

Basic Details			
Organisation Chain	All India Institute of Medical Sciences Rajkot		
Tender Reference Number	AIIMS/Rjkt/Vehcle/2024-25/4211		
Tender ID	2024_AIMSR_767785_1		
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Services	No. of Covers	2
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments		
Offline	S.No	Instrument Type
	1	Demand Draft

Cover Details, No. Of Covers - 2			
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	NIT for Hiring Vehicles at AIIMS Rajkot
2	Finance	.xls	NIT for Hiring vehicles at AIIMS Rajkot

Tender Fee Details, [Total Fee in ₹ * - 1,000]			
Tender Fee in ₹	1,000		
Fee Payable To	Deputy Director (Admin), AIIMS Rajkot	Fee Payable At	Deputy Director (Admin), AIIMS Rajkot
Tender Fee Exemption Allowed	Yes		

EMD Fee Details			
EMD Amount in ₹	1,00,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Deputy Director (Admin), AIIMS Rajkot	EMD Payable At	Deputy Director (Admin), AIIMS Rajkot

Work /Item(s)					
Title	NIT for Hiring Vehicles at AIIMS Rajkot				
Work Description	NIT for Hiring vehicles at AIIMS Rajkot				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹	70,00,000	Product Category	Miscellaneous Services	Sub category	Hiring Vehicles
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	30
Location	AIIMS Campus, Khandheri, Rajkot	Pincode	360110	Pre Bid Meeting Place	AIIMS Campus, Khandheri, Rajkot
Pre Bid Meeting Address	1st floor, Admin block, Academic building, AIIMS Campus, Khandheri, Rajkot, Gujarat	Pre Bid Meeting Date	23-Aug-2024 02:00 PM	Bid Opening Place	AIIMS Campus, Khandheri, Rajkot

Critical Dates			
Publish Date	12-Aug-2024 06:00 PM	Bid Opening Date	13-Sep-2024 09:00 AM
Document Download / Sale Start Date	13-Aug-2024 10:00 AM	Document Download / Sale End Date	12-Sep-2024 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	13-Aug-2024 10:00 AM	Bid Submission End Date	12-Sep-2024 05:00 PM

<b>Tender Documents</b>				
<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tendernotice_1.pdf	NIT for Hiring vehicles at AIIMS Rajkot	14699.25
<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>
	1	Tender Documents	Tender for Hiring vehicle at AIIMS Rajkot 2024-25.pdf	Tender for Hiring Vehicles

<b>Tender Inviting Authority</b>	
<b>Name</b>	The Deputy Director (Admin)
<b>Address</b>	1st floor, Admin block, Academic building, AIIMS Campus, Khandheri, Rajkot, Gujarat

<b>Tender Creator Details</b>	
<b>Created By</b>	Siddhartha Dutta
<b>Designation</b>	Assistant Professor
<b>Created Date</b>	12-Aug-2024 05:38 PM



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360001  
All India Institute of Medical Sciences, Rajkot, Gujarat 360110  
A Central Autonomous Body under PMSSY, MoH&FW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)



Tender No: AIIMS/Rajkot/Admin/02/Proc/Vehicle/2024-25/4211

Date: - 12/ 08/2024

## Tender For Hiring Vehicles

At

All India Institute of Medical Sciences, Rajkot

NIT Issue Date	12/08/2024
NIT No	AIIMS/Rajkot/Admin/02/Proc/Vehicle/2024-25/4211
Pre-Bid Meeting	23/08/2024 (Time 2:00 PM)
Last Date of Submission	12/09/2024
Bid opening Date	13/09/2024



All India Institute of Medical Sciences, Rajkot.  
Khanderi-Parapipaliya, Rajkot - 360110, Gujarat  
Email: [dda.aiimsrajkot@gmail.com](mailto:dda.aiimsrajkot@gmail.com)  
Website: <https://aiimsrajkot.edu.in>

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# TENDER NOTICE FOR HIRING OF VEHICLE FOR AIIMS RAJKOT

1. Tenders in sealed cover are invited under two-bid system on behalf of the Executive Director, All India Institute of Medical Sciences, Rajkot from reputed, experienced and financially sound Agencies for providing vehicles to All India Institute of Medical Sciences, Rajkot.
2. AIIMS Rajkot proposes to hire Taxies: -
  - a) Three - Vehicles Innova Crysta (6-seater Captain seats) (AC)
  - b) One - Maruti ciaz / Honda amaze (AC)
  - c) One - Bus 20 seater (non-AC)
  - d) One - Bus 55 seater (non-AC)

with driver on monthly basis for official use of AIIMS Rajkot on annual rate contract basis. AIIMS may hire additional vehicles also on daily basis and number of days of hiring may depend upon the exact requirement specified.

3. **Interested bidders are required to submit the technical & financial bid separately in two covers. These bids in separate sealed covers super scribed Technical Bid & Financial Bid respectively should be placed in a third sealed cover super scribed "Tender for Hiring Motor Vehicles for AIIMS Rajkot" and should reach at the office of the DD(A), AIIMS Rajkot-360110 before 5:00 PM on or before 12/09/2024. Technical Bids shall be opened on next day at 03:00 PM at AIIMS Rajkot. In the event of any of the above-mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working date at the appointed time.**
4. The bid security (EMD) of Rs. 1,00,000/- should be paid by Demand Draft in favour of AIIMS Rajkot payable at Rajkot in the cover 'Technical bid'. The envelope containing the EMD shall bear the name "EMD for Tender No AIIMS/Rajkot/Tender/Vehicles/2024-25/4211". The envelope containing the Technical Bid shall bear the name "TECHNICAL BID for Tender No AIIMS/Rajkot/Tender/Vehicles/2024-25/4211". The envelope containing the Financial Bid shall bear the name "FINANCIAL BID for Tender No AIIMS/Rajkot/Tender/Vehicles/2024-25/4211" on the envelope for avoiding any mismatch.
5. **The Public Sector undertaking of the Central/State Govt./MSEs/MSME/Registered with Central Purchase Organization are exempted from furnishing Earnest Money along with tender, subject to submission of its valid proof.**
6. The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from the website [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in) under the "Tenders" head and as also e-publishing through CPP Portal. The bid security (EMD) of Rs. 1,00,000/- should be paid by Demand Draft in favour of "Deputy Director (Admin), AIIMS Rajkot" payable at Rajkot in the cover 'Technical bid'. The vendors should also enclose an additional DD of Rs. 1000/- (non-refundable tender fee) in favour of "Deputy Director (Admin), AIIMS Rajkot". Along with their bid in the cover 'Technical Bid' schedule to the invitation of Tender.
7. Any future clarifications and / or corrigendum (s) shall be communicated by the DD(A), AIIMS Rajkot through the website: - <https://aiimsrajkot.edu.in>



