

All India Institute of Medical Sciences
Veerbhadra Marg, Pashulok,
Rishikesh-249203



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

REF No	:	24/Parking/247/2017-Rish(ADMN)
Publishing Date	:	08-08-2017 at 3.30 PM.
Pre-Bid Meeting	:	17-08-2017 at 3.00 PM.
Bid Submission Start Date	:	21-08-2017 at 9.00 AM.
Last Date of Bid Submission	:	05-09-2017 at 3.00 PM.
Bid Opening	:	06-09-2017 at 3.30 PM.

Tender documents may be downloaded from institute's web site www.aiimsrishikesh.edu.in
(for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app>

TENDER NOTICE

For

Managing Parking Services

AIIMS, Rishikesh, Virbhadr Marg, Rishikesh, Dehradun

Dated:08-08-2017

1. On behalf of Director, All India Institute of Medical Sciences (AIIMS) Rishikesh, e-tenders in Two Bid System (Technical bid and Financial bid) are invited from Reputed, Eligible and Qualified Tenderer agencies to enter into annual rate contract for **Management of CAR/ SCOOTER/AUTO/CYCLE parking Areas and control of traffic at Hospital Complex, AIIMS Rishikesh** on Contract Basis.
2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
3. The complete bidding process is online. Bidders should be possession of valid digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. For any assistance for e-bidding process, if required, bidder may contact to the helpdesk at 0135-2462915.
4. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'.
5. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
6. The Hard Copy of original in respect of earnest money deposit and tender fee etc. must be delivered to AIIMS, Rishikesh on or before last date/time of Bid Submission as mentioned above. The bid without EMD and tender fee will be summarily rejected. The scanned copy of the EMD and Tender fee should be attached in the technical bid.
7. The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

8. Any future clarification and/or corrigendum(s) shall be communicated through Administrative Officer on the AIIMS, Rishikesh website: www.aiimsrishikesh.edu.in and Central Government Procurement Website <https://eprocure.gov.in/eprocure/app>. The bidders are required to regularly check the website to know about any/all such corrigendum(s) as only these bids, taking care of such corrigendum(s) shall be considered for finalisation of the tender.
9. Bidder should necessarily enclose a covering letter mentioning a summary of applied document with proper numbering. Secondly, bid should also attach a compliance sheet as per specification mentioning that they are complying to all specification or have any variation.
10. The pre bid conference would be held on **17-08-2017 at 03.00 PM** in the office of Tender Opening Room, AIIMS, Rishikesh. All firm's representative who are attending the pre bid meeting, shall produce an authorization letter from their firm on the firm's letter head. They are required to put their query in writing before the committee and submit the same in writing on its letter head.
11. All the duly filled/completed pages of the tender should be given serial /page number on each page and signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of

terms & conditions. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected out rightly.

12. Any omission in filling the columns of Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filed up carefully by the tenderer. All corrections in this schedule must be duly attested by full signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.

13.(i) **Bid Security:** -The bidder shall pay the respective amount of Bid Security (EMD) as mentioned in table-I along with the Technical Bid by way of demand draft/FD/TD/CD in favour of “AIIMS, Rishikesh” drawn on any Nationalized Bank/ Scheduled Bank and payable at Rishikesh and must be valid for (6) six month. Bids received without tender fees and Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage. The original EMD will be put in cover-I containing with Technical bid.

- a) The Public Sector Undertaking of the Central/State Govt./MSEs/MSME/Registered with Central Purchase Organization are exempted from furnishing Earnest Money along with tender, **subject to submission of its valid proof.**
- b) The firms Registered with DGS & D/SSI and any approved source of Centre/States Govt. are not exempted from furnishing Earnest Money in so far as this institute is concerned.
- c) Earnest Money deposited with AIIMS, Rishikesh in connection with any other tender enquiry even if for same/similar material / Stores by the tenderer will not be considered against this tender.

