

All India Institute of Medical Sciences Rishikesh- 249201



Tender Document for Management of Car/Scooter/Auto/Cycle & Parking Areas at AIIMS, Rishikesh

Ref No	:	24/RC/Parking Services/876/2025-26/Rish(Admn)
Publishing Date	:	10.04.2026
Pre-Bid Meeting	:	17.04.2026
Bid Submission Start Date	:	11.04.2026
Last Date of Bid Submission	:	30.04.2026
Bid Opening	:	01.05.2026

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

Tender Document for Management of Car/Scooter/Auto/Cycle & Parking Areas on Contract Basis at AIIMS, Rishikesh

1. On behalf of Executive 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 **2 years and period is further extendable for 2 years (1 year at a time) subject to satisfactory standard of services'** rate contract for Management of CAR/ SCOOTER/AUTO/CYCLE parking Areas on Contract Basis at AIIMS, Rishikesh.
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 in possession of a valid Digital Signature Certificate (DSC) for online submission of bids. Before bidding, DSC must be registered on the website mentioned above. For any assistance for the e-bidding process, if required, the bidder may contact 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 a black and white option, which helps in reducing the size of the scanned document.
6. The Hard Copy of original in respect of earnest money deposit must be delivered to AIIMS, Rishikesh on or before last date/time of Bid Submission as mentioned above. The bid without EMD will be summarily rejected. The scanned copy of the EMD should be attached to the technical bid.
7. The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of the bid being submitted must be signed and sequentially numbered by the bidder, irrespective of the nature of the content of the documents, before uploading.

1.	Name of Work	Tender for Management of Car/Scooter/Auto/Cycle & Parking Areas on Contract Basis at AIIMS, Rishikesh
2.	Reference No	24/RC/Parking Services/876/2025-26/Rish(Admn)
3.	Bid Security (EMD)	Rs. 3,07,800/- (5% of total contract value)
4.	Performance Security (PBG)	10% of total contract value

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 the Administrative Officer on the AIIMS, Rishikesh website: www.aiimsrishikesh.edu.in and the 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 finalization of the tender.

9. Bidder should necessarily enclose a covering letter mentioning a summary of applied document with proper numbering. Secondly, the bid should also attach a compliance sheet as per the specification, mentioning that they are complying with all specifications or have any variation.

10. The pre-bid conference would be held on **17/04/2026 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 the committee's letterhead.

11. All the duly filled/completed pages of the tender should be given a serial /page number on each page assigned 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 a token of acceptance of the terms & conditions. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected outright.

12. Any omission in filling the columns of the Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filled 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 will 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 BG/FDR 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 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 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 the same/similar material / Stores by the tenderer, will not be considered against this tender.

(ii) EMD is required to protect the Institute 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; otherwise, all their bids shall be cancelled, thereby making them 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 (20) days from the date of award of this tender in his favour and also required to furnish the **Performance Security Deposit (PBG) of @10% of contract value** in the form of FDR/BG for **three months extra of the contract period** from any Nationalized/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 20 (twenty) days after the issue of **Letter of Award** of Work, his bid security (EMD) shall be forfeited and award of tender in service providers 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 or withdrawal of tender on any ground by bidders shall be entertained. The unilateral withdrawal at any stage will result in the forfeiture of the EMD, in addition to any remedy that the Institute 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 which has quoted the highest 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 terms and conditions/specifications of the tender enquiry after due discussion in pre-bid conference. This will be communicated and shown on the website of the Institute. No representation will be considered after the pre-bid meeting, and bidders may ensure their queries only in the **pre-bid meeting**. AIIMS, Rishikesh, also reserves the right to reject any bid that, in its opinion, is non-responsive or violates any of the conditions/specifications without incurring any liability for any loss that may be caused to the bidder in the process.
20. Tender must be submitted on the prescribed Tender Form; otherwise, the tender will be cancelled straightaway.
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 outright.
23. It is required by all concerned, namely the Bidders/service Providers, 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 the bidder falls under Section 44AD/44ADA/44AE of Income Tax, a turnover certificate verified by a Chartered Accountant with his Registration number issued by the Institute of Chartered Accountants of India shall be required to be submitted.
- (iii) In case of service provider 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 the foreign manufacturer and equipment payment does not exist in the book of account of the service provider*) in support to its turnover, whatever amount is getting short.
- (iv) There will be relaxation on turnover on *a case-by-case basis for Start-up firms registered by the Government of India under the Start-ups scheme as per the orders of the Ministry of Commerce, Government of India.*

