

**EXAMINATION SECTION
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI – 110 608
(Schedule - A)**

SHORT TERM TENDER

Sr. No. of Tender : No. 8-4/Exam.Sec/hiring-Veh./2015-16

File No. : _____

Name of the party in whose : _____

Favour the Tender form has been issued : _____

(SEAL OF THE OFFICER)

Subject:- **Rate Contract for hiring of Vehicles MUV/Cars for the period of two years.**

Dear Sir,

1. I/We hereby submit my/our tender for hiring of vehicles (Xylo/Scarpio/Innova/ Toyota Etios/Maruti dezire/Maruti SX4/Tata Indigo etc. on two years rate contract basis.
2. I/We enclose herewith the Demand Draft/ Pay Order No. _____ dated _____ for Rs.10000/- drawn in favour of the **“DIRECTOR, AIIMS, NEW DELHI”** towards EMD/BID Security.
3. I/We understand that tenders not accompanied with EMD/Bid Security along with Techno-Commercial Bid (Part-I) shall be summarily rejected.
4. I/We understand and note that overwriting and corrections are not allowed in financial bid entries and my/our tender will be rejected for overwriting and corrections.
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 contractors at the AIIMS, New Delhi.
6. I/We have gone through all terms and conditions of the document and agree to all the comply the same. In addition to, any other terms and conditions stipulated by the AIIMS will also be complied.

Yours faithfully,

Signature of Tenderer with full name & address

| | |
|-----------------------------|----------------------------|
| 1. Witness Signature: _____ | 2. Witness Signature _____ |
| Name _____ | Name _____ |
| Father Name _____ | Father Name _____ |
| Address _____ | Address _____ |
| _____ | _____ |

NOTE:- ENSURE THAT ALL TERMS AND CONDITIONS SUCH AS TAXES ETC BE 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.

EXAMINATION SECTION
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI – 110 608
(Schedule - B)

Tender Ref. No. - :
Subject: : Rate Contract for hiring of Vehicles (MUV/Cars) for the
period of two years.
Last Date of Submission : 5th February, 2015 (upto 12.30 PM)
Date of opening of : 5th February, 2015 (3.00PM)
~~Techno-Commercial Bid~~-----

1. Tender should be submitted to the **Asstt. Controller of Examinations, Examination Section, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110 608** under sealed cover failing which the tender shall be rejected.
2. The tender form shall be clearly filled in ink legibly or type written giving full address of tenderers/himself/themselves his/their authorized agent on his/their behalf (Authorization may enclosed if applicable).
3. The rate contract will be valid for two years from the date of finalization of the tender.
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 OUTER COVER INDICATING THEREON:

- i) Reference No. of the Tender _____
- ii) Tender regarding Hi _____
- iii) Due date for submission of 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 EMD/BID SECURITY AS REQUIRED IN THE TENDER DOCUMENT SHOULD INVARIABLY BE ACCOMPANIED WITH THE TECHNO COMMERCIAL BID.

5. THE SUCCESSIVE TENDERER SHOULD BE SUBMITTED A PERFORMANCE GUARANTEE AMOUNTING TO Rs.50,000/- IN THE FORM OF DD/PAY ORDER/FDR/BANK GUARANTEE ISSUED FROM ANY NATIONALIZED BANK (VALID FOR 30 MONTHS FROM THE AWARD OF THE CONTRACT IN FAVOUR OF "DIRECTOR" AIIMS, NEW DELHI' FAILNG WHICH THE TENDER SHALL NOT BE CONSIDRED FOR ACCEPTANCE AND WILL BE OUTRIGHTLY REJECTED, CHEQUES SHALL NOT BE ACCEPTABLE AT ALL. THE EMD/BID SECURITY DEPOSITED AGAINST OTHER TENDERS SHALL NOT BE ADJUSTED OR CONSIDERED FOR THIS TENDER. NO INTEREST IS PAYABLE ON PERFORMANCE GUARANTEE AMOUNT.
6. The **Director, AIIMS**, New Delhi reserves the right to cancel/reject in full or any part of the tender without assigning any reason.
7. Tenderers 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.

