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 taxis for the Period of two years 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 taxis 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 taxis 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, Virbhadr,Marg Rishikesh - 249201, before 3:00 pm on or before 09.12.2013. 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 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 03.00 PM. The pre bid conference would be done on 29.11.2013 at 03.00 PM in the office of Administrative Officer, AIIMS Rishikesh.
The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be purchased from AIIMS, Rishikesh from **19.11.2013 to 08.12.2013** between 1000 and 1400 hrs on non-refundable payment of Rs 1135.00 only or can be downloaded from website [www.aiimsrishikesh.edu.in](http://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 **08.12.2013** 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](http://www.aiimsrishikesh.edu.in).

Administrative Officer
AIIMS, Rishikesh

Sign of bidder
**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”)

<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>

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 during last three year – proof thereof in following format be attached.

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 2011 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 10 drivers with their residential address, mobile number, driving license number and expiry date)

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

6. Details of EMD of Rs. 25,000/-
   BG/FD/TD/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
8. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.

9. Power of Attorney/authorization for signing the bid documents

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.

**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 two year from the date of contract.
9. That the drivers of the hired taxis 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. BG/FD/TD/CD No. of Rs.25,000/- as EMD and DD of Rs.1135/- if tender documents is downloaded from web-site of this Institute.
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**

**Sign of bidder**
Tender Enquiry No.: F.No.24/06/2013-RISH(Admn)

Tender for hiring of Vehicle

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>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>
</tr>
<tr>
<td>1. Maruti SX4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Swift Desire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Innova</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Indigo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Bolero</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Scorpio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Hearse Van</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Ambulance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sign of bidder
FINANCIAL BID

<table>
<thead>
<tr>
<th>Tender Sl. No.</th>
<th>Sign of issuing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Tempo Traveller/ Mini bus 21 seater</td>
<td></td>
</tr>
<tr>
<td>10. Bus 32 Seater</td>
<td></td>
</tr>
<tr>
<td>11. Bus 42 Seater</td>
<td></td>
</tr>
<tr>
<td>12. Swaraj Mazda Bus</td>
<td></td>
</tr>
<tr>
<td>13. Mini Truck</td>
<td></td>
</tr>
</tbody>
</table>

- For daily hiring on lump-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, tender may be awarded to L1 bidder of each category.

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)
Tender Enquiry No.: F.No.24/06/2013-RISH(Admn)

Method for valuations of financial Bids

(i) 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.

(ii) 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>Rs.12, 000/-</td>
<td>+</td>
<td>Recoupment average@10km/liter</td>
<td>Recoupment average@13km/liter</td>
</tr>
<tr>
<td>Rs.13, 000/-</td>
<td>+</td>
<td>Recoupment <a href="mailto:average@11.5km">average@11.5km</a>/liter</td>
<td></td>
</tr>
<tr>
<td>Rs.12, 500/-</td>
<td>+</td>
<td>+</td>
<td></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.
Terms & Conditions for hiring of vehicles at AIIMS, Rishikesh

(i) The liability of the Contractee (AIIMS, Rishikesh, First party) is limited to the contract value only and service tax payable thereon, which shall not be increased throughout contract period. In case of any accident, all type of expenses including penalty etc, the claims/liabilities arising thereof, shall be met by the Contractor (Vehicle Provider, Second Party).

(ii) The Contractee shall pay only the fixed monthly/daily/hourly hiring charges and amount of service tax liable on the services. All type of other expenses, viz. charges of driver, fuel maintenance and all type of expenses including penalty etc. shall be borne by the Contractor.

(iii) During the Contract period, the Contractor will ensure that drivers employed have valid driving license. The driver should observe all the etiquette and protocol while performing the duty, and shall be neatly dressed, should wear proper uniform with name plate and must carry a mobile phone in working conditions for which no separate payment shall be made by the Contractee.

(iv) The Contractor shall ensure that the vehicle is insured properly and all other statutory dues are paid in the time and the contractor shall comply with motor vehicle Act/Rules /Others statutory requirements. The Contractee shall not be responsible for the same.

(v) The vehicles must be available at any time of any day as desired by the Institute. Also, in case of breakdown of any vehicle, substitute vehicle shall be provided in the time. Failing this, the Contractee shall have the right to hire a vehicle from the market and cost incurred to wards this, shall be borne by the Contractor.

(vi) 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 taxies is not found satisfactory, they shall be returned for immediate replacement. If no replacement(s) is/are made in time, the Contractee shall have a right to hire vehicle(s) from local market, and cost so incurred towards this, shall be borne by the Contractor.

(vii) Once the hiring of cars commences from the Contractor, the cars and the frequent changes of driver will not be allowed. However, If the driver’s behaviour is found objectionable, the contractor shall replace him with a new driver with the consent of contractor is unable to do the same, he will be penalized Rs.250/- each day.

