



**TENDER DOCUMENT  
FOR MANAGEMENT OF CAR/SCOOTER/AUTO/CYCLE  
PARKING AREAS AND CONTROL OF TRAFFIC AT  
HOSPITAL COMPLEX, AIIMS BHOPAL ON CONTRACT  
BASIS**

**Tender No.:170.2 (Third Call)  
AIIMS Bhopal/HC/RC/Parking Stand & Management of Traffic/15-16/01 Dated  
01.12.2015**

Date of availability of Tender document in the AIIMS Bhopal website and CPP Portal websites for downloading	: 01.12.2015
Last Date of downloading of Tender Document	: 30.12.2015
Date, Time & Place of submission of Completed Tender document	: 30.12.2015 up to 14.00 Hrs. in the Tender box kept in the Office of the Stores Officer, E-Wing, 1 <sup>st</sup> Floor, Medical College Building, AIIMS Bhopal, Saket Nagar-462020 (MP)
Tender Document Cost	: Rs. 525/- (Non-Refundable) by the way of Demand Draft in Favour of "Director, AIIMS Bhopal, Payable at Bhopal



अखिल भारतीय आयुर्विज्ञान संस्थान  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**

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Saket Nagar, Bhopal (M.P.) – 462020  
Website : [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

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**NOTICE INVITING TENDER**

**Tender No.:170.2 (Third Call)**

**AIIMS Bhopal/HC/RC/Parking Stand & Management of Traffic/15-16/01 Dated  
01.12.2015**

On behalf of Director, All India Institute of Medical Sciences (AIIMS) Bhopal, Saket Nagar, Bhopal – 462 020 (MP), the sealed tenders in Two Bid System (Technical bid and Financial bid) are invited from Reputed, Registered Bidders to enter into annual rate contract for **Management of CAR/ SCOOTER/AUTO/CYCLE parking Areas and control of traffic at Hospital Complex, AIIMS Bhopal** on Contract Basis.

Detailed Description and Term & Conditions of Tender Document may be seen and downloaded from AIIMS Bhopal website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) or may be obtained directly from the Office of Stores Officer , 1<sup>st</sup> Floor, E-Wing, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 020 (MP) on any working day from 01.12.15 to 29.12.15 from 10.00 Hrs to 17.00 Hrs on Payment of Tender Document Cost of Rs. 525/- (Non Refundable) in the form of DD, drawn from any Nationalized Bank in favour of “**Director, AIIMS Bhopal**”. Last date of submission of tenders is 30.12.15 (Upto 14.00Hrs) in the Tender Box kept in the Office of the Stores Officer at address mentioned above.

**(Admin Officer)**  
**AIIMS Bhopal**



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## Tender Schedule

Date of NIT Publishing and uploading of Tender document in the <a href="http://www.aiimsbhopal.edu.in">www.aiimsbhopal.edu.in</a> & <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>	01.12.2015
Last date and time for downloading of Bid document	30.12.2015
Pre Bid Meeting Date and time	14.12.2015 at 15.00 Hrs. onwards, at the Board Room, First Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462 020(MP)
Last Date and time of submission of Bid	30.12.2015 upto 14.00 Hrs. in the Tender Box kept in the Office of Stores Officer, E-Wing, 1 <sup>st</sup> Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462020 (MP)
Date and Time of Opening of Technical Bids	30.12.2015 from 15.00 Hrs. onwards, 1 <sup>st</sup> Floor, Medical College Building, AIIMS Bhopal
Date and Time of Opening of Price Bids	To be Intimated to technically qualified bidders separately.
Address for Communication	Stores Officer, AIIMS Bhopal, E-Wing, 1 <sup>st</sup> Floor, Medical College Building, AIIMS Bhopal, Saket Nagar, Bhopal-462020 (MP)
EMD	Rs. 5000/- in Favour of "Director, AIIMS Bhopal, Payable at Bhopal

The interested bidders should download the tender document from AIIMS Bhopal website/CPP Portal websites. [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in)

1. Tender should be submitted in the Tender Box kept in the Office of Stores Officer, 1<sup>st</sup> Floor, E-Wing, Medical College Building, AIIMS Bhopal-462020 (MP) before the closing time of bid submission. The bid submission in Tender box is the sole responsibility of Bidder either in person or through speed post/Courier. Tender reached after the scheduled date and time will not entertained.
2. **TENDER SHOULD BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:**

**PART-I:- TECHNICAL BID should be submitted in the Separate Technical Bid Envelope.**

**PART-II:- FINANCIAL BID should be submitted in the Financial Bid Envelope.**

- (i) DD of Rs. 525/- Five hundred twenty five only (Non Refundable) towards cost of TD
- (ii) DD/FDR/BG of Rs. 5000/- Five thousand only (Refundable) towards EMD.