Signature of Tenderer with stamp

Contd.....P/2

8. The tenderer shall furnish an Affidavit (Annexure-I) to the effect that the firm has not been blacklisted in the past by any Government/Private institution and there is no case pending/contemplated against the firm/supplier.
9. The tenderer shall furnish following certificates invariably along with Techno-commercial bid, as applicable, otherwise quotation shall be summarily rejected:
 - a) **A declaration by the proprietor of the firm, in case, the firm is proprietorship (the declaration shall be on affidavit as per enclosed format).**
 - b) **A copy of partnership deed duly registered by the Registrar of Firms, in case, of partnership firm.**
 - c) **A copy of Article of Association & Memorandum of Association in case of private limited company with list of all Directors.**
10. The tenderers shall take care that the rates and amount are written in such a way that interpolation is not possible. No blanks spaces between digits should be left, which would otherwise make the tender liable for rejection. The rate should be written in both figures and words. In case of difference in amount between rates written in figures and words, rate written in words will be considered.
11. The rates quoted should clearly indicate 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 at any time during the contract period. The contractor/supplier should give an undertaking through affidavit (Annexure – I) that sufficient number of vehicles as and when required will be provided whenever requisitioned.
14. Any failure or 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 other, if such failure or omission so 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, 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 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 majeure conditions.
15. The approved tenderer/contractor shall provide drivers alongwith the vehicles at no extra expenditure. The approved vendor will provide the uniform to the driver of the vehicles as per dress/uniform code approved by the Delhi Traffic Department/guide lines.
16. All disputes are subject to the Judicature of Delhi High Court, New Delhi.
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.

Signature of Tenderer with stamp

18. The payment shall be made to the contractor on submission of bills duly verified by the Officer-in-charge of the concerned Department. The bills will be normally processed and paid within 30 days from the receipt of Pre-receipted bills in triplicate. **The starting point of the vehicle will only be considered from AIIMS.**
19. The Technical Selection Committee shall shortlists the Techno-Commercial 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 and the names of short listed vendors announced to the respective vendor only who's Technical Bids qualify for opening of the Financial/Price Bids. The Price Bids of only the vendors shortlisted from the Technical Bids will be opened on a specified date and time to be intimated to the respective vendors. Representative of vendors may remain present at the time of opening.
20. **The tenderers should have been in this business for last 2 years in Delhi/NCR in relation to the type of work for which the quotations/tenders are being submitted. (the declaration shall be on affidavit as per enclosed format - Annexure -I).**
21. To keep valid fitness certificate, pollution check certificate and CNG leakage check certificate of vehicles will be the responsibility of tenderer. The tenderer will also be responsible for cleanliness of vehicle.
22. In case of any accident, Institute will not be held responsible. The approved vendor will have to provide the other car in place of damaged one 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 as enforced at the time of plying. Also the Driver of the vehicle should behave in civil & orderly manner with officials of AIIMS. In case of any untowards incidence on the part of vehicles of driver the contractor will be fully responsible for the same.
24. In case the contractor fails to provide the services during the contract period, the Director, AIIMS, New Delhi will have right to make alternative arrangement at the risk and cost of the contractor.
25. The contractor has to ensure strict punctual schedule 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. The utilization of vehicle departed on a particular day shall not be restricted to the number of visit or the places of visit by the tenderer.
27. At the end of the contract, if becomes necessary, the contract can be extended for a period upto 6 months on the existing terms & conditions. The contractor must have to abide to accept the extension and continue the services for the extended period on the existing terms & conditions.
28. A penalty compensation equal to double the hiring charges of each vehicles shall be charged from the contractor per miss trips irrespective of any cause for not providing of vehicles as per requirement by AIIMS officials.
29. Any act on the part of the tenderer to influence anybody in the Institute is liable to rejection of his tender.

