Bhopal-462 020 (MP), India

Sir,

1. The undersigned certify that I/we have gone through the terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the content of the tender document and I undertake not to submit any complaint/representation against the tender document after submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.

2. I/We undersigned hereby bind myself/ourselves to ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL, SAKET NAGAR, BHOPAL-462020 (MP) INDIA to provide the vehicles on approved price and Notification of awarded to AIIMS Bhopal, during the Rate Contract period under this contract.

3. The Vehicles shall be registered from 01.01.2014 onward and in good running condition as per the requirement of AIIMS Bhopal. The decision of the Director, AIIMS Bhopal, India (herein after called the said officer) as regard to the condition of Vehicle shall be final and binding on me.

4. The Tenderer Agency should arrange for a demonstration of the Vehicles, preferably within the hospital premises to duly constituted committee. Failure to arrange for a demonstration on the given date may lead to cancellation of the bid. Cost of such demonstration shall be borne by the bidder.

5. Performance security 10% of the cost of the supply value shall be deposited by me in the form of FDR/Bank Guarantee in the name of “The Director, All India Institute of Medical Sciences, Bhopal” in the format at Annexure-IX attached herewith on Award of the
Contract and shall remain in the custody of the Director, AIIMS Bhopal till the validity of the Tender Contract plus three month (i.e. for 27 months).

6. Should the said officer deem it necessary to change any engaged Vehicle on being found of inferior quality or having some technical problems, it shall be replaced by me/us within 7 Days time to prevent inconvenience.

7. I/We hereby undertake to provide the approved Vehicles during the validity of tender as per directions given in the Notification of Award within stipulated period positively.

8. If I/We fail to provide Vehicles in stipulated period the AIIMS Bhopal hospital has full power to compound or forfeit the Earnest Money Deposit/Performance Security Deposit.

9. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of our Firm/Agency.

10. I/We undertake that the rates quoted by me when approved and selected by the Director, AIIMS Bhopal will be valid for one year from the date of approval of the rate contract in the format given in Annexure-X or till extended as mutually agreed upon.

11. I/we undertake to provide approved Vehicles on Hire basis within 3-4 weeks time. I/we undertake to supply the order within stipulated period and if fail to provide approved Vehicles during the stipulated period the necessary action can be taken by the Director, AIIMS Bhopal, India.

12. I/We undertake that if the per Kilometer rates of Vehicles are lowered in the prevailing market due to any reason, I will charge the lower rates.

13. I/We undertake that the Drivers engaged for carryout the day to day duties on our hired vehicles engaged at AIIMS Bhopal should have proper required Driving Licenses, Good Behavior and Moral Character, bearing Proper ID Cards during Duty Hours at AIIMS Bhopal hired vehicles, we will also arrange their proper Police verification before deploying of Vehicles for AIIMS Bhopal Duties.

14. Affidavit regarding No CBI Inquiry/FEMA/ Criminal proceeding/Black listing is pending or going on against the Contractor/Firm/Agency is also enclosed. I undertake that I will not submit any irrelevant documents with the tender and in doing so I will not have any objection if my tender is rejected on that ground.

15. I/We undertake to obtain the pollution Control Certificate on every Three months basis period.

16. I/We undertake that the engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of us and any breach of such laws or regulations shall be sole responsibility of us and we shall liable for statutory compliance. deemed to be breach of this contract.

17. I/We undertake that we shall assign the job of driving of hired vehicles only to qualified experienced licensed holder 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 practices. 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 our Agency.

18. I/We undertake that in no case a vehicle which is not registered for the commercial purpose shall be supplied to AIIMS Bhopal, and taxes etc. due to on such vehicles shall be liability of our Agency.

19. I/We undertake that we shall send the vehicle for periodical servicing on our own cost. AIIMS Bhopal, will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be to the responsibility of our Agency.

20. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of India/Govt. Hospitals/Medical Institutions/PSUs.

21. I/We undertake that Non-availability of designated vehicles / replacement of such vehicles without prior notice during normal duty hours will also attract a penalty of Rs. 500/- per day. Denial / non-availability of vehicles during extra hours, will also attract a penalty of Rs. 500/- and our Agency will deposit the same on each occupation to AIIMS Bhopal if any such situation occur.

22. I/we undertake if monthly run is less than 1500 Kilo Meters in month, than balance Kilo Meters shall be brought forward and adjusted in next three months of our Agency as per AIIMS Bhopal directions.

23. I/We undertake that our engaged Vehicles should be in roadworthy condition with neat and clean seat covers along with all Safety features, Air Bags, Seat Belt Assemblies, 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 our Agency.

Affirmation

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of AIIMS Bhopal during the validity of tender period. The Director, All India Institute of Medical Sciences, Bhopal (India) will have full authority to take appropriate action as he/she may deem fit.

Signature of Bidder

(Name of Bidder)

Place .................

With seal of firm

Tender No. 1271: AIIMS Bhopal / Admin / Hiring of Vehicles / 15-16 / 01
Dt: 09.07.15 Pg. No. (22)
ANNEXURE – III

CRIMINAL LIABILITY UNDERTAKING
(To be executed on Rs.50/-Non-judicial Stamp Paper duly attested by Public Notary)

I……………………………………….S/o……………………………………. Resident of …………………………………………………………………………………………...
……………………………………………………………………………………….. Do solemnly pledge and affirm: -

1. That I am the proprietor /partner/authorized signatory of M/s. …………………………………………………………………..………………………

2. That my firm has not been declared defaulter by any Govt. Agency and that NO case of any nature i.e. CBI/FEMA/Criminal/Income Tax/VAT/Sales Tax/ Blacklisting is pending against my firm.