(ii) EMD is required to protect the purchaser against the risk of Bidders conduct. The EMD will be forfeited if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to the notice that the information/ documents furnished in its tender is incorrect or false.

14. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract with successful bidder.

15. Bidders are not allowed to submit more than one bid for the same/similar tendered item else all his bids shall be cancelled thereby making him disqualified in addition to the forfeiture of the EMD.

16. The successful bidders have to execute a contract on Indian non judicial stamp paper of Rs.100/- (Rupees one hundred only) within twenty-one (21) days from the date of award of this tender in his favour and also required to furnish the **Security Deposit of Rs. 2.00 Lakhs** in the form of FD/BG/TD/CD for **three months extra of the contract period** from any Nationalised/Schedule bank duly pledged in favour of AIIMS, Rishikesh & payable at Rishikesh only. The EMD deposited by successful bidder may be adjusted towards Security Deposit as demanded above after its validation for the required period. If the successful bidder fails to furnish the full security deposit or difference amount between Security Deposit and EMD within 21 (twenty-one) days after the issue of **Letter of Award** of Work, his bid security (EMD) shall be forfeited and award of tender in suppliers favour automatically stands terminated at his cost & liability, unless time extension has been granted by AIIMS, Rishikesh.

17. The bid shall be valid and open for acceptance by the competent authority of AIIMS Rishikesh for a period of 180 (one hundred eighty) days from the published date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by bidders shall be entertained. The unilateral withdraw at any stage will cause forfeiture of EMD in addition to any remedy that the purchaser may have under the law.

18. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions of the contract and who has quoted the lowest rate as per financial bid after complying with the all the Acts / provisions stated / referred to for adherence in the tender.

19. The competent authority of AIIMS, Rishikesh reserves all rights to accept or reject any/ all tender(s) without assigning any reason. It can also impose/relax any administrative term and condition/specifications of the tender enquiry after due discussion in pre-bid conference. This will be communicated and shown over the website of the Institute. No representation will be considered after pre-bid meeting and **bidders may ensure its queries only in pre-bid meeting**. AIIMS, Rishikesh also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
20. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.
21. The tender form is not transferable.
22. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.
23. It is required by all concerned, namely the Bidders/Suppliers, as the case may be to observe highest standard of ethics during the procurement and execution of this Tender.
24. The bidders should have furnished a copy of GST/S.T. /C.S.T./VAT registration number, the State / U.T. of registration and the date of such registration. Tenders not complying with this condition will be rejected.
25. **Turnover provisions:** - (i) The tenderers should submit along with the tender, a photo state copy of the last three years Annual Accounts with Audit certificate by Chartered Accountant, Income Tax returns and a copy of current valid income tax clearance certificate (IT CC), otherwise bidder will not be considered for administrative evaluation (in evaluation of Technical bid) and will be declared **disqualified** in technical evaluation.
- (ii) In case of bidder falls under Section 44AD/44ADA/44AE of Income Tax shall be required to submit turnover certificate verified by Chartered Accountant with his Registration number issued by Institute of Chartered Accountants of India.
- (iii) In case of supplier is an Indian Agent, the firm can submit copies of purchase orders issued in favour of firm (*As the payment is made through LC directly to foreign manufacturer and equipment payment does not exist in the book of account of the supplier*) in support to its turnover whatever amount is getting short.
- (iv) There will be relaxation on turnover on *case to case* basis for **Start-up firms** registered by Government of India under Start-ups scheme as per orders of Ministry of Commerce, Government of India.
26. **Force Majeure:** Any failure or omission to carryout of the provisions of this supply by the supplier shall not give right for any claim by supplier and purchaser to one against the other, if such failure or omission arise from an act of God which shall include all acts of natural calamities from civil strikes compliance with any statistics and or requisitions of the Government lockout and Strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state of incarceration provided that notice of the occurrence of any event by either party to the other shall be within two weeks from the date of occurrence of such an event which could be attributed to force majeure. Any delay due to Force Majeure will not be attributable to the either of the parties.
27. The successful Bidder shall at all times agree to indemnify and keep indemnified the purchaser against all losses, damages which may arise in respect of action/inactions of such Bidder or breach of any term of this tender by such Bidder. All claims regarding indemnity shall survive the termination of the contract with such Bidder.
28. **Legal Jurisdiction:** -The Courts at Rishikesh/ Dehradun alone and no other Court will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this tender/supply Order/contract.

