TENDER FORM FOR HIRING OF BUSES AT AIIMS

Reference No. F.3-24/TPT/ Hiring of CNG Buses/AIIMS/11-12
Tender form sale will be closed on 23rd July, 2012 upto 12.00 noon.
Tender can be dropped in the box on or before 25th July, 2012 upto 12.00 noon
Opening of tender on 26th July, 2012 at 3.30 pm

(To be filled by issuing office)

Sr.No. of Tender ____________.
Contains Pages i.e. from Sl.No. ______.
Name of the party in whose favour:-
The tender form has been issued

Administrative Officer (Transport)
On behalf of Director,
All India Institute of Medical Sciences
Ansari Nagar, New Delhi-110029

--------------------------------------------------------------

1. I/We hereby submit my/our tender for the CNG Non-A/c and AC/Tempo-Travller with A/C operated buses.

2. I/We now enclosing herewith the FDR/Bank Guarantee/DD No. ___________ dated ___________ for Rs. 1,00,000/-(Rupees one lac only) drawn in favour of the “DIRECTOR, ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI” towards EMD/BID Security. Tenders not accompanied with EMD/BID Security along with Techno-Commercial Bid (Part-I) shall be summarily rejected.

3. I/We hereby agreed to all the terms and conditions (attached), stipulated by the AIIMS in this connection including penalty etc.

4. I/We have noted that over written entries shall be deleted unless duly out & re-written and initiated. Tenderers are duly signed (No thumb impression should be affixed).

5. I/We undertake to sign the contract/ agreement if required within 10 (Ten days) from the issue of the letter of acceptance, failing which our/my Security deposit may be forfeited and our/my name may be removed from the list of contractor at the AIIMS, New Delhi.

6. I/We have gone through all terms and conditions of the documents before submitted the same.

NOTE: - ALL TERMS AND CONDITIONS SUCH AS TAXES ETC. HAS BEEN INDICATED IN THE QUOTATIONS FAILING WHICH IT WILL BE PRESUMED THAT THE RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

Signature __________________________________________

Name & Full Address __________________________________

Telephone No. ____________________________________

WITNESS ____________________________

WITNESS ____________________________

WITNESS ____________________________

WITNESS ____________________________

1
1. Tender should be submitted to the Director, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029 under sealed cover failing which the tender shall be rejected.

2. The tender forms be clearly filled in ink legibly or type written giving full address of the tenderers/himself/themselves his/their authorized agent on his/their behalf (Authorization may be enclosed if applicable)

3. The rate contract will be valid for THREE YEARS from the date of finalization of the tender. Which may further be extended by a period upto one year on a mutual consent basis subject to satisfactory services by the vendor.

4. TENDER SHOULD INVARIABLY BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:

   PART-I: TECHNO-COMMERCIAL BID IN ONE SEALED COVER.
   PART-II: PRICE BID/FINANCIAL BID IN ONE SEALED COVER.

   BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN OUTERCOVER INDICATING THEREON:

   i) Reference No. Of the Tender: ________________________________

   ii) Tender regarding: ________________________________________

   iii) Due date for submission for the tender: _____________________

   iv) Due date for opening of the tender ___________________________

   v) Name of the firm: _________________________________________

   PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNO-COMMERCIAL BID. THE PRE-QUALIFICATION DOCUMENTS INCLUDING E.M.D./BID SECURITY AS REQUIRED IN THE TENDER DOCUMENT SHOULD INVARIABLE BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

NOTE:
TENDERS SUBMITTED WITHOUT FOLLOWING TWO-BID SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED.

5. EACH TENDER SHOULD BE ACCOMPANIED WITH AN EMD/BID SECURITY AMOUNTING TO Rs.1,00,000/- (RUPEES ONE LAC ONLY) IN THE FORM OF D.D./F.D.R./BANK GUARANTEE FROM ANY NATIONASIZED BANK (VALID FOR 27 MONTHS FROM THE DATE OF OPENING OF TENDER) OR BYWAY OF DEMAND DRAFT/FDR IN FAVOUR OF “DIRECTOR” AIIMS, NEW DELHI FAILING WHICH THE TENDER SHALL NOT BE CONSIDERED FOR ACCEPTANCE AND WILL BE OUTRIGHTLY REJECTED. CHEQUE IS NOT ACCEPTABLE AT ALL. THE EMD/BID SECURITY DEPOSITED AGAINST OTHER TENDERS CANNOT BE ADJUSTABLE OR CONSIDERED FOR THIS TENDER. NO INTEREST IS PAYABLE ON EMD/BID SECURITY. THE EMD OF UNSUCCESSFUL FIRMS WILL BE RETURNED AFTER FINAL SELECTION.
6. The Director, AIIMS, New Delhi-29 reserves the right to cancel/reject full or any part of the tender. Which generally do not fulfill the conditions stipulated in the tender.