26. **Force Majeure:** Any failure or omission to carryout of the provisions of parking services by the contractor shall not give right for any claim by service provider and Institute 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 service provider 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 either of the parties.

27. The successful Bidder shall at all times agree to indemnify and keep indemnified the Institute against all losses, damages that may arise in respect of actions/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/Contract Order parking service management.

Applicable Law:

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

30. Any disputes are subject to the exclusive jurisdiction of the 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 dispute that may arise 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 Executive Director, AIIMS Rishikesh, and his decision shall be final and binding upon both parties.

32. Eligibility criteria for bidders:

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

- The Bidder should have experience of at least three years as a parking contractor in the Govt hospitals/government. organizations/semi govt./state Govt organizations/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 Government or Private Organization.
- The tenderers shall have an Average financial turnover of Rs. 30,00,000/- (Thirty Lakh Only) for the last three financial years.
i.e. 2022-23, 2023-24, 2024-25 duly supported by profit and loss account signed by chartered accountant.
- Awarded bidder will be open a registered office/shop in Rishikesh/Dehradun/Haridwar or within 10 kms of AIIMS, Rishikesh withing 15 days.

33. Financial Bid:

- **The Contract will be awarded to the firm that will quote the maximum license fee/month.**
- **Bidder should quote a license fee of more than Rs. 2,50,000/Month rental (excluding GST).**

TERMS AND CONDITIONS OF THE PARKING SERVICE & MANAGEMENT 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. Scope of Services

- a. The tender is invited for renting out the hospital parking space to a vendor who will manage and operate parking facilities at AIIMS, Rishikesh.**
- b. The vendor shall pay rent with the highest bid amount being considered for award of the contract.**

2. The duties and responsibilities of the contractor will be as follows: -

- a. Parking staff must be polite, courteous and empathetic while dealing with patients, visitors and hospital staff.
- b. Any complaint of misbehavior received at the office of the Medical Superintendent will attract a penalty of Rs. 2000/ per instance.
- c. Vendor will make and install the signage's for parking and need to display the parking fees at the entrance of parking in a mental signage board easily able to read from a few meters.
- d. To manage Cycle/Scooter/Car parking areas, earmarked for the purpose within the AIIMS OPD and emergency area, and charge the requisite fee as prescribed by the hospital authorities, Executive Director, AIIMS Rishikesh, from time to time.
- e. The receipts shall be printed by vendor.
- f. The vendor shall ensure the deployment of adequate security personal for the smooth functioning of parking services.
- g. The vendor shall install and maintain CCTV surveillance at all parking entry and exit points.
- h. Any theft, damage or suspicious activity must be reported to hospital security immediately.
- i. To provide adequate manpower to effectively run the services as mentioned above.
- j. Bidder shall use only the provided areas (Annexure-I) & not use them for unauthorized areas for parking purposes, like roadside & all.
- k. The vendor shall be solely responsible for any loss, damage or theft of vehicles parked in the designated area.
- l. AIIMS Rishikesh shall not be liable for any disputes between the vendor and vehicle owners.
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- n. AIIMS Rishikesh shall not be liable for any disputes between the vendor and vehicle owners.