Name & Signature

Seal of the participating Bidder Company

Affirmation/Verification
## ANNEXURE-IV

**TECHNICAL/FINANCIAL QUALIFICATION BID DOCUMENTS CHECK LIST**

*(MANDATORY DOCUMENTS NEEDS TO BE SUBMITTED)*

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>NAME OF DOCUMENT’S LEGIBLE COPIES REQUIRED TO BE SUBMITTED*</th>
<th>YES</th>
<th>NO</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Original Hard Copy of the following document must be kept in the “Technical -Qualification Bid” Envelope in Cover-I and sealed envelope must contained in the Covered Envelope No. III and dropped in person in the Tender Box Kept in the Office of Administrative Officer AIIMS Bhopal, 1st Floor, Medical College, Saket Nagar, Bhopal-462 020(MP) before the Closing date given in the Schedule of Tender. EMD Amount for participating in this Tender is Rs 50,000/- in the form of DD/FDR/BG in the format given at “Annexure-VII” from nationalized Bank, in favor of “Director, AIIMS Bhopal” valid for Six months period.</td>
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</tr>
<tr>
<td>II.</td>
<td>Original copy of <strong>Undertaking for acceptance of all Terms &amp; Conditions</strong> mentioned in this Tender on Non Judicial Stamp Paper worth of Rs. 100/- as per Annexure – II, duly attested by notary public.</td>
<td></td>
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</tr>
<tr>
<td>III.</td>
<td>Original copy of <strong>Undertaking for Criminal Liability</strong> on Non Judicial Stamp Paper worth of Rs. 50/- as per Annexure – III, duly attested by notary public.</td>
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<tr>
<td>IV.</td>
<td>Legible copies of following documents along with above documents must kept in the Technical Bid Envelope for “Technical-Qualification” eligibility evaluation:-</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>V.</td>
<td>The original hard copies of the above said documents (I, II, III, IV) be submitted along with the self attested copies of following Documents</td>
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<td></td>
</tr>
<tr>
<td>VI.</td>
<td>Signed photocopy of proof of last two quarters VAT/ST returns filed by the participating company as applicable for current financial year 2014-2015. The Copy of Sales Tax Registration Number is also required to be submitted.</td>
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<tr>
<td>VII.</td>
<td>Signed Copy of TIN Certificate showing clearly TIN Number of the participating firm.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>VIII.</td>
<td>Signed copy of PAN Card of the firm/company / proprietor issued by Income Tax Department.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>IX.</td>
<td>Signed copy of “Un-priced List of participating Vehicles”</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S. NO.</td>
<td>NAME OF DOCUMENT’S LEGIBLE COPIES REQUIRED TO BE SUBMITTED*</td>
<td>YES</td>
<td>NO</td>
<td>Remarks</td>
</tr>
<tr>
<td>-------</td>
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<tr>
<td></td>
<td>for those Vehicles, the participating firm interested to be participate against this tender enquiry as per Schedule of Requirement (Annexure-I)</td>
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<tr>
<td>X.</td>
<td>Signed copy of Income Tax return of the firm/company for the last three financial years (i.e. FY 2011-12, 2012-13, 2013-14 to 2014-15).</td>
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<tr>
<td>XI.</td>
<td>Signed copies of average Turnover of Rs. 10 Lakh for during last three Financial Years (FY 2011-12, 2012-13, 2013-14 or 2014-15) of the participating firm: The copy of the Last Three Financial Years (FY 2011-12, 2012-13, 2013-14 or 2014-15), Turnover figures with profit &amp; Loss clearly showing duly signed, Stamped by the Company Secretary/Chartered Accountant in the Letter Head must required to be accompany.</td>
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<td></td>
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</tr>
<tr>
<td>XII.</td>
<td>Singed and attested legible copies of Previous Orders/Annual Contract Value of hiring of Vehicles in various Govt Depts/Hospitals/PSUs as mentioned in the Schedule of Requirement at “Annexure-I” with showing monetary values as follows:</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Tenderer Participation in this Tender</th>
<th>Requirement for enclosing Previous Orders copies for providing Vehicles to any Govt. Dept/Hospitals/PSUs as per Annexure-I with showing values as follows: (In Rs.)</th>
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</thead>
<tbody>
<tr>
<td>Single Order Value</td>
<td>Two Order Value each</td>
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<tr>
<td>Three Order Value each</td>
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</tr>
<tr>
<td>If any Tenderer want to participate in the all items of this Tender Enquiry as per Annexure-I, the Order/Annual Contract Value required is</td>
<td>5,00,00,000.00  2,50,00,000.00  1,75,00,000.00</td>
</tr>
</tbody>
</table>

The Copies of previous Orders/Contract Agreements, as per above Values are required to be enclosed for Technical qualification eligibility evaluation as per above.

<table>
<thead>
<tr>
<th>XIII.</th>
<th>Signed copy of the authorization Letter from Proprietor / Owner to sign the documents in case the owner/proprietor is not signing the tender document. In case of partnership firm, the copy of authorization Letter to sign the tender document by Lead partner should be submitted by the other partner / partners. Copy of partnership deed should also be enclosed in support for necessary verification on Technical Bid Envelope.</th>
</tr>
</thead>
</table>

<p>| XIV. | Signed, Stamped and page numbered copy of the Tender Document along with the carefully filled Technical Bid format as give at Annexure-V(Part-I &amp; II) must kept with Technical Bid Envelope. |     |    |         |
| XV.  | The “Financial Bid” along with Part-I, Part-II &amp; Part-III in the Cover-II and sealed envelope must contained in the outer Covered Envelope No. III and dropped in person in the Tender |     |    |         |</p>
<table>
<thead>
<tr>
<th>S. NO.</th>
<th>NAME OF DOCUMENT'S LEGIBLE COPIES REQUIRED TO BE SUBMITTED*</th>
<th>YES</th>
<th>NO</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Box Kept in the Office of Administrative Officer AIIMS Bhopal, 1&lt;sup&gt;st&lt;/sup&gt; Floor, Medical College, Saket Nagar, Bhopal-462 020(MP) before the Closing date given in the Schedule of Tender</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the above all desired document’s from I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV &amp; XV legible duly attested and stamped copies has not kept in Technical Bid Envelope by the any participating Bidder, his bid liable for rejection in “Technical-Qualification Bid” Stage.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: (√) in applicable column.