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- PLEASE NOTE THAT RATES SHOULD NOT BE INDICATED IN THE TECHNICAL BID. THE DOCUMENTS INCLUDING E.M.D. AS REQUIRED IN THE TENDER DOCUMENT SHOULD INVARIABLY BE ACCOMPANIED WITH THE TECHNICAL BID.
  - TENDERS SUBMITTED WITHOUT FOLLOWING TWO-BID SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED.
3. The tender form should be filled in prescribed formats given in Tender document only. The tenderers should quote the rate in figures as well as in words.
  4. The rates quoted should be kept valid for a period of ONE YEAR from the date of Work award.
  5. The bidder should deposit an EMD amount of Rs. 5000/- (Rupees Five thousand only) as EMD in the form of FDRs/BG/DD in favor of Director, AIIMS Bhopal, Saket Nagar, Bhopal-462 020, FAILING WHICH THE TENDER SHALL NOT BE CONSIDERED FOR ACCEPTANCE AND WILL BE OUTRIGHTLY REJECTED. Cash or Cheque is not acceptable towards EMD. Original EMD should be kept along with Technical Bid Envelope.
  6. The Director, AIIMS Bhopal, Saket Nagar, Bhopal-462 020, reserves the right to cancel/reject/full or any part of tender which do not fulfill the conditions, stipulated in the tender.
  7. Tenderer submitting tenders would be taken to have considered and accepted all the terms and condition. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender.
  8. Any action on the part of the tenderer to influence anybody in AIIMS Bhopal will be taken as an offence, he will not be allowed to participate in the tender enquiry and the tender will not be opened.
  9. The Tenderers on allotment of contract shall sign the contract agreement within (Ten) Days of the intimation sent to him on the acceptance of his rates, failing which, EMD will be forfeited.
  10. A duly constituted specification committee will shortlist the Technical Bids and the names of the shortlisted bidders announced/Informed to the respective bidders only whose Technically qualify for opening the financial bids. The financial bids of only the bidders shortlisted from the Technical bids will be opened in the presence of their representative on a specified date and time to be intimated to the respective contractor and the same will be evaluated by a duly constituted committee.

**11. Eligibility criteria for bidders:**

**Bidders meeting following criteria shall only be eligible for submitting bid. In case any criteria is not applicable, the bidder shall mention against those criteria "Not applicable". Bidders who fail to meet the below mentioned applicable criteria, their bid shall not be considered for evaluation.**



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S. No.	Technical Criteria	Required to be submitted
1.	Registration of Shop/Office under Gumasta Act.	Submit self attested copy of certificate of registration of Shop/Office under GUMASTA act, Issued by municipal corporation Bhopal
2.	The Bidder should have experience of at least three years as parking contractor	Submit copies of experience certificate from client on Form No.5 (Annexure V) along with Technical Bid Envelope.
3.	The Bidder should not be blacklisted with any state government or central government	Submit an undertaking on Form 3 (Annexure IV) along with Technical Bid Envelope
4.	The Bidder should deposit Earnest Money Deposit of Rs. 5000/- in form of DD/FDR/BG from Nationalized Bank in favour of "Director, AIIMS Bhopal", payable at Bhopal.	Submit along with Technical Bid Envelope.
5.	The Bidder should deposit an Undertaking on Form – 2 (Annexure-II) on a Non-Judicial Stamp paper of Rs.100/-	Submit along with Technical Bid Envelope.
6.	The Bidder should be registered under Contract Labor Act.	Submit the copy of License issued by Regional Commission Labor central zone Jabalpur/Bhopal (If Applicable) along with Technical Bid Envelope.
7.	The Bidder should be registered with ESI	Submit the copy of ESI certificate along with Technical Bid Envelope.
8.	The Bidder should be Contribution with RPFC under EPF act 1972	Submit the copy of Registration certificate along with Technical Bid Envelope.
9.	The Bidder should be income tax payee	Submit the copy of PAN Card & Tax Return Copy along with Technical Bid Envelope.
10.	They should submit an undertaking (as stated in Annexure – I) on Rs 100/- Non-Judicial Stamp Paper.	Accompany undertaking along with Technical Bid Envelope.
11.	Copy of Income Tax Return for Last financial years (i.e. for 2011-12, 2012-13, & 2013-2014)	Submit copies of Tax returns dully signed by chartered accountant along with Technical Bid Envelope.



