

Invitation of quotation
for
Hiring Vehicle Services
At

All India Institute of Medical Sciences, Gorakhpur

Inquiry No.: : Admin/Gen/09/2018-AIIMS.GKP

Inquiry Issue Date : 31st January, 2019

Last Date of Submission : 07th February, 2019 at 05:00 PM.

**All India Institute of Medical Sciences
Gorakhpur**

Kunraghat, Gorakhpur, Uttar Pradesh 273008
Telefax: 0291- 2740741, email: procurement@aiimsjodhpur.edu.in

**Invitation of Quotation For Hiring Vehicle Services At AIIMS,
Gorakhpur**

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Gorakhpur for Hiring Vehicle Services for the Institute as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before 07.02.2019 05.00 PM. The Envelope containing the quotation would please be sealed and super scribed as under:-

**“Quotation For Hiring Vehicle Services At AIIMS, Gorakhpur against
INQUIRY NO. ADMN/GEN/09/2018-AIIMS.GKP” DUE ON 07.02.2019 05.00
PM”**

Detail of vehicle is as follows:

S.No.	Vehicle	No. of vehicle	Year of Registration	Monthly contracted Kilometers
1	Innova “GX” or equivalent	1	2017 Onwards	1500
2	Etios “GX” / Swift Dezire VDI or equivalent	2	2017 Onwards	1500

- Number of vehicle may vary as per requirement.

1. Terms & Conditions:

- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- B) Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. Quotation must be dropped in “**Quotation Box**” located in AIIMS, Gorakhpur.
- C) Rates must be quoted in **Indian rupees** and as per the format specified taxes extra if any must be written separately.
- D) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- E) The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- F) The Quotation should be submitted according to the terms and conditions specified in quotation document unless specified otherwise in the quotation. It shall be construed that the terms and condition stipulated hereunder have been agreed to.
- G) There should not be any over writing or correction in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure written above and the same attested with full signature and date. In the absence of the attested signature, the quotation is liable to be rejected.
- H) The Competent Authority, AIIMS, Gorakhpur does not bind him/her to accept the lowest quotation and reserves the right to accept the quotation in whole or in part. On acceptance of the quotation it

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will become a contract and the contractor shall be bound by the terms & conditions of the quotations.

- I) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- J) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- K) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
- Firm shall be registered with the State Government/ Central Government.
 - The firm shall have valid GST/Other taxes and IT PAN.
 - **The firm should not be black listed by any Govt. Agency/Dept.**
- L) In the event of the acceptance of the quotation and placing of the order for hiring the vehicle the said vehicle would be subject to an inspection by the Competent Authority, AIIMS, Gorakhpur or his representative and is liable to be rejected if the vehicle being provided on hire is not in accordance with approved condition or do not conform to the specification prescribed.
- M) The rates quoted by the CONTRACTOR shall hold good up to 6 months. No amendment in the rate except increase/ decrease in the rate of Tax during the period of the contract will be accepted.
- N) Rates should be quoted by the contractor in attached Performa only.
- O) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- P) **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Gorakhpur with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, AIIMS Gorakhpur whose decision will be final and binding upon the contractor.
- Q) AIIMS, Gorakhpur reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the AIIMS, Gorakhpur will be final in this regard.

2. **Special Terms & Conditions:**

- A) **Period:-** The contract is awarded for period of three months with a sole discretion to AIIMS, Gorakhpur to extend it for a further period of (3) three terms of (3) three months each, on mutually accepted terms and conditions. The rates at which the contract is awarded will be valid throughout the extended contract period and no claims for increase in rate whatsoever on account of increase in cost of fuel and other factors such as statutory payments, minimum wages, etc., shall be entertained. It will be the responsibility of contractor to bear such additional expenses.
- B) **Security Deposit:** - The successful tenderer will have to deposit a security of **10% of the total contract value** in the form of a Demand Draft/Pay order / Bank guarantee from a scheduled bank in favour of the AIIMS, Gorakhpur.
- C) **The Bidder must submit the GSTIN Registration and PAN Card self-attested copy with the quotation.**