[For office use only] Bid is Accepted/rejected

Signature ------------ Signature ------------ signature ------------
with name & date    with name & date    with name & date
Annexure-V

TECHNICAL BID

Tender No.127: AIIMS Bhopal/Admin/Hiring of Vehicles/15-16/01 Dated : 15.05.2015
(Duly Signed Copies of required Document to be Submitted in technical bid Envelope in
Cover-I for Technical Bid Part-I & II)

Having conditions of contract and services to be provided, including addendum Nos……………………………………………… the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide commercial vehicle in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.

If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum as mentioned in tender document for due performance of the Contract.

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.

Bid submitted by us are properly sealed and prepared so as to prevent any subsequent an replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Signature of the bidder

In presence of the witness ……………………………………………………………

Witness

Signature

Date:

Place:
### TECHNICAL BID: PART I

**Tender No. 127: AllMS Bhopal / Admin / Hiring of Vehicles / 15-16 / 01**

**Dated:** 15.05.2015

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Details (to be furnished by the Participating Bidder along with necessary documents copies and must accompany with Technical Bid Documents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name &amp; address of the Bidder/ firm with phone number, email and name &amp; telephone / mobile number of contact person. (In case of Proprietary/ Partnership firms, the bid has to be signed by Proprietor/Partner only, as the case may be)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Experience</td>
<td>In following format</td>
</tr>
<tr>
<td>S. No.</td>
<td>Name &amp; Organization with complete address &amp; telephone nos.</td>
<td>From - to Total contract period (in year/ month) and total contract Reasons for termination</td>
</tr>
<tr>
<td>3</td>
<td>Set up of your agency, clearly indicating details of managerial, supervisory &amp; other staff including name of drivers, their residential address with phone nos., license no. &amp; expiry date.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Registration &amp; incorporation particulars :- If Proprietorship, partnership, Private Limited, Public Limited (Please attach attested copies of documents of registration / incorporation of your firm as required by business law)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>ESI Act 1948 Registration Number</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>EPF&amp; MP Act 1952 Registration number</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Infrastructure capabilities :- Particulars of the vehicle viz. type, make, registration etc.</td>
<td></td>
</tr>
<tr>
<td>S. No.</td>
<td>Particulars</td>
<td>Details (to be furnished by the Participating Bidder along with necessary documents copies and must accompany with Technical Bid Documents)</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>8</td>
<td>Valid ISO 9001-2008 certificate issued in or before 2014 (Please attach attested copy) (encl. Manufacturer ISO Certificate Copy)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Valid ISO 14001-2004 certificate issued in or before 2014 (Please attach attested copy) (encl. Manufacturer ISO Certificate Copy)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Undertaking of the agency confirming the availability of adequate vehicle required for deployment at AllIMS Bhopal</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Bank Details Address, A/C No.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>PAN No. (please attach attested copy)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>TAN / TIN / VAT / Service Tax / Vehicle Registration / Trade License No.</td>
<td>(Please attach attested copy)</td>
</tr>
<tr>
<td>14</td>
<td>Attested copies of the last 3 Years Income tax Return Certificates</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Please attach agency’s balance sheet (duly certified by a Chartered Accountant for last 3 Financial Years showing clearly average Turnover of Rs. 10 Lakh with profit &amp; loss</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Previous Orders/Work Contract Copies with showing values</td>
<td>This condition should be deleted as this is for works as per directions of the CVC. This is service contract for which assessment criteria are as per technical bid documents</td>
</tr>
</tbody>
</table>

Single Order = Rs. 5 Lakh,
Two Orders = Rs. 2.5 Lakh each,
Three Orders= Rs. 1.75 Lakh each must accompany with Technical Bid
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Details (to be furnished by the Participating Bidder along with necessary documents copies and must accompany with Technical Bid Documents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Power of Attorney/Authorization for signing the bid document (Bidder will submit the attested copy of the PAN Card/Election Commission I- Card/Passport of the proprietor &amp; authorized signatory in case of proprietor is not signing the tender document).</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Please submit an undertaking that no case is pending with the police against the proprietor/firm/partner or the company (agency).</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Details of the EMD by the way of DD/FDR/Bank Guarantee of Rs. 50,000/- towards bid security in favour of “Director, AIIMS Bhopal”, Payable at Bhopal. DD/FDR/BG No. : Drawn on : Dated :</td>
<td></td>
</tr>
</tbody>
</table>
### TECHNICAL BID: PART-II
Details of Vehicle (each of participating Vehicle wise)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>Please fill the relevant information and enclose the copy of document along with Technical Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Vehicle as per Tender</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Flue Operated – Petrol/Diesel</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Vehicle Category-AC/Non-AC</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Seating Capacity</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Seating Arrangement</td>
<td></td>
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<tr>
<td>6</td>
<td>Make</td>
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<tr>
<td>7</td>
<td>Model</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Manufacturer</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Manufacturing Year</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Vehicle Registration No. registered with RTO Bhopal under Commercial Vehicle Category</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Pollution Control Certificate</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Vehicle Insurance Details</td>
<td></td>
</tr>
</tbody>
</table>
Declaration by the Tenderer:-

I / we hereby declare that I / we before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself / ourselves to abide by them.