3. Contractor shall maintain the following parking areas and the times for their operation as details given below: -

PARKING: General Public Parking area & Emergency

Tentative areas shall be allotted near the OPD Entrance (Main Gate No. 3 of the Hospital & Emergency for Parking cars/scooters/cycles for the General Public. Parking Area – Round the clock – minimum tariff should be charged **as given below.**

Total tentative Area: 8,205 sq. mtr. comprising at different places in campus as per current situation of areas.

- Besides managing different parking lots, the parking contractor will be responsible for controlling traffic flow in the Institute under the overall guidance of the Institute authorities. The Executive Director of AIIMS Rishikesh may resume the space(s) of the parking area before the expiry of the contract, if it is deemed necessary in the interest of the hospital or the public. The contractor shall not construct any building/room in the parking spaces 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 (including all taxes) from the general public:

Multiple times entry - exit shall be allowed within 6 hours, for the same vehicle.

Note : Initiate 30 minutes of parking will be free of cost.

A. CAR/AUTO PARKING:

Rs.20/- (Beyond 30Min.up to maximum 8 hours) & Rs. 30 up to 24 hours. Including GST.

B. SCOOTER/MOTOR CYCLE:

Rs.10/- (Beyond 30Min.up to maximum 8 hours) & Rs. 20 up to 24 hours. Including GST.

C. CYCLE:

Rs.5 for 24 hours including GST.

D. Heavy Vehicles Bus, Tractor, Truck etc.

Rs. 70 for 6 hours & 140/- for 24 hours including GST and double in next 24 hours.

- Government vehicle with valid log books, vehicles belonging to AIIMS, Rishikesh and government ambulance shall be allowed to park free of charge at the designated parking stands. The contractor shall be responsible for the safe custody of such vehicle for 12 hours, after which prior permission must be obtained from the competent authority nominated by the Executive Director of AIIMS, Rishikesh.

- The contractor shall be responsible for the notice boards displaying the 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.2000/- on each occasion /lapse will be charged irrespective of whether such acts are done by agents of contractor or not. The decision of the Executive Director, AIIMS Rishikesh in this shall be final and binding on the contractor.
- A penalty of Rs . 2000/- shall be levied for non-observance of good behavior with the public and the staff or for overcharging 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 Executive 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 the 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.2000/-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 1000/- 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.
- 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.

GENERAL CONDITIONS.

1. This contract is only for managing parking services. It does not create any legal relationship such as principal-agent, landlord-tenant, partnership, or employer-employee between AIIMS Rishikesh and the contractor, or with patients/visitors.
2. The contractor shall pay the security deposit 10% of contract license fee in the form of FDR in favour of the Executive Director, AIIMS Rishikesh. The Monthly license fee shall be paid separately for every month in advance, which will mean that the license fee will be deposited with the Executive Director, AIIMS Rishikesh, through a Demand Draft in favour of "Executive Director, AIIMS Rishikesh" payable at Rishikesh.
3. Bidder should submit the monthly rent on an advance basis for each month till the 7th day of the existing month and should inform with transaction details via email to the account section, the estate officer & Tender cell. If bidder fails to submit the rent till 10th day of the month a penalty shall be imposed as up to 2000 per day.
4. If bidder fails or delayed in payment of rent on 2nd occasion a warning notice will be issued to service provider.
5. If the bidder fails or delays in payment of rent on the 3rd occasion, a termination notice of 30 days will be issued to the service provider to terminate the contract & deposited performance security (PBG) shall be forfeited, with blacklisting the firm for the next three years.
6. 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 **and bidder has to submit necessary documents to the Accounts Section through the Estate Office regarding GST returns/deposition proof & statutory compliances related to wages of the staff employed by him/her, for the previous month along with the payment of the monthly rent on 10th of each month.**
7. In the event of commencement of the project (presently in pipeline) regarding construction of multi-layer parking in any of these designated parking areas that would be entrusted with the bidder, which would result in reduction or addition (post construction) of the allocated space, the monthly rent would be re calculated accordingly in respect to the H1 amount (rent) against the total area.
8. Electricity will be provided to the successful bidder on a chargeable basis. Separate electricity meter(s) will be fixed by Institute. The cost of electrical cable/wiring/fixtures/fittings will be borne by the successful bidder. No payment on account of fixing aforementioned items will be done by Institute.
9. Bidders are requested to kindly take a survey of parking areas before participating in the tender process. After participating in the tender process, any type of request is not considered for any type of construction. The parking areas will be handed over to the H1 bidder as per the current condition from the side of AIIMS, Rishikesh.
10. The contractor shall be responsible for the maintenance/service of the provided area during the contract period.
11. The tentative area will be providing to H1 bidder as per current situation of the allotting area.
12. 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.