*J. Brala*  
12/08/24  
Officiating DD(A)  
AIIMS Rajkot

## A. GENERAL INSTRUCTION

1. A pre bid meeting shall be held in the AIIMS Rajkot to clarify any queries of the tenderer on 23 /08/2024 at 2 PM.  
**Period:** - Duration of contract will be **two** years from the date of award of contract with an option of extension for a period of upto further one year, at a time at the same rate as well as same terms and conditions.  
The contract is awarded for period of **two** years and the rates at which the contract is awarded will be valid throughout the 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.
2. All the Technical Bid will be scrutinized, by the evaluation committee constituted by the Executive Director to check all relevant documents for their authenticity and the Tenderer whose Technical tenders are accepted will be informed about the date and time for opening the Financial Bid.
3. No tenderer will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the tendering firm would stand forfeited.
4. **In case the successful tenderer declines the offer of contract, for whatsoever reasons, his EMD will be forfeited.**
5. The Tenderer is expected to work out their own rates based on the detailed description of items, the specifications and conditions and finally arrive at the cost of the Work/Service.
6. The Tenderer shall be deemed to have satisfied itself before tendering as to correctness and sufficiency of its Tender. The rates and prices quoted shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for proper completion and maintenance of the Works/Services. Where necessary, before submitting its Commercial Bid the Tenderer should inspect and examine the site and its surroundings and shall satisfy itself about form and nature of the site, the quantities and nature of the Work/Service and materials necessary for the completion of the Works/Services, means of access to the site, the accommodation it may require, and in general, obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect its Tender.
7. No extra charges consequent on any misunderstanding or otherwise shall be allowed.
8. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as contractor.
9. The successful tenderer will have to deposit **PSG (Performance Security Guarantee) of 10% of total annual cost (70 lac) of the work** by way of Demand draft in favor of Deputy Director (Admin) AIIMS Rajkot. payable at Rajkot valid for 60 days beyond the expiry period of contract.
10. The successful Tenderer will have to commence the work within 30 days of acceptance of tender otherwise the contract may be cancelled and EMD will be forfeited.
11. The successful Tenderer will have to deposit the PSG (Performance Security Guarantee) within 30 days of acceptance of tender otherwise the contract may be cancelled and EMD will be forfeited.
12. Each page of the tender documents and papers submitted along with, should be numbered signed and stamped by the authorized signatory in acceptance of the terms and conditions laid down by the AIIMS Rajkot.
13. AIIMS, Rajkot reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the Institute.
14. **AIIMS, Rajkot reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.**
15. **Bid Should be submitted only offline before the last date in the tender box during office hours on working day (Monday to Friday 9 AM to 5 PM) (Saturday 9 AM to 1 PM)**  
**Addresses: - 1<sup>st</sup> floor, Admin Block, Academic building, All India Institute of Medical Sciences, Rajkot. Khanderi - Parapipaliya, Rajkot – 360110, Gujarat**



## B. INFORMATION & INSTRUCTIONS FOR BIDDERS

1. The bid should be type-written. The bidder should sign each page of the application.
2. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the eligibility criteria document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him.
3. **Signing of Tender:** - Individuals signing tender or other documents connected with the contract specify: -
  - (i) Whether signing as a "Sole Proprietor" of the firm or his attorney.
  - (ii) Whether signing as a "Registered Active Partner" of the firm or his attorney.
  - (iii) In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing, e.g., Secretary, Manager, Partner etc. or their attorney and produce copy of document, empowering him to do so, if called upon to do so.

*Note: In case of unregistered firms all the members or all attorneys duly authorized by all of them or the Manager of the firm should sign the tender and subsequent documents.*

4. **References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by an officer not below the rank of Executive Engineer or equivalent.**
5. The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the Employer.
6. Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in AIIMS.



## C. INFORMATION AND CONDITIONS RELATING TO SUBMISSION OF BIDS.

1. The bid shall remain valid for 180 days after the date of opening of bids.
2. The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. Failure to furnish all the information required as per Bid documents or submission of the bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the Bid.
3. Bidder will **necessarily sign & seal each page of the tender document** including terms & conditions as token of acceptance of the bid failing which his bid will be rejected summarily. All pages including enclosures submitted by bidders are required to be duly numbered and any over writing/ erasures in the bid made by the bidder shall be signed by the person signing the bid.
4. The Bid with conditions other than those specified in the Bid document is liable to be summarily rejected. No modification by the contractor in any of the conditions will be permitted after the Bid is opened.
5. The bidder shall quote as per price schedule given in financial bid for all types of vehicles required for. The price quoted by the bidder shall remain fixed during entire period of contract & shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected. **The Bidders will quote for each and every vehicle. In case of non-quoting of rate of any vehicle by any bidder(s), their tender will be summarily rejected.**
6. The vehicles and Drivers shall remain available all the times as per Duty Roster and shall not leave place of Duty without prior permission.
7. **AIIMS, Rajkot shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall within 10 days of issue of letter of intent, give his acceptance.**
8. **The Bid Security may be forfeited if** (a) the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form, and, (b) the successful bidder fails (i) to sign contract (ii) to furnish performance security within stipulated time.
9. Failure of the successful bidder to comply with any of the terms & conditions shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security. In such eventuality, AIIMS, Rajkot reserves the discretion either to make the award to any other bidder or call for new bids. The decision of AIIMS, Rajkot in this regard will be final & binding.
10. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of AIIMS, Rajkot, or any authority as appointed by AIIMS, Rajkot. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The venue of the arbitration proceeding shall be such place as the arbitrator may decide.