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**Documents Constituting the Bid**

The bid prepared by the Bidder shall comprise the following components:

- **Technical Bid**  
Bidder will submit an undertaking on a Non-Judicial Stamp paper of Rs.100/-, on Form No.1 (**Annexure I**). Vendor will be required to submit relevant copies duly signed along with Technical Bid documents as per requirement in Technical Bid Envelope.
  - **Financial Bid**
    - ◆ Financial Bid shall be submitted by the bidder on Form No.6 (Annexure-VI)
    - ◆ **It will be Compulsory to quote the rates as per the Financial (ANNEXURE-VI)bid.**
    - ◆ Prices quoted by the Bidder shall be fixed and inclusive of all taxes. No variation in prices will be allowed under any circumstances.
  - 12. The approved/selected bidder will have to enter into a written agreement on Rs.100/- Stamp paper with Director, AIIMS Bhopal for honoring all aspects of fair trade practices executing parking contract for One year at AIIMS Bhopal, Saket Nagar, Bhopal-462 020 (MP).
  - 13. The tenderers shall have Average financial turnover of Rs. 1.75 Lacs for the last three financial year i.e. 2011-12, 2012-13, 2013-14 dully supported by profit and loss account signed by chartered accountant.
- Criminal Liability Undertaking :**  
The tenderer has to give an affidavit on non-judicial stamp paper of Rs.100/- that there is no vigilance/CBI case pending against the firm and the firm has not been blacklisted in the past by any Govt. or Private Organization.(Annexure-II) (Form-2).
14. THE BIDDERS MAY DOWNLOAD THE TENDER DOCUMENTS DIRECTLY FROM THE WEBSITE AVAILABLE AT [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in) and submit the tender fees along with the technical bid in the form of DD.



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**TERMS AND CONDITIONS OF THE RATE CONTRACT AGREEMENT**

It is necessary to manage and control the Cycle/Scooter & Car Parking areas in the AIIMS Campus with a view to ensure adequate, orderliness and safety of vehicles and to control flow of traffic.

1. The period of contract shall be effective for One year which may be extended for a further period of one year or a PART THEREOF at the discretion of the Director, AIIMS Bhopal on the existing terms and conditions.

**I. The duties and responsibilities of the contractor will be as follows: -**

- a. To manage the Cycle/Scooter/Car parking areas, earmarked for the purpose within the AIIMS Hospital Campus and charge the requisite fee pre-prescribed through providing paid parking slips for the purpose by the hospital authorities / Director, AIIMS Bhopal from time to time. The Parking areas presently having the nature of shifting 2-3 areas, since the constructions activities in AIIMS Bhopal premises are in full swing and as per availability of areas, the parking areas shall be made operational as per the direction of Director, AIIMS Bhopal.
- b. The receipts shall be printed by contractor & the each & every receipt shall be stamped by AIIMS.
- c. As regards the Security Deposit (SD), the Office in Charge will gather data on a day to day basis of vehicle parking & prepare a monthly report.
- d. Electricity meter will be installed by AIIMS, Bhopal. The monthly electricity bills will be paid by the contractor.
- e. Monthly concession pass amount will be equivalent to 50% of applicable rate for a period of 1 month (30 days) for the desired vehicle.
- f. To manage the areas earmarked for parking of the vehicles meant for the AIIMS Staff/Official & Government Vehicles on free of cost.
- g. To manage the flow of traffic within (the AIIMS areas of) the main Campus of the AIIMS.
- h. To ensure that the flow of traffic is maintained without any hindrance and that roads meant for one way traffic are manned and that vehicles are not allowed to violate such instructions, which may be, issued from time to time.
- i. To provide adequate manpower to effectively run the services as mentioned above.