7. Tenders submitting the tenders would be deemed to have considered and accepted all the terms and conditions. No enquiries, verbal or written shall be entertained in respect of acceptance or/rejection of the tender.

8. The tenderer shall furnish a Non-blacklisting certificate that the firm has not been blacklisted in the past by any Government/Private institution. The Tenderer/Supplier has to give an affidavit on non-judicial stamp paper of Rs.10/- duly attested by the notary that there is no vigilance/CBI case pending against the firm/supplier.

9. The tenderer shall furnish following certificates invariably along with technical bid, as applicable, otherwise quotation shall be summarily rejected: -
   a. A declaration by the proprietor of the firm, in case, the firm is proprietorship firms on non-judicial stamp paper of worth Rs.100/- duly attested.
   b. An attested copy of partnership deed duly registered by the Registrar of Firms, in case, of partnership firm.
   c. An attested copy of article of memorandum with constitution of firm and guidelines, in case of private limited firm with name, photo & signatures of all Directors.

10. The tenders should take care that the rates and amount are written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

11. The rates quoted should be inclusive of all taxes and levies etc., Tenders not confirming to these requirements are liable for rejection and no correspondence thereof shall be entertained whatsoever.

12. The contract can be terminated by AIIMS, by giving ONE-MONTH clear notice in advance. The approved contractor, if so desires can terminate the contract by giving THREE-MONTH clear notice in writing.

13. Number of buses can be increased or decreased any time during the contract period & any bus service can be withdrawn by the AIIMS, any time directly without any prior intimation to approved contractor in between contract period depending upon the actual requirement, and the contractor/supplier should give an undertaking on their letterhead that sufficient number of CNG (Non A/C) and A/C Buses as and when required will be provided wherever requisitioned.

14. Any failing of omission to carry out the provision of the contract by the supplier shall not give rise to any claim by any party, one against the either, if such failure of omission or arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake hurricane or any pestilence or from civil strikes, compliance with any stature and/or regulation of the Government, lookouts 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 or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to force major conditions.

15. The tenderer/contractor shall provide its own drivers and cleaners along with the buses at no extra Expenditure.

16. The courts at Delhi will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other the court shall have jurisdiction in the matter.

17. The contractor shall not be entitled to any increase in the rates quoted till the expiry of the contract. Any hike/reduction in the prices of CNG/Diesel during the contract period will be considered proportionately only after obtaining adequate proof like Govt. notification etc. to this effect.

18. The payment will be made to the contractor monthly duly verified by the Admn. Officer (Transport). The bills shall be normally processed and paid within 30 days from the receipt of bills in triplicate duly Pre-receipted. The starting point of the buses will only be considered as per schedule for payment.
19. The Technical Selection Committee will shortlist the Technical Bids on the basis of technical parameters i.e. pre-qualification certificates and inspection of the buses as per tender conditions. Based on the results, vendors will be short-listed further and the names of short listed vendors announced to the respective vendor only who’s Technical Bids qualify for opening the Financial/Commercial Bids. The Commercial Bids of only the vendors’ shortlist from the Technical Bids will be opened in the presence of their representatives on a specified date and time to be intimated to the respective vendors. **Those vendors failed to produce CNG (Non A/C) and A/C buses at the time of inspection before the Committee will be summarily rejected and no correspondence will be entertained in this regard.**

20. The tenderer should have been in this business for a period of at **least last 3 years** in Delhi in relation to the type of work for which the quotations/tenders are being submitted. **A declaration to this effect should be given by the tenderer on a non-judicial stamp paper worth Rs.10/- duly attested by a Notary Public.**

21. **The vendor will have to comply the latest safety norms as directed by Hon’ble Supreme Court and will also produce necessary undertaking on Rs.10/- non-judicial stamp paper duly attested by notary public in this regard along with techno-commercial bids failing which their quotation will not be considered.**

22. The approved vendor will provide the dress to the bus staff (driver/conductor) as per dress code approved by Delhi Traffic department/guide lines.

23. In case of any accident, Institute will not be held responsible and approved vendor will provide the other bus in place of accident bus and vendor will be responsible for any police case, claim and insurance to this effect.