## D. OTHER TERMS & CONDITIONS

1. Work: - The tender is for awarding the contract for hiring of taxis on daily/monthly basis as per requirement by the AIIMS, Rajkot for official use.
2. Period: - The contract is awarded for period of two years from the date of award of contract with an option of extension for a period of upto further one year, at the same rate as well as same terms and conditions and the rates at which the contract is awarded will be valid throughout the 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.
3. Earnest Money Deposit (EMD): - Tenderers shall have to deposit **EMD of Rs. 1,00,000/-** (Rupees One Lac only) in the form of Demand Draft/Pay order/FDR in favour of the AIIMS, Rajkot, payable at Rajkot, Gujarat along with the tenders. Tender received without EMD will not be entertained/ considered. No interest will be paid on the EMD.
4. Forfeiture of EMD: - The tenderer will not be allowed to withdraw the tender after the same is received in the AIIMS, Rajkot. In case the tenderer withdraws from the process the EMD deposited by him will be forfeited.
5. PSG (Performance Security Guarantee): - successful tenderer will have to deposit a security of **10% of the annual contract value** in the form of a Demand Draft from a scheduled bank in favor of the **Deputy Director (Admin) AIIMS, Rajkot** which is valid till one month after the last date of contract. EMD of the successful tenderer will be converted into the security deposit on request.
6. The successful bidder shall be required to deposit an amount equal to 10% of annual contract value as PSG (**Performance Security Guarantee**) **within 1 month** of issue of Notification of Award.
7. Performance Security shall be submitted in the form of DD (Demand Draft) issued by a scheduled Bank payable at Rajkot and the Performa provided with the tender document. Performance Security will be discharged after completion of contractor's performance obligations under the contract.
8. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for AIIMS, Rajkot to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.
9. **No interest will be paid on PSG (Performance Security Guarantee)/ Earnest Money Deposit.**
10. AIIMS, Rajkot may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts.
  - 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 AIIMS, Rajkot.
  - If the contractor fails to perform any other obligation(s) under the contract.
11. The tender should be submitted by only a registered and well-established Transport Agency/Firm. Proof to this effect to be enclosed along with the tender.
12. The vehicles models should be of **2022** or subsequent models, in very good running condition with clean interior and good upholstery and valid Pollution Under Control (PUC) certificate. In case condition of taxis is not found to be satisfactory, they shall be returned for immediate replacement.
13. **Fleet**: - The firm submitting the tender must have sufficient fleet of cars to replace in case of vehicle breakdown.



14. All vehicles including replacement vehicles should have been registered after 01.01.2022. Proof of this will have to be enclosed by way of submission of copy of Registration Certificate.
15. AIIMS, Rajkot may without prejudice, to other rights under law or the contract provided get the hiring of vehicles done at the risk and cost of the contractor, in above circumstances.
16. AIIMS, Rajkot may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.
17. If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of AIIMS, Rajkot as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.
18. AIIMS, Rajkot may need additional vehicles to be hired, as per requirement. The vehicles requisitioned by this Department, should reach the stipulated destination, within a maximum time of 30 minutes. It may be noted that the number of taxis to be hired and the number of days of hiring may vary depending upon the actual requirements.
19. The firm shall comply with all statutory enactments/provisions in relation to services offered by them.
20. It will be the responsibility of the Driver to carry the proper valid insurance at all times in respect of the vehicle and also the passengers. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. The firm shall also agree to indemnify the Department against all losses and claims.
21. The AIIMS, Rajkot shall be liable to pay the hiring charges only. Being the owner of the vehicles, any other liability shall be borne by the contractor. If during the course of engagement of the vehicles to the services of the AIIMS, Rajkot, any harm due to accidents etc. is caused either to the vehicle or to the third party, department will not be responsible. Any liability arising out of such accident will be the responsibility of the firm only. All incidental expenditure towards repair will be borne by the contractor.
22. No advance payment will be made by the AIIMS, Rajkot. 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, Rajkot, time closure of duty at AIIMS, Rajkot, places visited, etc.



23. The rates quoted should be excluding the Goods and Service tax (GST). The GST will be paid additionally only after receiving the photocopy of the GST registration certificate. No GST will be paid if the operator fails to provide proof of GST registration certificate. Latest income tax clearance certificate and PAN is also required to be submitted by the operator.
24. The journey to the destination and back shall be undertaken by the shortest route possible in case of breakdown of any vehicle ferrying official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.
25. The vehicles provided to AIIMS, Rajkot should fulfill the norms prescribed by the Gujarat Government, Department of Transport for hired vehicles.
26. The financial bids of only those tenderers who satisfy all the requirements/conditions stipulated in the document will be considered. Quotations with any cutting or overwriting in the figures will not be considered.
27. Toll tax, Entry tax, Permit fee for crossing border if any, parking charges will be borne by the AIIMS, Rajkot for which the original receipts should be submitted.
28. All incidental expenditure towards repair will be borne by the vehicle owner. The firms should have the capacity of repairing their vehicles in a short time and during repair time the firm would place a substitute vehicle and driver immediately.
29. No compromise will be made by AIIMS, Rajkot towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by the AIIMS, Rajkot, the EMD will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
30. While the AIIMS, Rajkot has a regular requirement for hiring of vehicles it shall have the right not to utilize the services at all or at any time or any period without giving any notice.
31. In case of dispute of any kind and in any respect whatsoever, the decision of AIIMS, Rajkot shall be final and binding.
32. The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.
33. The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the contractor, AIIMS, Rajkot shall have no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.
34. The contractor shall when have called upon to do so, place at the disposal of AIIMS, Rajkot such number of vehicles as may be required although the number of vehicles so demanded may be more than the number of vehicles, he is required to supply for the purpose of execution of the contract at same rate and terms and conditions.
35. AIIMS, Rajkot reserves right to counter offer price to any of the prospective contractors against price quoted by the bidder.



