

Tender Enquiry No.:- F.No.24/Vehicle/178/2016-RISH(Admin)

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

**TENDER NOTICE FOR
HIRING OF VEHICLES FOR
AIIMS, Rishikesh,
Date:10-02-2017**

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 travel Agencies/Firm for hiring taxis for the **Period of one year** from the date of contract. The categories of taxis are as follows:-

1. Mahindra Scorpio
2. Innova
3. Swift Dzire
4. Indigo
5. Hearse Van

The above taxis are to be hired on following basis:

Monthly basis

- (a). Monthly fixed rent with fuel (2400 km per month).

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 taxis for AIIMS, RISHIKESH**” and should reach at the office of “**The Administrative Officer, AIIMS, Virbhadra, Marg Rishikesh - 249203**”, before 3:00 pm on or before 03-03-2017 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 **3:00 pm** 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 pre bid conference would be done on 22-02-2017 at **03.00 PM** in the office of Tender opening room, AIIMS Rishikesh.

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be purchased from AIIMS, Rishikesh from 10-02-2017 to **03-03-2017**, between **10:00 and 14:00** hrs on non-refundable payment of Rs 1135.00 (in cash or DD) 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 favors of “**AIIMS, Rishikesh**”, payable at Rishikesh, not later the date of 02-03-2017 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 favour 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**

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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. The bidder should have three years’ of experience in providing Transport facilities to Govt. Organisations/Multinational Companies/Well known Private Sector Companies – proof thereof in following format be attached:-					
Sl.No.	Name of Organization with complete address and telephone numbers to whom services provided	From	To	Contracted Amount (Rs. Per Month)	Reason for Termination
3. (a) Registration number of the firm for plying of commercial vehicles (b). how many taxies are registered with the firm/agency? Minimum of five vehicles should be in the name of firm/owner. (c). how many vehicles out of (b) above are of model 2016 and onward (proof of registration to be attached) (d). whether valid pollution control certificates have been obtained (proof to be attached) (e). whether vehicles are properly insured? (attach copy of insurance)					
4. Whether firm has sufficient fleet of taxies (register with the agency/firm name or name of the proprietor of the firm/agency) provide the detail of at least 05 taxies mentioned at Sl. No. 2 to 4 by way of submitting Registration certificate of these vehicles with details of their Drivers including residential address, mobile number, driving license number and expiry date.					
5. Copies of Adhar Card of proposed vehicle Drivers attached (Yes/No). On production of notarized oath certificate it can be substituted with voter Identity card that the Adhar Card will be submitted within three months. (This requirement is needed for address verification of Drivers)					
6. Please give PAN No: Service tax registration number: Copies of previous two years income tax returns (ITRs)					
7. Details of EMD of Rs. 25,000/- DD/CD No. Amount: Name of the bank: Payable at: Date:				<i>If tender documents is downloaded from website give the detail of the non refundable cost Rs. 1135/-</i> DD/CD No. Amount: Name of the bank: Payable at: Date:	
8. Whether organization is able to provide vehicles within 45 minute of call					
9. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of their understanding and acceptance and submit as part of tender document.					
10. Power of Attorney/authorization for signing the bid documents					

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11. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency)/driver. Indicate any convictions in the past against the Company/firm/partner/driver (enclose non-convictor certificate). Also submit that the firm has never been black listed by any organization.	
12. Please submit three years IT Return along-with copies of accounts, if any.	
13. Firm average annual minimum turnover should not be less than 10 Lakh in last three years.	

