

# Notice Inviting Tender

For

## HIRING OF TAXI & BUSES

For

## AIIMS BHUBANESWAR



**File No** : J-11021(010)/2016-17/S&P  
**Issue Date** : 27-09-2016  
**Last Date of Submission** : 21-10-2016, at 12.00 PM  
**Tender opening date (Technical bid)** : 21-10-2016, at 3.00PM

All India Institute of Medical Sciences,  
Bhubaneswar

## **All India Institute of Medical Sciences, Bhubaneswar**

[www.aiimsbhubaneswar.edu.in](http://www.aiimsbhubaneswar.edu.in)

All India Institute of Medical Sciences (AIIMS), Bhubaneswar, Odisha, an apex healthcare Institute, established by an Act of Parliament under aegis of Ministry of Health & Family Welfare, Government of India, invites sealed tenders in prescribed tender forms from reputed agencies for hiring of **Vehicles (Innova, Indica / Indigo / Xylo / Corolla Altis / Toyota Etios / Honda City / Ford Fiesta / Ford Ikon / Sumo / Bolero / Maruti Eeco/Maruti SX4/ Maruti Dezire/Minibus / Bus etc.)** on Monthly/Daily/Hours basis for meeting the official needs of the Institute. You are requested to quote your best offer along with the complete details of specifications, terms & conditions. (For description of see Annexure-II)

Tenderer should be sealed and superscribed with tender number and address to:

**“Administrative Officer**

All India Institute of Medical Sciences, Bhubaneswar  
Patrapada,  
Bhubaneswar- 751019”

The sealed Tender(s) should reach the Institute, latest **by 21-10-2016 at 12.00 hrs** and the technical bid will be opened on 21-10-2016 **at 3:00 PM** in the Administrative Office, AIIMS, Bhubaneswar in the presence of the bidder(s) or their authorized representative(s), who may be present at the scheduled date and time. The list of technically qualified bidders with the date of opening of financial bid shall be hoisted in the website of AIIMS, Bhubaneswar.

**General Terms & Conditions:**

- 1. Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 25,000/- (Rupees Twenty Five Thousand only) in shape of demand drafts only and Rs. 2000/- (Two Thousands) as tender fees drawn in favour of the “AIIMS Bhubaneswar”. (TENDERS NOT ACCOMPANIED WITH EMD/BID SECURITY AND TENDER FEES ALONGWITH THE TECHNICAL BID SHALL BE SUMMARILY REJECTED).  
The demand drafts shall be drawn in favour of “All India Institute of Medical Sciences, Bhubaneswar”. The demand drafts for earnest money deposit must be enclosed in the envelope containing the technical bid.  
The EMD of the successful bidder shall be returned after signing of the contract and submission of performance security. For unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD shall be liable for rejection.
- 2. Rate:** Rates should be quoted in Indian Rupees (INR), Inclusive of all the taxes/Charges.
- 3. Validity:** The quoted rates must be valid for a period for 1 year from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required mutually, without changing any terms, conditions etc. of their original tender.

- 4. Performance Security:** The supplier shall require to submit the performance security in the form of irrevocable Bank Guarantee (BG) / or Fixed Deposit Receipt (FDR) issued by any Nationalised Bank for an amount of Rs. 1,00,000.00 (Rs.One Lakh only) which should be kept valid for a period of 60 days beyond completion of all the contractual obligation.

The Tenderer shall have to execute an agreement with AIIMS, Bhubaneswar while accepting the order.

- 5. Payment Term:** Payment shall be made on monthly basis after submission of bill in triplicate along with the daily logbook and duty slip signed by designated authority of AIIMS, Bhubaneswar

- 6. Liquidated damages:** The successful tenderer shall start operating the service within 15 days from the date of receipt of order. Any delay in commencement of operation beyond 15 days from the date of receipt of order will attract Liquidation damages of RS. 1000/- per day up to the starting of the service.