24. The approved vendor will maintain cleanliness of the approved buses and in case of improper maintenance if noticed such as broken glasses, torn seat cover, improper cleanliness etc. a penalty of Rs.200/- per inspection will be imposed.

25. The drivers of the approved vendor should have valid driving license as applicable to Delhi. No owner or person in charge of the vehicle shall permit the vehicle to be plied by a person who does not satisfy the provision of the Section 3 (Driving without D/L) OR section 4 (Minor’s Driving) of the M.V.Act. 1988. Also the Driver & conductor of the vehicle should behave in civil & orderly manner with the passengers.

26. In cases the contractor fails to provide the services during the contract period the Director, AIIMS, New Delhi-29 will have right to make alternative arrangement at the risk and cost of the contractor.

27. Only those CNG (Non A/C) and A/C buses, duly approved, by the Institute shall be put on service. Additional buses when required will be allowed to ply only after inspection.

28. The contractor has to ensure punctual scheduled trips and maintain/keep a trip register with every bus if due to any emergency a trip could not be performed; it should be immediately communicated to the Admin Officer (Transport) in the main garage.

29. The contractor must ensure use of this service by bonafied users/pass holders. The staff of the contractor will check the passes of the users in a regular basis so as to prevent the un-authorized users for which the selected firm will be required to submit an undertaking that “the firm will take this responsibility of checking passes of users/pass holders”, failing which the contract of the firm may be terminated without assigning any reason.

30. In addition to the requisite numbers of regular buses on fixed route for carrying AIIMS staff, approved vendor will also keep 2 standby buses non A/C duly approved by Technical Selection Committee (AIIMS) to meet any emergency/breakdown condition. In the same manner CNG Non-A/c and AC/Tempo-Travller with A/C will be made available by contractor on immediate basis as per the requirement of the Institute.

31. A penalty compensation of Rs.1,000/- (Rupees one thousand only) shall be charged from the contractor per missing trip irrespective of the cause and Rs.10,000/- (Rupees ten thousand only) for each day during which such CNG bus non A/C is not provided as per list approved by AIIMS.

32. Any act on the part of the tenderer to influence anybody in the Institute is liable to rejection of his tender.
33. The price charged for the service to run CNG (Non A/C) and A/C buses, under the reference, by the supplier shall in no even exceed the lowest price at which the supplier provide the services of same identical description to any other person/organization/ Institution during the currency of the contract as per fall clause adhered by D.G.S.& D. If at any time, during the said period the approved vendor reduced the said prices of such service to any other person/organization/ Govt. Institution/ Co. Operative Stores at price lower than the quoted price, he shall forthwith notify such reduction to the Director, All India Institute of Medical Sciences and the charges payable for said services after the date of coming into force of such reduction shall stand correspondingly reduced and should attach an undertaking on non-judicial stamp paper of Rs 10/- duly attested otherwise quotation shall be summarily rejected.

34. Payment of the approved vendor for plying the CNG (Non A/C) and A/C buses at AIIMS shall be made through cheque or electronic clearing system. In case of cheque, the same will be dispatched registered post and postal charges shall be deducted from their bills.

35. On the fixed routes, the approved contractor is expected to pick up the commuters from Nazafgarh and Shahdara/ Dilshad Garden in the morning & drop the commuters at AIIMS and pick up the commuters in the Evening from AIIMS at scheduled time. The intervening period, which is not utilized by AIIMS, is at the disposal of the contractor and contractor can utilize these buses in any way, as he/she likes. The actual kilometer covered by the bus from Nazafgarh and Shahdara/ Dilshad Garden to AIIMS in the morning & pick up the commuters from AIIMS to Nazafgarh and Shahdara/ Dilshad Garden in the Evening at scheduled time will only be considered for payment. The bidder may quote the rates for Nazafgarh and Trans Yamuna bus routes in lump sum basis, if they desire, for all working days (Except National holidays & Sundays) in a month as per attached bus route. The Bus will also be required for pick & drop facility at AIIMS Centre at Ballbhgarh and AIIMS Part-II Badhsa, Jhajjar(Haryana) and also for these centre for whole day (8 hrs.).

36. The approved contractor is expected to provide A/C/Non A/C Buses for Delhi-NCR as and when required by the Institute.

37. THE FORWARDING LETTER/ UNDERTAKING (SCHEDULE-‘A’) DULY SIGNED SHOULD INVARIABLY RETURNED ALONGWITH QUOTATIONS Furnished, FAILING WHICH THE TENDER SHALL BE REJECTED.