I /We further declare that the information/ documents furnished above are true and correct and any I / we undertake that any discrepancy (ies) found on later occasion, will liable me /us any action as deemed fit by the AIIMS Bhopal.,

Signature, Name of Authorized Person of the Bidder with seal

Date:…………………………………………………………………………
Place:………………………………………………………………………..
Contact Cell No. :…………………………………………………………
Email ID : …………………………………………………………………
FINANCIALBID(Part-I)

Tender No. 127: AIIMS Bhopal / Admin / Hiring of Vehicles / 15-16 / 01 Dated: 15.05.2015

Part-I For Petrol Operated Taxies/Car’s/SUV’s

FINANCIALBID(On Participating Company’s Letter Head)

Reference No. : ……………………………………………… Dated: …………………………………

I. Quote the Rates on Monthly Basis:-

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Type of Vehicle</th>
<th>Hire charges per vehicle per month for 1500 KMs Run for 10 hours per Day inclusive of all except Service Tax</th>
<th>Rate per KM beyond 1500 KMS run</th>
<th>Rate per hour for detention beyond duty hour</th>
<th>Rate per night halt</th>
<th>Rate for Outstation Charges per day</th>
<th>Total Rate</th>
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<td>Air Conditioned Vehicles</td>
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<tr>
<td>2</td>
<td>Innova (7 Seater)</td>
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<td>3</td>
<td>Xylo (7 Seater)</td>
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<td>4</td>
<td>Qualis (6 Seater)</td>
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<td>5</td>
<td>Bolero (6 Seater)</td>
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<tr>
<td>(ii)</td>
<td>Non Air Conditioned Vehicles</td>
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<td>In Words</td>
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</tr>
</tbody>
</table>
II. Quote the Rates on Daily basis:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Type of Vehicle</th>
<th>Hire charges per vehicle per month for 80 KMs Run for 10 hours per Day inclusive of all except Service Tax</th>
<th>Rate per KM beyond 80 KMS run</th>
<th>Rate per hour for detention beyond duty hour</th>
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<th>Rate for Outstation Charges per day</th>
<th>Total Rate F= A+B+C+D+E</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Air Conditioned Vehicles</td>
<td>(A)</td>
<td>(B)</td>
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<td>(F)</td>
</tr>
<tr>
<td>1</td>
<td>Indigo</td>
<td>In Figures</td>
<td>In Figures</td>
<td>In Words</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Innova (7 Seater)</td>
<td>In Figures</td>
<td>In Figures</td>
<td>In Words</td>
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</tr>
<tr>
<td>3</td>
<td>Xylo (7 Seater)</td>
<td>In Figures</td>
<td>In Figures</td>
<td>In Words</td>
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</tr>
<tr>
<td>4</td>
<td>Qualis (6 Seater)</td>
<td>In Figures</td>
<td>In Figures</td>
<td>In Words</td>
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<tr>
<td>5</td>
<td>Bolero (6 Seater)</td>
<td>In Figures</td>
<td>In Figures</td>
<td>In Words</td>
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</tr>
<tr>
<td>(ii)</td>
<td>Non Air Conditioned Vehicles</td>
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<td>(C)</td>
<td>(D)</td>
<td>(E)</td>
<td>(F)</td>
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<tr>
<td>1</td>
<td>Bolero (6 Seater)</td>
<td>In Figures</td>
<td>In Figures</td>
<td>In Words</td>
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</tbody>
</table>

Important Note for Participating Tenderer:

1. Rates quoted for daily basis shall not be evaluated but I shall be bound to provide additional vehicles required at per day rates to AIIMS Bhopal as and when directed.

2. L-1 should be decided by each of Vehicle wise as per above mentioned Financial Bid columns wise information (i.e. Total Cost \( F = A + B + C + D + E \), for each of Vehicle wise).

3. The bid having least value of “\( F \)” based on above (for monthly basis) shall be considered as L-1 for respective Vehicle wise.

4. If our Bid is accepted. We shall submit the Performance Securities as per the conditions mentioned in the contract.

5. We agree to abide by this Bid for a period as per TENDER terms & conditions from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

6. Extra charges should be quoted to cater for the instances of vehicle running extra Kms over 1500 kms in a month. The cost of fuel and other charges shall be included in these rates for extra plying. Nothing extra shall be paid if vehicle is used outside
HQ but within 1500 Kms limit. Similarly, nothing extra shall be paid if vehicle is used within HQ in night.

7. AIIMS Bhopal reserves the right to increase or decrease the required quantity of services without any changes in hiring charges of the offered quantity or other terms & conditions at the time of award of contract or at any time during the currency of the contract. AIIMS Bhopal also reserves the right to call for change in make / model of equivalent categories without any changes on any of the terms & conditions at the time of award of contract or at any time during the currency of the contract.

8. As per tender terms & conditions from the date of opening of financial bid, it shall remain binding upon Contractor/Agency and may be accepted at any time before the expiry of that period.

Note:-

a) Non-quoting of rate of any vehicle will subject to rejection of the bid.

b) Rates are inclusive of all Taxes, levies, Insurance and duties except Service Tax, Service Tax shall be paid as per actual by AIIMS Bhopal. “Discount” or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

Name(s) & Signature of Authorized person of the Bidder Company with seal

Name of the Firm ..........................................................................................................................

Date.................. ..............................