- 7. Penalty:** If there is any disruption (or) non-performance of service due to any reason or whatsoever, the following penal charges will be levied:-

- i. Rs. 1000/- towards penalty for each day.
- ii. In addition non-payment of proportionate hire charges for those days or recovery of charges incurred by AIIMS Bhubaneswar, whichever is higher.

- 8. Termination:** The AIIMS Bhubaneswar may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following:

- i. If the contractor fails to arrange the supply of any or all of the vehicles within the period (s) specified in the contract or any extension thereof granted by Institute.
- ii. If the contractor fails to perform any other obligation(s) under the contract.

- 9. Eligibility Conditions for Bidders:** The Contractor/Agency should fulfil following eligibility criteria for applying this tender.

- i. The contractor/Agency should have registered office in Bhubaneswar.
- ii. The Contractor/Agency should at least own. 05 (FIVE) vehicles i.e. (Innova, Indica / Indigo / Xylo /Corolla Altis / Toyota Etios / Honda City / Ford Fiesta / Ford Ikon / Sumo / Bolero / MarutiEeco/Maruti SX4/ MarutiDezire/Minibus / Bus etc.) etc. with models not older than year 2013 and vehicles registered as commercial vehicles. In case Institute requires more than 05 vehicles at a time it will be the responsibility of the contractor to manage the same & from anywhere at the contractual rates specified in the contract
- iii. The bidder should be registered with the Central Excise/Custom department for the purpose of Service Tax. If not already registered, proof of application

for registration for service tax must be submitted with the condition that registration certificate will be produced before signing the agreement/contract.

- iv. The bidder should have overall experience of 2 years in supplying at least three to five commercial vehicles (w.e.f. date of issue of Tender Notice) to any Govt. organization.
  - v. The Annual turnover of the Bidder should be at least Rs. 20 lakhs in the last two financial years. Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed as proof of the same. IT returns (or) Audited reports for two years to be submitted.
- 10.** Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
- 11.** Signed & stamped compliance sheet of the technical specification must be enclosed with the bid.
- 12.** After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer based upon Tariff /rate at minimum charges of vehicles/Bus as prescribed by OTDC now in force.
- 13.** Conditional bid will be treated as unresponsive and it may be rejected.
- 14.** The Institute reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

**15. TENDER EVALUATION**

Tenders evaluation will be done in **two stages**:

- a. Technical bid and
- b. Price bid.

Each bid to be submitted in separate sealed envelopes super-scribed as “Technical Bid” and “Price Bid” respectively. All these 2 envelopes should be put in another envelope marked as “**Tender for Hiring of Taxi and Buses for AIIMS, Bhubaneswar**” sealed with sealing wax.

**TECHNICAL BID:**

The firm should submit the technical bid in a sealed cover separately super-scribing “**Technical Bid for Hiring of Taxi and Buses for AIIMS, Bhubaneswar**” along with Name and address of the Bidder. Technical bid should be submitted in the prescribed format (Annexure I).

The Committee constituted by the Director will technically evaluate the contents as per Annexure I. Those technically qualified will only be considered for price evaluation (price bid). Price should not be quoted with technical bid; otherwise the tender will be rejected without any correspondence.

**FINANCIAL BID:**

Financial Bid Should be submitted in a separate sealed envelope super-scribing the word **“Financial Bid for Hiring of Taxi and Buses at AIIMS, Bhubaneswar”** along with Name and address of the Bidder.

The price bid should be submitted in the prescribed format only (Annexure II)

Price quoted should be in Indian currency (INR).

**16. Applicable Law:**

- The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
- Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Bhubaneswar/Cuttack, Odisha, India only.
- The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on both the parties.
- Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.