**II. CONTRACTOR SHALL MAINTAIN THE FOLLOWING PARKING AREAS AND THE TIMES FOR THEIR OPERATION AS DETAILS GIVEN BELOW:-**

**PARKING LOT No: 'A' for Faculty/Staff/Official & Government Vehicles:-**

Staff Car/Scooter/Cycle parking Near Boundary Wall In-front of OPD Entrance (presently West-South Area) Residential Complex End – Service Type- **Round the clock – Charge – Free of Cost.**

**PARKING LOT NO: 'B' General Public Parking area**





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Near Boundary Wall, Sagar Public School End, near OPD Entrance (Main Gate of the Hospital on left side open area earmarked for Parking Car/Scooter/Cycle for General Public Parking Area – **Round the clock – minimum tariff should be Charged as given at Point no. III (I)1 A, B, C & D.**

- I. Besides managing different parking lots, parking contractor will be responsible to control traffic flow in the Institute under the overall guidance of the Institute authorities. The Director, AIIMS Bhopal, may resume the space(s) of the parking area before the expiry of the contract, if it is considered necessary to do so in the hospital interest of the Institute/public. The contractor shall not construct any building/room at the space of parking areas within the AIIMS Bhopal Campus.
- II. The contractor shall be responsible for the safe custody of the vehicles (cars, scooters, motorcycle etc. including helmets) parked within the specified parking areas both for the general public and staff and shall be liable for the damages in case of loss of vehicles or its fixtures or components which may occur as a result of any theft, tampering or due to any other reasons during the period these have been parked under his custody.

**III. The contractor shall receive/collect the following charges from the general public:**

**III.(I) GENERAL PUBLIC:**

**A. CAR/AUTO PARKING:**

Rs.10/- for first 12 hours.

Rs.15/- for 24 hours & Rs.20/- for every additional 24 hours.

**B. SCOOTER/MOTOR CYCLE :**

Rs.5/-for first 12 hours.

Rs.10/- for 24 hours & Rs.10/- for every additional 24 hours.

**C. CYCLE :**

Rs.1/-for per 12 hours,

Rs.3/- for 24 hours, &Rs3/- for every additional 24 hrs.

**D. Heavy Vehicle Bus, Tractor, Truck etc.**

Rs. 10/- for 12 hours, then Rs 10 per hour (after 12 hour)

**E. Multi entry:** for 12 hours at double rate in category





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**III (I) (b) FOR STAFF:**

The Cycle/Scooter/Cars of staff bearing AIIMS Insignia will be entitled for free parking in specified areas and their safe custody will also be the responsibility of the contractor.

III(2) The AMBULANCES, Cars of COUNCILLORS, MLAs, Members of Parliament, Ministers, Staff Cars of the AIIMS Bhopal Doctors, Staff and Government Officials and other VIP's as specified from time to time will be entitled to park their cars free of charge on all stands and their safe custody shall be the responsibility of the contractor.

III(3) The contractor shall be responsible for the safe custody of the notice boards displayed by the AIIMS Bhopal displaying schedule of rates and to ensure that the rates etc. are not tampered with/altered/erased/covered by any persons. Any such lapse viz. Removal of boards and of tampering with/altering/erasing covering with any things on the boards, will be viewed severely and a penalty of Rs.100/-on each occasion /lapse will be charged irrespective of whether such acts are done by agents of contractor or not. The decision of the Director, AIIMS Bhopal in this shall be final and binding on the contractor.

III (4) A penalty of Rs.500/- shall be levied for non-observance of good behavior with the public and the staff or for over charging for each complaint/incident. Apart from this AIIMS Bhopal authorities shall also reserve the right to cancel the contract by giving one month's notice. The Director, AIIMS Bhopal, Saket Nagar, Bhopal, shall also be empowered to cancel the contract, forthwith without any notice for reasons to be recorded. The contractor shall on such cancellation vacate the site within 24 hours.

The complaints from the General Public and the staff for the harassment /misbehavior/overcharging or for loss (es) or damages to the vehicles shall be enquired into by the Director, AIIMS Bhopal or his authorized representative and the penalty on account of loss(es) or damages shall be recovered from the contractor.

III(5) The staff employed by the contractor for parking lot will be in proper Uniform (Blue pant and Blue Shirt with printed names on the Shirt). The contractor shall be responsible to ensure that his workers come in Uniform on duty and display their name plates on the pocket of their shirt and they come in neat and clean uniform. The cost of the uniform and nameplates etc. will be borne by the contractor. In case any worker is found not in proper uniform as mentioned above, a penalty of Rs.100/-per person per day shall be charged.