Place.............................................
FINANCIAL BID (Part-II)

Part-II For Diesel Operated Taxies/Car’s/SUV’s

FINANCIAL BID (On Participating Company’s Letter Head)

Reference No. : ……………………………………………… Dated: ………………………………..

I. Quote the Rates on Monthly Basis:-

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Type of Vehicle</th>
<th>Hire charges per vehicle per month for 1500 KMs Run for 10 hours per Day inclusive of all except Service Tax (Rs)</th>
<th>Rate per KM beyond 1500 KMS run (Rs)</th>
<th>Rate per hour for detention beyond duty hour (Rs)</th>
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<th>Rate for Outstation Charges per day (Rs)</th>
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</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Air Conditioned Vehicles</td>
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<td>(C)</td>
<td>(D)</td>
<td>(E)</td>
<td>(F)</td>
</tr>
<tr>
<td>1</td>
<td>Indigo (Indigo)</td>
<td>In Figures</td>
<td>In Words</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Innova (7 Seater)</td>
<td>In Figures</td>
<td>In Words</td>
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</tr>
<tr>
<td>3</td>
<td>Xylo (7 Seater)</td>
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<tr>
<td>4</td>
<td>Qualis (6 Seater)</td>
<td>In Figures</td>
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<tr>
<td>5</td>
<td>Bolero (6 Seater)</td>
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<td>In Words</td>
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</tbody>
</table>
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<table>
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<tr>
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<tr>
<td>3</td>
<td>Xylo (7 Seater)</td>
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<td>In Words</td>
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<tr>
<td>4</td>
<td>Qualis (6 Seater)</td>
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<td>In Words</td>
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<tr>
<td>5</td>
<td>Bolero (6 Seater)</td>
<td>In Figures</td>
<td>In Words</td>
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<td></td>
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</tr>
<tr>
<td>(ii)</td>
<td>Non Air Conditioned Vehicles</td>
<td>(A)</td>
<td>(B)</td>
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<td>(E)</td>
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<td>In Words</td>
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<tr>
<td>2</td>
<td>Bolero (6 Seater)</td>
<td>In Figures</td>
<td>In Words</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Important Note for Participating Tenderer:**

1. Rates quoted for daily basis shall not be evaluated but I shall be bound to provide additional vehicles required at per day rates to AIIMS Bhopal as and when directed.

2. L-1 should be decided by each of Vehicle wise as per above mentioned Financial Bid columns wise information (i.e. **Total Cost F = A+B+C+D+E, for each of Vehicle wise**).

3. The bid having least value of “F” based on above **(for monthly basis)** shall be considered as L-1 for respective Vehicle wise.

4. If our Bid is accepted. We shall submit the Performance Securities as per the conditions mentioned in the contract.

5. We agree to abide by this Bid for a period as per TENDER terms & conditions from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
6. Extra charges should be quoted to cater for the instances of vehicle running extra Kms over 1500 kms in a month. The cost of fuel and other charges shall be included in these rates for extra plying. Nothing extra shall be paid if vehicle is used outside HQ but within 1500 Kms limit. Similarly, nothing extra shall be paid if vehicle is used within HQ in night.

7. AIIMS Bhopal reserves the right to increase or decrease the required quantity of services without any changes in hiring charges of the offered quantity or other terms & conditions at the time of award of contract or at any time during the currency of the contract. AIIMS Bhopal also reserves the right to call for change in make / model of equivalent categories without any changes on any of the terms & conditions at the time of award of contract or at any time during the currency of the contract.

8. As per tender terms & conditions from the date of opening of financial bid, it shall remain binding upon Contractor/Agency and may be accepted at any time before the expiry of that period.

Note:-

a) Non-quoting of rate of any vehicle will subject to rejection of the bid.

b) Rates are inclusive of all Taxes, levies, Insurance and duties expect Service Tax, Service Tax shall be paid as per actual by AIIMS Bhopal. “Discount” or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

Name(s) & Signature of Authorized person of the Bidder Company with seal

Name of the Firm .................................................................

Date.............. ..........................

Place.................................

Tender No. 127.1: AIIMS
Bhopal / Admin / Hiring of Vehicles / 15-16/01
Dt: 09.07.15 Pg. No. (41)
# FINANCIAL BID (Part-III)

**Tender No. 127**: AIIMS Bhopal / Admin / Hiring of Vehicles / 15-16 / 01 Dated: 15.05.2015

## Part-III For Diesel Operated Buses

**FINANCIAL BID (On Participating Company’s Letter Head)**

Reference No. : ........................................... Dated: ...........................................

### I. Quote the Rates on Monthly Basis:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Bus</th>
<th>Hire charges per Bus per month for 1500 KMs Run for 10 hours per Day inclusive of all except Service Tax</th>
<th>Rate per KM beyond 1500 KMS run</th>
<th>Rate per hour for detention beyond duty hour</th>
<th>Rate per night halt</th>
<th>Rate for Outstation Charges per day</th>
<th>Total Rate F = A+B+C+D+E</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Air Conditioned Bus</td>
<td>(A)</td>
<td>(B)</td>
<td>(C)</td>
<td>(D)</td>
<td>(E)</td>
<td>(F)</td>
</tr>
<tr>
<td>1</td>
<td>Bus (58 Seater)</td>
<td>In Figures</td>
<td>In Words</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bus (42 Seater)</td>
<td>In Figures</td>
<td>In Words</td>
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</tr>
<tr>
<td>(ii)</td>
<td>Non Air Conditioned Bus</td>
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<td>(B)</td>
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<td>Bus (42 Seater)</td>
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</table>

### II. Quote the Rates on Daily Basis:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Bus</th>
<th>Hire charges per Bus per month for 80 KMs Run for 10 hours per Day inclusive of all except Service Tax</th>
<th>Rate per KM beyond 80 KMS run</th>
<th>Rate per hour for detention beyond duty hour</th>
<th>Rate per night halt</th>
<th>Rate for Outstation Charges per day</th>
<th>Total Rate F = A+B+C+D+E</th>
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<td>In Figures</td>
<td>In Words</td>
<td></td>
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</tbody>
</table>
### Important Note for Participating Tenderer:

1. Rates quoted for daily basis shall not be evaluated but I shall be bound to provide additional Buses required at per day rates to AIIMS Bhopal as and when directed.