36. The Bidders will quote for each and every item. In case of non-quoting of rate of any item by any bidders, their tender will be summarily rejected.
37. The AIIMS, Rajkot reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
38. Bidder must have a mobile no. where requirements and requisition of vehicles may be conveyed all the 24 hrs. Telephone No. must be mentioned at the time of accepting work order.
39. No vehicle should be supplied having registration in the Name of employee of the AIIMS, Rajkot staff or close relative and Certificate to this effect must be given on the body of bill while submitting claim.
40. Payment of any Govt. tax or duty for supplying the vehicles will be liability of contractor.
41. The complete bio-data of driver along with a copy of his driving license should be submitted to the department before commencement of work. Driver shall be provided with a Mobile Telephone connection provided by the supplier which shall be active during the hire period.
42. The driver should be well mannered and courteous and should always carry a mobile phone connection with him which shall be active during the hired period.
43. The driver shall not be addicted to smoking, consumption of liquor/alcohol, Pan Masala/ Gutka, Tobacco and shall never report to the duty under influence of alcohol.
44. Driver should follow all the rules and regulations specified by the authorities from time to time. This includes new regulations framed from time to time. This also includes the regulation related to proper uniform.
45. Police verifications for deployed staff (Driver) shall be ensured by service provider.
46. Vehicles upkeep shall be in good condition along with neat and clean seat covers all the time while on duty.
47. The Driver should be fully conversant with the major routes and places of Rajkot (Gujarat).
48. The contractor shall oblige his employees in accordance with law to ensure decent behavior with AIIMS, Rajkot officers/ faculty. There shall not be any master- servant relationship between employees/ drivers of the contractor and the Govt. Employees of contractor cannot claim any employment under AIIMS, Rajkot solely based upon the services rendered as contractor's drivers/employees.
49. Any complaint from the users/officers of the user department with respect to their behavior/ uniform will be viewed seriously and it will be brought to the notice of the service provider, who shall take suitable action.
50. If vehicle is not commercially registered, approved contractor, shall get the vehicle commercially registered within 30 days from the award of the work and submit the proof to AIIMS, Rajkot. An undertaking in this regard is mandatory by the bidder.
51. The bidder shall also submit full details of the vehicles that can be assigned in their favor and shall give a clear declaration that the firm will be able to supply commercial vehicles of model not older than 01.01.2022.
52. The bidder shall not act as a broker for other hire companies or any individual and the contract will be valid only if the company signing the contract supplies the vehicles themselves from their own fleet.



53. The AIIMS, Rajkot will be under no legal obligation to provide employment to any of the personnel of the contractor of the contractor after expiry of agreement period and the AIIMS, Rajkot recognizes no employer- employee relationship between the AIIMS, Rajkot and the personnel deployed by the contractor/ agency.
54. Vehicles provided to AIIMS, Rajkot should bear Commercial Taxi Cab registration numbers and should have comprehensive insurance and drivers so provided with the vehicles shall have LMV Driving license, Uniform and Batch.
55. The contractor shall provide names, address of the drivers along with their license number and copies within one week of the award of the contract

## E. SCOPE OF WORK

1. Provision of commercial vehicles with licensed drivers, registered Commercial vehicles on Hiring basis for running for AIIMS, Rajkot in Headquarter (Rajkot) or outside the headquarter.
2. It is clearly noted that AIIMS, Rajkot shall place the above / any of the above order only as per the actual requirement from time to time. AIIMS, Rajkot reserves the right to increase or decrease the required quantity of services without any change in hiring charges of the offered quantity or other terms and conditions at the time of award of contract or at any time during the currency of the contract.
3. **Normally duty hours will be 08:00 AM to 06:00 PM daily. However, vehicle can be called for anytime with a prior 30 minutes' notice. Further, for better administrative control all the vehicles will be parked at AIIMS, Rajkot only after regular duty hours. Use of vehicles by the contractor for any purpose except for AIIMS, Rajkot is strictly prohibited during the contract period.**
4. Notice period for regular requirements will be one day in advance and telephonic intimation shall be considered as notice. Normally, reporting place will be at the AIIMS, Rajkot. However, actual place of reporting shall be specified by the users of vehicles.
5. The meter reading should tally the actual distance of run at any instant and the DD(A), AIIMS, Rajkot shall have full powers to check up the meter for its correctness and to take action accordingly. Each driver should maintain a vehicle Logbook which needs to be counter signed by competent authority on weekly basis.
6. In case of additional vehicle as required, the Counting of distance will be from garage to garage but chargeable distance in this respect shall not be more than 5 Kms. In one round (Reporting to leaving)
7. In case of break down, vehicles have to be replaced by other immediately (not more than one hour gap). In case of non-availability of suitable vehicle, a penalty of Rs. 200/- for the said break down shall be imposed in addition to deduction on pro-rata basis for the said period. Continuation of non-availability of suitable vehicle on another day shall construe to another break down, and will be liable to the penalty of Rs. 300/- and pro rata deduction. In case, occurrence of such break down exceeds three times in a month, a penalty of Rs. 1000/- per break down shall be imposed.
8. Non-availability of designated vehicles/ replacement of such vehicles without prior notice during normal duty hours will also attract a penalty of Rs. 1,000/- per day. Denial / non-availability of vehicles during extra hours, will also attract a penalty of Rs. 1,000/-.
9. If monthly run is less than below listed Kms in a month, then balance Kms. shall be brought forward and adjusted in Subsequent months.



