

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



TENDER DOCUMENT FOR HIRING OF VEHICLES
FOR, AIIMS, RISHIKESH ON CONTRACT BASIS

REF No	:	24/Vehicle/257/2017-Rish(Admn)
Publishing Date	:	06-10-2017 at 11.00 PM
Pre-Bid Meeting	:	12-10-2017 at 3.00 PM
Bid Submission Start Date	:	17-10-2017 at 9.00 AM
Last Date of Bid Submission	:	02-11-2017 at 3.00 PM
Bid Opening	:	03-11-2017 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****Hiring of Vehicles****AIIMS, Rishikesh, Virbhadra Marg, Rishikesh, Dehradun****Dated:05-10-2017**

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, experienced and financially sound companies/firms/agencies to enter into annual rate contract for **providing vehicles on hired basis to AIIMS Rishikesh**. The categories of vehicles is given below:

S.No.	Type of Vehicles	Requirement	Per Km rate to be paid after 2400 Kms	Overtime to be paid to the drivers (after 10 hrs of duty)	Night Charges
1.	Buses (with hill permit)	02 (1 AC and 1 Non AC)	Rs. 45/- for AC and Rs. 40/- for non AC	Rs. 500/ per hour	Rs. 1000/-
2.	Force Travellers	02 (with AC)	Rs. 20/-	Rs. 200/ per hour	Rs. 300/-
3.	Toyota Innova Crysta	02 (with AC)	Rs. 18/-	Rs. 200/ per hour	Rs. 300/-
4.	Fortuner/Pajero/Endeavour	01 (with AC)	Rs. 18/-	Rs. 200/ per hour	Rs. 300/-
5.	Ciaz	01 (with AC)	Rs. 12/-	Rs. 200/ per hour	Rs. 300/-
6.	Bolero	01 (with AC)	Rs. 12/-	Rs. 200/ per hour	Rs. 300/-

Note: If overtime is done for more than two hrs, night charges will be paid in place of overtime.

- Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
- 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](tel:0135-2462915).
- 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>'.
- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- Hard Copy of technical bid along with 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 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 **12-10-2017 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 described in the table below 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. The EMD and tender fee should be separately submitted in the tender office, AIIMS Rishikesh and the scanned copy of the same should be attached with the 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 as described below in the table** 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

demanding 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 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 outrightly.

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 rightfor 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/ Uttarakhand 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/ 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.

- Experience in work of providing Transport facilities to Govt. Organisations/Semi Govt. Organizations/State Govt. Organizations/Reputed Private Sector Companies during last three years.
- 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. 5.0 Lacs/vehicle 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 100 kms of AIIMS, Rishikesh.
- **Bidder should have “All India Permit” or permit for travel in Uttarakhand, Uttar Pradesh, Delhi, Haryana, Himachal Pradesh and Chandigarh for all commercial vehicles. Copy to be enclosed in the technical bid**

S.No	Vehicle	EMD	Security Deposit
1	Buses (with hill permit) (32-42 Seater)	Rs. 25,000/-	Rs. 25,000/- per vehicle
2	Force Travellers	Rs. 15,000/-	
3	Toyota Innova Crysta	Rs. 10,000/-	
4	Fortuner/Pajero/Endevour	Rs. 10,000/-	
6	Ciaz	Rs. 10,000/-	
7	Bolero	Rs. 10,000/-	

Note: EMD will be paid for per vehicle as mentioned above. If the bidder wants to quote for all vehicles then total EMD of all vehicles needs to be paid i.e Rs. 80,000/-

TERMS AND CONDITIONS OF THE RATE CONTRACT AGREEMENT

- Work:-** The tender is for awarding the contract for hiring of taxis on monthly/daily lum-sum basis and per KM basis as per requirement by AIIMS, Rishikesh for official use. **Providing Driver, maintenance and fuel for 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.
- Selected Tenderer has to provide vehicles as and when required in Delhi & NCR Region on the same rate terms and conditions on which they will provide vehicles in AIIMS, Rishikesh.
- Period:-** The contract is awarded for a period of **03 years** 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 1+1 year with such revised terms on mutually agreed basis depending on the services of the contractor.**
- Earnest Money Deposit (EMD):-** Tender received without EMD will not be entertained/ considered. No interest will be paid on the EMD.
- 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.
- 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.
- L1 Clause: L1 will be declared on the basis of lowest rates quoted for monthly hiring (for 2400 kms) and 10 hrs of services daily for all the vehicles.** 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.
- The vehicles must be **brand new/2017 model** 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 taxis is not found to be satisfactory, they shall be returned for immediate replacement.
- 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 Pea Cap + safari blue or white dress with name badges to the drivers.** Each supplied vehicle has a provision to fix name plate of Designation or Institute name. The name plate will be 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.
- Before hiring each vehicle will be inspected by Director or Officer designated by him. Only those vehicles which are found in good condition and fulfil all conditions of contract will be hired.