(viii) 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 Administrative Officer, AIIMS, Rishikesh.

(ix) The Contractor and Driver shall be bound to carry out the instruction of Contractee as well as of the officers assigned to the vehicle.

(x) The parking fees and toll taxes will be reimbursed on actual basis on production of proof of payment of such Taxes by the Contractor.

(xi) A penalty of Rs. 500/- (Rupees Five Hundred only) per day per vehicle may be levied, if any, vehicle fails to meet above terms and conditions on any day.

Sign of bidder
The Contract between the Contractee and the contractor can be cancelled with the notice of 30 days from either side on breach of any of the terms and conditions of the contract. Also the Contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon.

The billing will be done on monthly basis and monthly bill in triplicate in the name of Director, AIIMS, Rishikesh shall be submitted to the office Administrative Officer, AIIMS, Rishikesh within 1st week of every subsequent month.

Any matter, during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Director, AIIMS, Rishikesh. Whose decision shall be final and conclusive.

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

The Contractor will have to appoint one Nodal Officer who should be available round the clock for any complaint/suggestion. His Name and Mobile Number should be provided to Contractee.

"That the Contractee shall not be held liable vicariously for any kind of ‘Act’ at commission and omission by the Contractor or any of his Employees during the discharge of his duties as per the terms and conditions of the present Contract."

It is made clear that the engagement of the Contractor does not in any way confer any right to the Contractor or the driver that may be deployed by the Contractor in the office of the Contractee for claiming any regular or part time employment in this Institute or any other Government Office.

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.

The journey to the destination and back shall be undertaken by the shortest route possible.

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

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

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.

The firm submitting the tender must have sufficient fleet of taxies (registered/affiliated with the agency/firm name and should be at least 10 in number for Sl 1 to 4) which have been registered on or after 01.01.2011. Proof of this will have to be enclosed by way of submission of copy of Registration Certificate of vehicles.

Sign of bidder
EMD & Security Deposit

(i) **EMD:-** Tenderers shall have to deposit EMD of Rs. **25,000/-** (Rupees twenty five thousand only) in the form of BG/FD/TD/CD/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.

(ii) **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.

(iii) **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.

(iv) **Security Deposit:-** The successful tenderer will have to deposit a security of Rs. **50,000/-** (Rupees fifty thousand only) in the form of a BG/FD/TD/CD/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.

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

**Liability (ies) of the Contractor:-**

(i) The successful bidder has to constitute a contract on 100 rupees stamp paper within 7 days of the award of work.

(ii) The Contractor shall, on commencement of the contract, furnish the list containing registration/affidavit number of vehicles, names, addresses and mobile numbers of the drivers of the vehicles to the Contractee. The vehicles must be registered as taxi and all the states taxes to borne by contractor.

(iii) The Contractor shall be directly responsible for any dispute arising between him and his drivers and keep the Contractee indemnified against all action, losses, damages, expenses and claims etc. arising thereof

(iv) The Contractor shall be fully responsible for theft/burglary, fire or any mischievous deeds by his drivers.

(v) The Contractor shall be responsible for correct & timely payment of wages/salaries and other benefits and allowances to his driver that might becomes applicable under any Act or order of Govt. Irrespective of the delay in payment at AIIMS, Rishikesh part. The Contractee shall have no liability whatsoever in this regard and the contractor shall indemnify the Contractee against all claims which may arise under the provision of various acts, Govt. Order etc.

(vi) 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.

(vii) The Contractee 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 Contractee. If any such claim is made against the Contractee by any drivers of his heirs engaged/employed by the Contractor, which the Contractee is obliged to discharge by virtue of any statute of 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 Contractee all the money paid in addition to the expenses incurred by him.

Sign of bidder
Validity & Termination:

(i) This contract is initially for a period of two years at a time which is extendable for another one year subject to satisfactory performance.

(ii) In the event of non compliance or breach of any terms of the contract or unsatisfactory or inefficient working, the Contractee will be at liberty to revoke the contract by one month notice in writing.

Terms of Payment:

(i) The Contractor will submit the monthly bill in the name of Director, AIIMS for reimbursement in triplicate to the Administrative Officer AIIMS, Rishikesh every following month, latest by 1st week of every month.

(ii) The Contract shall release the due amount through crossed account payee cheque in favour of the Contractor.

(iii) The bill chargeable to the Contractee shall be paid after every month of service rendered, if found in order. In case of non fulfillment of any obligation under the contract, the Contractee reserves the right to deduct the payment due from the Contractor from monthly bill(s) submitted by the Contractor.

(iv) No advance payment will be made by AIIMS, Rishikesh.

Jurisdiction:

The Courts at Rishikesh/Dehradun alone will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this agreement/contract. It is specifically agreed that no court outside and other than Rishikesh/Dehradun shall have jurisdiction in the matter.

Sign of bidder