



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
SAKET NAGAR, BHOPAL - 462020**

Notice Inviting

E-Tender

**FOR
HIRING OF VEHICLES SERVICES
ON
ANNUAL RATE CONTRACT BASIS**

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Saket Nagar, Bhopal-462020 (India)Ph.0755-2835055

Website :www.aiimsbhopal.edu.in

Email:sps@aiimsbhopal.edu.in

E-tendering Portal: <https://www.tenderwizard.com/AIIMSBHOPAL>



ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL

Saket Nagar, Bhopal-462020 (India)

Website : www.aiimsbhopal.edu.in Email: sps@aiimsbhopal.edu.in

E-tendering Portal: <https://www.tenderwizard.com/AIIMSBHOPAL>

E-Tender Notice

PUBLIC INVITING TENDER

The Director, AIIMS Bhopal invites E-tender in Two Bid System (i.e. Technical and Financial Bid) from reputed, experienced and financially sound Agency for providing the Hiring of Vehicles Services on Annual Rate Contract Basis through online e-procurement portal i.e. <https://www.tenderwizard.com/AIIMSBHOPAL>

Sl.No.	e-Tender No.	Item Description	EMD (INR)
01	AIIMS/BHOPAL/P&S/Vehicle Hiring/2019-20/ET-036	E-TENDER FOR HIRING OF VEHICLES SERVICES ON ANNUAL RATE CONTRACT BASIS FOR AIIMS, BHOPAL	2,00,000/-

Bidders can download complete set of bidding document from e-procurement platform <https://www.tenderwizard.com/AIIMSBHOPAL>

The e-tender notice and Tender documents is also available in our website: www.aiimsbhopal.edu.in

Bidders have to submit the bids online by uploading all the required documents through <https://www.tenderwizard.com/AIIMSBHOPAL>

Bid Submission End date : 17.05.2019

Bid Opening date : 08.06.2019

Bids for this tender will be accepted through online only. Under any circumstances, Manual bids will not be accepted.

The Director, Bhopal reserves the right to accept or reject any quotation in full or part thereof without assigning any reason.

**Senior Procurement cum Stores Officer
AIIMS Bhopal**

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) BHOPAL****Saket Nagar, Bhopal-462020 (India)**Website : www.aiimsbhopal.edu.in Email: sps@aiimsbhopal.edu.inE-tendering Portal: <https://www.tenderwizard.com/AIIMSBHOPAL>**Note: Under any circumstances, Manual bids will not be accepted**

1.	E-TENDER FOR HIRING OF VEHICLES FOR AIIMS, BHOPAL ON ANNUAL RATE CONTRACT BASIS	As per Annexure I	
2.	Technical Bid	As per Annexure II	
3.	General Terms and Conditions and Scope of Work & Job Specifications	As per Annexure III	
4.	Financial Bid Proforma	As per Annexure IV	
5.	EMD	<p>Bidders shall submit EMD either by DD drawn in favor of Director AIIMS Bhopal, for a sum of Rs. 2,00,000/- (Rupees Two Lakh only) payable at AIIMS Bhopal only.</p> <p style="text-align: center;">Or</p> <p>In the form of a bank guarantee for a sum of Rs 2,00,000/- (Rupees Two Lakh only) The scanned copy of DD/BG is to be uploaded in the Tender wizard while submitting the bid. The Original DD/BG EMD should reach AIIMS Bhopal within the bid submission date and time for the tender. Bids received without EMD will be rejected.</p>	
6.	Critical Dates	Date (DD/MM/YYYY)	Time (Hr : Mins)
	Tender Publishing date	17.05.2019	11.00
	Document download start date	17.05.2019	11.00
	Document download end date	07.06.2019	17.00
	Pre-Bid Meeting	24.05.2019	15.00
	Seek Clarification end date	25.05.2019	17.00
	Bid Submission start date	26.05.2019	11.00
	Bid Submission end date	07.06.2019	17.00
	Bid opening date	08.06.2019	11.00

Exemption: Firms registered with NSIC (for sales & Service of Similar Items) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). Govt. of India/State Government departments/Undertakings are also exempted from EMD. However, the respective firm / departments have to submit the relevant certificate (NSIC etc.) and financial limit to avail this exemption.