11. **The firm would ensure that drivers employed have valid commercial driving license and carry the necessary registration paper, driving licence and permits etc; should be educated and well behaved, observes required precautions and also conversant with the traffic rules/regulations and city/hill roads/routes in addition to being of required capacity, competence, experience and qualification to effectively perform their duties and having no criminal record. Hill safety should be ensured by the drivers while driving in hilly areas. 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, from time to time for effective utilization of firm's services.**
12. **The financial bids should be submitted separately for (i) Monthly hire charges; (ii) fixed daily rent on lump-sum basis (iii) km basis on outstate journey (iv) overtime to be paid to the driver, if required. The amount of bids quoted should include all statutory obligations. Unutilized portion of the minimum mileage of 2400kms will be carry forwarded for the next month. The rates quoted should be inclusive of driver.**
13. 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.
14. 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.
15. 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.
16. Justification of financial bidding will be evaluated by the Tender Committee for feasibility of practicality seeing the experience of past bidders at AIIMS, Rishikesh.
17. The Successful bidder has to enter into an agreement with AIIMS Rishikesh on 100 rupee 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.
18. For Noncompliance of the term & condition of the contract, the contract may be terminated by forfeiting the EMD after giving proper opportunity of hearing.
19. 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.
20. 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.
21. The 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.
22. 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.
23. AIIMS, Rishikesh shall be liable to pay the hiring charges only which shall be 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, upkeeping 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 firm only. All incidental expenditure towards repair will be borne by the contractor. Contractor shall ensure preventive/periodical maintenance of vehicle from original manufacturer or its authorised service center.

24. 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.

25. The rates quoted should be excluding GST. The GST will be paid additionally if applicable at the applicable rate of the service provider, as may be applicable from the time to time. No GST will be paid, if operator fails to provide the proof of payment of GST. Latest income tax clearance certificate and PAN is also required to be submitted by the operator.

26. 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.

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

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

29. 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.

30. The parties hereby agree for provisions of penalties by AIIMS Rishikesh, from time to time. Schedule of Penalties includes:-

Problem	Penalty
Late Arrival	
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.

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 2017 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.

31. 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.

32. AIIMS Rishikesh may by giving one month's notice can foreclose the contract without any liability, financial or otherwise on itself.

33. 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.

34. All disputes shall be subject to the competent courts of Rishikesh, Uttarakhand which shall have an exclusive jurisdiction.

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 experience/performance letters from any Govt. Organisations/Semi Govt. Organizations/State Govt. Organizations/Reputed Private Sector Companies. Bidder should have experience of three years in providing vehicle services in any of above organisations.	
4. Please attach copy of last three years’ of Income Tax Return	
<p>5. Turnover</p> <p>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)</p> <p>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.</p> <p>c. Indian Agent can submit its copy of POs of LC cases, in support of its amount getting short in required turnover.</p> <p>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>)</p>	
6. PAN No. (Please attach copy)	
7. GST/VAT/Service Tax Registration Number. (Please attach copy)	
8. Bidder should have a registered office within 50 km radius of AIIMS Rishikesh. Please attached relevant proof.	
9. Power of Attorney/authorization for signing the bid documents (Not required in case of sole-proprietorship.)	
10. 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.	
<p>12. (a) Registration number of the firm for plying of commercial vehicles.(proof to be attached)</p> <p>(b). how many taxies are registered with the firm/agency (minimum ten are required) (proof to be attached)</p> <p>(c). whether valid pollution control certificates have been obtain (proof to be attached)</p> <p>(d). whether vehicle are properly insured (proof to be attached)</p>	
<p>13. Details of the FD/DD/TD/CD of bid security (EMD)</p> <p>FD/DD/TD/CD No:</p> <p>Date:</p> <p>Payable at-</p>	<p>Detail of cost of Tender for Rs. 1180/- (if downloaded from website)</p> <p>DD No.</p> <p>Date:</p> <p>Payable at-</p>

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

AFFIDAVIT
AIIMS Rishikesh
Hiring of Vehicles
Tender for the year 2017-18

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

1. That I am the Director/Partner/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.
3. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
4. I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

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. :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.

- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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. : 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.