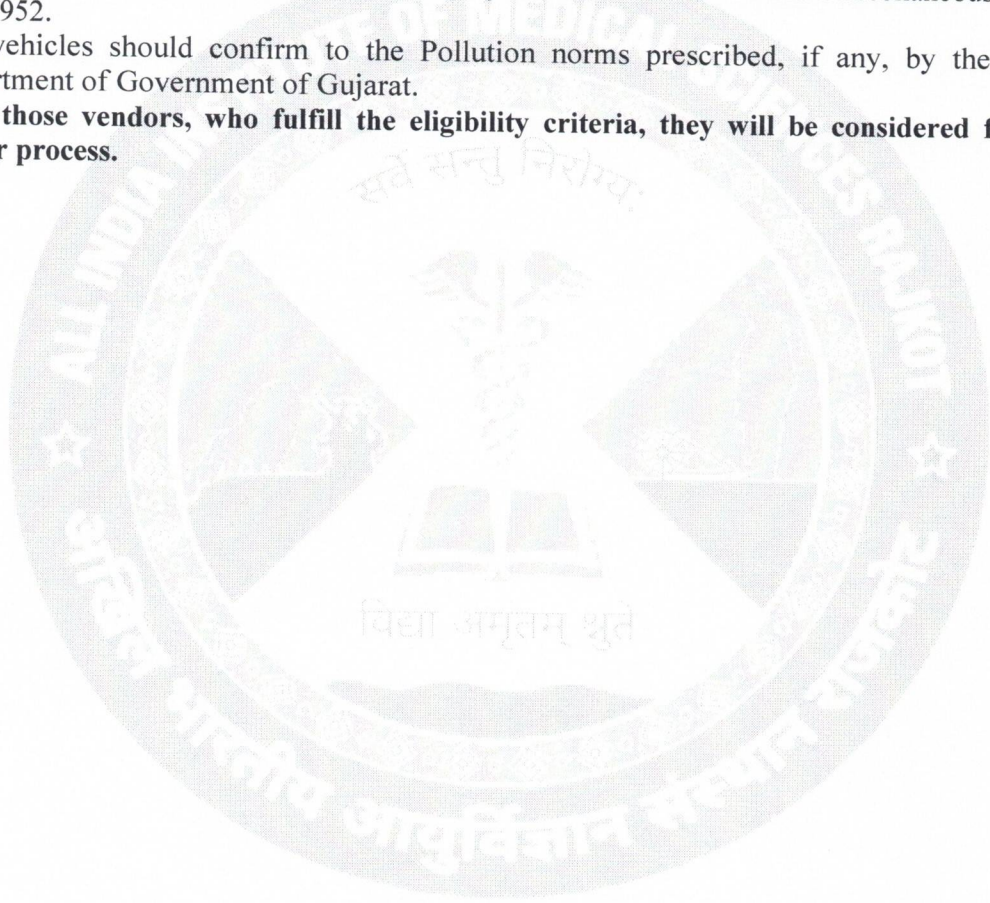
For 55 seater bus (Non-AC)	Roll over /balanced Kms -1000Kms
For 20 seater bus (Non-AC)	Roll over/balanced -1000Kms
For three Innova Crysta (AC)	Roll over/balanced -1000Kms
For Maruti ciaz / Honda amaze (AC)	Roll over/balanced -1000Kms

10. Vehicle should be in roadworthy condition with neat and clean seat covers along with spare tyres, tools and kits for petty repairs and replacement of tyres. Seat covers required to be periodically washed and changed for the cost of which shall be borne by the contractor.
11. Monthly bills duly verified shall be submitted in duplicate to the DD(A), AIIMS, Rajkot. Payment of any Government tax or duty for plying the vehicles will be liability of the contractor. However, **GST shall be paid extra as per actual on production of GST challan along with monthly bill.** Parking & toll charges, if any, may be claimed on production of parking / toll slips. Bills when submitted, shall be supported by the following documents:
- Certificate to the effect that "Conditions as envisaged Government of India and other Statutes on the subject has been complied with."
  - Copies of the remittance such as EPF, ESI etc. shall be enclosed.
  - The company will ensure that all their personnel should possess bank account and their salaries are remitted to their account.
12. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.
13. The contractor shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/ officials as well as essential store items while running the vehicle by ensuring safe driving. AIIMS, Rajkot shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to AIIMS, Rajkot have to be suitably compensated by contractor.
14. In no case a vehicle which is not registered for the commercial purpose shall be supplied to AIIMS, Rajkot and taxes etc. due to on such vehicles shall be liability of the contractor.
15. The contractor shall send the vehicle for periodical servicing at his own cost. AIIMS, Rajkot will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be to the contractor's liability.
16. Regular checking of meter by the designated transport authority may be done by the contractor, and documents may be shown to the DD(A), AIIMS, Rajkot as and when demanded.
17. The contractor / authorized representative and all the drivers should be equipped with round the clock communication facility (mobile etc...).



## F. ELIGIBILITY CRITERIA

1. Affidavit duly certified by the notary that the vendor has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.
2. Annual Turnover Three Financial Years (Duly signed by Chartered Account) along with financial statements for the financial years 2020-21, 2021-22, 2022-23 three years.  
\*(The bidder should have the **turnover of at least Rs. 50,00,000/- (Fifty lac) per year for above mentioned three years.**)
3. The Bidder shall have at least 3 years' experience for last three consecutive years of providing vehicles preferably to State Government / Central Government department/ Autonomous Institutions/Universities/Public Sector undertakings for the Government of India.
4. The firm should be registered under ESI Act, 1948 and should not be defaulter under ESI Act, 1948.
5. The firm should be registered under Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and should not be defaulter under Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
6. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Gujarat.
7. **Only those vendors, who fulfill the eligibility criteria, they will be considered for further tender process.**