III(6) The contractor shall ensure that Cycle/Scooter/Cars are parked only in notified parking areas and a sum of Rs 50/- will be levied as fine each time for wrong parking or in case any vehicle is found to be parked in areas not earmarked as parking areas and the same will be recovered from the contractor.

III(7) Different type of tickets/coupons are to be printed with 'AIIMS Bhopal' only by the contractor at his own cost and only these tickets/coupons will be used in all parking lots. The number of tickets/coupons to be printed at any given point of time will not be less than the estimated requirements for a period of at least three months and he will maintain a register showing serial numbers of all types of ticket, coupons, daily issue and consumption. Director, AIIMS



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Bhopal or his authorized representative will have the right to check various parking areas at any time during the working hours. Any case of misuse/non-use of tickets coming to the notice as a result of such checks will render the second party liable for a penalty of Rs.1,000/- for each case. The decision of the Director, AIIMS Bhopal shall be final and binding and will not be challenged by the contractor in any manner what so ever.

III(8) The AIIMS Bhopal Authorities will have the right to issue its own complimentary Passes to the distinguished visitors, Government officials etc. These passes will bear the signature of the Director, AIIMS Bhopal or his representative and the insignia of the Hospital and will be known as 'complimentary parking pass'. The contractor shall however, issue token receipts which will be printed separately for this purpose and the contractor will be fully responsible for its safe custody as in the case of paid parking.

**IV. CONTROL OF TRAFFIC :**

1. The contractor shall deploy adequate number of traffic marshals/ guides at the following locations for duration indicated against each:-
  - a) MAIN Gate (8.00 A.M. to 5.00 P.M.)
  - b) Side Entrance Gate -do-
  - c) Emergency area -do-
  - d) In front of O.P.D. -do-
  - i) Responsibility of Staff car/vehicle parking-do-
2. The contractor shall deploy at least 3 or more marshals/ guides in Khaki Uniform with white belt at his own cost for control of traffic as required under Para IV-2.
3. The contractor shall ensure that various Instructions issued from time to time regarding movement of different kinds of vehicles etc: are strictly enforced. The Director, AIIMS Bhopal or his authorized representative will issue detailed Instructions regarding one way traffic, speed limit, and timing etc.
4. The contractor shall be liable to a penalty amounting to Rs.100/-per day if personnel on duty are found missing or are not performing their duty or not in proper uniform during the hours indicated above.
5. The contractor shall ensure proper maintenance of various traffic and other signboards installed in the institutional areas.
6. The contractor shall ensure restrictions on the movement of such vehicles as are notified from time to time by hospital authorities.
7. The contractor shall ensure that vehicles parked in 'No Parking' areas are towed away to a pre- designated place within reasonable time at his own expenses. In case damages are caused, the Director, AIIMS Bhopal or his authorized representative shall be the final authority to decide whether damages caused are attributed to act of negligence on the part of



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contractor & reasonable liability shall be imposed on the contractor & decision of the Director, AIIMS Bhopal in this regard shall be final.

8. The contractor will engage sufficient number of cranes to remove vehicles from unauthorized parking. Initially at least ONE (1) tow away crane will be engaged by the contractor. Contractor must ensure that no vehicles are parked in areas other than authorized parking, failing which the contractor shall be liable for penalty amounting to Rs.100/-per day for each less provision of tow away vehicles.