Signature of Tenderer with stamp
Contd.....P/4

30. 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 DGS&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 in the form of affidavit as per enclosed format, otherwise quotation shall be summarily rejected.**
31. 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 IFSC code of the bank/branch on each bill submitted for payment.
32. Ensure that forwarding letter/undertaking (schedule – A) is complete in all aspects with full details and signature of the tenderer and the witnesses. In complete details shall invariably invite rejection of the tender.
33. **IN CASE OF THE TENDER DOCUMENTS DOWNLOADED FROM THE WEBSITE:-** THE BIDDERS MAY DOWNLOAD THE TENDER DOCUMENTS DIRECTLY FROM THE WEBSITE AVAILABLE AT www.aiims.edu & www.tender.gov.in IN SUCH CASE, THE BIDDERS ARE REQUIRED **TO SUBMIT THE TENDER COST OF Rs.1000/- (NON-REFUNDABLE) BY WAY OF SEPARATE DEMAND DRAFT DRAWN IN FAVOUR OF DIRECTOR, AIIMS, AND THE SAME SHOULD ESSENTIALLY BE ENCLOSED ALONGWITH THE TECHNO-COMMERCIAL BID.** THE BIDDERS SHOULD SPECIFICALLY SUPERCRIBE, 'DOWNLOADED FROM THE WEBSITE' ON THE TOP LEFT CORNER OF THE OUTER ENVELOPE CONTAINING TECHNO-COMMERCIAL BID & PRICE BID SEPARATELY. IN NO CASE, THE TENDER COST FEE SHOULD BE MIXED WITH EMD AMOUNT. THE TENDERS NOT FOLLOWING THE ABOVE PROCEDURE WILL BE SUMMARILY REJECTED.

Note:-

- a) If the above-mentioned certificates/documents are not submitted alongwith 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, hence forth, will be done with the firm/supplier.

Signature of Tenderer with stamp

AFFIDAVIT

(To be executed on Non-judicial stamp paper of Rs.10/- and should be duly attested and notarised by Public Notary)

I/We _____ son of _____ Proprietor/
Partner/Director of the firm M/s. _____ do
hereby solemnly affirm, declare and swear as under:

1. That the firm has not been blacklisted in the past by any Govt./ Private Institution and there is no any case pending against the firm.
2. That the firm is proprietorship firm and I am the sole proprietor.

Or

That I am a partner of Partnership firm. Partnership Deed is registered by the Registrar of firms. A copy of partnership deed is enclosed.

Or

That the firm is Pvt. Ltd. A copy of Article of Association with constitution of firm, guidelines with name, photo and signature of all Directors are enclosed.

3. That the sufficient number of vehicle(s) as and when required will be provided by the firm whenever/wherever requisitioned.
4. That the firm is in this business for the last two years in Delhi/NCR in relation to the type of work for which the quotations/tenders are being invited/submitted.
5. That the price charged for the services to run vehicles (MUV/Cars) shall in no event/case exceed the lowest price at which the firm provides the services of same identical description to any other person/organization/institution during the currency of the contract as per fall clause adhered by DGS & D. If at any stage during the two year contract period, the firm reduces the said prices of such services to any other person/organization/govt. institution/co-operative stores at price lower than the quoted price the firm shall notify such reduction to the Director, AIIMS, New Delhi and the charges payable for said services after the date of coming into force of such reduction shall stand correspondingly reduced.

DEPONENT

Place : New Delhi

Date : _____

Verified at Delhi on this _____ day of _____ 2015, that the contents in para 1 to 5 of the above Affidavit are true to my knowledge and correct to the best of my belief. No part of it is false and nothing has been concealed by me there from.

DEPONENT

EXAMINATION SECTION
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI – 110 029
(Schedule - C)

Tender No.

Subject:- Hiring of vehicles (cars) on two 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 certificate 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.

- A - Schedule – ‘A’ (Clause No.31).
- B. Violation of two-bid system (Clause No.04)
- C. EMD/bid amount (Clause No.05).
- D. Affidavit on Rs.10/- Non-Judicial Stamp Paper duly attested and notarized by the Notary Public including following five points:-
 - i) Non-black listing & No Vigilance/CBI case against the firm (Clause No.08)
 - ii) Declaration reg. Proprietorship/Partnership/Pvt. Limited firm (Clause No.09)
 - iii) Undertaking through affidavit that sufficient number of vehicles as and when required will be provided wherever requisitioned (clause NO.13).
 - iv) Declaration through affidavit regarding experience of Business in relation to the type of work for a period of at-least last 2 years (Clause No.20).
 - v) Fall clause declaration through affidavit (Clause No.29).