Clarification of bidding documents.

A prospective bidder requiring any clarification of the bidding documents shall contact the purchaser in writing at the purchaser's e-mail address i.e. sps@aiimsbhopal.edu.in. The purchaser will respond in writing (e-mail) to any request for clarification, provided that such request is received not later than ten (10) days prior to the deadline for submission of bids.

Amendments in Bidding Documents

At any time till **7 (seven) days** before the deadline for submission of bids, the AIIMS, Bhopal 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 uploaded on the website regularly. AIIMS, shall not be responsible to notify the amendments to individual bidders All amendments by the AIIMS, till 7 (seven) days before the deadline for submission of bids, shall be binding on the participatory bidders

For any query related with this E-tender should be mailed to **<https://www.tenderwizard.com/AIIMSBHOPAL> For E - tendering Queries contact Representative of ITI Limited (Bhopal). Email: twhelpdesk674@gmail.com , Mob: 09981783170, 9039006656 . AIIMS Bhopal Email: sps@aiimsbhopal.edu.in , 0755 - 2835055**

E-TENDERING INSTRUCTIONS TO BIDDERS

The bidders are required to submit soft copies of their bids electronically on the tenderwizard.com/AIIMSBHOPAL Portal, using valid Digital Signature Certificates. The Instruction given below are meant to assist the bidders in registering on the tenderwizard.com/AIIMSBHOPAL Portal, prepare their bids in accordance with the requirements and submitting their bids online on the tenderwizard.com/AIIMSBHOPAL Portal.

More Information useful for submitting online bids on the tenderwizard.com/AIIMSBHOPAL Portal may be obtained at: www.tenderwizard.com/AIIMSBHOPAL

Instructions:

1. Tender Bidding Methodology: Two Stage Online Bidding systems.

2. Broad outline of activities from prospective Bidders:

1. Procure a Class III Digital Signature Certificate (DSC).
2. Register on the e-Procurement portal www.tenderwizard.com/AIIMSBHOPAL
3. Create Users on the above portal.
4. View Notice Inviting Tender (NIT) on the above portal.
5. Download Official Copy of Tender Documents from the above portal.
6. Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS,BHOPAL.
7. Bid-Submission on the above portal.
8. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part.
9. Post-TOE Clarification on the above portal (Optional) – Respond to AIIMS BHOPAL's Post-TOE queries.
10. Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders).

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. Digital Certificates:

For integrity of data and authenticity / non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. Registration:

To use the Electronic Tender portal www.tenderwizard.com/AIIMSBHOPAL, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

Note: After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/activated.

5. The Bidder must ensure that after following above, the status of bid submission must become – “Submitted”.
6. Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.
7. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
8. The Financial part may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

9. Bid submission

The entire bid-submission would be online on the Tenderwizard portal i.e. <https://www.tenderwizard.com/AIIMSBHOPAL>

Broad outline of submissions are as follows:

- (i) Submission of Bid Parts (Technical & Financial).
- (ii) Submission of information pertaining to Bid Security/ EMD.
- (iii) Submission of signed copy of Tender Documents/Addendums.

10. The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required to establish compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.
11. The FINANCIAL PART shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copy of duly filled price schedule as Annexure-IV is to be uploaded.

12. Offline Submissions:

The bidder is requested to submit the following documents offline to **The Senior Procurement-cum Store Officer, AIIMS, Bhopal (MP) – 462020** on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall bear (name of the work), the tender number and the words '**DO NOT OPEN BEFORE**' (due date & time).

13. An undertaking regarding EMD-Bid Security in Original, in shape of DD/BG only in favour of Director, AIIMS, Bhopal, valid for a period 180 days.

14. Documents as Per e-Tender.

15. Public Online Tender Opening Event (TOE)

The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Office as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices.

16. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

17. **Important Note:** In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc.) due to which all the bidders face a problem during critical events, and this is brought to the notice of AIIMSBHOPAL by the bidders in time, then AIIMSBHOPAL will promptly reschedule the affected event(s).

18. Other Instructions

For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Use intending to Register /

First-Time Users Logged-in users of Supplier organizations. Various links are also provided in the home page.

19. **Important Note:** It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.
20. **The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:**
1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
 2. Register your organization on the portal well in advance of your first tender submission deadline on the portal
 3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
 4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc.)
21. While the first three instructions mentioned above are especially relevant to first-time use on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each and every registered bidder under this portal shall be impacted by the ASP, M/s. ITI, Bhopal, if required, before participation in the online tendering.
22. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
23. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
24. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.
25. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
26. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.

27. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.

For any further assistance, please contact Representative of ITI Limited (Bhopal) at email: twhelpdesk674@gmail.com, Mob: 09981783170, 9039006656, AIIMS Bhopal Email: spsa@aiimsbhopal.edu.in

E-TENDER NOTICE FOR HIRING OF VEHICLES SERVICES FOR AIIMS, BHOPAL ON ANNUAL RATE CONTRACT BASIS.

1. E-Tender are invited under **two-bid** system on behalf of the Director, All India Institute of Medical Sciences, Bhopal from reputed, experienced and financially sound Agencies for providing vehicles services to All India Institute of Medical Sciences, Bhopal.
2. AIIMS, Bhopal propose to hire Vehicle services on monthly basis for official use of AIIMS Bhopal on annual rate contract basis.
3. The Vehicles are to be hired on following basis:
 - 1. Monthly basis with two components to be paid separately.**
 - (a) Monthly fixed rent
 - 2. Daily basis:**
 - (a) Fixed daily rent
 - 3. For Short period basis:**
 - (a) 40 km. 4 hour (on lump-sum basis)
 - (b) 80 km. 8 hour (on lump-sum basis)

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

- (i) **Technical Bid:** Online all documents submitted
Hard Copy Submitted: EMD, Undertaking
- (ii) **Financial Bid:** The Financial Bids of bidders, who qualify at Technical Bid Stage, will be opened thereafter.

Note: All above documents shall be uploaded on e-tender solutions serially and page numbered legibly. E-bid with absence of any document will invite rejection bid and no further communication in any form shall be entertained. i.e. above documents are mandatory for qualification to next stage of the bid.

**Senior Procurement cum Stores Officer
AIIMS Bhopal**

Technical Bid

1.	Name & address of the Bidder/ firm with phone number, email and name & telephone / Mobile number of contact person. (In case of Proprietary/ Partnership firms, the bid has to be signed by Proprietor/ all Partners, as the case may be)					
2.	Experience(In the Following Format) Please also attach the certificates of at least consolidated amount Rs. 40,00,000/- (Rupees Forty Lakh) in the last three years					
S. No.	Name & Organization with complete address & telephone no. to whom service provided	From - to		Total contract period (in year/ month) and total contact amount (in ₹)	Reasons for termination	Remarks
3.	Set up of your agency, clearly indicating details of managerial & supervisory staff with phone numbers					
4.	Registration & incorporation Particulars :- If Proprietorship, partnership, Private Limited, Public Limited. (Please attach attested copies of documents of registration/ incorporation/Memorandum of Association of your firm as required by business law)					
5.	Valid and authenticated certificate from Department of Tourism, Govt. of India/ State, PSU / Any other reputed public Institution/reputed company /Autonomous or statutory Body/ Govt. Agency showing satisfactory performance of the firm. (Please attach attested copy)					
6.	Infrastructure capabilities :- Particulars of the vehicle viz. type, make, model and registration number etc. Undertaking of the agency confirming the availability of adequate vehicle required for deployment at AIIMS Bhopal.					
7.	PAN No.(please attach copy)					
8.	GST(Please attach reg. copy)					
9.	Attested copy of the last three years of income tax return (i.e. FY 2015-16, 2016-17& 2017-18)					