Declaration by the Bidder:

I/Weas proprietor/partner/authorized representative 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 non-compliance etc. in this regard.
3. That the firm agrees to indemnify AIIMS Rishikesh for all losses, damages due to any actions, omissions or inactions of myself/ourselves while discharging duties that may be assigned to me/us in case of award of tender in my/our firm.
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 by the first week of 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 or as decided by AIIMS, Rishikesh and they shall extend due courtesy while providing service. The drivers shall restrain from attending their duties under any influence of liquor, drug or any other type of intoxicants, whatsoever. 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 Bidder with seal)

Name:
Address :

Tender Sl.No:
Sign of issuing Authority

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FINANCIAL BID

(In sealed Cover-II super scribed "Financial Bid")

TENDER FOR HIRING OF VEHICLES TO AIIMS, RISHIKESH

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

(Amount in rupees)

Name & Model of vehicle		Requirement of vehicles	For Monthly hiring for (2400 km.) and 10 hours services daily (these ten hours will be decided by the AIIMS Administration)		Total (Column-2x column 3) <i>Only * vehicles i.e Innova, Swift Dextre & Indigo CS</i>
			Fixed monthly rent including fuel charges		
			Monthly charges in Rupees	Monthly charges in words	
1		2	3	4	5
1. Mahindra Scorpio	Medium model	As per demand			
2. Swift Dezire	LDi	As per demand			
	VDI*	3			
3. Innova	Medium Model*	1			
4. Indigo CS*		2			
5. Hearse Van		As per demand			
Total					

1. The vehicles can be used for anywhere for the service of AIIMS. However, in the condition of journey beyond Uttarakhand State, viz Delhi, Chandigarh and U.P. etc. the Toll Tax and other statutory charges/taxes will be reimbursed to the travel agency on production of tax deposit receipt.
2. Where the vehicle deputed for journey to hilly areas, Rs.2/per kilometer will be paid extra for performed journey kilometers.
3. In a condition where journey exceeded beyond 2400 km in a month, Rs. 10/km. will be paid for each extra km.
4. The extra duties cannot be denied being hospital and other administrative duties. Rs 100/- will be paid for extra hour or fraction of hour to be rounded to next hour.
5. Rs. 200/- will be paid extra as Night Charges, if journey is performed/vehicle retained for night during 10 PM to 5 AM.
6. The duty hours are normally 8 AM to 6PM. However, this timing can be modified by the AIIMS Administration according to duty roster (keeping in view that overall duty shall not exceeded to 10 hours during normal duties).
7. The L1 will be decided on the basis of weighted value of monthly rate quoted for **Toyota Innova, Swift Dizire and Indigo CS** only as mentioned in the financial bid table above.

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8. In case, two or more bidders emerged as L1 for different categories of vehicles the tender will be awarded to the bidder, whose turnover will be greater.
9. Justification of financial bidding will be evaluated by tender committee for feasibility of practicability seeing the experience of past bidder at AIIMS, Rishikesh. If L1 bidder is not found feasible in any reasons, the tender would be offered to next bidder.
10. The Director has a right to cancel/postponed tendering process.
11. Spare kilometers will be carried over to next month.
12. In the first instance the minimum quantity of vehicles essentially be hired is as under: -
13. Vehicles registration should be the name of participating bidder/firm.

S.No.	Type of vehicles	Qty.
1	Toyata Innova	01
2	Swift Dzire VXI	03
3	Indigo CS	02

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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/We also undertake to abide by 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 document.

(Signature of Bidder with seal)

Place:.....

Date:.....

Name:

Seal:

Address :

Phone No (O):

Fax No. (O):

E-mail:

Tender Sl.No:

Sign of issuing Authority

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GENERAL TERMS & CONDITIONS OF CONTRACT