**Terms and conditions of Contract**

1. All Vehicle to be provided must be of year 2013 model or later. All vehicles shall be duly registered with Transport authority as tourist cab.
2. Vehicle should carry portable fire extinguisher.
3. Vehicle must be cleaned both externally and internally regularly.
4. Availability of the vehicle must be 24 X 7 basis along with medically fit drivers who hold valid Driving License.
5. All hired vehicles /Buses will be under the administrative control of AIIMS Bhubaneswar during the hiring period and shall be parked in designated locations of AIIMS Bhubaneswar campus when not in use during the period of hiring.
6. The Vendor /Contractor has to be registered with service tax Department and should submit a copy of Service Tax Registration Certificate.
7. The contract for hiring of the vehicle/Buses will be initially for a period of one year. However, the contract may be extended for further period up to one year based up on mutual agreement at the same rate, terms and conditions, if the services of the contractor are satisfactory.
8. The quoted rates are to be filled in the proforma given in Annexure-II. The rates quoted shall be fixed and valid for one year, irrespective of any increase in fuel rates, during the contract period.
9. Vehicles / Buses will be at the disposal of the AIIMS Bhubaneswar throughout the duration of the contract. Suitable alternate arrangement has to be made by the agency in case a vehicle goes for maintenance.
10. Duty Slips in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of AIIMS Bhubaneswar (Annexure -III) and the service provided should ensure that at the end of duty; the duty slips are completed and signed

by the users.

- 11.** Tampering of meter reading, vehicle / Bus usage timings, overwriting of summary / log Book sheet and misbehaviour of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- 12.** AIIMS Bhubaneswar reserves the right to cancel any bids or all or for any particular vehicle without assigning any reason.
- 13.** All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
- 14.** Contractor would be responsible for the good conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of the institute, the said driver shall be withdrawn and a fresh driver shall be provided to the AIIMS Bhubaneswar at no additional cost.
- 15.** Contractor shall obtain vehicle fitness certificate from Competent Authority, vehicle registration, comprehensive Insurance, payment of road tax, inter-state permit, etc. Driver should always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.
- 16.** Contractor shall ensure that the driver has valid driving license for commercial use and copies of their licenses should be submitted to the institute.
- 17.** Generally the travel involve within the state of Odisha. Vehicles, if required, should be able to move freely to the neighbouring States without any restrictions as sometimes vehicles may be used for the Inter State travels.
- 18.** Contractor shall provide valid certificate of pollution check for the vehicle from the concerned authorities from time to time and the same shall be renewed well before the due date. Copies of the renewal certificates shall be deposited with the Institute.
- 19.** All vehicles shall be comprehensively insured against all risks (including the driver and occupants & third party). Insurance policy shall be renewed well before the due date.
- 20.** Bus/Innova which are in good roadworthy condition, not more than two years old and also complying with the conditions as laid down by the Government for an Educational Institution only would be considered. The buses should be painted in lemon yellow (Educational Institution Bus) with all necessary markings on the body as per Government orders.
- 21.** The applicant should assume all liabilities and keep the Institute wholly indemnified against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
- 22.** The AIIMS Bhubaneswar reserves the right to enter into contract for hiring of vehicles/drivers with one or more service providers/bidders. When there are different L1s for different class of vehicles, then Institute may resort to multiple contracts with different bidders based on the L1 status of vehicles.
- 23.** The applicant should not assign this contract or any part thereof to any third party.

- 24.** In case of breakdown of any vehicle, the Contractor shall, within two hours provide another vehicle without any extra cost. The Institute shall have absolute right to charge Rs. 1,000 per day if the vehicle is not provided within two hours.
- 25.** In case of any accident to the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to be taken care by the contractor.
- 26.** The contract is valid for providing services of Innova/Bus hiring and at no point of time any or all of the Staff of the Transporter shall raise a claim for employment in the AIIMS Bhubaneswar.
- 27.** Drivers should carry sufficient cash for discharging obligations on account of parking charges & toll taxes.
- 28.** Parking charges & toll fee will be reimbursed by the contractor. Proper supporting documents would have to be submitted along with such claims.
- 29.** Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
- 30.** The driver provided by the contractor should fulfil the following conditions:
- i. Should be in possession of valid commercial driving license issued by RTO for the class of vehicle he is driving.
  - ii. Should wear uniform which should be properly washed / ironed.
  - iii. Should be well qualified and should be able to read and write, and have minimum three years of experience as driver.
  - iv. Should not resort to intoxication in any form.
  - v. Should not get indulged in any activity inimical to security of the officers travelling in his car.
  - vi. Should be in possession of Mobile phone with valid connection.
  - vii. Should attend to the duty at least 10 min in advance of the scheduled time.
  - viii. Should not use mobile phone, while driving.
  - ix. Driver should be alert /careful enough to take care of items/material kept in the vehicles.
  - x. In the event of driver not being in proper dress, not behaving properly, engaging in rash and unsafe driving, the AIIMS Bhubaneswar shall have right to expel or refuse entry to such of the drivers and vehicle to be treated as absent.

