All India Institute of Medical Sciences
Rishikesh-249203

Tender document for Monthly Hiring of Vehicles on Contract Basis

At
AIIMS, Rishikesh

Ref. No. : 24/Vehicle Hiring Services/544/2020-Rish(Admn)
Publishing Date : 21/01/2020 at 03:00 PM
Pre-Bid Meeting : 27/01/2020 at 03:00 PM
Bid Submission Start Date : 21/01/2020 at 03:00 PM
Last Date of Bid Submission : 11/02/2020 at 03:00 PM
Bid Opening : 12/02/2020 at 03:00 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 on Contract Basis At
AIIMS, Rishikesh

1. E-tenders in Two Bids (Technical & Financial) basis are invited on behalf of the Director, All India Institute of Medical Sciences, Rishikesh from interested and eligible service provider for providing vehicles on monthly hired basis at AIIMS Rishikesh for a period of 2 years further extendable up to 2 years (1 year at time) based on performance of service provider.

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 valid digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. For any assistance for e-bidding process, if required, bidder may contact to the helpdesk at 0135-2462915.

4. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the ‘Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at https://eprocure.gov.in/eprocure/app’.

5. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

6. Hard Copy of earnest money deposit and tender fee etc. must be delivered to AIIMS, Rishikesh on or before last date/time of Bid Submission as mentioned above. The bid without EMD and tender fee will be summarily rejected. The scanned copy of the EMD and Tender fee should be attached in the technical bid.

7. The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

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

8. Any future clarification and/or corrigendum(s) shall be communicated through the Central Public Procurement Portal for e Procurement at https://eprocure.gov.in/eprocure/app or AIIMS, Rishikesh website: www.aiimsrishikesh.edu.in. 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 with all specifications or have any variation.

10. The pre bid conference would be held on ...............2020 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. **Bid Security:** (i) The bidder shall pay the respective amount of Bid Security (EMD) as mentioned in Table-I along with the Technical Bid by way of demand draft/FD/TD/CD in favor of “AIIMS, Rishikesh” drawn on any Nationalized Bank/ Scheduled Bank and payable at Rishikesh and must be valid for (6) six month. Bids received without tender fees and Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage. The original EMD will be put in Cover-I containing with Technical bid.

   a) The Public Sector undertaking of the Central/State Govt./MSEs/MSME/Registered with Central Purchase Organization are exempted from furnishing Earnest Money along with tender, **subject to submission of its valid proof.**

   b) The firms Registered with DGS & D/SSI and any approved source of Centre/States Govt. are not exempted from furnishing Earnest Money in so far as this institute is concerned.

   c) Earnest Money deposited with AIIMS, Rishikesh in connection with any other tender enquiry even if for same/similar material / Stores by the tenderer will not be considered against this tender.

   d) Declaration of Udyog Aadhar Memorandum (UAM) number by the vendors on CPPP is mandatory. The bidders who fail to submit the UAM number shall not be able to avail benefits available to MSE’s.

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

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

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

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

17. The EMD/PBG shall be forfeited if successful bidder fails to provide services in stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.

18. 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.

19. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for Clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

20. 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.

21. 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.

22. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.

23. The tender form is not transferable.

24. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.

25. 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.

26. It must be mentioned clearly whether bidder is a sole Services provider/ sole agent for the items for which he is quoting.

a. **Sole Service Provider** must add a certificate that they are the sole service provider for which they are quoting in this tender enquiry The rate certificate is also required from the sole manufactures that the Rates quoted are the same as they quote to other State/Centre Govt./reputed Private Organisation for the similar services and these are not higher than those quoted by them.

b. **Authorized agents** must add authority letter from their sole services provider on the letter head of the sole service provider signed by a competent person and comes in proforma given in attach must duly supported by a notarised affidavit on Indian Non Judicial Stamp Paper of Rs.10/- (Rupees ten only) that they are quoting Rates on behalf of them. The
authorization letter must give/mention the purpose for which it is allowed. The validity period of the authorization letter must be mentioned in the authority letter otherwise tender will be liable to rejection.

27. 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.

28. **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.

29. **Force Majeure:** Any failure or omission to carryout of the provisions of this service by the service provider shall not give right for any claim by service provider 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.

30. 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.

31. **Legal Jurisdiction:** -The Courts at Rishikesh/ Dehradun alone and no other Court will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this tender/supply Order/contract.

**Applicable Law:**

32. 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.

33. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Rishikesh/Dehradun, Uttarakhand India only.
34. Except as otherwise provided under this Contract for immediate termination of the Contract, in the event of 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.

35. At the time of awarding the contract, the purchaser reserves the right to increase or decrease up to twenty-five (25%), the quantity of goods (round of to next whole number) without any change in the unit price and other terms & conditions quoted by the bidder.

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
SECTION-II SCOPE OF WORK

The Bidder is required to provide __________________________ (AC) fully confirming to RTA/RTO regulation along with fuel, driver etc and carryout periodical maintenance and execute the work through their Supervisor.

Monthly KM Hire Slab: The monthly KM hire slab on which vehicle is required is tentatively indicated below.

<table>
<thead>
<tr>
<th>Monthly Hiring Hire slab</th>
<th>Quantity of Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>at AIIMS RISHIKESH</td>
</tr>
<tr>
<td>________________________</td>
<td>along with driver for running of vehicle including, fuel etc. maintenance of vehicle complete as required</td>
</tr>
<tr>
<td>. Up to 2400 KMs per Month.</td>
<td></td>
</tr>
</tbody>
</table>

- GST Extra at prevailing rates.