2. L-1 should be decided by each of Bus wise as per above mentioned Financial Bid columns wise information (i.e. **Total Cost F= A+B+C+D+E, for each of Bus wise**).

3. The bid having least value of “F” based on above (for monthly basis) shall be considered as L-1 for respective Bus wise.

4. If our Bid is accepted. We shall submit the Performance Securities as per the conditions mentioned in the contract.

5. We agree to abide by this Bid for a period as per TENDER terms & conditions from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

6. Extra charges should be quoted to cater for the instances of Buses running extra Kms over 1500 kms in a month. The cost of fuel and other charges shall be included in these rates for extra plying. Nothing extra shall be paid if vehicle is used outside HQ but within 1500 Kms’ limit. Similarly, nothing extra shall be paid if Bus is used within HQ in night.

7. AIIMS Bhopal reserves the right to increase or decrease the required quantity of services without any changes in hiring charges of the offered quantity or other terms & conditions at the time of award of contract or at any time during the currency of the contract. AIIMS Bhopal also reserves the right to call for change in make / model of equivalent categories without any changes on any of the terms & conditions at the time of award of contract or at any time during the currency of the contract.

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</tbody>
</table>
8. As per tender terms & conditions from the date of opening of financial bid, it shall remain
binding upon Contractor/Agency and may be accepted at any time before the expiry of
that period.

Note: -
a) Non-quoting of rate of any requested Bus will subject to rejection of the bid.
b) Rates are inclusive of all Taxes, levies, Insurance and duties except Service
Tax, Service Tax shall be paid as per actual by AIIMS Bhopal. “Discount” or
extra charges if any mentioned by the bidders shall not be considered unless
these are specifically indicated in the price schedule.

Name(s) & Signature of Authorized person of the Bidder Company with seal

Name of the Firm ...............................................................

Date.................. ..............................

Place............................
TERN & CONDITIONS

1. **Work:-** The tender is for awarding the contract for hiring of taxies on daily/monthly basis as per requirement by the AIIMS Bhopal, for official use.

2. **Period:-** The contract is awarded for period of three years 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/Agency to bear such additional expenses.

3. **Earnest Money Deposit (EMD):-** Tenderers shall have to deposit EMD of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/FDR/EMD Bank Guarantee in favour of the “Director, AIIMS Bhopal”, payable at Bhopal along with 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 the AIIMS Bhopal. In case the Tenderer withdraws from the process the EMD deposited by him will be forfeited.

5. **Security Deposit:-** The successful Tenderer will have to deposit a security of **10% of the annual contract value** in the form of a Demand Draft/FDR/Bank guaranty from a scheduled bank in favour of the “Director, AIIMS Bhopal”, payable at Bhopal. EMD of the successful Tenderer will be converted into the security deposit on request.

6. The tender should be submitted by only a registered and well established Transport Agency/Firm. Proof to this effect to be enclosed along with the tender.

7. **Rates may be quoted for 10*7*365 (10 hours a day/ 7 days a week/ 365 days a year).**

8. The vehicles should be of 2014 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.
9. **Fleet:** The firm submitting the tender must have sufficient fleet of cars which have been registered after 01.01.2014. Proof of this will have to be enclosed by way of submission of copy of Registration Certificate.

10. The firm would ensure that drivers employed have valid 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.

11. The firm should have adequate number of telephones for contact round the clock. AIIMS Bhopal, can request for the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of the AIIMS Bhopal, request in writing/over phone failing which the AIIMS Bhopal, is at liberty to make alternative arrangement for hiring of vehicle at the risk of cost of the firm.

12. AIIMS Bhopal, may need additional vehicles to be hired, as per requirement. The vehicles requisitioned by this Department, should reach the stipulated destination, within a maximum time of 30 minutes. It may be noted that the number of taxis to be hired and the number of days of hiring may vary depending upon the actual requirements.

13. The firm shall comply with all statutory enactments/provisions in relation to services offered by them.

14. 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 Department against all losses and claims.

15. The 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/Agency. 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, department 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/Agency.

16. No advance payment will be made by the 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. The payment will be made only for those duty slips which have been signed by the officer/staff using the vehicle. It will be the responsibility of the driver to get the duty slips signed by the user officers. Duty slips should be complete in all respects in terms of start kilo-meter, end kilo-meter, distance covered, and time for start of duty for AIIMS Bhopal,, time closure of duty at AIIMS Bhopal,, places visited, etc.

17. The necessary log book for use of vehicle shall be maintained in each of hired vehicle by the deployed Driver of the Agency and it will be duly signed by the Official using the same. The copy of Log book including duty slips needs to be enclosed during the claim of monthly payment for necessary cross verification purpose by the Agency.

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**Tender No. 127.1: AIIMS Bhopal / Admin / Hiring of Vehicles / 15-16 / 01**

**Dt:** 09.07.15  
**Pg. No.:** (46)
18. 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 certificate. No service tax will be paid if the operator fails to provide proof of valid service tax registration. Latest income tax clearance certificate and PAN is also required to be submitted by the operator.