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- D) The Bidder shall have at least 3 years experience of providing vehicles to Central Government department/ Autonomous Institutions/Universities/Public Sector undertakings for the Government of India. (provide work certificate in this regard).
- E) All the vehicles should be owned by the Company / applicant and have valid tax permit.
- F) All the drivers should have uniforms and mobile phones & driving licence in their own name.
- G) The applicants should have applicable tax registrations (PAN, GST etc).
- H) Price bids are to be submitted for each category of vehicles for both per km and per hour basis as also indicating night charges, minimum charges and applicable taxes.
- I) **After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer on total monthly charges basis. However, L1 bidder for monthly charges at S.no. a of Price bid will be required to accept lowest rates quoted by the bidders for S. No. b and c of Price bid.**

Administrative Officer

3. Terms & Conditions for Hiring Taxi/Car on Monthly Basis:

- A) The Vehicle provided on hire basis will be made available to AIIMS, Gorakhpur on a monthly basis for 8 hrs per day excluding lunch hour calculated on a cumulative monthly basis for each calendar month. All distances and times being calculated from the time the vehicle reported to AIIMS, Gorakhpur upto the time it is released by the staff of AIIMS, Gorakhpur the end of the day. Distance from garage to AIIMS, Gorakhpur will not be included in the monthly Km run.
- B) Expenses on account of traffic challans by the Police/Traffic Police for commercial use of vehicle, rush and negligent driving of the Vehicle and other traffic violation will be borne by the transporter.
- C) The contractor shall bear all Toll Taxes, Bridge Taxes, Road Taxes etc.
- D) The transporter shall be solely responsible and liable for the proper maintenance and upkeep of the vehicle and for all running cost, thereof and for all expenses for maintenance and repair thereof and replacement of parts therein. AIIMS, Gorakhpur shall not have any liability and responsibility on this account.
- E) The transporter shall ensure that the vehicle is not incapacitated or unfit to be operated at any Time.
- F) In the event that the vehicle is not available for any period of time for any reasons whatsoever, the transporter will be responsible to press into service a vehicle of like description in such manner that services to AIIMS, Gorakhpur are not disrupted and/or delayed in any manner whatsoever. However, AIIMS, Gorakhpur shall not be liable to pay any additional charges or expenses for such replacement.
- G) The transporter shall properly upkeep the vehicle and the vehicle should be comprehensively insured during the tenure of the agreement and would be liable for timely payments of all premium and other dues. In other words, all risks are to be insured/ensured/borne by the transporter in all circumstances.

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- H) The transporter shall keep all the documents of registration, pollution Certificate, Certificate of fitness under control, insurance papers etc. for the said vehicle or any replaced vehicle in order and perform all acts to ensure that the vehicle or the other replaced vehicle is not seized or attached for any reason whatsoever by any authority during the terms of agreement. Only the authorized person of the department shall sign the duly slip/ Log book of vehicle every day.
- D) The transporter will provide proof of residence and Police antecedent verification of driver. The driver of the vehicle will be changed only in exceptional circumstances and that too with the advance concurrence of the Competent Authority, AIIMS, Gorakhpur.
- J) It will be the sole responsibility of the transporter to make the timely payment of wages to the driver of the vehicle. In case any dispute arises the transporter will settle the same and AIIMS, Gorakhpur will not be held responsible for this in any case.
- K) The same vehicle and driver will be sent daily & in case the vehicle or driver is to be changed by the transporter for any reason, then intimation of same will be given in advance to AIIMS, Gorakhpur along with details of the new driver and vehicle being sent.
- L) The vehicle will be operated under the overall administrative and technical control of the Competent Authority, AIIMS, Gorakhpur or such other person as may be nominated by the Competent Authority, AIIMS, Gorakhpur.
- M) No advance payment will be made by the AIIMS, Jodhpur. The billing will be done on a monthly basis and the bill should be submitted by the firm by the first week of the following month. The payment will be made only for those duty slips which have been signed by the officer/staff using the vehicle. It will be the responsibility of the driver to get the duty slips signed by the user officers. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, distance covered, and time for start of duty for AIIMS, Jodhpur, time closure of duty at AIIMS, Jodhpur, places visited, etc.
- N) The transporter or his driver will not allow any other person other than AIIMS, Gorakhpur staff deputed to travel in the vehicle without the prior written concurrence of the Competent Authority, AIIMS, Gorakhpur or any other person nominated by him/her for exercising day to day technical and administrative control over operation of the vehicle.
- O) All vehicles must have clean interior, upholstery, well maintained exterior & noiseless drive.
- P) All the papers viz. insurance, registration, road tax, pollution related to the vehicle must remain with the drivers.
- Q) The rate quoted should exclude all taxes. However, all applicable taxes should be mentioned separately.
- R) AIIMS, Gorakhpur is at liberty to terminate the agreement at any time without assigning any reason. However, the transporter has to serve a notice of one month to terminate the contract.
- S) Any dispute arising out of or in relation to the agreement shall be referred to a sole arbitrator to be appointed by the AIIMS, Gorakhpur as per the Indian Arbitration Act. The seat of the Arbitration shall be at Gorakhpur and proceeding shall be governed by the Indian Arbitration Act 1946.