10.	Average annual turnover of the bidder in the last three financial years should not be less than Rs. 40,00,000/- (Rupees Forty Lakh only) (duly certified by a Chartered Accountant). Please submitted Copies of authenticated balance sheet for the past three financial years	
11.	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 & authorized signatory in case of Proprietor is not signing the tender document).	
12	EPF& MP Act 1952 Registration number	
13	ESI Act 1948 Registration Number	
14.	Acceptance of terms & conditions attached (Yes/No). Whether each page of NIT and its annexure have been signed and stamped	
15.	Please submit a notarized affidavit on Indian Non judicial stamp paper of Rs 100/- that no case is pending with the police against the Proprietor / firm / partner or the Company (Agency). Indicate any convictions in the past against the Company/ firm/partner. Please also declare that proprietor/firm has never been black listed by any organization.	
16.	Details of the Demand Draft of bid security (EMD) Rs. 2,00,000/-	DD No: Date: Payable at:

The EMD must be submitted in hard form to tender opening authority before tender opening date and also upload the same on e-tendering website: www.tenderwizard.com/AIIMSBHOPAL

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 I / we undertake that any discrepancy (ies) found on later occasion, will liable me /us for any action as deemed fit by the AIIMS, Bhopal.

Place:

Date:

(Signature of Bidder/Authorized signatory with Seal)

TERMS & CONDITIONS

A. General instruction:

1. Duration of contract will be one year from the date of award of contract with an option of extension for a further period as desired by AIIMS Bhopal at the same rate as well as on the same terms and conditions.
2. At any time, prior to the date of submission of bid, AIIMS, 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 AIIMS Bhopal's website and these amendments will be binding to all prospective bidders.
3. Any bid received after the deadline for submission of bids shall liable to be summarily rejected and returned to the bidder.
4. AIIMS, Bhopal shall 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 for those bidders whose technical bids are found to be in order vis-à-vis the eligibility factor in terms of technical & commercial criterion. AIIMS, 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 (**if Applicable**) as indicated in the price schedule in Financial bid of the bid document.

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

1. No Private Vehicle will be engaged. If vehicle is not commercially registered, approved contractor, shall get the vehicle commercially registered within 30 days from the signing of agreement and submit the proof to AIIMS, Bhopal so that award of work may be done. An undertaking (affidavit) in this regard is mandatory by the bidder.
2. The firm should have at least Five years old registration under Company Act/MP Shop & Establishment Act and should have experience for supply of Vehicle on hiring to various Govt. Institutions/PSUs in Bhopal.
3. The firm must have the legal status of the sole propriety ship/firm/agency etc.
4. The firm should not be blacklisted by any department of Central/ State Government/PSU.
5. The firm must have at least average Rs.40 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.

6. The firm must accompany the Character Certificate of Owner/Partners/Directors of participating firm issued by Class-I Central/State Govt. Officer.
7. 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.
8. Enclose at least Single Order Value of Rs.32 Lakh, Two Orders Value of Rs.24 Lakh Each and Three Orders of Rs.12 Lakh each for Technical Evaluation purpose. Without finding the same the bid shall be liable for rejection.
9. 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.
10. 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.
11. The firm must accompany the copy of Registration of Vehicle in RTO, Bhopal, Madhya Pradesh under the Commercial Vehicle Category.
12. 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.
13. The bidder give a clear declaration that the firm will be able to supply commercial vehicles of model not released before 2017.
14. 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.
15. 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 and should wear Uniform, Identity Card and Name Badges issued by the Contrator/Agency.
16. The bidder shall not act as a broker for any other hire companies or any individual.
17. That the vehicles provided to AIIMS Bhopal fulfill the norms prescribed by the Transport Department of Government of Madhya Pradesh & State Pollution Control Board etc. from time to time.