## **Annexure - I**

### **Inviting of sealed quotations for Hiring of Taxi and Buses at AIIMS, Bhubaneswar**

#### **TECHNICAL BID**

| <b>Sl No.</b> | <b>Particulars</b>                                                                                                                          | <b>Submitted<br/>(Yes/ No)</b> | <b>If Yes ,<br/>Provide Page<br/>No.</b> |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------|
| 1             | Name of Firm/Contractor/Supplier                                                                                                            |                                |                                          |
| 2             | Complete Address & Telephone No.                                                                                                            |                                |                                          |
| 3             | Name of Proprietor/Partner/Managing Director/Director.                                                                                      |                                |                                          |
| 4             | Phone & Mobile No.                                                                                                                          |                                |                                          |
| 5             | Whether the firm is a registered firm Yes/No (attached copy of certificate)                                                                 |                                |                                          |
| 6             | PAN No. (enclose the attested copy of PAN Card)                                                                                             |                                |                                          |
| 7             | Service Tax No. (enclose the attested copy of Service Tax Certificate)                                                                      |                                |                                          |
| 8             | Whether the firm has enclosed the Bank Draft/Pay Order / Banker's cheque of Rs.25,000/- as Earnest Money Deposit. Rs 2,000/- as Tender Fees |                                |                                          |
| 9             | Annual Turnover of the firm (Rs. In Lakhs) last two financial years: 2014-2015 & 2015-2016                                                  |                                |                                          |
| 10            | Previous experience of providing vehicles to Govt. institutions. (Name of the Organisation and number of vehicles provided)                 |                                |                                          |
| 11            | Employees welfare provisions [EPF, ESI, Insurance etc.] made available                                                                      |                                |                                          |
| 12            | Whether the Firm/Agency has signed each and every page of Tender/NIT                                                                        |                                |                                          |
| 13            | Please provide full list of quoted vehicles.                                                                                                |                                |                                          |
| 14            | Any other information, if necessary                                                                                                         |                                |                                          |

**Authorized signatory of the bidder with seal.**

## **Annexure-II**

### **Financial Bid**

**(To be submitted on the letterhead of the company / firm)**

### **Hourly / Daily Basis**

**(All Inclusive Rates for A/c Vehicle + Driver + Fuel)**

| <b>Name of Vehicle</b>                | <b>4 hours<br/>&amp; 40 KMs.</b> | <b>8 hours<br/>&amp; 80<br/>KMs</b> | <b>12 hours<br/>&amp; 120<br/>KMs</b> | <b>24 hours<br/>&amp; 240<br/>KMs</b> | <b>Rate for<br/>extra<br/>Hour</b> | <b>Rate for<br/>extra<br/>KM</b> | <b>Night Charges<br/>of Drivers (in<br/>case of out<br/>station</b> |
|---------------------------------------|----------------------------------|-------------------------------------|---------------------------------------|---------------------------------------|------------------------------------|----------------------------------|---------------------------------------------------------------------|
| Toyota Innova                         |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Mahindra Xylo                         |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Mahindra Scorpio                      |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Tata Indica                           |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Tata Indigo                           |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Mahindra Bolero                       |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Ford Fiesta                           |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Honda City                            |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Toyota Corolla Altis                  |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Toyota Etios                          |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| MarutiEeco                            |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Maruti Swift Dzire                    |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Maruti SX4                            |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Chevrolet Tavera                      |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Tata Sumo                             |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Tempotraveller ~12 seater             |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Mini Bus ~15 seater                   |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Mini Bus 35-40 seater                 |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Bus ~50 seater                        |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Mini Bus ~15 seater <b>(Non AC)</b>   |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Mini Bus 35-40 seater <b>(Non AC)</b> |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |
| Bus ~50 seater <b>(Non AC)</b>        |                                  |                                     |                                       |                                       |                                    |                                  |                                                                     |