**GENERAL CONDITIONS:**

1. The contractor shall pay the security deposit 10% of annual license fee in the form of FDR in favour of the Director, AIIMS Bhopal, Saket Nagar, Bhopal-462 020. The Monthly license fee shall be paid separately for every (3) months in advance which will mean that the license fee for the first three months will be deposited with Director, AIIMS Bhopal through Demand Draft in favor of "Director, AIIMS Bhopal" payable at Bhopal. If he fails to pay the quarterly installments by the last day of preceding quarter a penalty @ 2% per day of the amount payable shall be charged up to ten days of the quarter and after that the contract shall stand cancelled and security deposit shall be forfeited.
2. The contractor shall be responsible for the timely payment of wages to the staff employed by him as provided in the minimum wages Act, and other acts/regulations in force time to time.
3. The contractor or his authorized representative acceptable to Security Section of the AIIMS Bhopal should invariably make himself present in the parking areas from 10.00 A.M. to 6.00 P.M. on all days to deal with day to day parking problems/complaints failing which a penalty @ Rs.500/-per day for absence shall be imposed on the Contractor.
4. The contractor will not sublet the contract to any other party. In case it is found that the contractor has subletted or assigned the same, the contract will be deemed to be cancelled and performance security deposit will be forfeited.
5. The contractor will not be entitled to any refund, rebate or requisition in license Fee on any account whatsoever including strikes /lockout and the contractor shall be liable to pay the license fee in advance as per terms and conditions.
6. The contractor shall be responsible for the safe custody of the cars/scooters/Motor cycle/Cycles parked. In case of theft, damages losses etc., the Contractor shall make good the loss to the owner of the vehicle and the decision of the Director, AIIMS Bhopal in this regard shall be final and binding upon the contractor. In the event of the failure of the contractor to make good the loss, the amount will be recovered from the security deposit. The contractors monthly License fee already deposited in the AIIMS in terms of provisions contained in para 1 of general conditions of tender document.
7. The contractor shall be entitled to charge maximum uptoRs10/- only in addition to normal parking fee if the token is lost by the customers. The contractor should deliver such vehicles to their rightful owner only after cross checking the identity of the owner and after proper



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satisfaction about the ownership of the vehicle and shall also report such matter to the Director, AIIMS Bhopal or his authorized representative.

8. In case of any dispute between the contractor and the visitor/staff member the matter will be referred to the Official In-Charge (Parking) whose decision will be final and binding.
10. The contractor shall arrange to provide one surety on non-judicial stamp paper duly attested by the notary or from any serving Gazetted officer as a guarantee towards the regular payment of the license fee and other dues as per contract in the Performa to be provided by the AIIMS Bhopal (Annexure VI)
11. In case the complaints received from the visitors (written/verbal) exceed more than 30 in a year the contract shall be cancelled without any notice.
12. The contractor shall employ staff only after getting the character and antecedents verified from area police station of AIIMS Bhopal in Bhopal and shall submit the same in original to the Security Officer. In case any person is found claiming he/she to be representative of the contractor, the contract shall be deemed to be cancelled under clause –5.
13. The firm/contractor will submit the partnership deed duly attested by the 1<sup>st</sup> class Magistrate in case of the firm being a partnership firm. The Contractor shall certify on their firm's letter head that the firm is not a partnership firm along with name of the proprietor.
14. The firm/contractor should not have been blacklisted in the past by any other organization; if this information is found false, action as deemed fit shall be taken against the firm which could be removal of name of the firm from the list of contractors under GNCTD and forfeiture of EMD.
15. In the event of breach of any of the clause of the agreement, the Director, AIIMS Bhopal shall cancel the permission to use the space and to resume the re-captive of the space without any notice. The contractor shall vacate the space occupied by them within 24 hours failing which he shall be removed by AIIMS Bhopal, failing which he shall be liable to pay damages Rs.1000/- per day failing which the same will be recovered from his Performance Security Deposit.
16. Any dispute arising out of this contract agreement during or after the currency of the contract period shall be subject to the court under Bhopal jurisdiction only.
17. The contractor shall abide by the AIIMS Bhopal rules and regulations.
18. The contractor shall also three wheeler/commercial vehicles to be parked at the specified vehicle stands.
19. The contractor shall not engage any staff below the age of 18 years and should follow the labour laws and shall submit the list of workers with their names and addresses after their police verifications.



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20. The Agency shall also be the responsible for providing all the benefits such as EPF, ESI, Bonus etc. to the eligible employees engaged by him, AIIMS official will have right to check such record every month. If any discrepancy found as labor act, serious action will be taken by AIIMS management.
  21. Separate area should be earmarked and made free of cost for vehicle parking for handicapped subjects.
  22. Provision of separate male, female toilets and drinking water to be arranged.