The Table shown above is only indicative and for regular work. The actual deployment may vary from time to time depending on work schedule, company’s policy, intensity of maintenance and interruption duties and developmental activities etc.

NOTE:- I. 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

Director, AIIMS RISHIKESH
SECTION-III SERVICE PROVIDER OBLIGATIONS

1. At any point of time vehicle to be provided should not be more than one-year-old.

2. The vehicle should have a taxi registration & valid insurance. A copy of the required documents should be submitted with the tender.

3. No vehicle should be supplied having registration in the name of any employee of AIIMS RISHIKESH or their close relatives.

4. Accuracy of meters will be checked quarterly by Engineering Department of AIIMS RISHIKESH. AIIMS RISHIKESH reserves the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error/ fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by AIIMS RISHIKESH, which may even lead to termination of Contract.

5. The tenderer should own or have on company lease at least five number of desired Commercial vehicle registered as taxi with permit from RTO in the name of proprietor/ Company/ partners/firm/director. The full details of the vehicles and a clear declaration that the firm will be able to supply desired commercial vehicle of model not older than 2019 from the date of issue of NIT shall be provided.

6. Quantity of Vehicles to be hired is shown in the Scope of Work. However, AIIMS RISHIKESH shall place the order only as per the actual requirement from time to time.

7. Duty Hours of vehicles are normally for ten hours per day (that is from 8.00 AM to 6.00 PM) on all working days of month. However actual duty hour shall be specified by the controlling officer of AIIMS RISHIKESH.

8. The Driver provided should be well behaved a commercial driving license holder & should ensure connected through mobile during duty hours but also thereafter to ease allotment of duty.

9. The service provider shall provide a supervisor for all engaged vehicles.

10. Vehicle shall normally be provided on all working days. Vehicle may be called on Sundays/Holidays as per requirement & extra changes shall be paid for the same.

11. In case of any dispute, decision of Director, AIIMS RISHIKESH shall be final & binding.

12. Counting of Distance will be from the starting point of the user and closing at the point wherever user completes his/ her travel. The distance covered in each way between user delivery address and the garage/ normal parking place will be allowed on actual basis or 5 KMs whichever is less.

13. The monthly hiring bills in respect of the vehicle should be submitted on month to month basis latest by 10th of each following month.
14. It is to be ensured that the copy of the Log Book extracts of the vehicle is attested by the user of the vehicle along with monthly bill

15. **Miscellaneous Conditions:**

Service Provider should comply with the following:

(i) Telephones - Telephones, where requisition of vehicle can be conveyed all the 24 hrs at the time of signing contract by successful bidder.

(ii) Documents of vehicles - All self-attested copies of documents of vehicles like of R/C Book, up to date Insurance policy & paid Tax of vehicles, Road permit etc. should be submitted. All pages of the bid document must be signed before submission.

(iii) Statutory Requirements: - It is desirable to have the Registration with EPF, ESI Code, GST, PAN etc. However, if the Service Provider does not possess any or all the above, they should obtain the same if required by law to execute this service, within one month of commencement of Contract.

(iv) Government taxes / Levies / Duties other than GST for deploying the vehicles within the jurisdiction of User will be borne by the Service Provider.

(v) Parking / Toll Charges, if any, may be claimed by Producing valid parking / Toll slips/ evidence of such payment.

(vi) Attested copy of driving license of the driver(s) should be submitted during the contractual period initially and thereafter subsequently on expiry of the license or change of driver.

(vii) Police verification of drivers of all vehicles is to be submitted.

(vii) Consumables like fuel, lubricants, tires, battery and repairs, maintenance, taxes, insurance, etc. will be the Service Provider’s liability.

(viii) Assign driving to only qualified experienced & licensed drivers with no criminal records and also assume full responsibility for the safety and security of AIIMS Rishikesh faculty/officers/staff guest/authorised person and their belongings. In case the user is not satisfied by the performance of a driver, for whatsoever reasons, AIIMS RISHIKESH may ask the driver to be replaced.

(ix) The driver shall report for duty to the deputed authority of AIIMS RISHIKESH. He may be required to move to any place within Uttarakhand at any time.

(x) Vehicles Up-keep shall be in good condition along with good and clean seat covers & curtains. Vehicles so hired may be inspected by a pre-designated committee of AIIMS RISHIKESH officers with reference to good/properly maintained vehicle including cabin, upholstery, seats etc. which is empowered to impose penalty and recommendation for removal of certain vehicle.

(xi) Meter reading of each vehicle has to be checked by per day by each driver from authorized representative of AIIMS Rishikesh.

16. **Debarring Conditions:**

(i) No vehicle should be supplied having registration in the Name of employee of AIIMS RISHIKESH or their close relative.

(ii) No sub-contracting of the Service allotted is permissible by AIIMS RISHIKESH. The near relatives of all AIIMS RISHIKESH employees either directly recruited or on deputation are prohibited from participation in this tender. (iii) The tampering of meter reading, vehicle usage timings, overwriting of
Summary / log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract. (iv) Service Provider shall not engage any person below 18 years of age.

17. **AIIMS RISHIKESH will not have obligation:-**

   (i) No liability whatsoever for payment of wages/salaries other benefits and allowances to personnel of successful bidder that might become applicable under any Act or Order of the Govt. in this regard and the Service Provider shall indemnify AIIMS RISHIKESH against any/all claims which may arise under the provisions of various Acts, Government orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.

