Tender Enquiry No.: F.No.24/06/2013-RIS(Admin)

Cost - Rs.1000
VAT - Rs. 135
Total Cost – Rs.1135

TENDER NOTICE
FOR
HIRING OF VEHICLES
FOR
AIIMS, Rishikesh
VirbhadraMarg
Date: 11th Jun, 2013

On behalf of the Director, All India Institute of Medical Sciences, Rishikesh Tenders in sealed cover are invited under two-bid system from reputed, competent and experienced Agencies/Firm for hiring AC taxies for the Period of 11 month from the date of contract with driver and maintenance rests with service provider. Petrol/diesel cost will be recouped by AIIMS as per average approved in Tender. The categories of taxies are as follows:-

1. Maruti SX4
2. Swift Dzire
3. Innova
4. Indigo
5. Bolero
6. Scorpio
7. Hearse Van
8. Ambulance
9. Tempo Traveller / Mini bus 21 Seater
10. 32 Seater Bus
11. 42 seater Bus
12. Swaraj Mazda Bus
13. Mini Truck

1.2 The above taxies are to be hired on following basis:

1. **Monthly basis with two components to be paid separately.**
   (a). Monthly fixed rent
   (b). Cost of diesel/petrol at approved average

2. **Daily basis:**
   (a). Fixed daily rent
   (b). Cost of diesel /petrol at approved average

3. **For Short period basis:-**
   (a). 60 km. 4 hour (on lump sum basis )
   (b).100 km. 8 hour (on lump sum basis)

4. **Kilometre basis:-**
   (a). Per kilometre basis for outside state journey.

The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing “Technical Bid” and Sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover super scribed “Tender for hiring taxies for AIIMS, RISHIKESH” and should reach at the office of “The Administrative Officer, AIIMS, VirbhadrMarg Rishikesh - 249201, before 1500 hrs on or before 10-07-2013. The bid received after due date and time will not be entertained whatsoever may be the reason. The technical bids shall be opened on the same day at 1600 hrs at AIIMS, Rishikesh. In the event of any of the above mentioned date being declared as a holiday / closed day, the tenders will be
opened on the next working day at the appointed time. The financial bid of technically qualified agencies will be open on next working day at 3.00 PM.

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be purchased from AIIMS, Rishikesh from 18-06-2013 to 09-07-2013 between 1000 and 1400 hrs on non-refundable payment of Rs 1135.00 only or can be downloaded from website www.aiimsrishikesh.edu.in. Those who download the tender document from website should enclose DD for Rs 1135.00 (non-refundable) in favor of “AIIMS, Rishikesh”, payable at Rishikesh, not later the date of 09-07-2013 along with their Technical bid in the Cover-I “Technical Bid”. The bid security (EMD) of Rs 25,000.00 (Rupees Twenty five thousand only) should be paid by Demand Draft in favor of “AIIMS, Rishikesh” payable at Rishikesh. The Tender Documents are not transferable.

Any future clarification and/or corrigendum(s) shall be communicated through Administrative Officer on the AIIMS, Rishikesh website: www.aiimsrishikesh.edu.in.

Administrative Officer
AIIMS, Rishikesh
Tender Enquiry No.: F.No.24/06/2013-RIS(Admin)

TENDER DOCUMENT

AIIMS, RISHIKESH invites
TENDER FOR “HIRING OF VEHICLE TO AIIMS, RISHIKESH”

TECHNICAL BID
(In separate sealed Cover-I super scribed as “Technical Bid”)

1. Name & Address of the Tender Organization/Agency with phone number, email, fax and name and telephone/mobile number of contact person.

2. Experience in the work of providing Transport facilities to Govt. Organisations/Multinational Companies/Well known Private Sector Companies – proof thereof in following format be attached.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of Organization with complete address and telephone numbers to whom services provided</th>
<th>From</th>
<th>To</th>
<th>Contracted Amount (Rs. Per Month)</th>
<th>Reason for Termination</th>
</tr>
</thead>
</table>

3. (a) Registration number of the firm.
   (b). how many taxies are registered/affiliated with the firm/agency (minimum ten are required )
   (c). how many vehicle are of model 2010 and onward (proof of registration to be attached)
   (d). whether valid pollution control certificates have been obtain (proof to be attached)
   (e). whether vehicle are properly insured

4. Whether firm has sufficient number of drivers(provide the detail of at least 7 drivers with their residential address, mobile number, driving license number and expiry date)