1. **Work:-** The tender is for awarding the contract for hiring of taxies on monthly/daily lum-sum basis as per requirement by AIIMS, Rishikesh for official use. Providing Driver and maintenance of vehicle will be the job of service provider. This is an *agreement for services* rather than an *agreement of services*. It implies that no relation of an employer-employee, principal-agent shall be created between the AIIMS, Rishikesh, on one part and firm or any of its drivers on the other part. The firm is engaged as an independent contractor or vendor to provide vehicles on hire basis as per the terms of this agreement.
2. Selected Bidder has to provide vehicles as and when required for Delhi & NCR Region, Chandigarh and UP etc. on the same rate terms and conditions on which they will provide vehicles in AIIMS, Rishieksh.
3. **Period:-** The contract is awarded for a period of minimum of one year 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. However, contract may be extended for further one year or for a certain period with such revised terms on mutually agreed basis, if desired so.
4. **Earnest Money Deposit (EMD):-** Bidders 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 tender. Tender received without EMD will not be entertained/ considered. No interest will be paid on the EMD.
5. **Forfeiture of EMD:** - The bidder will not be allowed to withdraw the tender after the same is received in AIIMS, Rishikesh. In case the bidder withdraws from the process the EMD deposited by him will be forfeited.
6. **Refund of EMD:** - EMD will be refunded to the unsuccessful bidder within thirty days from the date of issue of work order to the successful bidder, without any interest.
7. **Security Deposit:** - The successful bidder will have to deposit a security of Rs. 60,000/- (Rupees fifty thousand only) in the form of a FD/BG/CD/DD in favour of AIIMS, Rishikesh, payable at Rishikesh. Subject to any deduction from AIIMS, Rishikesh, the security deposit will be refunded to the contractor within sixty days from the date of completion/premature termination of the contract period and no interest will be paid on the security deposit.
8. The vehicles must be of 2016 or subsequent models, in very good running condition with clean interior and good upholstery and valid Pollution under Control (PUC) certificate and come with adequate quantity of fuel to ensure pleasant journey. In case condition of taxies is not found to be satisfactory, they shall be returned for immediate replacement.
9. The service provider has to provide vehicles with white seat covers, curtains on windows (black & other filmed windows glasses will not be acceptable) of tinted glass. The service provider has to provide white/khaki color dress to the drivers. Each supplied vehicle has a provision to fix name plate of Designation or Institute name. The name plate will arranged by the service provider. If any vehicle is not used by AIIMS, the driver has to submit the name plates to the security officer at his office.
10. Before hiring each vehicle will be inspected by Director or Officer designated by him. Only those vehicles which are found in good condition and fulfill all conditions of contract will be hired.
11. **Fleet:** - The firm submitting the tender must have sufficient fleet of taxies (registered with the agency/firm name and should be **at least 05 in number for SI 2 to 4**) which have been registered on or after 1.1.2016. Proof of this will have to be enclosed by way of submission of copy of Registration Certificate of vehicles..
12. The firm would ensure that drivers employed have valid commercial driving license and carry the necessary registration paper, driving license and permits etc; should be educated and well behaved, observes required precautions and also conversant with the traffic rules/regulations and city roads/routes in addition to being of required capacity, competence, experience and qualification to effectively perform their duties and having no criminal record. The firm will ensure police verification of all its drivers. The firm has to ensure the strict implementation of 'Standard Code of Conduct for Drivers' as may be suggested by AIIMS, Rishikesh in consultation with the firm, from time to time for effective utilization of firm's services.

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13. The financial bids should be submitted separately for **Monthly hire charges**. The amount of bids quoted should include all statutory obligations.
14. Toll tax, parking charges if any, will be borne by the AIIMS, Rishikesh for which the original receipts should be submitted along with monthly bills.
15. 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.
16. 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 open announced later.
17. Justification of financial bidding will be evaluated by the Tender Committee for feasibility of practicality seeing the experience of past bidders at AIIMS, Rishikesh.
18. The Successful bidder has to enter into an agreement with AIIMS Rishikesh on 100 rupee notarized stamp paper within 7 days of the award of work in the format as will be provided by the AIIMS Rishikesh in line with these terms.
19. For Noncompliance of the term & condition of the contract, the contract may be terminated by forfeiting the EMD after giving proper opportunity of hearing.
20. 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 and cost of the firm.
21. 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.
22. The Agency/firm shall comply with all statutory enactments/provisions in relation to services offered by it including the provision of paying minimum wages as per government wages act.
23. 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, damages and claims.
24. AIIMS, Rishikesh shall be liable to pay the hiring charges only which shall be compulsory inclusive of fuel/lubrication/repair & maintenance of vehicle, wages of the driver, overtime, uniform, State Transport Taxes/permits fees, insurance of the vehicle and that of passengers, up-keeping of the vehicle etc.. Being the owner of the vehicles, any other damage or liability shall be borne by the successful bidder. 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 agency/firm only. All incidental expenditure towards repair will be borne by the agency/firm.
25. 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/logbooks which have been signed by the officer/staff using the vehicle or person authorized by AIIMS, Rishikesh to sign the duty slip/logbook. It will be the responsibility of the driver to get the duty slips/logbook 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.
26. The rates quoted should be excluding service tax. The service tax will be paid additionally if applicable at the applicable rate of the service provider, as may be applicable from time to time. No service tax will be paid, if operator fails to provide the proof of payment of service tax. Latest income tax clearance certificate and PAN is also required to be submitted by the operator.