C. Information and Conditions relating to Submission of Bids:

1. The bid shall remain valid for 180 days after the date of opening of bids.
2. The bidder is requested to examine and understand all instructions, forms, terms and specifications 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 all respect will be 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 bidder is 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 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.
6. The bid security of unsuccessful bidder will be discharged/ returned as early as possible as but not later than 60 days after the expiry of period of bid validity. The successful bidder's security will be discharged upon the bidder on acceptance of the award of contract satisfactorily and furnishing the performance security.
7. 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 21 days of issue of letter of intent, give his acceptance along with Performance Security.
8. 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.
9. 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 bidders or call for new bids. The decision of AIIMS, Bhopal in this regard will be final & binding
10. 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 him. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.
11. Vehicle should be registered in Madhya Pradesh and all the vehicles provided to AIIMS Bhopal should be insured.

D. Scope of work

1. Provision of registered commercial vehicles with licensed driverson hiring basis for running for AIIMS, Bhopal in Headquarters (Bhopal) or outside the headquarters also.
2. Estimated initial requirement of the commercial vehicle will be as under:-

S. No.	Description	No. of Vehicles
1	Innova Crysta/ Mahindra Marazzo or equivalent	1
2	Ciaz/Yaris/Vento/Sunny or equivalent	5
3	Maruti Swift Dzire/Ford Aspire/Honda Amaze/Hyundai Xcent/Toyota Etios or equivalent	3
4	Maruti Ertiga/Renault Lodgy/Chevrolet Enjoy/Mahindra Zylo or equivalent (9 Seater)	3
5	Bus (52 Seater)	1
6	Bus (32 Seater)	1
7	Force (Ambulance)	1
8	Maruti Van (Ambulance) or equivalent	1
9	Force Traveler or equivalent (14 Seater)	As per requirement

It should be clearly noted that AIIMS, Bhopal shall place the above / any of the above order only as per the actual requirement generated from time to time. AIIMS, Bhopal reserves the right to increase or decrease the required number/quantity of vehicles/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 10x7x365 (10 hours a day/ 7 days a week/ 365 days a year) or as informed/decided from time to time by the institute.**
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 O/o I/c Officer, Transport Cell, Medical College, Saket Nagar, AIIMS Bhopal. However, actual place of reporting shall be specified by the users of vehicles of the Institute.
5. Counting of distance will be from garage to garage but chargeable distance in this respect shall not be more than 5 kms in one round (Reporting to leaving).
6. The meter reading should tally the actual distance of run at any instant and the I/c Officer, Transport Cell of AIIMS, Bhopal shall have full powers to check up the meter for its correctness and to take action accordingly. Each driver of the vehicle must maintain a log book. A daily record indicating time and mileage for each vehicle shall be maintained in a Log-Book of vehicle, which shall be submitted to the office of I/c Officer, Transport Cell of AIIMS, Bhopal.
7. In case of break down, vehicles have to be replaced by other vehicle immediately (not more than one hour gap). In case of non-availability of suitable vehicle, a penalty of ₹1000/- 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 ₹500/- and pro rata deduction. In case, occurrence of such break down exceeds three times in a month, a penalty of ₹1000/- per break down shall be imposed.

8. Non-availability of designated vehicles /replacement of such vehicles without prior notice during normal duty hours will also attract a penalty of ₹500/- per day. Denial / non- availability of vehicles during extra hours, will also attract a penalty of ₹500/-.
9. The contractor cannot replace any vehicle without prior notice, if the vehicle is required to be changed then it must be reported to the Institute at least 15 days before.
10. Vehicle should be in roadworthy condition with neat and clean seat covers along with spare tyres, tools and kits for petty repairs and replacement of tyres. Seat covers& window covers required to be periodically washed and changed for the cost of which shall be borne by the contractor. The vehicle should be equipped fire extinguisher, air freshener etc.
11. Monthly bills shall be submitted in duplicate to the I/c Officer, Transport Cell of AIIMS, Bhopal along with duty slips/log book duly signed by the user/head of department. Payment of any Govt. tax or duty for plying the vehicles will be liability of the contractor. However, Service Tax is payable as per actual and Deposit Receipt must be attached. Parking & toll charges, if any, may be claimed on production of parking / toll slips.
12. The contractor shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/ officials as well as essential store items while running the vehicle by ensuring safe driving. AIIMS, Bhopal shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under IPC and any loss caused to AIIMS, Bhopal have to be suitable compensated by contractor. Chauffeur/Driver should be on duty in proper uniform/well behaved.
13. The Cars will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery. If condition of vehicles is not found satisfactory, they shall be returned for immediate replacement. If no replacement(s) is/are made in time, the Contract shall have a right to hire vehicle(s) from local market, and cost so incurred towards this, shall be borne by the Contractor.
14. The contractor 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 is made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be to the contractor's liability.
15. Regular checking of meter by the designated transport authority may be done by the contractor, and requisite certificate may be shown to I/c Officer, Transport Cell of AIIMS, Bhopal as and when demanded.