(Admin. Officer )  
AIIMS Bhopal



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## Annexure-I

### UNDERTAKING (Form No 1)

(SUBMIT ON Rs100/- NON-JUDICIAL STAMP PAPER)

**Tender No.:170.2 AIIMS Bhopal/HC/RC/Parking Stand & Management of Traffic/15-16/01 Dated 01.12.2015**  
To

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

Dear Sir,

1. I / We hereby submit our tender for the “MANAGEMENT OF CYCLE/SCOOTER/CAR PARKING AREAS AND CONTROL OF TRAFFIC ON ANNUAL CONTRACT BASIS AT THE AIIMS BHOPAL, SAKET NAGAR, BHOPAL-462 020 (MP).
2. I /WE are **enclosing** herewith the FDR/DD for **Rs. 5000/-** (Rupees Five thousand only) in favour of the “Director, AIIMS Bhopal” towards EMD.[Tenders not accompanied with EMD/Bid Security shall be summarily rejected].
3. I/We have noted that the EMD for “Management of Cycle/Scooter/Car parking areas and control of traffic etc. is 2% of the annual license fee”.
4. I/We hereby agree to all the terms and conditions, stipulated by the AIIMS Bhopal in connection including penalty.
5. I/We undertake to sign the Annual Contract Agreement within 10 (Ten days) from the issue of the letter of acceptance, failing which our/my EMD may be forfeited and our/my name may be removed from the list of supplier’s/contractors of the AIIMS Bhopal, Saket Nagar, Bhopal-462020.
6. I/We bid all the labor issues.

Yours faithfully,

Signature of tenderer(s)  
WITH FULL ADDRESS

WITNESS \_\_\_\_\_

WITNESS \_\_\_\_\_



## **Annexure-II**

### **Form 2**

### **PROFORMA FOR CRIMINAL LIABILITY UNDERTAKING** **(On Rs.10/- STAMP PAPER)**

### **AFFIDAVIT**

### **AIIMS Bhopal Parking Stand & Traffic Management Tender for the year 2015-16**

I.....S/o.....  
..... resident of (complete address).....  
.....do solemnly pledge and affirm :

1. That I am the Proprietor of M/s.....
2. That no case of any nature, i.e., CBI/FEMA Criminal case/ Income Tax //VAT/Service Tax/  
Blacklisting is pending against my firm.

\_\_\_\_\_  
Signature of the Tenderer  
Rubber Stamp of the Tenderer





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**Annexure-III (FORM 3)**  
**Technical Bid Check List**

S.No.	Technical Bid Criteria	Required to be submitted	Whether required documents enclosed. Write down Page Nos.
1.	Company should be Registered under the Indian Companies Act 1956	Submit self attested Copy of Certificate of Incorporation/ Registered Bhopal Municipal Corporation ( in case applicable)	Yes/No (Page No. )
2.	The Prime Bidder should have experience of at least three years as parking contractor	Submit copies of experience certificates from client on Form No.5 (Annexure-V) along with Technical Bid Envelope	Yes/No (Page No. )
3.	The bidder should not be blacklisted with any state government or central government	Submit an undertaking on Form No.4 (Annexure-IV) along with Technical Bid Envelope	Yes/No (Page No. )
4.	The Bidder should deposit the Earnest Money Deposit of Rs. 5000/- in form of FDR/DD from Nationalized Bank in favour of "Director, AIIMS Bhopal", payable at Bhopal.	Submit along with Technical Bid Envelope	Yes/No (Page No. )
5.	The Bidder should deposit the Undertaking on Form – 2 (Annexure-II) on a Non-Judicial Stamp paper of Rs.10/-	Submit along with Technical Bid Envelope.	Yes/No ( Page No. )
6.	The bidder should be registered under Labour Contract Act.	Submit the copy of License (If Applicable) along with Technical Bid Envelope.	Yes/No ( Page No. )
7.	The bidder should be registered with ESI	Accompany copy of ESI certificate along with Technical Bid Envelope.	Yes/No ( Page No. )



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S.No.	Technical Bid Criteria	Required to be submitted	Whether documents required enclosed. Write down Page Nos.
8.	The bidder should be registered with EPF Act	Submit the copy of Registration certificate along with Technical Bid Envelope.	Yes/No (Page No. )
9.	The bidder should be income tax payee	Submit the copy of PAN Card & Tax Return Copy along with Technical Bid Envelope.	Yes/No ( Page No. )
10.	The should submit undertaking on Rs 100/- Non-Judicial Stamp Paper. (Annexure-I)	Submit the undertaking along with Technical Bid Envelope.	Yes/No ( Page No. )
11.	Copy of Income Tax Return for Last three financial years (i.e. for 2011-2012, 2012-2013 & 2013-2014)	Submit copies of Tax returns along with Technical Bid Envelope.	Yes/No ( Page No. )