5. Please give
   PAN No:
   Service tax registration number:
   Latest income tax return copy is to be attached :

6. Details of EMD of Rs. 25,000/-
   DD/CD No.
   Amount:
   Name of the bank:
   Payable at:
   Date:
   If tender documents is downloaded from website give the detail of the non refundable cost Rs. 1135/-
   DD/CD No.
   Amount:
   Name of the bank:
   Payable at:
   Date:

7. Whether organization is able to provide taxies within 45 minute of call

Sign of bidder
<table>
<thead>
<tr>
<th>8. Acceptance of terms &amp; conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Power of Attorney/authorization for signing the bid documents</td>
</tr>
<tr>
<td>10. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner. Also submit that the firm has never been black listed by any organization.</td>
</tr>
</tbody>
</table>

**Declaration by the Tenderer:**

I ………………………………………as proprietor of the firm certify that:

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

**Encls:**

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

Place:.................................................
(Date):..............................................

(Signature of Tenderer with seal)

Name:
Address :

**Tender Sl.No:**

**Sign of issuing Authority**
Tender Enquiry No.: F.No.24/06/2013-RIS (Admin)
Tender for Security Services

**FINANCIAL BID**
(In sealed Cover-II super scribed “Financial Bid”)

TENDER FOR HIRING OF TAXIES TO AIIMS, RISHIKESH

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

(Amount in rupees)

<table>
<thead>
<tr>
<th></th>
<th>For Monthly hiring</th>
<th>For Daily hiring</th>
<th>Daily hiring on lump-sum basis</th>
<th>Kilometer basis journey for outside state (Minimum 200 KM/day)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fixed monthly rent</td>
<td>Average for vehicle offered per km./liter for recoupment of diesel/petrol</td>
<td>Fixed daily rent</td>
<td>Average for vehicle offered per km./liter for recoupment of diesel/petrol</td>
</tr>
<tr>
<td>1. Maruti SX4</td>
<td></td>
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<tr>
<td>2. Swift Desire</td>
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<tr>
<td>3. Innova</td>
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<tr>
<td>4. Indigo</td>
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<td>5. Bolero</td>
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<td>8. Ambulance</td>
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</tbody>
</table>
• For daily hiring on lum-sum basis Rs. 10/km. will be paid for each extra km & Rs 100/- will be paid for extra hour or fraction of hour to be rounded to next hour.
• Rs. 200/- will be paid extra as Night Charges, if journey performed during 10 PM to 5 AM.
• In case two or more bidders emerge as L1 for different categories of vehicles, overall L1 will be declared to those bidder who emerges as L1 on the basis of average monthly rent including Fuel charges for vehicles mentioned at Sl No. 1,2,3 & 4 and he will be called for negotiation if his rates are higher in other than monthly rent category. If he is not ready to match the L1 rates of other category, tender may be awarded to L1 bidder of each category.

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<tbody>
<tr>
<td>9. Tempo Traveller/ Mini bus 21 seater</td>
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<tr>
<td>10. Bus 32 Seater</td>
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<td>11. Bus 42 Seater</td>
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<td>12. Swaraj Mazda Bus</td>
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<tr>
<td>13. Mini Truck</td>
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</tbody>
</table>

Sign of bidder
Declaration by the Bidder:

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

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

(Signature of Bidder with seal)

Place:.................................  Name:
Date:.....................................  Seal:
Address :  
Phone No (O):
Fax No. (O):
E-mail:

Tender Sl.No:  
Sign of issuing Authority

Tender Enquiry no.:--F.No.24/06/2013-RIS(Admin)  
Tender for hiring of taxies
ANNEXURE
TERMS & CONDITIONS OF CONTRACT
(Annexure to Agreement)

1. **Work:** The tender is for awarding the contract for hiring of taxies on daily/monthly/daily lump-sum basis and per KM basis as per requirement by AIIMS, Rishikesh for official use. Providing Driver and maintenance of vehicle will be the job of service provider. Cost of petrol/diesel will be recouped by AIIMS Rishikesh as per approved average rate.

2. **Period:** The contract is awarded for a period of 11 month and the rates at which the contract is awarded will be valid throughout the contract period and no claims for increase in rate whatsoever on account of increase in cost of fuel and other factors such as statutory payments, minimum wages, etc., shall be entertained. It will be the responsibility of contractor to bear such additional expenses.