Applicable Law:

29. The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.

30. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Rishikesh/Dehradun, Uttarakhand India only.

31. Except as otherwise provided under this Contract for immediate termination of the Contract, in the event of a disputes which may be arising out of the execution of the tender contract, the matter will be referred to the Deputy Director (Administration). Appeal against the decision of the DDA will lie to the Director, AIIMS Rishikesh and his decision shall be final and binding upon both the parties.

32. Eligibility criteria for bidders:

Bidders meeting following criteria shall only be eligible for submitting bid. Bidders who fail to meet the below mentioned applicable criteria, their bid shall not be considered for evaluation.

- The Bidder should have experience of at least three years as parking contractor in govt hospitals/govt. organizations/semi govt./state govt organisations/reputed private hospitals.
- The Bidder should be registered with ESI and EPF.
- The tenderer has to give an affidavit on non-judicial stamp paper of Rs.10/- that there is no vigilance/CBI case pending against the firm and the firm has not been blacklisted in the past by any Govt. or Private Organization.
- The tenderers shall have Average financial turnover of Rs. 50.0 Lacs for the last three financial year i.e. 2013-14, 2014-15, 2015-16 duly supported by profit and loss account signed by chartered accountant.
- Bidder should have a registered office/shop in Rishikesh/Dehradun/Haridwar or within 50 kms of AIIMS, Rishikesh.

33. Financial Bid:

- **The rate contract will be awarded to the firm who will quote the maximum license fee/month.**
- **Minimum license fee is Rs. 50,000.00.**

TERMS AND CONDITIONS OF THE RATE CONTRACT AGREEMENT

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

1. The period of contract shall be effective for One year which may be extended for a further period of one year or a PART THEREOF at the discretion of the Director, AIIMS Rishikesh on the existing terms and conditions.
2. **The duties and responsibilities of the contractor will be as follows: -**
 - To manage the Cycle/Scooter/Car parking areas, earmarked for the purpose within the AIIMS OPD and Emergency Area and charge the requisite fee pre-prescribed through providing paid parking slips for the purpose by the hospital authorities / Director, AIIMS Rishikesh from time to time.
 - The receipts shall be printed by contractor & the each & every receipt shall be stamped by AIIMS.
 - To manage the flow of traffic within (the AIIMS areas of) the main Campus of the AIIMS.

- To ensure that the flow of traffic is maintained without any hindrance and that roads meant for one way traffic are manned and that vehicles are not allowed to violate such instructions, which may be, issued from time to time.
 - To provide adequate manpower to effectively run the services as mentioned above.
3. **CONTRACTOR SHALL MAINTAIN THE FOLLOWING PARKING AREAS AND THE TIMES FOR THEIR OPERATION AS DETAILS GIVEN BELOW:-**

PARKING: General Public Parking area & Emergency

Near OPD Entrance (Main Gate No. 1 of the Hospital & Emergency for Parking Car/Scooter/Cycle for General Public Parking Area – **Round the clock – minimum tariff should be Charged as given below.**