**(I) CHECK LIST FOR TECHNICAL BID**

Sr. No	Tender Requirements	Yes	No	Refer to Page no							
1.	(To be Mentioned in the Letter head of the Firm) Name & address of the Bidder/ firm with phone number and email. (In case of Proprietary/ Partnership firms, the bid has to be signed by Proprietor/ Partner only, as the case may be)										
2.	Experience cum Performance certificate (Minimum 3 years' experience but not older than January 2020) <b>In following format</b>										
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td data-bbox="232 526 520 687">Name &amp; Organization with complete address &amp; telephone nos. to whom service provided</td> <td data-bbox="520 526 848 687">From – to (Total contract period (in year/ month)</td> <td data-bbox="848 526 971 687">Total contract amount (in Rs.)</td> <td data-bbox="971 526 1202 687">Reasons for termination</td> </tr> <tr> <td data-bbox="232 687 520 747"></td> <td data-bbox="520 687 848 747"></td> <td data-bbox="848 687 971 747"></td> <td data-bbox="971 687 1202 747"></td> </tr> </table>	Name & Organization with complete address & telephone nos. to whom service provided	From – to (Total contract period (in year/ month)	Total contract amount (in Rs.)	Reasons for termination						
Name & Organization with complete address & telephone nos. to whom service provided	From – to (Total contract period (in year/ month)	Total contract amount (in Rs.)	Reasons for termination								
3.	Set up of your agency, clearly indicating details of managerial, supervisory & other staff including name of drivers, their residential address with phone nos., license no. & expiry date.										
4.	Registration & incorporation particulars: - If Proprietorship, partnership, Private Limited, Public Limited <b>(Please attach attested copies of documents of registration / incorporation of your firm as required by business law)</b>										
5.	Whether the firm is a Registered firm under MSEs, (attach copy of certificate). MSME registered bidders are to mention UAM (Udyog Aadhar Memorandum) number issued by MSME. Whether declaration of UAM number by the bidder on CPPP has been made or not.										
6.	Infrastructure capabilities: - Particulars of the vehicle viz. type, vehicle count, make & model, manufacturing date, registration, insurance details, service details, copy of RC book.										
7.	Undertaking of the agency confirming the availability of adequate vehicle required for deployment at AIIMS Rajkot. (On company letter head)										
8.	Bank Details, Address, A/C No.										
9.	Pan Card No. <b>(Please attach attested copy)</b>										
10.	GST Registration No. <b>(Please attach attested copy)</b>										
11.	Annual Turn Over for Three Financial Years (Duly signed by Chartered Accountant) along with financial statements for the financial years (2020-21, 2021-22 and 2022-23). *(The bidder should have the minimum turnover of Rs. 50,00,000/- (Fifty lac) per year (for three years mentioned)										
12.	GST Return for the financial years 2020-21, 2021-22 and 2022-23.										
13.	Income tax return. (Duly certified by a Chartered Accountant for the financial years 2020-21, 2021-22 and 2022-23).										





14.	Audited balance sheet including turnover (Duly certified by a Chartered Accountant for the financial years 2020-21, 2021-22 and 2022-23).			
15.	ESI Registration No.			
16.	EPF Registration No.			
17.	Please submit an undertaking that no case is pending with the police against the proprietor/firm/partner or the company (agency). (On company letter head)			
18.	Affidavit duly certified by the notary that the vendor has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.(Annexure II)			
19.	Following details of the <b>DD Rs. 1,00,000/-</b> towards Earnest Money Deposit (EMD). DD No.: Date:  Drawn on: “ <b>Deputy Director (Admin), AIIMS Rajkot</b> ”			
20.	<b>Additional DD of Rs. 1000/- (non-refundable tender fee)</b> in favour of “ <b>Deputy Director (Admin), AIIMS Rajkot</b> ”			

**NOTE:**

1. The firm is requested to follow the check list at the time of submission of tender document without which the offer is liable to be cancelled.
2. All columns of checklist must be filled by vendor.
3. Incompletely filled Bid or Bid with insufficient documents will be rejected without any notification,

**Declaration by the tenderer: -**

I / we hereby declare that I / we before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself / ourselves to abide by them.

I /We further declare that the information/ documents furnished above are true and correct and any I / we undertake that any discrepancy (ies) found on later occasion, will liable me /us any action as deemed fit by the AIIMS, Rajkot.

I /We further declare that the all the documents furnished above are mandatory and if any one of the document is found missing or incomplete by AIIMS Rajkot, I would be ineligible for further tender process.

Place: Date:

-----  
(Signature of Bidder/Authorized signatory)

Name: -

Address:

Phone: -

Email: -

Seal of the Bidd



## (II) FINANCIAL BID

1. All quoted rates should be inclusive of all charges and GST etc.
2. The rates should be quoted in Indian Rupees in figure as well as in words only.
3. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
4. **The remaining hours/ kms for all types of vehicles will roll over to next months in addition to allotted quota for that month.**
5. L-1 will be decided on the lowest price including of GST of each vehicle for which the bidder is quoting. Taxes has to be mentioned clearly in percentage of GST for each vehicle. Vehicle wise evaluation will be done for determining lowest quoted price for each class of vehicle.
6. Rajkot Hirasar Airport pickup/drop will be considered as local station (within city) for rate calculation.
7. All Seven days of week will be considered as working days.

### CONTRACT: -

To be quoted monthly basis for 10 hrs/day for, One vehicle (With Driver)

1. Innova Crysta (6-seater Captain seats) (AC),
2. Bus (55 seater) Non-AC
3. Bus (20 seater) Non-AC
4. Maruti ciaz / Honda amaze (AC)

To be quoted daily for 10 hrs/day for,(With Driver)

- Innova Crysta, 1000 Kms each
- Bus (55 Seater ) 1000 KMs each
- Bus (20 seater) 1000 Kms each
- Maruti ciaz/ Honda amaze,1000 Kms each

### Rates for Monthly Basis:

1. L1 Will be calculated for each vehicle separately, independent of another vehicle category.
2. Total for L1 will be calculated by adding all four rows (1+2+3+4) for each vehicle category as A, B, C & D.

Sr No	Criteria	Innova Crysta (AC) (A)	Maruti ciaz/ Honda amaze (AC) (B)	Bus (20 seater) (Non-AC) (C)	Bus (55 seater) (Non-AC) (D)
1	Monthly charges per vehicle in Rs. (1000 Km per month)				
2	Additional kilometer after 1000 km (Rate per Km)				
3	Additional Hour Charges (Rate per hour) For driver.				
4	Outstation charges per night in Rs. For driver.				