38. IN CASE OF THE TENDER DOCUMENTS DOWNLOADED FROM THE WEBSITE: -

Note: -
a) If the above-mentioned certificates/documents are not submitted along with the tender, application will not be considered and will be out rightly rejected.

b) Any tenderer/supplier giving false information shall be disqualified and removed from the rate contract. No business, henceforth, will be done with the firm/supplier.
Tender Ref. No. F.3-24/TPT/ Hiring of CNG Buses/AIIMS/11-12

The offer/CNG (Non A/C) and A/C/ Tempo-Traveler with A/C Buses should be submitted in accordance with the following: -

1. The buses for AV Nagar/Najafgarh/Shadhara will ply at least 80 kilometer per day per bus in accordance of our attached bus service schedule (N.B. the presently existing bus schedule may be changed in future, if required).

2. The Buses for NCR/other states will be required on Km. basis.

3. Two Tempo Traveler with AC on Kms. basis minimum 80 Kms.

4. One Bus A/C for Ballabhgarh will ply at least 80 kms. per day on working days.

5. The bus on Badhsa, Jhajjar will ply at least 10 hrs/100-120 kms. on working day.

6. Original CNG (Non A/C) and A/C buses of model 2008 or above having 45 seating capacity (Minimum) will only be considered for inspection.

7. Original CNG (Non A/C) and A/C buses should comply new safety norms as directed by Hon’ble Supreme Court and firm has to produce necessary certificate in this regard at the time of inspection of the Buses.

In addition to the above, the terms and conditions enclosed to this Tender Invitation letter shall govern.

NOTE: -

1. The firm should submit their offer for rupees per kilometer uniformly, in accordance with above mentioned parameters. As per attached format.

2. If any bidders not adhering strictly to the enclosed specification parameters will be summarily rejected.
Ref. No. F.3-24/TPT/ Hiring of CNG Buses/AIIMS/11-12

Subject: Hiring of 4 Numbers of CNG Buses (Non-A/C)/AC/ Tempo-Traveller with A/C on fixed routes and A/C/Non A/C Buses as an when required basis within NCR/ for (Ballbhgarh & Badhsa) Centre of AIIMS, Delhi on Three years rate Contract Basis.

Check List of Certificates/ Documents required to be submitted in the Techno-Commercial Bid-Part I

The tenderer are advised to submit the following certificates under the category of “Vital documents” invariably along-with Techno-Commercial Bid. If these documents are not submitted/ conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

- Violation of two-bid system (Clause No.04).
- EMD/bid amount (Clause No.05).
- Non-black listing declaration (Clause No.08).
- Declaration reg. Proprietorship/ Partnership/ Pvt. Limited firm (Clause No.09).
- Undertaking on firm’s letterhead that sufficient number of CNG Buses as and when required will be provided wherever requisitioned (Clause No.13).
- Declaration regarding experience of Business in relation to the type of Stores for a period of at-least last 2 years. (Clause No.20).
- Undertaking with regard to compliance of safety norms as directed by Hon’ble Supreme Court (Clause No.21).
- Fall clause declaration (Clause No.33).
- Schedule – ‘A’ (Clause No.37).
Ref. No. F.3-24/TPT/ Hiring of CNG Buses/AIIMS/11-12

Rates may be quoted for minimum 80 kilometer per day per bus in accordance with the bus service schedule (enclosed).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nomenclature</th>
<th>Type of Bus</th>
<th>Rates/ kilometer</th>
<th>Taxes, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Charges of buses (minimum 45 seater) per kilometer for carrying AIIMS staff from AIIMS’s campus A.V. Nagar as per schedule enclosed.</td>
<td>Non A/C Bus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Charges of buses (minimum 45 seater) per kilometer for carrying the AIIMS staff from Nazafgarh as per instructions mentioned in clause No.35.</td>
<td>Non A/C Bus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Charges of buses (minimum 45 seater) per kilometer for carrying the AIIMS staff from Shahdara/ Dilshad Garden (Trans Yamuna) as per instructions mentioned in clause No.35.</td>
<td>Non A/C Bus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Charges of bus (minimum 45 seater) per kilometer for Delhi-NCR(Ballabhgarh 10 hrs. /80 Kms. &amp; Badhsa 10 hrs./120 kms.) as and when required by the Institute as per instructions mentioned in clause No.36.</td>
<td>Non A/C Bus</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td>Charges of A/C (27-35 seater) bus per kilometer for Delhi-NCR (Ballabhgarh 10 hrs./80 Kms. &amp; Badhsa 10 hrs./120 kms.) as and when required by the Institute as per instructions mentioned in clause No.36.</td>
<td>A/C Bus</td>
<td></td>
<td></td>
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<td>6.</td>
<td>Charges of A/C (27-35 seater) bus per kilometer for Delhi-NCR (minimum 10 hrs/80 kms.) as and when required by the Institute as per instructions mentioned in clause No.36.</td>
<td>A/C Bus</td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td>Charges of Tempo Traveler (15 seater) on Kilometer basis (minimum 10 hrs./80 Kms.) per day as per instructions mentioned in clause No.36.</td>
<td>Non A/C</td>
<td></td>
<td>A/C</td>
</tr>
<tr>
<td>8.</td>
<td>Charges of Tempo Traveler (15 seater) on Kilometer basis for Delhi-NCR (Ballabhgarh 10 hrs./80 kms. and Badhsa10 hrs./120 Kms.) as and when required by the Institute as per instructions mentioned in clause No.36.</td>
<td>Non A/C</td>
<td></td>
<td>A/C</td>
</tr>
</tbody>
</table>

