

Invitation of quotation

for

Hiring of Guest House

At

All India Institute of Medical Sciences, Gorakhpur

Inquiry No.: : Admin/Gen/08/2018-AIIMS.GKP

Inquiry Issue Date : 31<sup>st</sup> January, 2019

Last Date of Submission : 07<sup>th</sup> 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](mailto:procurement@aiimsjodhpur.edu.in)

**Invitation of quotation for Hiring of Guest House at AIIMS  
Gorakhpur**

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Gorakhpur for Hiring of Guest House 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 OF GUEST HOUSE AGAINST INQUIRY  
NO. ADMIN/GEN/08/2018-AIIMS.GKP” DUE ON 07.02.2019 05.00 PM”**

**1. General 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 premises of 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) Becoming L1 will not be the criteria for hiring Guest House.
- G) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- H) 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.
- I) **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.
- J) AIIMS, Gorakhpur reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the AIIMS, Gorakhpur will be final in this regard.

**INQUIRY NO. Admin/Gen/08/2018-AIIMS.GKP**

K) 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. Terms & Conditions and Requirement for hiring space for Guest house:**

A) Lease Period - The lease should be for a minimum period of (3) 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 shall be entertained. It will be the responsibility of contractor to bear such additional expenses.

B) Requirement :

I. Minimum 08 Rooms with attached Bathroom.

II. Minimum Room Size is 10X10 Ft.

III. Each Room Furnished with Double Bed with good quality of mattress and pillow, Television with DTH Connection, Air Conditioner, Refrigerator, Geysers in Bathroom, 1 Almirah/Cupboard, 2 Chairs + Center Table and 2 Good Quality of Blankets.

C) The bidder shall pay all the municipal taxes / water taxes and other levies for the premises regularly for the lease period and submit copies of the same to AIIMS, Gorakhpur for records. AIIMS, Gorakhpur shall pay only the electricity and water consumption charges for the premises as per actual.

D) The building should be independent and located in a place with easy access. It should be fit and approved for the use as Govt. guest house.

E) Assured free parking space be provided/made available for at least 5 cars.

F) There should be proper electricity, water & sewerage connection.

G) The accommodation should have proper electrical fixtures such as switches power points etc.

H) Provision of lift is essential, if the building is equal or more than 4 storied.

I) Housekeeping services will be provided by bidder on daily basis.

J) The building should have adequate toilet facilities.

K) The building should be in a ready to use condition with electricity, water, sewerage connection, firefighting equipments and lift in case equal or more than 4 storied.

L) The space offered should be free from any liability, encumbrance and litigation with

## **INQUIRY NO. Admin/Gen/08/2018-AIIMS.GKP**

respect to its ownership, lease/renting and pending payments against the offered space.

- M) The bidder shall arrange for repairs and maintenance, white washing / colour washing/ OBD painting / painting to doors, windows etc. at without any extra cost if any required during possession period of the Institute.
- N) The premises offered should be in good and ready to occupy condition. The owners of the premises will have to hand over the possession of premises within one week after the acceptance of their offer by the Institute.
- O) The amenities provided / proposed to be provided in the premises should be furnished in the technical bid.

### **3. Selection Process**

- A) An Evaluation Committee will examine and evaluate all the bids. The Committee will also visit the building/premises on offer for examining the actual condition, location and approach facility etc.
- B) On the basis of technical examination of documents and on site evaluation, the committee will decides the appropriate suitable contractor. Becoming L1 will not be the criteria for hiring Guest House.
- C) The successful bidder shall have to enter into contract with the Competent Authority of AIIMS, Gorakhpur as per terms & conditions within a week of finalization of the bidding process. Failure on the part of the bidder to do so may result in cancellation of its candidature.

### **4. Payment**

- A) Payments shall be made by AIIMS, Gorakhpur against the pre-receipted bills as per the lease dead to be executed between AIIMS, Gorakhpur and the owner.
- B) Payments of rent will be made on monthly basis by account payee cheque/Neft/Demand Draft in favour of Owner after deduction of the tax at source (TDS) as applicable from time to time.
- C) No advance rent is payable by the Institute.

### **5. Performance Security:**

- A) The Successful Contractor will be required to furnish an amount @ 10% of Total Contract Value (inclusive of GST) of three months as a performance security in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the "All India Institute of Medical Sciences, Gorakhpur" payable at Jodhpur within 30

**INQUIRY NO. Admin/Gen/08/2018-AIIMS.GKP**

days from the award of contract.

- B) Security Deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract.

**Administrative Officer**

Encl.: Annexure 1 (Format of price bid)

**[On the letterhead of firm]**

**ANNEXURE "2"**  
**PRICE BIDFORM**

To,

Administrative Officer,  
AIIMS, Gorakhpur.

Dear Sir,

1. I/We ..... submitted the quotation for Enquiry No. **"QUOTATION FOR HIRING OF GUEST HOUSE AT AIIMS AGAINST THE INQUIRY NO. Admin/Gen/08/2018-AIIMS.GKP" DUE ON 07.02.2019 05.00 PM** for Hiring of Guest House at AIIMS Gorakhpur".

2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

3. I/We hereby offer to supply at the following rates.

S. No	Particular	Rent Monthly	GST/ Other Taxes	Total Cost Inclusive of GST (INR)
1.	Guest House			

**Note:-**

- Bidder note that sealed quotation will be submitted at AIIMS, Gorakhpur.**
- The bidder must quoted their quotation only in above said format on the letter of firm otherwise quotation will be **REJECTED**.

**Date**\_\_\_\_\_

**Place**\_\_\_\_\_

**(Signature of Authorized Person)**\_\_\_\_\_

**(Name)**\_\_\_\_\_

**Name of Firm/Company/Agency**\_\_\_\_\_

**Phone No.**\_\_\_\_\_

**Email:**\_\_\_\_\_