- Besides managing different parking lots, parking contractor will be responsible to control traffic flow in the Institute under the overall guidance of the Institute authorities. The Director, AIIMS Rishikesh, may resume the space(s) of the parking area before the expiry of the contract, if it is considered necessary to do so in the hospital interest of the Institute/public. The contractor shall not construct any building/room at the space of parking areas within the AIIMS Rishikesh Campus.
 - The contractor shall be responsible for the safe custody of the vehicles (cars, scooters, motorcycle etc. including helmets) parked within the specified parking areas both for the general public and staff and shall be liable for the damages in case of loss of vehicles or its fixtures or components which may occur as a result of any theft, tampering or due to any other reasons during the period these have been parked under his custody.
4. **The contractor shall receive/collect the following charges from the general public:**
- A. CAR/AUTO PARKING:**
Rs.25/- per day.
 - B. SCOOTER/MOTOR CYCLE :**
Rs.10- per day.
 - C. CYCLE :**
Free of cost
 - D. Heavy Vehicle Bus, Tractor, Truck etc.**
Rs. 50/- per day
- The AMBULANCES, Cars of COUNCILLORS, MLAs, Members of Parliament, Ministers, Staff Cars of the AIIMS Rishikesh Doctors, Staff and Government Officials and other VIP's as specified from time to time will be entitled to park their cars free of charge on all stands and their safe custody shall be the responsibility of the contractor.
 - The contractor shall be responsible for the notice boards displaying schedule of rates and to ensure that the rates etc. are not tampered with/altered/erased/covered by any persons. Any such lapse viz. Removal of boards and of tampering with/altering/erasing covering with any things on the boards, will be viewed severely and a penalty of Rs.100/-on each occasion /lapse will be charged irrespective of whether such acts are done by agents of contractor or not. The decision of the Director, AIIMS Rishikesh in this shall be final and binding on the contractor.

- A penalty of Rs.500/- shall be levied for non-observance of good behavior with the public and the staff or for over charging for each complaint/incident. Apart from this AIIMS Rishikesh authorities shall also reserve the right to cancel the contract by giving one month's notice. The Director, AIIMS Rishikesh, shall also be empowered to cancel the contract, forthwith without any notice for reasons to be recorded. The contractor shall on such cancellation vacate the site within 24 hours. The complaints from the General Public and the staff for the harassment /misbehavior/overcharging or for loss (es) or damages to the vehicles shall be enquired into by the Director, AIIMS Rishikesh or his authorized representative and the penalty on account of loss(es) or damages shall be recovered from the contractor.
- The staff employed by the contractor for parking lot will be in proper Uniform with printed names on the Shirt. The contractor shall be responsible to ensure that his workers come in Uniform on duty and display their name plates on the pocket of their shirt and they come in neat and clean uniform. The cost of the uniform and nameplates etc. will be borne by the contractor. In case any worker is found not in proper uniform as mentioned above, a penalty of Rs.100/-per person per day shall be charged.
- The contractor shall ensure that Cycle/Scooter/Cars are parked only in notified parking areas and a sum of Rs 50/- will be levied as fine each time for wrong parking or in case any vehicle is found to be parked in areas not earmarked as parking areas and the same will be recovered from the contractor.
- Different type of tickets/coupons are to be printed with 'AIIMS Rishikesh' only by the contractor at his own cost and only these tickets/coupons will be used in all parking lots. The number of tickets/coupons to be printed at any given point of time will not be less than the estimated requirements for a period of at least three months and he will maintain a register showing serial numbers of all types of ticket, coupons, daily issue and consumption. Director, AIIMS Rishikesh or his authorized representative will have the right to check various parking areas at any time during the working hours. Any case of misuse/non-use of tickets coming to the notice as a result of such checks will render the second party liable for a penalty of Rs.1,000/- for each case. The decision of the Director, AIIMS Rishikesh shall be final and binding and will not be challenged by the contractor in any manner what so ever.
- The AIIMS Rishikesh Authorities will have the right to issue its own complimentary Passes to the distinguished visitors, Government officials etc. These passes will bear the signature of the Director, AIIMS Rishikesh or his representative and the insignia of the Hospital and will be known as 'complimentary parking pass'. The contractor shall however, issue token receipts which will be printed separately for this purpose and the contractor will be fully responsible for its safe custody as in the case of paid parking.

