TENDER FORM FOR HIRING OF CARS AT AIIMS

Reference No. F.2-31/TPT/HIRING OF CARS/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 3.00 PM.

(To be filled by issuing office)

S.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.

(TO BE FILLED BY THE TENDERER)

1. I/We hereby submit my/our tender for hiring of vehicles (Tata Sumo/Safari/Tavera/Innova/Scorpio/Maruti Ecco/Tata Indigo/Ambassador) on three years rate contract basis.

2. I/We now enclosing herewith the FDR/ Bank guarantee/ Demand Draft/ Pay Order/Bank Guarantee/FDR No.________dated________for Rs.25,000/- drawn in favor of the “DIRECTOR, AIIMS, 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 Tenderer with full address
with telephone number

WITNESS ______________
WITNESS ______________
WITNESS ______________
WITNESS ______________
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/himself or 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 INVARIBLY 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.25,000/- IN THE FORM OF DD/PAY ORDER/FDR/BANK GUARANTEE ISSUED FROM ANY NATIONASIZED BANK (VALID FOR 40 MONTHS FROM THE DATE OF OPENING OF TENDER) OR BYWAY OF DD/PAY ORDER/FDR/BANK GUARANTEE 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 UNSUSCCESSFUL 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 and there is no any case pending against the firm/supplier on non judicial stamp paper of Rs.10/- dully attested by the notary public.

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/- dully 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., if any. 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 vehicles can be increased or decreased any time during the contract period. The contractor/supplier should give an undertaking on their letterhead that sufficient number of vehicles 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 approved tenderer/contractor shall provide its own drivers alongwith the vehicles 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. However, any hike/reduction in the prices of CNG/Diesel/Petrol 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 duly verified by the Officer-in-charge of the concerned Department. 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 vehicle will only be considered from AIIMS.

19. The Technical Selection Committee will shortlist the Technical Bids on the basis of technical parameters i.e. pre-qualification certificates 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/Price Bids. The Price 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.

20. The tenderers 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/- dully attested by a notary public.

21. The approved vendor will provide the dress to the driver of the vehicles as per dress code approved by the Delhi Traffic Department/guide lines.

22. In case of any accident, Institute will not be held responsible and approved vendor will provide the other car in place of accident car and vendor will be responsible for any police case, claim and insurance to this effect.
23. The drivers of the approved vendor should have valid commercial driving license as applicable to Delhi and NCR. 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 at enforce at the time of plying. Also the Driver of the vehicle should behave in civil & orderly manner with officials of AIIMS.

24. 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.

25. The contractor has to ensure strict punctual scheduled time and maintain/keep a trip register with every vehicle. If due to any emergency a trip could not be performed, it should be immediately communicated to the Indenting Officer.

26. In addition to the numbers of vehicles carrying AIIMS staff, approved vendor will also keep sufficient numbers of vehicles in good serviceable conditions to meet any emergency/breakdown condition.

27. A penalty compensation of double of the hiring charges of each vehicles shall be charged from the contractor per missing trip irrespective of any cause for not providing of vehicles as per requirement by AIIMS officials.

28. Any act on the part of the tenderer to influence anybody in the Institute is liable to rejection of his tender.

29. The price charged for the service to run vehicles (Cars), under the reference, by the supplier shall in no event 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 reduces 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 by the notary public, otherwise quotation shall be summarily rejected.

30. Payment of the approved vendor for plying the vehicles at AIIMS shall be made through cheque or electronics clearing system (ECS). The 2nd party shall also mention name of the bank, account no. with IFCS code of the bank/branch on each bills furnishing for payment.

31. **THE FORWARDING LETTER/ UNDERTAKING (SCHEDULE-‘A’) DULY SIGNED SHOULD INVARIBLY RETURNED ALONGWITH QUOTATIONS FURNISHED, FAILING WHICH THE TENDER SHALL BE REJECTED.**

32. **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 No. : F.2-31/TPT/HIRING OF CARS/AIIMS/11-12
Subject: Hiring of vehicles (Cars) 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.

1. Violation of two-bid system (Clause No.04).
   • EMD/bid amount (Clause No.05).
   • An undertaking for Non-black listing & no any Vigilance/CBI case against the firm (Clause No.08).
   • Declaration reg. Proprietorship/ Partnership/ Pvt. Limited firm (Clause No.09).
   • Undertaking on the letterhead that sufficient number of vehicles as and when required will be provided wherever requisitioned (Clause No.13).

2. Declaration regarding experience of Business in relation to the type of Stores for a period of at-least last 3 years. (Clause No.20).
   • Fall clause declaration (Clause No.29).