   (ii) No direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence shall be borne by AIIMS RISHIKESH and any loss caused will have to be suitably compensated by Service Provider.

   (iii) Not be responsible for theft, burglary, fire or any mischievous deeds by his staff.

   (iv) Service Provider shall be the employer for his workers and AIIMS RISHIKESH will not be held responsible fully or partially for any dispute that may arise between the service provider and his workers.

18. **Penalty for breach of terms & conditions:**

   (i) In case of break down, after its reporting for duty, the vehicles will have to be replaced by same type immediately or within an hour. In case of non-availability of suitable vehicle, a penalty up to Rs. 1000/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs. 500/- per break down shall be imposed.

   (ii) The penalty for absence during extra Hour duty will be Rs.100 per occasion and for Temporary absence during duty hours without valid permission shall be Rs. 75 per hour of absence. The decision of the Executive Engineer(E), AIIMS RISHIKESH Electrical Division, regarding period of absence for the purpose of this clause shall be final and binding.

   (III) In case of non-availability of vehicle for any particular day penalty of Rs. 2000/- per day shall be imposed in addition to deduction of hire charges on pro-rata basis for the period.

   (iv) If the vehicle provided by the Service Provider is found to be not in good condition or without proper document; the vehicle may be rejected and sent back. No payment shall be made on account of such rejection. However, in case of dispute the decision of Director AIIMS RISHIKESH shall be final and binding.

   (v) No payment will be made for vehicles supplied by the Service Provider older than 2019.

   (vi) Should not refuse to provide vehicles against AIIMS RISHIKESH’s requirement and on each refusal a penalty as given at item.

   (iv) above will be deducted from the running bills besides any other action under any other provisions of this tender.
SECTION-IV GENERAL (COMMERCIAL) CONDITIONS

19. Tenderer Eligibility:

1. The tenderer should own or have on company lease at least one number of desired Commercial car registered as taxi with permit from RTO in the name of proprietor/ Company/ partners/firm/director, and not older than Three years from the date of issue of NIT. The full details of the vehicles and a clear declaration that the firm will be able to supply desired commercial vehicle of model not older than 01 (years) i.e 2019 from the date of issue of NIT shall be provided. The bidder should own vehicles by purchase or lease from others.

2. Right to Accept or Reject: AIIMS RISHIKESH shall not be bound to accept the lowest or any tender and reserves to itself the right to accept or reject any tender or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof and without incurring any liability to the affected tenderer(s) for the action of AIIMS RISHIKESH.

3. Tender Forms.

3.1 The tender should be submitted in two covers; One super scribing EMD plus cost of tender and eligibility credentials (Eligibility credentials are to be submitted in the format of page 1 to 3 of Annexure-2 of the tender document, by taking a copy from the relevant pages of the tender document) and Second as Tender (The entire tender document with page 1 of Annexure 3 of the tender document duly filled in and rates quoted in page 2 of the Annexure 3 of the tender document, on the body of the tender document itself is to be submitted. The tender document consisting of all 31 pages to be enclosed in this envelop) and both the sealed envelopes are stapled together & should not be put in the 3rd envelope and each envelope should be superscripted “TENDER DOCUMENT FOR HIRING OF VEHICLE -AIIMS RISHIKESH

Both envelopes are to be duly sealed. Technical bid and financial bid shall be opened separately. No indication of the Prices will be made in the Technical bid.

3.2 Tender will be opened in the presence of Tenderers present on the due date of opening i.e. 15.30 Hrs on _______/2020 after opening the main envelope 3, the envelope 1 containing the EMD along with the cost of the tender as applicable and eligibility credentials shall be opened first. The envelope 2 containing tender shall be opened only for those tenderers whose EMD, cost of tender and eligibility is found in order after evaluation of details and documents furnished in Annexure-2. The unopened tenders shall be returned to the tenderers after the final decision on the tender is reached. No correspondence in this regard will be entertained. Incomplete Tenders or Tenders not dropped in the manner prescribed in Clause 3.1 above or Tenders not properly sealed or Tenders with conditional rebates are liable to be rejected. All Columns should be furnished with relevant details and no column should be left blank.

3.3 Tenders of only eligible tenderers will be opened.

3.4 Tenderer shall furnish the documents as per Technical Bid Form at Annexure-II

3.5 Rates should be quoted in the Schedule of Requirement & Hire Charges, page 2 of Annexure 3 of the tender document, in the body of the tender document itself. The Tender should not be changed in any manner. Addition / deletion / alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.

3.6 The duly filled tenders must be accompanied with an EMD of Rs. 3,00,000 (Rupees) only in the manner prescribed on page 2 of the tender document.
3.7 Tender should be submitted to the office of Director at AIIMS RISHIKESH 249203 up to 15.00Hrs on given date

3.8 The tenderer is requested to examine all instructions, forms, terms and specification in the Tender documents. Failure to furnish the entire information required as per Tender Documents or submission of the tenders not substantially responsive to the Tender Documents in every respect will be at the tenderers risk and may result in rejection of the Tender.

3.9 A prospective tenderer requiring any clarification on the Tender document shall notify the purchaser in writing. The purchaser shall respond in writing to any request for the Clarification of tender document which it receives not later than 7 days prior to the date of opening of Tender.