19. 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.

20. The vehicles provided to AIIMS Bhopal, should fulfil the norms prescribed by the
   i) Government of Madhya Pradesh, Department of Transport for hired vehicles.
   ii) Applicable Pollution Control Board Norms.

21. The financial bids of only those Tenderers who satisfy all the requirements/conditions stipulated in the document will be considered Quotations with any cutting or overwriting in the figures will not be considered.

22. 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 by the Agency during the submission of their bills on monthly basis.

23. 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.

24. No compromise will be made by AIIMS Bhopal, towards punctuality, cleanliness, obedience, promptness, behaviour etc. If the Tenderer, at any point of time during official duty, fails to perform duties, as directed by the AIIMS Bhopal., the EMD will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.

25. 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.

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

27. The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.
28. The AIIMS Bhopal, reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the Contractor/Agency.

29. The Courts in Bhopal only having the Jurisdiction for legal dispute (if any).
EMD BANK GUARANTEE (EMD-BG) FORMAT

Tender No. 127: All India Institute of Medical Sciences Bhopal / Admin / Hiring of Vehicles / 15-16 / 01 Dated: 15.05.2015

Whereas _______________________________________________________________ (hereinafter called the “Bidder”) has submitted its quotation dated ______________ for the supply of ______________________________________________________________ (hereinafter called the “Tender”) against the Purchaser’s Tender Enquiry No. ____________________________________________________________________________ Know all persons by these presents that we ___________________________________ of _______________________________________________________________ (Hereinafter called the “Bank”) having our registered office at ________________________________ are bound unto ___________________________________________ (hereinafter called the “Purchaser) in the sum of _______________________________________________________________ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____________________ day of _______ 20____. The conditions of this obligation are:

(1) If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the Bidder having been notified of the acceptance of his tender by the Purchaser during the period of its validity (180 Days):
   
   a) fails or refuses to furnish the performance security for the due performance of the contract.
   
   or
   
   b) fails or refuses to accept/execute the contract.
   
   or
   
   c) if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This EMD Bank Guarantee will remain in force for a period of additional 60 Days (Sixty days) after the period of tender validity (120 Days) i.e. total validity of EMD should be 180 Days from the scheduled date of submission of Bid and any demand in respect thereof should reach the Bank not later than the above date.

Signature of the authorized Office of the issuing Branch of the Bank ____________________

Name and designation of the Officer ________________________

Seal, Name & Address of the Bank __________________________________________

Address of the issuing Branch with Telephone No. & Email ID _____________________

Tender No. 127.1: All India Institute of Medical Sciences Bhopal / Admin / Hiring of Vehicles / 15-16 / 01
Dt: 09.07.15 Pg. No. (49)
ANNEXURE – IX

PERFORMANCE SECURITY BANK GUARANTEE FORMAT

To,

The “Director”,
All India Institute of Medical Sciences (AIIMS) Bhopal
Saket Nagar, Bhopal- 462 020 (MP) INDIA

WHEREAS _____________________________ (Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no________________________ dated _____________ to supply (Equipment/Stores and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee from nationalized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of. ________________________ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 27 (Twenty Seven) months from the date of satisfactory installation of the Equipment/Stores in the User Department at AIIMS Bhopal i.e. up to ------------------- ----------- (indicate date).

................................................................
(Signature with date of the authorised officer of the Bank)

................................................................
Name and designation of the officer

................................................................
Seal, name & address of the Bank and address of the issuing Branch, including Telephone No. & Email ID
ANNEXURE-X

ANNUAL RATE CONTRACT AGREEMENT FORMAT

(Form for Entering into Rate Contract with the Qualified Tenderer on Non Judicial Stamp Paper worth of Rs.100/-)

Tender No. 127/AllMS Bhopal/ Admin/ Hiring of Vehicles/ 15-16/01 Dated: 15.05.2015

This agreement is made at Bhopal on the day of Two Thousand Fifteen between Director, AllMS Bhopal acting through , All India Institute of Medical Sciences (AIIMS) Bhopal, Saket Nagar, Bhopal-462020 (MP) (hereinafter called ‘Client’ which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the First Part.

AND

M/s __________________________ (hereinafter called the ‘Contractor/Agency’ which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the Second Part.

WHEREAS the ‘Client’ is desirous to engage the ‘Contractor/Agency’ for providing the Commercial Vehicles on Hire on approved per Kilo Meter wise Rates __________________________ in response to Purchaser’s Tender No. _______________ and subsequent Amendment/Corrigendum/NOA (if any issued) to AIIMS Bhopal as per the terms and conditions stated below:-

The Contractor/Agency will provide Commercial vehicles on hire basis for AIIMS Bhopal for official use on the terms and conditions herein contained, and rates as mentioned in Appendix-I. The “Contractor/Agency” has deposited Rs. ______________ (Rupees) as interest free Performance Security. Now these present witnesses and it is hereby agreed and declared by and between the parties to these present as followings.

1. The Contractor/Agency shall during the period of this contract that is to say from to ______________ or until this contract is determined by such notice as herein after mentioned, will provide commercial vehicles not older than 2014-year model, on the rates mentioned below on the Table No.1 to this agreement. It is agreed by the Contractor/Agency that number of vehicles required is likely to change and may be demanded according to the exigencies of service by AIIMS Bhopal.