**Monthly Basis**

| <b>Name of Vehicle</b>                | <b>Standard running of 2000 KMs per month<br/>(All Inclusive Rates for A/c)</b> | <b>Standard running of 2500 KMs per month<br/>(All Inclusive Rates for A/c)</b> | <b>Rate for extra KMs beyond 2000/2500 KMs</b> | <b>Night Charges of Drivers (in case of out station duty) only</b> |
|---------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------|
| Toyota Innova                         |                                                                                 |                                                                                 |                                                |                                                                    |
| Mahindra Xylo                         |                                                                                 |                                                                                 |                                                |                                                                    |
| Mahindra Scorpio                      |                                                                                 |                                                                                 |                                                |                                                                    |
| Tata Indica                           |                                                                                 |                                                                                 |                                                |                                                                    |
| Tata Indigo                           |                                                                                 |                                                                                 |                                                |                                                                    |
| Mahindra Bolero                       |                                                                                 |                                                                                 |                                                |                                                                    |
| Ford Fiesta                           |                                                                                 |                                                                                 |                                                |                                                                    |
| Honda City                            |                                                                                 |                                                                                 |                                                |                                                                    |
| Toyota Corolla Altis                  |                                                                                 |                                                                                 |                                                |                                                                    |
| Toyota Etios                          |                                                                                 |                                                                                 |                                                |                                                                    |
| MarutiEeco                            |                                                                                 |                                                                                 |                                                |                                                                    |
| Maruti Swift Dzire                    |                                                                                 |                                                                                 |                                                |                                                                    |
| Maruti SX4                            |                                                                                 |                                                                                 |                                                |                                                                    |
| Chevrolet Tavera                      |                                                                                 |                                                                                 |                                                |                                                                    |
| Tata Sumo                             |                                                                                 |                                                                                 |                                                |                                                                    |
| Tempotraveller ~12 seater             |                                                                                 |                                                                                 |                                                |                                                                    |
| Mini Bus ~15 seater                   |                                                                                 |                                                                                 |                                                |                                                                    |
| Mini Bus 35-40 seater                 |                                                                                 |                                                                                 |                                                |                                                                    |
| Bus ~50 seater                        |                                                                                 |                                                                                 |                                                |                                                                    |
| Mini Bus ~15 seater <b>(Non AC)</b>   |                                                                                 |                                                                                 |                                                |                                                                    |
| Mini Bus 35-40 seater <b>(Non AC)</b> |                                                                                 |                                                                                 |                                                |                                                                    |
| Bus ~50 seater <b>(Non AC)</b>        |                                                                                 |                                                                                 |                                                |                                                                    |

**Date:**

**Place:**

**Signature of Authorized  
Signatory  
with Seal**

## ANNEXURE-III

### FORMAT OF DUTY SLIP

(Print Name of the company & address)

Sl. No.....

Date.....

#### (To be filled by contractor/driver )

1. Regn. No of Vehicle:.....
2. A/C or Non-A/C ....., Model & Year .....,  
petrol/Diesel.....
3. Name, Designation & address of user  
.....  
.....  
.....

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#### ( To be filled by user )

4. Purpose of Journey (detail) .....
5. Places visited .....
6. Meter Reading at Starting Point ..... at closing Point .....
7. Total KMs Run .....
8. Time at Starting Point ..... at closing Point .....
9. Extra Detention Hours (beyond duty Hrs.) .....
10. Charges for Parking/Toll Tax etc.....
11. Number of Night Halts ( for outstation journey only) .....

Driver's Name & Signature

Signature of User

Signature of Bidder with seal