3.10 At any time, prior to the date of submission of tender, AIIMS RISHIKESH may, for any reason whether at its own initiative or in response to a clarification required by a prospective tenderer, modify the tender documents by amendments.

3.11 The amendments shall be notified in writing to all prospective tenderers and these amendments will be binding on them.

3.12 The tenderer shall bear all costs associated with the preparation and submission of the tender. AIIMS RISHIKESH in no case be responsible for these costs regardless of the conduct or outcome of the tendering process.

4. Tender opening Tenders shall be opened as detailed in clause (3.2) in the presence of tenderers or their authorized representative who wish to be present at the time of opening of tenders on due date. Authorization letter to this effect shall be submitted by the tenderer before they are allowed to participate in tender opening (Format is given in Annexure-1). After scrutiny of the EMD, cost of tender and eligibility, the AIIMS RISHIKESH will open the tenders of only eligible tenderers. The Tenders will be opened only in those cases that fulfil the eligibility conditions and furnish all documents as given in Eligibility credentials.

5. Tender Evaluation

5.1 Tenders shall be evaluated to determine whether they are complete, whether any Computational errors have been made whether documents have been properly signed and whether tenders are generally in order.

5.2 If there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, AIIMS RISHIKESH will determine the substantial responsiveness of each tender to the tender document. A substantially responsive tender is one, which conforms to all the terms and conditions of tender documents without material deviation. A tender determined as substantially non-responsive will be rejected by AIIMS RISHIKESH.

5.3 The procedure adopted for comparison of substantially responsive tenders shall be on the basis of the evaluation criteria for hire of services indicated in Scope of Work in Section-II, inclusive of all levies and charges as indicated in schedule at Section V of the tender document and as per formula devised in Schedule-A.

6. Award of Contract AIIMS RISHIKESH shall consider placement of letter of intent to those tenderers whose offers have been found technically, commercially and financially acceptable. The tenderer shall within two weeks of issue of letter of intent, give his acceptance along with performance security in conformity with clause 17 of Section-IV and as per format shown in the tender document.

7. Right to vary quantities AIIMS RISHIKESH reserves the right at the time of award of contract to increase or decrease up to 25% of the required quantity of services specified in the schedule of
requirements without any change in hiring charges of the offered quantity and other terms and conditions.

8. Signing of Contract

8.1 Signing of Agreement within two weeks of issue of letter of award of work shall constitute the award of hiring contract on the tenderer.

8.2 Upon the successful tenderer furnishing the Performance Security the AIIMS RISHIKESH shall discharge its EMD in pursuant to clause 12.

9. Annulment of Award Failure of the successful tenderer to comply with the requirement of clause 8 shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event AIIMS RISHIKESH may make the award to any other tenderer at the discretion of AIIMS RISHIKESH or call for new tenders.

10. Period of validity of tenders (i) The tender shall remain valid for 30 days after the date of opening of tenders. A tender valid for a shorter period shall be rejected by AIIMS RISHIKESH as non-responsive. (ii) A tenderer accepting the request of AIIMS RISHIKESH for an extension to the period of tender validity, except in exceptional circumstances, will not be permitted to modify his tender.

11. Tender Price.

11.1 The supplier shall quote price in page 2 of Annexure 3 of the tender document, in the body of the tender document itself. The tendered rates shall be inclusive of all taxes and levies payable under respective statutes except GST, if applicable, will be reimbursed to the Contractor by the Engineer-in-charge to the extent and by following the procedure provided for in the GST rules, as amended from time to time, on satisfying himself that the contractor has actually, genuinely and validly paid the GST. Tenderers who are liable to pay GST shall have valid registration with Central Excise department for service appropriate to this tender. However, no penal charge levied by the concerned department (department dealing with GST) on the contractor will be reimbursed. This condition will prevail upon any other clauses dealing with GST and the same shall stand amended to that extent.

11.2 The price quoted by the tenderer shall remain fixed during entire period of Contract & shall not be subject to variation on any account. A Tender submitted with an adjustable price quotation will be treated as non-responsive and rejected.

11.3 Discount or extra charges if any mentioned by the tenderers shall not be considered unless these are specifically indicated in the price schedule. Tenders with conditional rebate are liable to be rejected.

12. EMD

12.1 Pursuant to clause 3.6, the tenderer must deposit Rs. 3,00,000 (Rupees) only as EMD. The EMD shall be in the form prescribed on page 2.

12.2 The successful bidder’s EMD will be converted to past performance security acceptance of the award of contract and execution of agreement. The successful tenderers security will be discharged upon the tenderer’s acceptance of the award of contract satisfactorily in accordance with clause 17 of Section-IV and upon furnishing the performance security.

13. The EMD may be forfeited:

13.1 If tenderer withdraws his tender during the period of tender validity specified in the tender form.

13.2 If the successful tenderer fails.

i) To sign contract in accordance with clause 8.
ii) To furnish performance security in accordance with clause 17 of Section IV.

iii) A tender not secured in accordance with para 10 shall be rejected by the AIIMS RISHIKESH as nonresponsive at the tender opening state and returned to the tenderer unopened.

iv) The EMD of unsuccessful tenderer will be discharged / returned as early as possible as but not later than 30 days after the expiry of the period of tender validity.