16. The service of the contractor shall be periodically reviewed by AIIMS Administration on quarterly basis for continuing the contract for remaining duration.
17. The contractor/ authorized representative and all the drivers should be equipped with round the clock communication facility (mobile etc.) with properly dressed.
18. Vehicle registered in the name of any employee or his/her nuclear family of AIIMS, Bhopal shall not be engaged at the Institute by the Contractor during the tender period of AIIMS, Bhopal.
19. Rates quoted by the bidders would remain valid and fixed for a period of one year from the date of award of contract. No request for escalation on any ground including the increase in the price of petrol, minimum wages/ Salary for driver, vehicle price, insurance, maintenance, road tax, etc. shall be entertained.
20. The driver deployed on the vehicle should be resident of a location nearer of AIIMS Bhopal he should reach within 30 minutes of information.
21. Service Tax, Toll Tax, State Tax and Parking Charges extra payable but the Contractor shall have to produce proof of payment of such taxes and charges.
22. The calculation of mileage shall be from the reporting AIIMS Bhopal to AIIMS Bhopal and will not be calculated on garage to garage basis.
23. The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission of the concerned officer.
24. The contract shall provide the names and address of the drivers and police verification reports along with copy of driving license.
25. The Log Book, in original, must be deposited with the AIIMS Bhopal while submitting the monthly bill or as and when directed by the AIIMS Bhopal.
26. Once a particular driver has been attached with a particular vehicle normally contractor should not change the driver in a casual manner unless and until directed to do so by the AIIMS Bhopal.
27. The firm should have sufficient experience for same type of works in this field for the last 2 years.
28. The bidders should have at least one dedicated landline telephone connection and one mobile phone for connection in case of emergency requirement.
29. Selected lowest Bidder(s) shall be empanelled as Service Providers on the fixed rate for one year from the date of signing of Agreement. The contract may be extended for next two years if mutually agreed to by both the parties on year to year basis.
30. Promotion of Micro and Small Entrepreneurs of SC/ST categories: The Micro and Small Enterprises owned by Scheduled Castes or Scheduled Tribes will be given weight age in accordance with Notification Order S.O.581(E) dated 23.03.2012 issued by Micro and Small Enterprises. The details may be noted from the website <http://msme.gov.in/> (Procurement Policy MSME 2012).

31. In case the contract is awarded to Medium Entrepreneurs on the basis of lowest quotation, the Department may allow the contract to be shared in the ratio of 80:20 on the lowest rates between Medium Entrepreneur and Micro or Small Entrepreneur, respectively, competing the bidding process subject to fulfilment of tender conditions.

E. GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. The successful tenderer will be required to furnish a Performance **Security Deposit of 10% of tender amount** in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the "**All India Institute of Medical Sciences, Bhopal**". The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.
2. The Tenderer will not be allowed to withdraw the tender after the same is received in AIIMS Bhopal. In case the tenderer withdraws from the process the EMD deposited by him will be forfeited.
3. Performance Security shall be submitted in the form of FD/DD or Bank Guarantee issued by a Nationalized Bank in the Proforma provided with the tender document. Performance Security will be discharged after **60 days** completion of contractor's performance obligations under the contract.
4. If the contractor 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.
5. If monthly run is less than fixed limit per month, than balance KMs shall be brought forward & adjusted in next two months.
6. 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 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 fails to perform any other obligation(s) under the contract.
7. 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, in above circumstances.
8. AIIMS, Bhopal may also by giving one month's written notice and without compensation to the contractor, terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

9. If at 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 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.
10. The agency will be liable to provide vehicles during office hours, beyond office hours on all working days. The agency shall also have to provide the vehicles in Sundays as well as other public holidays as and when required by the authority.
11. In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be borne by the agency.