EXAMINATION SECTION
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI – 110 029
(Schedule - 'D')

Ref.No. 8-4/Exam.sec./hiring-Veh./2015-16

Financial Bid

Subject:- **Hiring of vehicles (Cars) on two years rate contract basis at AIIMS Yearly requirement of vehicles approx. for different official duties as under:**

| Sl.No. | Purpose | Month & Year | No. of Vehicles Required (Approx.) |
|--------|----------|----------------|------------------------------------|
| 1. | Official | May, 2015 | 130 AC Car & Innova |
| 2. | Official | June, 2015 | 175 AC Car & Innova |
| 3. | Official | July, 2015 | 45 AC Car & Innova |
| 4. | Official | November, 2015 | 120 AC Car & Innova |
| 5. | Official | December, 2015 | 20 AC Car & Innova |
| 6. | Official | January, 2016 | 40 AC Car & Innova |

NOTE:- The number of vehicles required will be approximate and may vary as per actual requirement for the year 2015-16.

Signature of Tenderer with Stamp

Contd.....P/2

Rates for Vehicles (Delhi/NCR)

| S.No. | Description | Rates per car (Rs.) | | | | Taxes, if any |
|-------|---|---------------------|--|----------|------------|---------------|
| | | | | Extra KM | Extra Hrs. | |
| 1. | Charges of vehicles (Xylo/Scorpio/ Innova) per 40 kilometer and 4 hours (maximum) for carrying AIIMS officials. | Non-AC | | | | |
| | | AC | | | | |
| 2. | Charges of vehicles (Xylo/Scorpio/ Innova) per 80 kilometer and 8 hours (maximum) for carrying AIIMS officials. | Non-AC | | | | |
| | | AC | | | | |
| 3. | Charges of vehicles (Toyato Etios/Maruti dezire/Maruti SX4/Tata Indigo etc.) per 40 kilometer and 4 hours (maximum) for carrying AIIMS officials. | Non-AC | | | | |
| | | AC | | | | |
| 4. | Charges of vehicles (Toyato Etios/ Maruti dezire/ Maruti SX4/Tata Indigo etc.) per 80 kilometer and 8 hours (maximum) for carrying AIIMS officials. | Non-AC | | | | |
| | | AC | | | | |

Rates for vehicles for Outstation Journey (Outside Delhi/NCR)

| S.No. | Description | Rates Per car | Rate per KM (Rs.) | Night charges (Driver) if any | Any other charge (if any) |
|-------|---|---------------|-------------------|-------------------------------|---------------------------|
| 1. | Charges of vehicles (Xylo/Scorpio/ Innova) | Non-AC | | | |
| | | AC | | | |
| 2. | Charges of vehicles (Toyato Etios/Maruti dezire/Maruti SX4/Tata Indigo etc) | Non-AC | | | |
| | | AC | | | |

NOTE:-**The rates/officer should be submitted in accordance with the following:-**

- In addition to the above schedule, the approved vendor will also provide Xylo/Scorpio/ Innova/ Toyato Etios/Maruti dezire/Maruti SX4/Tata Indigo etc) as & when requisitioned basis during rate contract period.
- The number of vehicles mentioned in the tender is approximate and may vary to any extent depending upon the actual requirement during rate contract period.
- The approved vendor will keep sufficient number of standby vehicle to ensure to replace breakdown vehicle immediately.
- The approved vendor will provide vehicles in good serviceable condition and these should not be more than **5 years old model**.
- In case of non-supply of the vehicle (s), committee decided to fix penalty “double of the hiring charges of each vehicle”.
- In addition to the above, the terms and conditions enclosed to this Tender Invitation letter shall govern.
- Selection will be made on composite basis.

Signature of Tenderer with Stamp