14. Terms of Payment:

14.1 The payment shall be made by Administration, AIIMS. monthly bills i.e vehicles engaged on monthly basis shall be submitted to Administration AIIMS along with completed log book signed by the user by the 5th of the following month for payment. In case, the bills are not submitted to AIIMS RISHIKESH as per above schedule, it will not take responsibility for delay in payment.

14.2 It should be ensured that there is no overwriting in the log book. In no case, log book without signature will be accepted for payment and if it is found so, the amount will be disallowed.

14.3 In case the vehicle engaged on monthly basis is to be discontinued during the month, the bill shall be paid on actual basis, as per terms & conditions of the tender.

14.4 All extra running like extra mileage, extra hours or night duty should be clearly mentioned in the bill duly justified by the user & recommended by the controlling officer.

15. Clause by clause compliance. A clause by clause compliance of service to be provided shall be given as per Scope of Work U/S II, service providers’ obligations U/S III and General & Commercial Conditions U/S-IV.

16. Duration / Period of Contract: Normally contract will be awarded for 02 (two) years. However, extension for the next year/ part thereof or finalization of next tender will be considered keeping in view the various factors, such as prevailing market price, satisfactory performance of the firm. The right to exercise or not to exercise the option of extension of contract shall rest with AIIMS RISHIKESH and the contractor shall have no claim over extension, whatsoever.

17. Termination of Contract

17.1 In case of any default by the Service Provider and in any of the terms & conditions (whether General or Special), AIIMS RISHIKESH may without prejudice to any other right/remedy which may have occurred or shall occur thereafter to AIIMS Rishikesh terminate the contract, by giving one month working days’ notice in writing to the Service Provider.

17.2 All instructions, notices and communications etc. under the contract given in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the Service Provider.

17.3 Notwithstanding anything contained herein, AIIMS RISHIKESH also reserves the right to terminate the contract at any time or stage during the period of contract, by giving one-month notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.

17.4 Without prejudice of any of the rights or remedies under this contract, if the contractor dies, the authorized representative on behalf of the AIIMS RISHIKESH shall have the option of terminating the contract without compensation to the contractor.

17.5 INDULGING OF CONTRACTOR IN CRIMINAL/ANTISOCIAL ACTIVITIES AND CASES UNDER INVESTIGATION / CHARGE SHEETED BY CBI OR ANY OTHER GOVERNMENT AGENCIES ETC: If the CBI/Independent External Monitor (IEM) / Income Tax /Sales Tax/ Central
Excise/ Custom Departments recommend such a course – Action will be taken as per the directions of CBI or concerned department.

18. Termination for insolvency AIIMS RISHIKESH may also by giving written notice and without compensation to the Service Provider terminate the contract if the Service Provider becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

20. Insurance The Insurance cover protecting the agency against all claims applicable under the Workmen’s Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. AIIMS RISHIKESH shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on AIIMS RISHIKESH, the same shall be reimbursed /indemnified by the Service Provider.

21. Prices:

21.1 The rates should be on monthly basis, extra per km running and night halt charges are also to be indicated. (Fixed monthly rent including fuel charges.)

21.2 Rates charged by the Service Provider for the services given under the contract shall not be higher than the rates quoted by the Service Provider in his tender.

21.3 In case of any reduction of taxes and statutory levies (if any) during the contractual period, AIIMS RISHIKESH shall take the benefit of decrease in such taxes/ duties for the services to be availed from the date of enactment of revised duties/ taxes.

21.4 In case of increase in taxes/ duties during the contractual period, AIIMS RISHIKESH shall be liable to revise the rates as per new taxes/ duties for the services to be availed for the remaining period of the contract.

22. Price Revision:

22.1 No escalation is admissible on any account whatsoever during the first three months of the contract. After three months of contract increase or decrease in hire charges due to variation in Fuel rates will be worked out and paid only when the variation to base rate is above 10%. Such increase or decrease in the hire charges due to these variations shall be worked out from the base rate on the following formula:

\[ \text{Increase or decrease in Petrol/Diesel during the month} = \frac{\text{Actual KMs run by the vehicle} \times (\text{Revised rate per liter} - \text{Base rate per liter})}{\text{Average KM per liter of Diesel consumption (KMPL)}} \]

(Note: - The Base Rate of Diesel is the prevailing rate on the date of award of work /contract. The Average KMPL is to be assumed as 16 Kms in case of diesel swift desire car. If there is decrease in Fuel Price, formula will indicate negative figure which means the deduction shall be done from the bill)

22.2 The review for change in hire charges due to change in fuel rates shall be affected at the end of quarter, irrespective of start of contract i.e. on 31st March, 30th June, 30th Sept, and 31st December. The change in hire charges, if any, shall be applicable from the 1st day of next quarter. Base Rate of fuel would be fuel prices as on date of award of contract.

22.3 In case of minimum average run per liter of fuel (i.e Average KMPL) as assumed above is not achieved by any vehicle, then the extra cost of fuel consumed by the vehicle on the basis of actual KMPL of fuel will be deducted from the payment due for that vehicle.
22.4 The service provider shall submit supplementary bill for reimbursement towards increase in Fuel price on monthly basis without accumulation. This supplementary bill is to be supported with proof of fuel price prevailing on 1st of the month.

23. **Miscellaneous Conditions:**

23.1 AIIMS RISHIKESH reserves right to counter offer price against price quoted by the tenderer.

23.2 In case the date fixed for opening of tenders is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the tenders will be opened on next working day, time and venue remaining unaltered.