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- T) All related legal requirements in this relation are to be complied by the transporter.
- U) Transporter will have to change driver or vehicle or both on the request of Competent Authority, AIIMS, Gorakhpur. The Driver detailed by the contractor should be properly dressed in uniform. The contractor shall bear the cost of uniform of the driver.

Administrative Officer

[On the letterhead of firm]**ANNEXURE "2"**
PRICE BID FORM

To,

Administrative Officer,
AIIMS, Gorakhpur.**a) Monthly charges**

S.No.		Km.	Innova "GX" or equivalent	Etios "GX" / Swift Deziire VDI or equivalent	Total
1	Monthly charges in Rs.	1500			

After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer on total monthly charges basis. However, L1 bidder for monthly charges will be required to accept lowest rates quoted by the bidders for S. No. b and c.

Rates for additional km beyond 1500 km and/or additional vehicle:**b) Rates for extra km and outstation charges:**

	Innova "GX" or equivalent	Etios "GX" / Swift Deziire VDI or equivalent
Monthly basis Extra Km.(Rs. per km)		
Outstation charges per night (Rs.)		

c) Rate for Daily Basis:-

	Innova "GX" or equivalent	Etios "GX" / Swift Deziire VDI or equivalent
Full Day (10 hours and 100kms max.) in Rs.		
Extra Charges Rs. per Km.		
Extra charges Rs. per hour		

Note:

After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer on total monthly charges basis. However, L1 bidder for monthly charges at S.no. a will be required to accept lowest rates quoted by the bidders for S. No. b and c.

Extra charges should be quoted to cater for the instances of vehicle running extra Kms over 1500 kms in a month. The cost of fuel and other charges shall be included in these rates for extra plying. Nothing extra shall be paid if vehicle is used outside HQ but within 1500 Kms limit. Similarly, nothing extra shall be paid if vehicle is used within HQ in night.

AIIMS, Jodhpur reserves the right to increase or decrease the required quantity of services without any changes in hiring charges of the offered quantity or other terms & conditions at the time of award of contract or at any time during the currency of the contract. AIIMS, Jodhpur also reserves the right to call for change in make / model of equivalent categories without any changes on

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any of the terms & conditions at the time of award of contract or at any time during the currency of the contract.

As per tender terms & conditions from the date of opening of financial bid, it shall remain binding upon transporter and may be accepted at any time before the expiry of that period.

Note:

- a) **Non-quoting of rate of any vehicle will subject to rejection of the bid.**
- b) Rates are inclusive of all Taxes, levies, and duties except GST shall be paid as per actual. "Discount" or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

Date

Place

Signature of the Bidder / Authorized signatory

Name

Address

Telephone

E-mail

Seal of the Bidder