Note: - The bidder may quote the rates for Nazafgarh and Trans Yamuna bus routes at Sr. No. 2 to 8 in lump sum basis, if they desire, for all working days (Except National holidays & Sundays) in a month as per attached bus route and also on daily basis for Sl.No.4 to 8.
TENTATIVE BUS SCHEDULE FOR A.V. NAGAR BUS SERVICE

(FOR NURSES STAFF)

<table>
<thead>
<tr>
<th>From A.V. Nagar</th>
<th>From A.I.I.M.S.</th>
</tr>
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<tbody>
<tr>
<td>7.15 A.M.</td>
<td>-------</td>
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<tr>
<td>7.45 A.M.</td>
<td>8.05 A.M.</td>
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<tr>
<td>8.15 A.M.</td>
<td>12.10 P.M.</td>
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<td></td>
<td>(Only on Saturday)</td>
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<tr>
<td>1.00 P.M.</td>
<td>2.15 P.M.</td>
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<tr>
<td>2.45 P.M.</td>
<td>3.35 P.M.</td>
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<td>4.35 P.M.</td>
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<td>6.10 P.M.</td>
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<td>(For Mon., Tue., Wed. &amp; Fri.)</td>
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<tr>
<td>7.40 P.M.</td>
<td>8.30 P.M.</td>
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<tr>
<td>8.45 P.M.</td>
<td>9.35 P.M.</td>
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</table>

TENTATIVE BUS SCHEDULE FOR A.V. NAGAR BUS SERVICE

(FOR GENERAL STAFF)

<table>
<thead>
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<th>From A.V. Nagar</th>
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<tr>
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<td>8.30 A.M.</td>
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<td>(Only on Saturday)</td>
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<td>2.15 P.M.</td>
<td>2.30 P.M.</td>
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<td></td>
<td>4.30 P.M.</td>
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<td>-------</td>
<td>5.30 P.M.</td>
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<td>7.40 P.M.</td>
<td>8.15 P.M.</td>
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<tr>
<td>9.20 P.M.</td>
<td>9.30 P.M.</td>
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TENTATIVE BUS SCHEDULE FOR SHAHDARA (GTB HOSPITAL)

<table>
<thead>
<tr>
<th>From SHADHARA (GTB HOSPITAL)</th>
<th>From A.I.I.M.S.</th>
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<tr>
<td>7.30 A.M.</td>
<td>5.30 P.M.</td>
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</table>

ROUTE: - G.T.B. HOSPITAL (Starting Point)-DILSHAL GARDEN-SHAHDARA-BIHARI COLONY-KRISHNA NAGAR-JAGAT PURI-HASANPUR DEPOT-GAJIPUR CHOWK-KONDALI-MAYUR VIHAR PHASE-III-TRILOK PURI-MOTHER DAIRY-LAXMI NAGAR-VIKASH MARG-PRAGATI MAIDAN-INDIA GATE-PRITHVIRAJ ROAD-SHAHJAHAN ROAD, SAFDARJUNG AIRPORT, AIIMS (End Point)

TENTATIVE BUS SCHEDULE FOR NAJAFGARH BUS SERVICE

<table>
<thead>
<tr>
<th>From Najafgarh</th>
<th>From A.I.I.M.S.</th>
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<tbody>
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<td>7.45 A.M.</td>
<td>5.30 P.M.</td>
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</table>


NOTE: - The above time schedule is tentative and may be changed at any time during rate contract period depending upon the actual requirement of the CNG Buses.