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27. 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.
28. Kilometers and time of duty for payment will be considered from AIIMS, Rishikesh to AIIMS, Rishikesh.
29. The vehicles provided to AIIMS, Rishikesh should fulfill the norms prescribed by the Transport Department of Government of Uttarakhand for hired vehicles.
30. 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 at its own cost and risk.
31. The parties hereby agree for provisions of penalties by AIIMS Rishikesh, from time to time. Schedule of Penalties includes:-

Problem	Penalty
Late Arrival	
By 10 minute	Rupee 100/-
Between 10-30 minutes	Rupees 500/-
30 minute and beyond or does not turn up	Rupees 1000/- In all the above cases, the officer concerned, depending upon urgency, can hire a taxi for the day or take a taxi to reach the designation, payment of which shall be borne by the contractor.
Attire/Turnout of the driver	
Inappropriate	Rupees 500/- to Rupees 1000/- depending upon the inappropriateness.
Not reporting allocated location by Driver	Rs.1000 will be imposed as penalty in each occasion and will be deducted from the monthly bill of the agency/firm.
Very inappropriate	The driver with vehicle will be sent back and a penalty of Rupees 1000/- will be imposed. A taxi will be hired for the day payment for the same will be borne by the contractor.
Unclean vehicle or seat cover/smell in the vehicle	Rupees 100/- for the 1 st day. Rupees 500/- per day for 2 nd consecutive day and beyond.
AC not working/malfunctioning	The contractor to provide another vehicle in an hour's time or else the office can hire a taxi for the day, payment of which will be borne by the contractor.
Breakdown en-route	Office to hire a taxi to reach the destination, payment to be borne by the contractor.
Recurrent malfunctioning/ Dissatisfactory vehicle condition	The vehicle will be returned. A taxi will be hired, payment of which will be borne by the contractor along with a daily fine of Rs. 500/- till such time a proper vehicle is provided.
Driver's poor knowledge route	Driver to be changed by the contractor. If the contractor doesn't change the driver in 03 days time, the vehicle will be sent back a taxi hired, payment of which be borne by the contractor, along with a fine @ Rs. 500/- per day.
Driver's behavior	Rs. 500/- to Rs. 1000/- depending upon the gravity of misconduct. If the misbehavior continues, then the driver will have to be changed by the contractor. If the contractor doesn't change the driver in 03 days time, the vehicle will be sent back a taxi hired, payment of which be borne by the contractor, along with a fine @ Rs. 500/- per day.
Excess claim of mileage	Rs. 500/- on first instance Rs. 1000/- on second instance Termination of contract on third instance
Meter tampering resulting in fast meter	Rs. 5000 on first instance Termination of contract on second instance
If at any occasion, it is ascertained that vehicle is older than 2016 model in case of monthly vehicle and 3 years older in case of daily basis vehicle	Up to 10% of the payment will be deducted.

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32. 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.
33. AIIMS Rishikesh may by giving one month's notice can foreclose the contract without any liability, financial or otherwise on itself.
34. In case of dispute of any kind and in any respect whatsoever, the decision of Director, AIIMS, Rishikesh, shall be final and binding on both the parties.
35. All disputes shall be subject to the competent courts of Rishikesh, Uttarakhand which shall have an exclusive jurisdiction.