- 13.** The contractor will not sublet the contract to any other party. In case it is found that the contractor has sublet or assigned the same, the contract will be deemed to be cancelled, and the performance security deposit will be forfeited.
- 14.** The contractor will not be entitled to any refund, rebate, or requisition in license Fee on any account whatsoever, including strikes /lockouts, and the contractor shall be liable to pay the license fee in advance per the terms and conditions.
- 15.** The contractor shall be entitled to charge a maximum of Rs 10/- only in addition to the 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.
- 16.** 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.
- 17.** 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).
- 18.** 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 bidder to be representative of the contractor, the contract shall be deemed to be cancelled.
- 19.** The firm/contractor will submit the partnership deed duly attested by Notary Public 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.
- 20.** 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.
- 21.** In the event of breach of any of the clause of the agreement, the Executive Director, AIIMS Rishikesh shall cancel the permission to use the space and resume the re-capturing 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 an additional charges @ Rs. 10,000/- per day failing which the same will be recovered from his Performance Security Deposit.
- 22.** 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.
- 23.** The Agency shall also be responsible for providing all the benefits, such as EPF, ESI, Bonus, etc., to the eligible employees engaged by it. The AIIMS official will have the right to check such records every month. If any discrepancy is found under the Labour Act, serious action will be taken by AIIMS management.
- 24.** The vendor is expected to operate through electronic mode.

25. AIIMS, Rishikesh, shall not be held liable for any issues arising from the parking area. The contractor and all his representatives shall be responsible for handling daily parking-related problems and complaints.
26. EV charging point installation with a parking area, and also installed an AD Machine.

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

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. organizations/semi govt. organizations/state govt. organizations/reputed pvt. Hospitals. Bidder should have experience of last three years in managing parking services in any of above organizations.	
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 Thirty Lakh duly certified by a 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. Power of Attorney/authorization for signing the bid documents (Not required in case of sole-proprietorship.)	
10. Please submit a notarized 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.	
11 Please submit a notarized affidavit on Indian Non Judicial stamp paper of Rs. 10/- <u>in the format given in Annexure-C</u> that no case is pending with the police against the Proprietor/Firm/Partner or the Company (Agency). Indicate any conviction in the past against the Company/Firm/Partner.	
12. Please declare that Proprietor /firm/company has never been blacklisted/debarred by any Organization. An oath certificate to this effect may be enclosed on Rs. 10/- notarized Indian Non Judicial stamp paper <u>in the format given in Annexure-A.</u>	
13. Original copy of EMD	

NOTARISED AFFIDAVIT
(On Rs. 10/- Non-Judicial Stamp Paper)

TENDER NO.

I, undersigned (name).....(designation)... .., duly authorized representative of..... (name of Proprietorship/Firm/Company) hereby undertake, affirm, confirm and declare that-

Proprietorship/Firm/Company/Agency has never been **blacklisted/ debarred** by any organization.

Undersigned, on behalf of the Proprietorship/Firm/Company/Agency, do hereby solemnly declare and affirm that the above declaration is true and correct in all respects, and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make the Proprietorship/Firm/Company/Agency, as well as the undersigned, personally liable for all civil/criminal obligations, including complaint to the police and other authorities.