3. Schedule – ‘A’ (Clause No.31).
Subject: Hiring of vehicles (Cars) on three years rate contract basis at AIIMS.

Yearly requirement of vehicles for different official duties as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Purpose</th>
<th>Month &amp; year</th>
<th>Date</th>
<th>No. of vehicles required (Aprox.)</th>
<th>Total No. of Vehicles required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Official duty</td>
<td>May 2013-15</td>
<td>* a) First week</td>
<td>06 A/C</td>
<td>a+b+c+d = 101 A/C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• b) First week</td>
<td>30 A/C</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>c) Second week</td>
<td>20 A/C</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>d) Second week</td>
<td>45 A/C</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Official duty</td>
<td>June 2013-15</td>
<td>* a) Forth week</td>
<td>20 A/C</td>
<td>a+b+c+d = 205 A/C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• b) Forth week</td>
<td>35 A/C</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>c) Forth week</td>
<td>40 A/C</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>d) 01st June</td>
<td>110 A/C</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Official duty</td>
<td>November 2012-14</td>
<td>a) 08.11.2012</td>
<td>06 Non A/C</td>
<td>a+b+c+d = 101 A/C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• b) 09.11.2012</td>
<td>30 Non A/C</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>c) 10.11.2012</td>
<td>20 Non A/C</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>d) 11.11.2012</td>
<td>45 Non A/C</td>
<td></td>
</tr>
</tbody>
</table>

Approx yearly requirement = 437, Non A/C and A/C

NOTE:

1. *The dates are tentative and may be changed.
2. Tata Sumo/Safari/Tavera/Innova/Scorpio/Maruti Ecco/Tata Indigo/Ambassador are required on other dates.
3. The car taxi provided by the vendor should be in compliance with the norms of transport authorities/Government guideline/pollution norms. (1 to 4 Schedule-E) & (1 to 2 Schedule-F) number of vehicle. In addition to above schedule requirement additional vehicles may be required on short notices for which vendor should able to meet the requirement.
4. The vehicle should be registered as a commercial vehicle and driver should have valid commercial driving licence.
5. The dates and number of vehicles required will be approximately for the year 2012 & 2015.
6. In case of outstation requirement outstation parking fee, Toll tax and permit fee on the actuals shall be payable to the vendor by the Institute subject to submission of bill in original.
7. Hiring authority may utilize the vehicle for any number of trips to any place as the requirement of the Institute. In case of failure/non adherence of the request/refusal, the hiring authority may impose a penalty of Rs.500/- per trips.
Rates may be quoted as per schedule given below:

(SCHEDULE – ‘E’)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nomenclature</th>
<th>Type of Car</th>
<th>Rates per Km. (Rs.)</th>
<th>Rate for extra per Km.(Rs.)</th>
<th>Detention Charges, if any</th>
<th>Taxes, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Charges of vehicles (Tata Sumo/ Safari/ Tavera/ Innova/Scorpio/Xylo) per 50 kilometer and 5 hours (Maximum) for carrying AIIMS officials.</td>
<td>Non A/C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A/C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Charges of vehicles (Tata Sumo/ Safari/ Tavera/ Innova/Scorpio/Xylo) per 100 kilometer and 10 hours (Maximum) for carrying AIIMS officials.</td>
<td>Non A/C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A/C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Charges of vehicles (Maruti Ecco/ Tata Indigo/Ambassador) per 50 kilometer and 5 hours (Maximum) for carrying AIIMS officials.</td>
<td>Non A/C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A/C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Charges of vehicles (Maruti Ecco/ Tata Indigo/Ambassador) per 100 kilometer and 10 hours (Maximum) for carrying AIIMS officials.</td>
<td>Non A/C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A/C</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Rates may be quoted as per schedule given below:

(SCHEDULE – ‘F’)

FOR OUTSTATION MOVEMENTS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nomenclature</th>
<th>Type of Car</th>
<th>Minimum Charges per day upto…….. Km. (if any)</th>
<th>Rates per km.</th>
<th>Night/Outstation Detention charges, if any</th>
<th>Taxes, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Out Station charges of vehicles (Tata Sumo/ Safari/ Tavera/ Innova/Scorpio/Xylo)</td>
<td>Non A/C</td>
<td>2</td>
<td>A/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A/C</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.</td>
<td>Out Station charges of vehicles (Maruti Ecco/ Tata Indigo/Ambassador)</td>
<td>Non A/C</td>
<td>2</td>
<td>A/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>A/C</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

NOTE: -

The rates/offer should be submitted in accordance with the following: -

a) In addition of the above schedule, the approved vendor will also provide Tata Sumo/Safari/Tavera/ Innova/Scorpio/Xylo/Maruti Ecco/Tata Indigo/Ambassador on as & when requisitioned basis during rate contract period.

b) The numbers of vehicle mentioned in the tender is approximate and may vary to any extent depending upon the actual requirement during rate contract period.

c) The approved vendor will keep sufficient number of standby vehicle to ensure to replace breakdown vehicle immediately.

d) The approved vendor will provide vehicles in good serviceable condition and these should not be more than 5 years old model.

e) In case of non-supply of the vehicle (s), committee may decide to fix penalty “double of the hiring charge of each vehicle”.

f) Selection will be made on composite basis.