23.3 AIIMS RISHIKESH reserves the right to disqualify such tenderers who have a record of not meeting contractual obligations against earlier contract entered into with AIIMS RISHIKESH and blacklist such tenderer / tenderers for a suitable period in case they fail to honour their tender without sufficient ground.

24. **Set Off (Recovery of Sum Due):**

24.1 Any sum of money due and payable to the Service Provider (including security deposit refundable to him) under this contract may be appropriated by AIIMS RISHIKESH and set off the same against any claim of AIIMS RISHIKESH for payment of a sum of money arising out of this contract or under any other contract made by Service Provider with AIIMS RISHIKESH.

24.2 In the event of said security deposit being insufficient, the balance of total amount recoverable, as the case may be shall be deducted from any sum due to the Service Provider under this or any other contract with AIIMS Rishikesh Sanchar Nigam Limited. Should this amount be insufficient to cover the said full amount recoverable, the Service Provider shall pay to AIIMS Rishikesh Sanchar Nigam Limited on demand the balance amount, if any, due to AIIMS Rishikesh Sanchar Nigam Limited within 30 days of the demand by AIIMS RISHIKESH.

24.3 If any amount due to the company is so set off against the said security deposit, the service Provider shall have to make good the said amount so set off to bring the security deposit to the original value immediately by not later than 10 days.
PERFORMANCE SECURITY BOND

1. In consideration of AIIMS Rishikesh (here in after called the AIIMS RISHIKESH,) having agreed to exempt (here in after called the said Service Provider(S) from the demand of security deposit / earnest money of Rs._________ _________________on production of Bank Guarantee for Rs. _____________. For the due fulfillment by the said Service Providers of the terms & conditions to be contained in an Agreement in connection with the contract for supply of we, (name of the bank) (here in after referred to as the Bank) at the request of _______Service Provider s do hereby undertake to pay to the AIIMS RISHIKESH, ___an amount of not exceeding, against any loss or damage caused to or suffered or would be caused to or suffered by the AIIMS RISHIKESH, by reason of any breach by the said Service Provider s of any of the terms & conditions contained in the said agreement.

2. We (name of the bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the AIIMS RISHIKESH, stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the AIIMS RISHIKESH, reason of breach by the said Service Provider s of any of the terms & conditions contained in the said agreement or by reason of the Service Providers failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the AIIMS RISHIKESH, in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs._____________________.

3. We undertake to pay to the AIIMS RISHIKESH, any money so demanded not withstanding any disputes raised by the Service Provider(s)/ supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider(s)/ supplier(s) shall have no claim against us for making such payment.

1. We (name of the bank) further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the AIIMS RISHIKESH, under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till AIIMS RISHIKESH, certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said Service Provider(s) and accordingly discharges this guarantee. 5. We (name of the bank) further agree with the AIIMS RISHIKESH, that the AIIMS RISHIKESH, shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the AIIMS RISHIKESH, against the said Service Provider(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Service Provider(s) or for any forbearance, and or any omission on the part of the AIIMS RISHIKESH, or any indulgence by the AIIMS RISHIKESH, to the said Service Provider(s) or by any such matter or thing whatsoever which under the law relating to sureties would , but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Service Provider(s) / supplier(s)

7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by AIIMS RISHIKESH. Dated: For ------------------------------- ------- (Indicating the name of the bank) N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.
UNDERTAKING

This deed of undertaking executed on this______ day of ------------ Two thousand eighteen and --------
---------- by (Name of sole proprietor/ partner/ Director / authorized representative, the Firm, Company,
Trust, Society etc. )-------------------------------------------------------- S/O----------------------------------residing at-
---------- ---------------------------------------------------------------on behalf of said M/s ----------------------------------------------------------
---------- (Name of the Firm, Company, Trust, Society, etc.) having its office at-----------------------------
--------------------------------------------------------------------------and duly authorized to sign, file and verify present undertaking by the
said ---------------------------------------------------------------(Name of the Firm, Company, Trust, Society, etc.) in favour of All India
Institute of Medical Sciences, Rishikesh, (hereinafter called AIIMS RISHIKESH) (which terms shall
mean and include its successors, administrators, heirs and assigns. Whereas M/S AIIMS RISHIKESH
invited tenders for ------------------------------. I/We participated in the Tendering process and emerged as
successful tenderer with respect to Tender No.------------------------- ----------------------. I/ We --
-------------------------------------------------------------------------- acknowledge that I/We ---------------- ------------------------------
---------have fully understood and are aware of the terms & conditions of the Tender/ Contract and do
hereby unequivocally and unconditionally undertake and declare that:

(1) I/ We -------------------------------shall comply with all the Rules/ Regulations/ Laws/ Government instructions/ status etc. that are applicable/ will be made applicable and or are aimed to
protect the interest of the workers/ employees engaged by me / us in the past and during the course of
performance of the contract with AIIMS RISHIKESH.

(ii) I/We shall fully protect, indemnify and hold harmless AIIMS RISHIKESH and its employees, 
officers, Directors, agents or representatives from and against any and all liabilities, losses, actions, 
judgments, damages, fines, penalties and costs (including legal costs and disbursements) arising from 

Any breach/ violation of any direction, order from any governmental authority any provisions of the
labour laws or any other laws, statute or regulation that are or will be aimed to protect the interest of 

Any other payments, claims or liability that may arise for ensuring compliance of the provisions of any 
of the labour laws or any other laws, etc.