Table No. 1 : Accepted Rates

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Type of Vehicle</th>
<th>Per KM Rate (Rs.)</th>
<th>Per Month Rate for 1500 KMs (Rs.)</th>
<th>Remarks (if Any)</th>
</tr>
</thead>
</table>

Tender No. 127/AllMS Bhopal/ Admin/ Hiring of Vehicles/ 15-16/01 Dt: 09.07.15 Pg. No. (51)
a. The Contractor/Agency shall comply with all the terms and conditions of tender documents contained which are part and parcel of this agreement and forms integral part of this agreement and also the following.

b. The Administrative Officer of AIIMS Bhopal shall place an order for vehicle requirement for the official purpose and will receive acknowledgement from the Contractor/Agency for supply of vehicles. It is anticipated that the Contractor/Agency will supply vehicles to the Administrative Officer on regular basis until such time the contract is valid and the parties in agreement are satisfied with the performance of the contract.

2. Contractor/Agency will provide vehicles to AIIMS, Bhopal not older than 2014 model and registered for the commercial purpose only and taxes; insurance etc. due on such vehicles shall be the liability of the Contractor/Agency.

a. The Contractor/Agency should provide the particular model or make of vehicle as agreed upon in the contract. AIIMS Bhopal only reserves the right to substitute it with another similar vehicle. If for any reason whatsoever AIIMS Bhopal is not happy with the condition of the vehicle provided, the Contractor/Agency’s nearest office will be informed immediately and they should accept and liability to replace it as per requirement. If for any reason the Contractor/Agency is not in a position to provide a substitute vehicle as demanded by AIIMS Bhopal then AIIMS Bhopal will be in liberty to engage a vehicle from the open market and debit the expenditure on account of it on the claims payable to the Contractor/Agency.

b. Contractor/Agency will submit bills to the Administrative Officer, AIIMS Bhopal on monthly basis for release of payment.

c. The driver of the vehicle shall be provided with the duty slips by the Contractor/Agency where date, time kilo-meters reading and places visited are to be filled in and signed by the AIIMS Bhopal users. On the basis of these duty slips, the bills shall be raised to the Administrative Officer, AIIMS Bhopal by the Contractor/Agency.

d. If the Contractor/Agency fails to provide the vehicle to AIIMS Bhopal and if the service is not found satisfactory enough, AIIMS Bhopal shall have the right to terminate the contract in whole or part as per relevant terms & conditions of the Tender Document.

3. In the event of any mechanical failure/ breakdown of vehicle after it’s reporting duty, the Contractor/Agency shall arrange for replacement by another Commercial Vehicle. Non-compliance may attract penalty as per relevant terms & conditions of the Tender Document.

4. In the event of failure on the part of Contractor/Agency to supply vehicles to AIIMS Bhopal owing to the facts & circumstances as mentioned in the preceding paragraph, penalty as per relevant terms & conditions of the tender document shall be imposed.

5. In case of any accident resulting in loss or damage to property of life, the sole responsibility for any legal or financial implication would vest with the Contractor/Agency. AIIMS Bhopal shall have no liability whatsoever.
6. The Tender No. 127: AIIMS Bhopal / Admin / Hiring of Vehicles / 15 - 16 / 01 Dated : 28.04.2015 which is annexed to this agreement, shall form part and parcel of this Agreement and integral part of this agreement.

7. The Contractor/Agency is liable for any legal dispute/cases/claims that have arisen or may arise during the currency of the agreement in respect of vehicles provided by Contractor/Agency. AIIMS Bhopal will not be liable for any loss, damages, etc. suffered/ to be suffered by Contractor/Agency or third party as the case may be.

8. If for any reason AIIMS Bhopal is dissatisfied in any way with the standard of the vehicle or felt deficiency in service during the hire period, it will be reported to the Contractor/Agency in writing. The Contractor/Agency without raising any dispute on such assessment by AIIMS Bhopal regarding the standard of the vehicle provided or quality of service rendered by them may immediately replace it with another commercial vehicle on receipt of such complaint.

9. The Contractor/Agency shall also be liable for all fines, penalties, and the like of parking, traffic and other criminal offences arising out of or concerning the use of the vehicle during the hire period and any toll Charges or entry Taxes payable locally and the Contractor/Agency accordingly indemnifies AIIMS Bhopal against all such liability.

10. If the Contractor/Agency institutes any legal proceedings against AIIMS Bhopal to enforce any of its rights under this agreement it shall be in the legal jurisdiction of AIIMS Bhopal where the vehicle has been hired and not the place where the Contractor/Agency has his registered office.

11. Exclusive right to First Party (The Director, AIIMS Bhopal, India).

The Director, AIIMS Bhopal, India as the full and exclusive right to accept or reject, increase or decrease Hire Vehicle quantity or cancel the Hiring of Any Vehicle at any time without assigning any reason during the currency of this Rate Contract Period.

THIS AGREEMENT will take effect from __________ Day of __________ Two Thousand Fifteen and shall be valid for One Year.
IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Bhopal in the presence of the witness:-

<table>
<thead>
<tr>
<th>For and on behalf of the ‘Agency’</th>
<th>For and on behalf of the “Director, AIIMS Bhopal”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of the authorized Official</td>
<td>Signature of the authorized Officer</td>
</tr>
<tr>
<td>Name of the Official</td>
<td>Name of the Officer</td>
</tr>
<tr>
<td>Stamp / Seal of the ‘Agency’</td>
<td></td>
</tr>
</tbody>
</table>

SIGNED, SEALED AND DELIVERED

By the Said

____________________________Name

on behalf of the ‘Agency’

in presence of

Witness 1: ________________________

Name: ___________________________

Address: _________________________

Witness 2: ________________________

Name: ___________________________

Address: _________________________

By the said

____________________________Name

on behalf of the “Director, AIIMS Bhopal”

in presence of

Witness 1: ________________________

Name: ___________________________

Address: _________________________

Witness 2: ________________________

Name: ___________________________

Address: _________________________

* * * * * * *