Remark: All types of vehicles are exempted from any charges belonging to Officers/staff/employees of AIIMS Rishikesh.

5. CONTROL OF TRAFFIC :

- The contractor shall deploy adequate number of traffic marshals/ guides at the following locations for duration indicated against each:-
 - a) MAIN Gate No. 1: (8.00 A.M. to 6.00 P.M.)
 - b) Emergency area: -do-
 - c) O.P.D.: -do-
- The contractor shall ensure that various Instructions issued from time to time regarding movement of different kinds of vehicles etc: are strictly enforced. The Director, AIIMS Rishikesh or his authorized representative will issue detailed Instructions regarding one way traffic, speed limit, and

timing etc.

- The contractor shall be liable to a penalty amounting to Rs.100/-per day if personnel on duty are found missing or are not performing their duty or not in proper uniform during the hours indicated above.
- The contractor shall ensure proper maintenance of various traffic and other signboards installed in the institutional areas.
- The contractor shall ensure restrictions on the movement of such vehicles as are notified from time to time by hospital authorities.
- The contractor shall ensure that vehicles parked in 'No Parking' areas are towed away to a pre-designated place within reasonable time at his own expenses. In case damages are caused, the Director, AIIMS Rishikesh or his authorized representative shall be the final authority to decide whether damages caused are attributed to act of negligence on the part of contractor & reasonable liability shall be imposed on the contractor & decision of the Director, AIIMS Rishikesh in this regard shall be final.
- The contractor will engage sufficient number of cranes to remove vehicles from unauthorized parking. Initially at least ONE (1) tow away crane will be engaged by the contractor. Contractor must ensure that no vehicles are parked in areas other than authorized parking, failing which the contractor shall be liable for penalty amounting to Rs.100/-per day for each less provision of tow away vehicles.

GENERAL CONDITIONS .

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

be recovered from the security deposit. The contractors monthly License fee already deposited in the AIIMS in terms of provisions contained in para 1 of general conditions of tender document.

12. The contractor shall be entitled to charge maximum upto Rs10/- only in addition to normal parking fee if the token is lost by the customers. The contractor should deliver such vehicles to their rightful owner only after cross checking the identity of the owner and after proper satisfaction about the ownership of the vehicle and shall also report such matter to the Director, AIIMS Rishikesh or his authorized representative.
13. In case of any dispute between the contractor and the visitor/staff member the matter will be referred to the Official In-Charge (Parking) whose decision will be final and binding.
14. The contractor shall arrange to provide one surety on non-judicial stamp paper duly attested by the notary or from any serving Gazetted officer as a guarantee towards the regular payment of the license fee and other dues as per contract in the Performa to be provided by AIIMS Rishikesh (Financial Bid).
15. In case the complaints received from the visitors (written/verbal) exceed more than 30 in a year the contract shall be cancelled without any notice.
16. The contractor shall employ staff only after getting the character and antecedents verified from area police station of AIIMS Rishikesh in Rishikesh and shall submit the same in original to the Security Officer. In case any person is found claiming he/she to be representative of the contractor, the contract shall be deemed to be cancelled.
17. The firm/contractor will submit the partnership deed duly attested by the 1st class Magistrate in case of the firm being a partnership firm. The Contractor shall certify on their firm's letter head that the firm is not a partnership firm along with name of the proprietor.
18. The firm/contractor should not have been blacklisted in the past by any other organization; if this information is found false, action as deemed fit shall be taken against the firm which could be removal of name of the firm and forfeiture of EMD.
19. In the event of breach of any of the clause of the agreement, the Director, AIIMS Rishikesh shall cancel the permission to use the space and to resume the re-captive of the space without any notice. The contractor shall vacate the space occupied by them within 24 hours failing which he shall be removed by AIIMS Rishikesh, failing which he shall be liable to pay damages Rs.1000/- per day failing which the same will be recovered from his Performance Security Deposit.
20. The contractor shall not engage any staff below the age of 18 years and should follow the labour laws and shall submit the list of workers with their names and addresses after their police verifications.
21. The Agency shall also be the responsible for providing all the benefits such as EPF, ESI, Bonus etc. to the eligible employees engaged by him, AIIMS official will have right to check such record every month. If any discrepancy found as labor act, serious action will be taken by AIIMS management.