OR

Any other claim made by any third party in connection with any violation of any of the laws, guidelines, 
instruction, etc. In witness whereof this undertaking has caused on the ------------------------- Day------
----------Month of -----------------------Year .

Date:

Place:

(Signature:------------------------) Name:----------------------------- Designation:-----------------------------

WITNESS :
**Tender for Hiring of Vehicles for**

**AIIMS, Rishikesh**

**TECHNICAL BID**

* (Documents to be attached in the “Technical Bid”)*

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<tr>
<td><strong>1.</strong> Name &amp; Address of the Service Provider and their authorised dealers/ distributors/Agency with phone number, email, name and telephone/mobile</td>
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<tr>
<td><strong>1a.</strong> * The proof of ownership of minimum 05 number of required Car not older than one year from the date of issue of NIT, registered as commercial vehicle in the name of proprietor/ Company/ Partners/ firm/ director etc. as the case may be : (Attach attested photocopy as a proof)</td>
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<tr>
<td><strong>1b.</strong> * The proof of the vehicle being registered as Commercial vehicle in the name of proprietor/ Company/ Partners/ firm/ director, as the case may be: (Attach attested photocopy as a proof)</td>
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<tr>
<td><strong>2.</strong> * Is your concern Recognized / Registered Yes No (Attach attested photocopy as a proof) If yes, tick as applicable a. Recognized by Govt. of India as Tourist Transport operator b. Registered under Companies Act c. Registered under Shops and Establishment Act d. Registered as firm e. Proprietorship / Any other category (please specify) f. Sister concern of. (please specify name)</td>
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<tr>
<td><strong>2a.</strong> Partnership Deed in case of partnership firm or Articles / Memorandum of Association in case of Companies, if applicable: (attach attested photocopy as proof, if applicable and as applicable)</td>
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<td><strong>2.</strong> Detailed Statement of Registered commercial vehicles of one-year-old or less as per format at Page 2 of Annexure-1 of the tender document</td>
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<td><strong>3.</strong> Specify your firm/company is a sole service provider/ authorised Agency</td>
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<td><strong>4.</strong> Whether the signature on each page has been made by the bidder or not.</td>
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<tr>
<td><strong>5.</strong> Name, Address &amp; designation of the authorized person (Sole Service Provider /partner /Director)</td>
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<td><strong>6.</strong> Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant proof.</td>
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<tr>
<td><strong>7.</strong> Please provide a notarised affidavit on Indian Non Judicial stamp paper of Rs. 10/- that you have not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation in last one year. If you don’t fulfil this criterion, your tender will be out rightly rejected.</td>
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<tr>
<td><strong>8.</strong> Please attach copy of last three years’ of Income Tax Return</td>
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<td><strong>9.</strong> Turnover</td>
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<tr>
<td>a. Please attach balance sheet (duly certified by Chartered Accountant alongwith UDIN Number) for last three (3) years (Attach copy of Average turnover of the firm for last three financial years should not be less than Rs 50 lacs duly certified by the Chartered Accountant)</td>
<td></td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>c. Indian Agent can submit its copy of POs of LC cases, in support of its amount getting short in required turnover.</td>
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<tr>
<td>d. Start-ups may submit its Start-up Registration for consideration (Relaxation in turnover can be considered as the case may be, subject to fulfilment of other conditions. However, it will not mandatory)</td>
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<td><strong>10.</strong> PAN No. (Please attach copy)</td>
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<tr>
<td>11.</td>
<td>GST/VAT/Service Tax Registration Number. (Please attach copy)</td>
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<tr>
<td>12.</td>
<td>Acceptance of terms &amp; conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document with technical bid. Otherwise your tender will be rejected.</td>
</tr>
<tr>
<td>13.</td>
<td>Power of Attorney/authorization for signing the bid documents (Not required in case of sole-proprietorship.)</td>
</tr>
<tr>
<td>14.</td>
<td>Please submit a notarised affidavit on Indian Non judicial stamp paper of Rs. 10/- 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.</td>
</tr>
<tr>
<td>15.</td>
<td>Please declare that proprietor/firm/company has never been black listed/debarred by any organization. An oath certificate to this effect may be enclosed on Rs.10 notarised stamp paper.</td>
</tr>
<tr>
<td>16.</td>
<td>Please furnish a notarised affidavit on Indian Non judicial stamp paper of Rs.10/- that they will supply spare parts for next 10 years at reasonable price by submission of suitable benchmarks.</td>
</tr>
<tr>
<td>17.</td>
<td>Please submit two performance certificate from your two different customers to whom you have provided same services in previous 3 years</td>
</tr>
<tr>
<td>15.</td>
<td>Details of the FD/DD/TD/CD of bid security (EMD)</td>
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<td>FD/DD/TD/CD No:</td>
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<td></td>
<td>Date:</td>
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<td>Payable at-</td>
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<td>Detail of cost of Tender for Rs. 1180/- (if downloaded from website)</td>
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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 enrol 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 Enrolment” 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.: ........................... summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120-4001002.