### Rates for vehicle on call Basis

**(This is only for vehicle registration for empanelment of service provider.)**

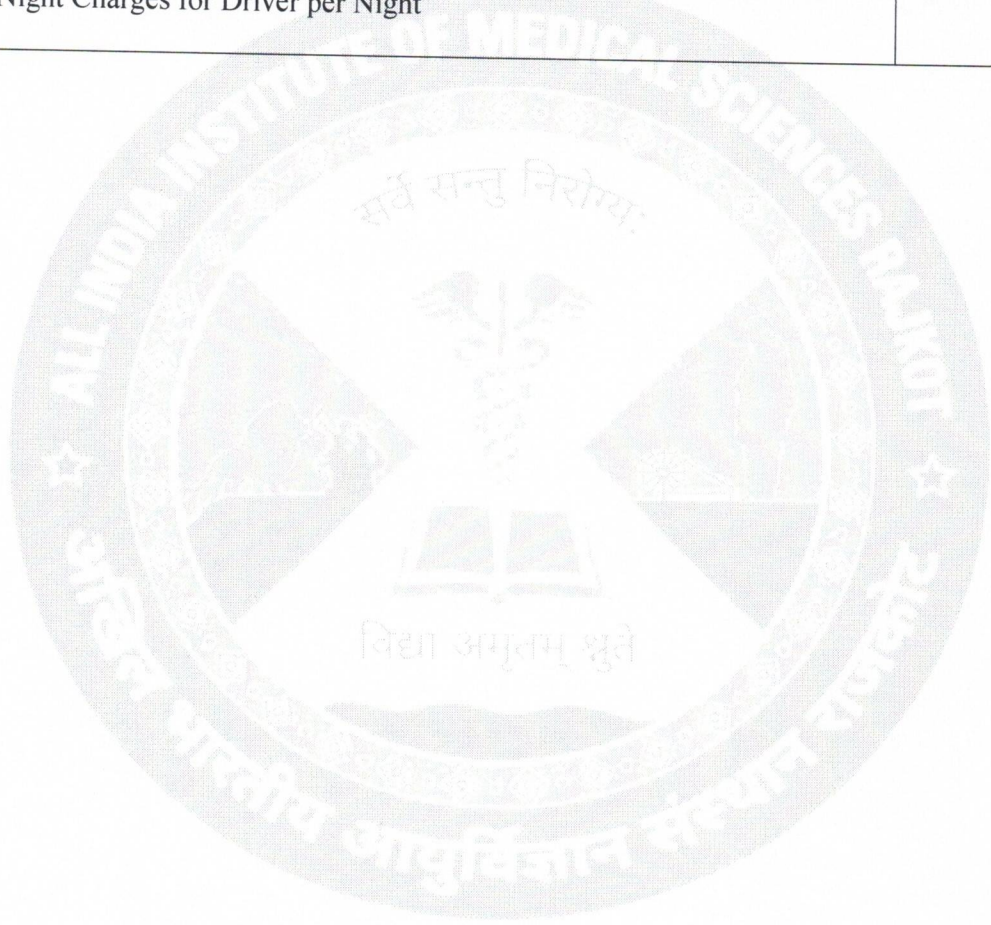
Compact Sedan/Swift Desire/Brezza/Xcent/Amaze/Etios) or equivalent A.C. Vehicle Daily Basis

Sr no	Hiring of vehicle on call Basis (Compact Sedan/Swift Desire/Brezza/Xcent/Amaze/Etios) or equivalent A.C. Vehicle	Rates
1	Rate for 1 to 20km (up to 2 hours)	
2	Rate for 21 to 40km (up to 4 hours)	
3	Rate for 41 to 60km (up to 6 hours)	
4	Rate for 61 to 80km (up to 8 hours)	
5	Rate for 81 to 100km (up to 10 hours)	
6	Rate for 101 to 120km (up to 12 hours)	
7	Charges for extra Kms (over 120 Km in Rs per Km)	
8	Charges for extra Hrs (over 2/4/6/8/10/12 Hrs. in Rs per Hrs)	
9	Charges for outstation per Kms. (Minimum 250 Km. per day) A.C.	
10	Night Charges for Driver per Night	

Sr no	Hiring of vehicle on call Basis (/Innova/Ertiga/ XL6/) or equivalent A.C. Vehicle	Rates
1	Rate for 1 to 20km (up to 2 hours)	
2	Rate for 21 to 40km (up to 4 hours)	
3	Rate for 41 to 60km (up to 6 hours)	
4	Rate for 61 to 80km (up to 8 hours)	
5	Rate for 81 to 100km (up to 10 hours)	
6	Rate for 101 to 120km (up to 12 hours)	
7	Charges for extra Kms (Over 120 Km in Rs per Km)	
8	Charges for extra Hrs (over 2/4/6/8/10/12 Hrs. in Rs per Hrs)	
9	Charges for outstation per Kms. (Minimum 250 Km. per day) A.C.	
10	Night Charges for Driver per Night	

Sr no	Hiring of vehicle on call Basis ( Mini Bus 18 Seater) A.C. Vehicle	Rates
1	Rate for 1 to 40km (up to 4hours)	
2	Rate for 41 to 80km (up to 8hours)	
3	Rate for 81 to 120km (up to 12hours)	
4	Charges for extra Kms (over120 Km in Rs per Km)	
5	Charges for extra Hrs (over 4/8/12Hrs. in Rs per Hrs)	
6	Charges for outstation per Kilometer ( Minimum 250 Km. per day) A.C	
7	Night Charges for Driver per Night	

Sr no	Hiring of vehicle on call Basis (Bus 35 Seater) A.C. Vehicle	Rates
1	Rate for 1 to 40km (up to 4hours)	
2	Rate for 41 to 80km (up to 8hours)	
3	Rate for 81 to 120km (up to 12hours)	
4	Charges for extra Kms (over120 Km in Rs per Km)	
5	Charges for extra Hrs (over 4/8/12 Hrs. in Rs per Hrs)	
6	Charges for outstation per Kilometer ( Minimum 250 Km. per day) A.C.	
7	Night Charges for Driver per Night	



**AGREEMENT FOR VEHICLE HIRE (On Stamp Paper)**

This agreement is made on this \_\_\_\_\_ day of 2024 between M/s \_\_\_\_\_ (Herein after called the Transporter whose term includes its successors and assignees) whose registered office is at \_\_\_\_\_ and is registered under \_\_\_\_\_ and acting through its authorized official Sh. \_\_\_\_\_ and All India Institute of Medical Sciences, Rajkot (herein after called the AIIMS whose term includes its successors and assignees) whose office is situated at Rajkot-360110 and acting through its DD(A) Sh. \_\_\_\_\_, at AIIMS, Rajkot.