I / We hereby accept the terms and Conditions given in the tender

(Signature & Stamp of the bidder)

Note- Please sign each page of document including terms & conditions & tender

AIIMS, Rishikesh

TECHNICAL BID

(Documents to be attached/scanned in “Technical Bid”)

1. Name & Address of the interested firm with phone number, email, name and telephone/mobile	
2. Name, Address & designation of the authorized person (Sole proprietor/partner /Director)	
3. Please attach registrations with ESI and EPF.	
4. Please attach experience/performance letters from any govt. hospital/govt. organisations/semi govt. organisations/state govt. organisations/reputed pvt. Hospitals. Bidder should have experience of three years in managing parking services in any of above organisations.	
5. Please attach copy of last three years’ of Income Tax Return	
6. Turnover a. Please attach balance sheet (duly certified by Chartered Accountant) for last three (3) years (Attach copy of annual minimum turnover which should not be less than 50 lakh duly certified by the Chartered Accountant) b. The bidder falls under Section 44AD/44ADA/44AE of Income Tax Act shall be required to submit turnover certificate verified by Chartered Accountant with his Registration number issued by Institute of Chartered Accountants of India. c. Indian Agent can submit its copy of POs of LC cases, in support of its amount getting short in required turnover. d. Start-ups may submit its Start-up Registration for consideration (<i>Relaxation in turnover can be considered as the case may be, subject to fulfilment of other conditions. However, it will not mandatory</i>)	
7. PAN No. (Please attach copy)	
8. GST/VAT/Service Tax Registration Number. (Please attach copy)	
9. Bidder should have a registered office within 50 km radius of AIIMS Rishikesh. Please attached relevant proof.	
10. Power of Attorney/authorization for signing the bid documents (Not required in case of sole-proprietorship.)	
11. Please submit a notarised affidavit on Indian Non judicial stamp paper of Rs. 10/- that no case is pending with the police/CBI/Vigilance against the Proprietor/firm/partner or the Company (Agency). Please also declare that proprietor/firm/company has never been black listed/debarred by any organization. Indicate any convictions in the past against the Company/firm/partner.	
12. . An oath certificate to this effect may be enclosed on Rs.10 notarised stamp paper.	
13. Details of the FD/DD/TD/CD of bid security (EMD) FD/DD/TD/CD No: Date: Payable at-	Detail of cost of Tender for Rs. 1180/- (if downloaded from website) DD No. Date: Payable at-

Chapter-II (Schedule of requirements& EMD)

Table-I

Details and EMD

S.No.	Item	EMD
1	MANAGEMENT OF CAR/SCOOTER/AUTO/CYCLE PARKING AREAS AND CONTROL OF TRAFFIC AT HOSPITAL COMPLEX, AIIMS Rishikesh ON CONTRACT BASIS	INR 50,000.00

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

AFFIDAVIT

AIIMS Rishikesh Parking Stand & Traffic Management Tender for the year 2017-18

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

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

Signature of the Tenderer

Rubber Stamp of the Tenderer

Instructions for Online Bid Submission:

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

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- Please note the Number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG Tender No. : AIIMS/R/CS/Hospital/17/705/OT Page 18 of 19 formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- The documents being submitted by the bidders would be encrypted using PKI encryption all techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key
- Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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- Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid Tender No. : AIIMS/R/CS/Hospital/17/705/OT Page 19 of 19 summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120- 4001002.