10. The pre bid conference would be held on ............. -2020 at 03.00 PM in Tender Office.
**Financial Bid**

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<thead>
<tr>
<th>S.No.</th>
<th>Type of Vehicle</th>
<th>For monthly Hiring (2400Km) and 10 Hrs. Services daily (Hours will be decided by AIIMS Administration)</th>
<th>Rate of extra per km. including fuel charge</th>
<th>Expected Requirement of vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Rate quote in Figures</td>
<td>Rate quote in words</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Swift Dzire</td>
<td>05 Nos.</td>
<td></td>
<td>05 Nos.</td>
</tr>
<tr>
<td>2</td>
<td>Indigo CS/Zest/WagonR, Swift</td>
<td></td>
<td></td>
<td>05 Nos.</td>
</tr>
<tr>
<td>3</td>
<td>Innova Crysta</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Toyota Corolla</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>/Ciaz</td>
<td>As per demand</td>
<td></td>
<td>-do-</td>
</tr>
<tr>
<td>6</td>
<td>Mahendra Marazo/ Tata Hexa /Ertiga</td>
<td></td>
<td></td>
<td>-do-</td>
</tr>
<tr>
<td>7</td>
<td>Mahindra SUV</td>
<td>300</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>500</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>College/School Van (Yellow Colour )2+3</td>
<td>AC</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-AC</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Ambulance</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>Mini Bus 21 Seater</td>
<td>AC</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-AC</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>11</td>
<td>Bus 32 Seater (Non- AC)</td>
<td>AC</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-AC</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>12</td>
<td>Mini Truck (Minimum of one tone capacity)</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>Mahindra Bolero</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>14</td>
<td>Force Traveller (AC-Push Back)</td>
<td>2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>ECO 7seater</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

*If more requirement, numbers can be increase.

1. GST will be paid extra, being charging rate slabs.
2. The vehicles can be used for anywhere for the services of AIIMS Rishikesh. However in the condition of journey beyond Uttarakhand state, viz. Delhi, Chandigarh, Himachal Pradesh, Haryana, Punjab and U.P etc. the toll tax and other Statutory charges/taxes will be reimbursed to the travel agency on production of tax deposit receipt.
3. Subject to para 4 below in a condition where journey exceed beyond 2400 km in month, Rs. 6/km will be paid for each extra km.
4. If a vehicle does not complete minimum travel of 2400 km in a month, the same will be adjusted in other running vehicles, which exceeds the limit of 2400 km in a month.
5. The extra duties cannot be denied being hospital and other administration duties, Rs. 100/- will be paid for extra hours or fraction of hours to be routed to next hours as applied, subject to maximum 2hrs per occasion.
6. Rs. 200/- will be paid extra as Night charges, if journey is performed/vehicle retained for night during 10PM TO 5 AM as applied.
7. The duty hours are normally 8 AM to 06PM. However, this timing can be modified by the AIIMS Administration according to duty roster (keeping in view that overall duty shall not exceed to 10 hours during normal duties.
8. Number & type of vehicles shown above are tentative and may be increased or decreased as per need of institute.
9. At least five vehicles must be registered in the name of bidder.
ANNUAL TURNOVER STATEMENT
(At the Letter Head of Chartered Accountant)

I/We have examined the books of account and other relevant records of ………………… (bidding firm name), having its registered office at ………………………………….. (full address of bidding firm) and do hereby certify that:

(1) Annual gross turnover as per Annual Accounts of the firm for last three years is as under-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Financial Year</th>
<th>Turnover (In INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2016- 2017</td>
<td>……………</td>
</tr>
<tr>
<td>2.</td>
<td>2017- 2018</td>
<td>……………</td>
</tr>
<tr>
<td>3.</td>
<td>2018- 2019</td>
<td>……………</td>
</tr>
</tbody>
</table>

(2) Average turnover of the firm for last three financial years is Rs. 50,00,000

Signature of CA (with stamp of Firm) …………………
Name- ……………………………
(Registration No.- ………………)
(Chartered Accountant)

UDIN No.- ………………………………………

Date- …………………………………
Place- …………………………………
Annexure -1

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

TENDER NO.

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

Proprietorship/Firm/Company/Agency has not quoted price in this Tender higher than one at which goods/services were previously supplied to any government Institute/ Organisation/ reputed Private Organisation or DGS&D rate in last two years. If at any stage it is found that the firm (bidder) has quoted lower rates to any Govt./ Private Institute, Bidder shall be liable to payback access value to AIIMS Rishikesh. AIIMS Rishikesh further reserves right to impose suitable penalty shall be made by AIIMS Rishikesh.

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: …………..

(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed)
NOTARISED AFFIDAVIT
(On Rs. 10/- Non-Judicial Stamp Paper)

TENDER NO.

I, undersigned ……………… (name)……………………(designation)………………, duly authorised 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: ……………

(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed)
NOTARISED AFFIDAVIT
(On Rs. 10/- Non-Judicial Stamp Paper)

TENDER NO.

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

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

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: ↓↓↓↓↓↓↓

(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed)
Annexure- 4

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

TENDER NO.

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

1. Undersigned is fully competent and authorised from Proprietorship/Firm/Company/Agency to make this Affidavit to bind such Proprietorship/Firm/Company/Agency.
2. All details/information/documents furnished by Proprietorship /Firm/ Company/Agency in bid document is true and correct.
3. Proprietorship/Firm/Company/Agency is fully solvent and legally/financially competent to perform terms and conditions of Tender.
4. Proprietorship/Firm/Company/Agency is duly registered under various relevant government notifications and all dues have been paid as on date.
5. Proprietorship/Firm/Company/Agency 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: ……………
Fax No: ……………
Address: ……………

(Copy of Authorisation Letter from Proprietorship/Firm/Company/Agency enclosed)