The Transporter will provide Commercial vehicles on hire basis for AIIMS, Rajkot for official use on the terms and conditions herein contained, and rates as mentioned in tender.

The "Transporter" has deposited Rs. \_\_\_\_\_ (Rupees) as interest free Performance Security.

Now these present witnesses and it is hereby agreed and declared by and between the parties to these present as followings.

1. The Transporter shall during the period of this contract that is to say from \_\_\_\_\_ to \_\_\_\_\_ or until this contract is determined by such notice as herein after mentioned, will provide \_\_\_\_\_ commercial vehicles not older than 2022 year model, on the rates accepted as described in tender. It is agreed by the Transporter that number of vehicles required is likely to change and may be demanded according to the exigencies of service by AIIMS, Rajkot.
2. The Transporter shall comply with all the terms and conditions of tender documents contained which are part and parcel of this agreement and forms integral part of this agreement and also the following.
3. The DD(A) of AIIMS, Rajkot shall place an order for vehicle requirement for the official purpose and will receive acknowledgement from the Transporter for supply of vehicles. It is anticipated that the Transporter will supply vehicles to the DD(A) on regular basis until such time the contract is valid and the parties in agreement are satisfied with the performance of the contract.
4. Transporter will provide vehicles to AIIMS, Rajkot not older than 2022 model and registered for the commercial purpose only and taxes; insurance etc. due on such vehicles shall be the liability of the transporter.
5. The Transporter should provide the particular model or make of vehicle as agreed upon in the contract. AIIMS, Rajkot only reserves the right to substitute it with another similar vehicle. If for any reason whatsoever AIIMS, Rajkot is not happy with the condition of the vehicle provided, the Transporter's nearest office will be informed immediately and they should accept and liability to replace it as per requirement. If for any reason the Transporter is not in a position to provide a substitute vehicle as demanded by AIIMS, Rajkot then AIIMS, Rajkot will be in liberty to engage a vehicle from the open market and debit the expenditure on account of it on the claims payable to the Transporter.
6. Transporter will submit bills to the DD(A), AIIMS, Rajkot on monthly basis duly verified by Transport Supervisor for release of payment.
7. The driver of the vehicle shall be provided with the duty slips by the Transporter where date, time kilometers reading and places visited are to be filled in and signed by the AIIMS Rajkot users. On the basis of these duty slips, the bills shall be raised to the DD(A), AIIMS, Rajkot by the transporter.
8. If the Transporter fails to provide the vehicle to AIIMS, Rajkot and if the service is not found satisfactory enough, AIIMS, Rajkot shall have the right to terminate the contract in whole or part as per relevant terms & conditions of the Tender Document.
9. In the event of any mechanical failure/ breakdown of vehicle after it's reporting duty, the transporter shall arrange for replacement by another Commercial Vehicle. Not-compliance may attract penalty as per relevant terms & conditions of the Tender Document.



10. In the event of failure on the part of transporter to supply vehicles to AIIMS, Rajkot owing to the facts & circumstances as mentioned in the preceding paragraph, penalty as per relevant terms & conditions of the tender document shall be imposed.
11. In case of any accident resulting in loss or damage to property of life, the sole responsibility for any legal or financial implication would vest with the transporter. AIIMS, Rajkot shall have no liability whatsoever.
12. The Tender Document No. AIIMS/Rajkot/Admin/02/Proc/Vehicle/2024-25/ , which is annexed to this agreement, shall form part and parcel of this Agreement and integral part of this agreement.
13. The transporter is liable for any legal dispute/cases/claims that have arisen or may arise during the currency of the agreement in respect of vehicles provided by transporter. AIIMS, Rajkot will not be liable for any loss, damages, etc. suffered/ to be suffered by transporter or third party as the case may be.
14. If for any reason AIIMS, Rajkot is dissatisfied in any way with the standard of the vehicle or felt deficiency in service during the hire period, it will be reported to the Transporter in writing. The Transporter without raising any dispute on such assessment by AIIMS, Rajkot regarding the standard of the vehicle provided or quality of service rendered by them may immediately replace it with another commercial vehicle on receipt of such complaint.
15. The Transporter shall also be liable for all fines, penalties, and the like of parking, traffic and other criminal offences arising out of or concerning the use of the vehicle during the hire period and any toll Charges or entry Taxes payable locally and the Transporter accordingly indemnifies AIIMS, Rajkot against all such liability.
16. If the Transporter institutes any legal proceedings against AIIMS, Rajkot to enforce any of its rights under this agreement it shall be in the legal jurisdiction of AIIMS, Rajkot where the vehicle has been hired and not the place where the Transporter has his registered office.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

For and on behalf of AIIMS, Rajkot

for and on behalf of the Transporter

Name (in block letters)

Name (in block letters)

Designation

Designation

Address

Address

Date

Date

In the presence of Witnesses

in the presence of Witnesses

1.

1.

2.

2.

**AFFIDAVIT FOR NON-BLACK LISTING.**

Affidavit on 100 Rs Stamp Paper

I \_\_\_\_\_ S/o \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ owner/partner/proprietor/principal/secretary of M/s\_ having registered office  
at \_\_\_\_\_ do hereby solemnly affirm and declare the following: -

That our firm/organization/company namely M/s \_\_\_\_\_ has never been black listed by any  
of our client or by any government department and never been forfeit my/our earnest money and  
security deposited by any government department.

Deponent

Verification

\_\_\_\_\_ on the Date verified at \_\_\_\_\_ that the  
contents of the above affidavit are true and correct to the best of my knowledge and belief.

Deponent