Deponent Signature:

Name:

Designation:

Aadhaar No:

Email Id:

Mobile No:

Landline No:

Fax No:

Address:

NOTARISED AFFIDAVIT
(On Rs. 10/- Non-Judicial Stamp Paper)

TENDER NO.

I, undersigned (name).....(designation)... .., duly authorized representative of..... (name of Proprietorship/Firm/Company) hereby undertake, affirm, confirm and declare that-

1. Undersigned is fully competent and authorized from Proprietorship/Firm/Company to make this Affidavit to bind such Proprietorship/Firm/Company.
2. All details/information/documents furnished by Proprietorship /Firm/ Company/Agency in bid document is true and correct.
3. Proprietorship/Firm/Company is fully solvent and legally/financially competent to perform terms and conditions of Tender.
4. Proprietorship/Firm/Company is duly registered under various relevant government notifications and all dues have been paid as on date.
5. Proprietorship/Firm/Company hereby agrees and fully understands that notwithstanding anything contrary contained in Tender document and without prejudice to any of the rights or remedies of AIIMS Rishikesh, AIIMS Rishikesh shall be entitled in its sole discretion to determine that a bidder is to be disqualified at any stage of the process and its participation in Tender process and/or its Technical Proposal and/or Financial Bid dropped from further consideration for any reasons.

Undersigned, on behalf of Proprietorship/Firm/Company/Agency does hereby solemnly declare and affirm that the above declarations are true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make Proprietorship/Firm/Company/Agency as well as undersigned personally liable for all civil/criminal obligations including complaint to police and other authorities.

Deponent Signature:

Name:

Designation:

Aadhaar No:

Email Id:

Mobile No:

Landline No:

Undertaking

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish within 21 days, Bank Guarantee/ Performance Security after the issue of Purchase Order, as applicable, in the format to be provided by AIIMS Rishikesh in addition to execution of a Contract as pre-condition for obtaining the supply orders.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the AIIMS Rishikesh immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

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 Bidder)

Name:

Designation with Seal of the Firm:

NOTARISED AFFIDAVIT

(On Rs. 10/- Non-Judicial Stamp Paper)

TENDER NO.

I, undersigned (name).....(designation)... .., duly authorized representative of..... (name of Proprietorship/Firm/Company/Agency) hereby undertake, affirm, confirm and declare that-

No criminal case is pending with the Police against our Proprietorship/Firm/Company/Agency or any of its authorized signatories.

Undersigned, on behalf of Proprietorship/Firm/Company/Agency does hereby solemnly declare and affirm that the above declaration is true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall make Proprietorship/Firm/Company/Agency as well as undersigned personally liable for all civil/criminal obligations including complaint to police and other authorities.

Deponent Signature:

Name:

Designation:

Aadhaar No:

Email Id:

Mobile No:

Landline No:

Fax No:

Address:

Financial Bid

(To be submitted in BoQ Only and not in hard copy)

(Bidders are required to quote rent the designated area only)

S.No.	Description	Monthly Rental Fees Amount (Excluding GST)
1.	Management of Car/Scooter/Auto/Cycle & Parking Areas on Contract Basis at AIIMS, Rishikesh (8,205 sq. mtr.) (Minimum rent = Rs. 2,50,000/-)	

1. Highest Rental fees to AIIMS Rishikesh will be considered H-1 bidder.

2. In case more than one bidder qualifier for H-1, the tender will be awarded to the bidder who have greater turnover,

Note:

After due evaluation of the bid(s) Institute will award the contract to the highest evaluated responsive tenderer,

Declaration by the Bidders: 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.

Name: -

Address: -

Phone No: -

Email: -

Seal: -

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/ Page 14 of 15 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 maybe 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 colored (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. 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 maybe directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120- 4001002.