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, 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 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. The number of such vehicles to be supplied extra will not be more than 25% of engaged vehicle at that point of time.
3. AIIMS, Bhopal reserves right to counter offer price to any of the prospective contractors against price quoted by the bidder.
4. The successful bidder has to constitute a contract on 100 rupees stamp paper within 7 days of the award of work.
5. The log book of monthly bills will be clearly filled by bidder, overwriting by the bidder will not be accepted supplier.

6. The Contractor shall be fully responsible for theft/burglary, fire or any mischievous deeds by his drivers & the Contractor shall be directly responsible for any dispute arising between him and his drivers
7. The Contractor shall be responsible to insure compliance of the provision of all enactments, laws, rules and instructions in force and applicable thereto. The Contractor shall be liable to ensure compliance to the contract.
8. The Contractor will not, in any manner, be responsible for any act omission or commission of the drivers engaged by the Contractor and no claim in this respect shall lie against the Contractor. If any such claim is made against the Contractor by any drivers of his hers engaged/employed by the Contractor, which the Contractor is obliged to discharge by virtue of any statute or any provision of law and rules due to the mere fact of the drivers of the Contractor working at the office premises or otherwise, the Contractor will be liable to indemnify/reimburse the Contractor all the money paid in addition to the expenses incurred by him.
9. The Contractor shall ensure valid PUC (pollution Under Control) Certification before engaging the vehicle.

Annexure-IV**FINANCIAL BID****TENDER FOR HIRING OF VEHICLES TO AIIMS BHOPAL**

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

(Amount in rupees)

Sl. No.	Make/Model	Monthly running (in K.M.)	Monthly fixed Charges for KM's shown in Column (3)	Rate of Extra (Over monthly limit) perKm. including fuel charges	Rate of extra hours (over the duty hours) per hour	For Daily hiring rent (upto 250 km)	Daily hiring on lump-sum basis		Total Rate G = (A+B+C+D +E+F)
							(40 km./ 4 hour)	(80 km./ 8 hour)	
1	2	3	(A)	(B)	(C)	(D)	(E)	(F)	(G)
1	Innova Crysta/Mahindra Marazzo or equivalent	1500							
2	Ciaz/Yaris/Vento/Sunny or equivalent	1500							
3	Maruti Swift Dzire/Ford Aspire/Honda Amaze/Hyundai Xcent/Toyota Etios or equivalent	1500							
4	Maruti Ertiga/Renault Lodgy/Chevrolet Enjoy/Mahindra Zyro or equivalent (9 Seater)	2500							
5	Bus (52 Seater)	2000							
6	Bus (32 Seater)	2000							
7	Force (Ambulance)	1500							
8	Maruti Van (Ambulance) or equivalent	1500							
9	Force Traveler or equivalent (14 Seater)	2000							

Note:

- AIIMS Bhopal reserves the right to increase/decrease the required quantity of vehicle without any changes in hiring charges.
- AIIMS Bhopal also reserves the right to call for change in make/model of equivalent categories.
- L-1 Shall be decided vehicle wise as per column (G) above.
- In case two or more bidders emerge as L1 for different make/model of vehicles L-1 will be decided after clubbing rates under column (G) for all make/model of vehicles quoted by the bidder.

(Signature of Bidder with seal)

Declaration by the Bidder

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

Note: (i) No other charges would be payable by Client.

(ii) There would be no increase in rates during the Contract period.