\_\_\_\_\_  
Signature of the Tenderer  
Rubber Stamp of the Tenderer



## **ANNEXURE-IV (Form No 4)**

### **DECLARATION REGARDING CLEAN TRACK RECORD**

**To,**

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

Sir,

I have carefully gone through the Terms & Conditions contained in the tender for award of Annual Parking Contract at AIIMS Bhopal, Saket Nagar, Bhopal. I hereby declare that my company has not been **debarred/black listed** by any Government / Semi Government organizations. I further certify that I am a competent authority in my company and company has authorized me to make this declaration.

**Yours very truly,**

Name: \_\_\_\_\_

**Designation:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_



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**ANNEXURE-V (Form No. 5)**

**CERTIFICATE FOR SATISFACTORY WORK**

**(To be submitted on the letterhead of client)**

This is to certify that M/s ..... has undertaken satisfactory Parking Contract work valued at Rs. .... during the period from .....to .....at our organization. It is further certified that M/s ..... has carried out the work satisfactorily as per the conditions stipulated in the SLA.

**Date: Signature:**

**Place: Name:**

**Designation:**

**Seal:**



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**ANNEXURE-VI (Form No. 6)**

**FINANCIAL BID OFFER OF THE TENDERER  
(Should be keep in the separate sealed Envelope)**

Monthly License Fee for AIIMS Bhopal Hospital Visitors Parking & Traffic management Contract at AIIMS Bhopal, Saket Nagar, Bhopal inclusive of all.

**Note :- Minimum monthly license fee is 35,000/- (Rupees Thirty five thousand only)**

S.No.	Description of work	Bidder to quote License Fee per month Rs.	Annual license Fee Rs.
1	Running of parking stand for Car, Scooter, Motorcycle, Auto, Cycle, and all other types of vehicles belonging to visitors and staff employed at AIIMS Bhopal		
<b>Remark: All types of vehicles are exempted from any charges belonging to officers/staff/employees of AIIMS Bhopal.</b>			

Rs.....per Month

(Rupees.....)

**Date: Signature:**

**Place: Name:**

**Designation:**

**Seal:**



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**ANNEXURE -VII (FORM 7)**

**CONTRACT AGREEMENT**

( Should be conclude on Non Judicial Stamp Paper worth of Rs. 100/- )

THIS AGREEMENT is made on the \_\_\_ day \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) Between the Director, AIIMS Bhopal through the \_\_\_\_\_ (Name and address of the AIIMS Bhopal Official ) hereinafter called “the AIIMS Bhopal”, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND \_\_\_\_\_ (Name and address of the contractor) through Shri \_\_\_\_\_, the authorized representative (hereinafter called “the contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide Satisfactory Parking Services at the AIIMS Bhopal, Saket Nagar, Bhopal-462 020 (MP).

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
  - a. Letter of acceptance of award of contract;
  - b. Terms and Conditions;
  - c. Notice inviting Tender;
  - d. License fee;
  - e. Scope of work;
  - f. Addendums, if any;
  - g. Any other documents forming part of the contract.
3. The Contractor hereby covenants with the employer to commence the Parking services w.e.f \_\_\_\_\_ as per the provisions of this Agreement and the tender documents and shall pay the annual License Fee to the AIIMS Bhopal- as per the Terms and Conditions of the tender document.

IN WITNESS WHEREOF the parties hereto have signed the Agreement on the .....Day .....Month ..... Year ..... and shall be valid for the period commenced from ..... to .....



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For and on behalf of the Contractor

For and on behalf of the Director, AIIMS Bhopal

Signature of the authorized official

Signature of the authorized Officer

Name of the official

Name of the Officer

Stamp/Seal of the Contractor

Stamp/Seal of the Officer

By the said \_\_\_\_\_ Name

By the said \_\_\_\_\_ Name

on behalf of the Contractor in

on behalf of the Employer in

the presence of:

the presence of:

Witness\_\_\_\_\_

Witness\_\_\_\_\_

Name\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Address\_\_\_\_\_

Telephone No:\_\_\_\_\_

Telephone No:\_\_\_\_\_