3. **Earnest Money Deposit (EMD):** Tenderers shall have to deposit EMD of Rs. 25,000/- (Rupees twenty five thousand only) in the form of Demand Draft/Pay order in favour of AIIMS, Rishikesh, payable at Rishikesh 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 AIIMS, Rishikesh. In case the tenderer withdraws from the process the EMD deposited by him will be forfeited.

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

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

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

8. **Fleet:** The firm submitting the tender must have sufficient fleet of taxies (either registered or affiliated with the agency/firm and should be at least 10 in number for Sl 1 to 4) which have been registered on or after 1.1.2010. Proof of this will have to be enclosed by way of submission of copy of Registration Certificate of vehicles.

Sign of bidder
9. 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.

10. The financial bids should be submitted separately for (i) Monthly hire charges; (ii) daily hire charges. And (iii) short period basis charges. The amount of bids quoted should include All statutory obligations. Only service tax as applicable shall be paid by AIIMS, Rishikesh. The rate quoted should include two components first fixed monthly/daily rent & second average per liter offered. For short period basis hiring, quote should be gross lum-sum basis.

For valuations of L1 bid, average for 800 km. for monthly hired vehicles & 200 km. for daily basis hired vehicle will be taken for calculation. For example calculation of L1 bid for monthly hired vehicles will be as follows:- (800km is just an arbitrary figure and it has no relation with the actual).

**Rate quoted for monthly hired vehicle by three bidders is as follows:-**

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Bidder</th>
<th>Bidder</th>
<th>Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>X</td>
<td>Y</td>
<td>Z</td>
</tr>
<tr>
<td></td>
<td>Rs.12, 000/-</td>
<td>Rs.13, 000/-</td>
<td>Rs.12, 500/-</td>
</tr>
<tr>
<td></td>
<td>+ Recoupment average@10km/liter</td>
<td>+ Recoupment <a href="mailto:average@11.5km">average@11.5km</a>/liter</td>
<td>+ Recoupment average@13km/liter</td>
</tr>
</tbody>
</table>

For Calculation of L1-

**For Bidder X:** -fixed charge- 12,000/-

To Recouped Diesel - 800/10=80 liter
Let the diesel rate per liter - 45/-
80*45= 3600
Bid value- **15,600/-**

**For Bidder Y:** -fixed charge- 13,000/-

To Recouped Diesel -800/11.5= 69.57 liter
Let the diesel rate per liter - 45/-
69.57*45= 3131/-
Bid value- **16131/-**

**For Bidder Z:** -fixed charge- 12,500/-

Recouped Diesel -800/13=61.54 liter
Let the diesel rate per liter - 45=/
61.54*45= 2769
Bid value- **15,269/-**

So Z is L1 bidder.
Similarly other category may be evaluated.

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

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

13. Financial Bids of only those firms who are short listed on the basis of the fulfilling the term & condition of the Technical Bid will be opened on 10-07-2013 at 3 pm. at AIIMS Rishikesh premises.

14. The Successful bidder has to constitute a contract on 100 rupee stamp paper within 7 days of the award of work.

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

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

17. AIIMS, Rishikesh may need additional vehicles to be hired, as per requirement. The vehicles requisitioned by AIIMS, Rishikesh, should reach the stipulated destination located within Rishikesh, within a maximum time of 45 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.

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

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

20. AIIMS, Rishikesh shall be liable to pay the hiring charges only. Being the owner of the vehicles, any other liability shall be borne by the contractor. If during the course of engagement of the vehicles to the services of AIIMS, Rishikesh, any harm due to accidents etc. is caused either to the vehicle or to the third party, AIIMS, Rishikesh 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.

Sign of bidder
21. No advance payment will be made by AIIMS, Rishikesh. 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 or person authorized by AIIMS, Rishikesh to sign the duty slip. It will be the responsibility of the driver to get the duty slips signed on daily basis by the user officers or person authorized by AIIMS, Rishikesh to sign the duty slip. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, distance covered, time for start of duty from AIIMS, Rishikesh, time closure of duty at AIIMS, Rishikesh, places visited, etc.

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

23. 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.

24. Kilometers and time of duty for payment will be considered from AIIMS, Rishikesh to AIIMS, Rishikesh.

25. The vehicles provided to AIIMS, Rishikesh should fulfill the norms prescribed by the Transport Department of Government of Uttarakhand for hired vehicles.

26. 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.

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

28. While the AIIMS, Rishikesh 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.

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

Sign of bidder