Date:

Place:

(Signature of Bidder with seal)

Name Address _____

Telephone _____

E-mail _____

SEAL of the Bidder

TENDER ACCEPTANCE UNDERTAKING
(Should be given on Non-Judicial Stamp Paper worth of Rs.100/- duly Notarized)

To

The Director,

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Saket Nagar, (AIIMS) BHOPAL-462020 (M.P.)

IS/oR/o..... do hereby
solemnly affirm as under :-

That I am a partner/Proprietor/Authorized representative of

M/s

1. That the firm has not been black listed in the past by any government/private/organization.
2. That the firm has no vigilance case/CBI/FEMA case pending against him
3. 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.
4. Having examined the e-tender document for "Hiring of Vehicle Services for AIIMS, Bhopal on Annual Rate Contract Basis" we the undersigned hereby offer to provide Vehicles Hiring services in conformity with scope of work and conditions set out in the tender document. We hereby unconditionally accept all the e-tender conditions.
5. We enclosed all the relevant documents as per the e-tender.
6. We understand that you are not bound to accept the lowest or any e-tender received.

Date:

(Signature of Bidder)

Name :

Designation :

Seal :

Please Note:- The above Undertaking duly signed and Stamped by the Authorized Signatory of the Company, should be enclosed with Technical Bid Documents and submitted its original hard copy with Technical Bid Envelope and scanned copy must uploaded.

BANK GUARANTEE FORMAT FOR FURNISHING EMD

To

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

Whereas _____ (Hereinafter called the "tenderer"
has submitted their offer dated _____ for the supply of

_____ (Herein after called the "tender"
WE _____ of having our registered office at

_____ are bound unto the AIIMS

(Hereinafter called the Bank)

All India Institute of Medical Sciences (AIIMS) Bhopal, having its office at Saket Nagar, Bhopal-462020 (herein after called AIIMS which expression shall unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assigns) in the sum of _____ for which payment will and truly to be made to. AIIMS, the Bank binds itself, its successors and assigns by these presents. Sealed with the common seal of the said Bank this _____ day of _____ 2019.

THE CONDITIONS OF THIS OBLIGATION ARE:

- 1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- 2) If the tenderer having been notified of the acceptance of his tender by AIIMS Bhopal during the period of its validity.

2.a) If the tenderer fails to furnish the Performance security for the due performance of the contract.

2.b) Fails or refuses to execute the contract

We undertake to pay AIIMS Bhopal up to the above amount upon receipt of its first written demand, without AIIMS Bhopal having to substantiate its demand, provided that in its demand the AIIMS Bhopal 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 or conditions.

This guarantee is valid until the _____ day of _____ 2019.

Signature of the bank

FORMAT FOR PERFORMANCE SECURITY BANK GUARANTEE

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 give Vehicle on Hire (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 by a scheduled commercial bank recognized by you 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 (.....) months from the date of commencement of contract with AIIMS Bhopal i.e. up to ----- (indicate date).

.....
(Signature with date of the authorized 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

ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL**PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS) VENDOR REGISTRATION FORM**

PFMS UNIQUE CODE:(This code will issued by the AIIMS Bhopal's Finance Dept.)

S. No.	Head Name	Details
1	Vendor Name	
2	Father/Husband/Owner Name	
3	Date of Birth	
4	PAN Number (Preferably in the Name of Firm) (A duly singed and stamped copy must enclosed)	
5	Aadhaar Number	
6	TAN Number (A duly singed and stamped copy must enclosed)	
7	GST Number (A duly singed and stamped copy must enclosed)	
8	Service Tax No. (A duly singed and stamped copy must enclosed)	
9	Address 1	
10	Address 2	
11	Address 3	
12	City	
13	Country	
14	State	
15	District	
16	Pin Code	
17	Mobile No.	
18	Phone No.	
19	Email ID	
20	Bank Name	
21	IFSC Code	
22	Account Number	
23	Cancelled Cheque Copy must enclose	
<p>Note: All above requested documents duly attested copies with this form must be enclosed by the Vendor</p> <p>DATE :</p> <p>PLACE:</p> <p style="text-align: right;">VENDOR SIGNATURE WITH SEAL</p>		