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**POST GRADUATE INSTITUTE OF MEDICAL EDUCATION AND RESEARCH,**  
**DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI**

सं./No.17-1/2015-16/RMLH(H.A.-I)Park./

Dated: \_\_\_\_\_

**Sub:-TENDER NOTICE for parking services at Dr. RML Hospital, New Delhi**

The Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi for and on behalf of the President of India invites sealed Tender for providing management of car/scooter/auto/cycle parking and control of traffic at hospital complex, in different areas of Dr. Ram Manohar Lohia Hospital, New Delhi, on 24 x 7 basis. Interested and eligible agencies may submit their bids (in two bids system) in accordance with terms and conditions as stipulated in tender document.

<b>Date of Pre-bid Conference</b>	<b>05.01.2016(Tuesday) at 11:00 a.m.</b> in the Conference Room, Old Building, Dr. RML Hospital, New Delhi. All respective bidders may attend the pre-bid conference along with written queries, if any.
<b>Date of sale of Tender document</b>	w.e.f. <b>14.12.2015(Monday)</b> between 10:00 hrs. to 13:00hrs. on all working days from Office Superintendent, Hospital Administration – 1 section, Room No. 18,Old Building, Dr. Ram Manohar Lohia Hospital, New Delhi-110001. On payment of Rs. 1000/- (Rupees One Thousand only) (The Tender Document can also be downloaded from Hospital's website: <a href="http://rmlh.nic.in">http://rmlh.nic.in</a> . or <a href="http://mohfw.nic.in">http://mohfw.nic.in</a> . or <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> ) a draft of Rs. 1000/- (Rs. One Thousand only) to be submitted separately along with downloaded Tender documents (Non-Refundable) by the way of Demand Draft in Favour of "Pay & Accounts Officer, Dr. Ram Manohar Lohia Hospital, New Delhi."
<b>Last date, time &amp; Venue for submission, of bids in the tender box</b>	<b>08.01.2016 (Friday) up to 13:00 hrs.</b> Near Reception Counter, Nursing Home Building, (Old Building), Dr. R.M.L. Hospital, New Delhi.
<b>Date &amp; Time of Tender Opening</b>	<b>08.01.2016 (Friday) at 14:30 hrs.,</b> in the Conference Room, Old Building, Ground Floor, Dr. Ram Manohar Lohia Hospital, New Delhi.
<b>Price of Tender Form</b>	Rs.1000/- (Rupees One Thousand Only)

**NOTE:** In the event of the date of tender opening being declared as holiday/closed day the tender will be open on the next working day at the scheduled time & place.

**Deputy Director(Admn.)**  
**Dr. RML Hospital, New Delhi**



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POST GRADUATE INSTITUTE OF MEDICAL EDUCATION AND RESEARCH,  
DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI

सं./No. 17-1/2015-16/RMLH(H.A.-I)Park./

Dated: \_\_\_\_\_

Tele: 23365525/23404538

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**NOTICE INVITING TENDER**

Tender No.: 17-1/2015-16/RMLH(H.A.-I)Park./  
Dr. Ram Manohar Lohia Hospital, New Delhi  
Parking Stand & Management of Traffic

The Medical Superintendent, Dr. Ram Manohar Lohia Hospital, Govt. of India, New Delhi for and on behalf of the President of India, invites sealed tenders in Two Bid System (Technical bid and Financial bid) are invited from Reputed, Registered Bidders to enter into annual rate contract for **Management of CAR/ SCOOTER/AUTO/CYCLE parking Areas and control of traffic at Hospital Complex, Dr. Ram Manohar Lohia Hospital, New Delhi** on Contract Basis.

Detailed Description and Terms & Conditions of Tender Document may be directly obtained from the **O.S. H.A.-I Section, (Room No. 18), First Floor, Old Building, Dr. Ram Manohar Lohia Hospital, New Delhi** on any working day between **10:00hrs. to 13:00hrs.** on all working days except Sundays & Holidays on Payment of Tender Document Cost of **Rs. 1000/- (Rupees One Thousand only)** - (Non Refundable) in the form of DD, drawn from any Nationalized Bank in favour of **“Pay and Accounts Officer, Dr. Ram Manohar Lohia Hospital, New Delhi”**). Tender Document can also be downloaded from Hospital's website: <http://rmlh.nic.in>. or <http://mohfw.nic.in>. or [www.eprocure.gov.in](http://www.eprocure.gov.in) ) a draft of Rs. 1000/- (Rs. One Thousand only) to be submitted separately along with downloaded Tender documents (Non-Refundable) by the way of Demand Draft in Favour of **“Pay & Accounts Officer, Dr. Ram Manohar Lohia Hospital, New Delhi.”** Last date of submission of tender is **08.01.2016 (Friday)** (Upto 13:00Hrs) in the Tender Box kept **Near Reception Counter, Nursing Home Building, (Old Building), Dr. R.M.L. Hospital, New Delhi.**

S. No.	Location	Approximate Area (Sq.mtrs.)
1.	Administrative Block	546
2.	Between OPD(West) and Canteen	(21x6.50)+(45x34)= 1216.5
3.	Between OPD(East) and Casualty	44x6 = 264
4.	Between X-ray building and New Building	50x12=600
5.	Psychiatry Block.	40x3 =120
6.	Neuro-surgery ward block	53x6.50 = 344.50
7.	At G-point Plot	96.50 x53.00 = 5114.50
8.	Mortuary Block	12.78 x 7.30 = 93.29
9.	Free parking lots for staff	PGIMER & behind New Building.

(\* Area may change subject to contingent reasons due to Hospital Development)

Deputy Director(Admn.)  
Dr. RML Hospital, New Delhi

## Tender Schedule

<b>Date of Pre-bid Conference</b>	<b>05.01.2016 (Tuesday) at 11:00 a.m.</b> in the Conference Room, Old Building, Dr. RML Hospital, New Delhi. All respective bidders may attend the pre-bid conference along with written queries, if any.
Date of NIT Publishing and uploading of Tender document in the website	<b>14.12.2015(Monday)</b>
Last date and time for downloading of Bid document	<b>08.01.2016 (Friday) upto 12:00 hrs.</b>
Last Date and time of submission of Bid	<b>08.01.2016 (Friday) at 13:00 hrs.</b> in the Tender Box kept Near Reception Counter, Nursing Home Building,(Old Building), Dr. R.M.L. Hospital, New Delhi.
Date and Time of Opening of Technical Bids	<b>08.01.2016 (Friday) at 14:30 hrs..</b> in the Conference Room, Old Building, Ground Floor, Dr. Ram Manohar Lohia Hospital, New Delhi.
EMD	<b>Rs. 1,20,000/- (Rs. One Lakh Twenty Thousand Only)</b>

1. The Tender should be submitted in the Tender Box kept **Near Reception Counter, Nursing Home Building,(Old Building), Dr. R.M.L. Hospital, New Delhi**, before the closing time of bid submission. The bid submission in Tender box is the sole responsibility of Bidder either in person or through speed post/Courier. The Tender reached after the scheduled date and time will not entertained. The invitation for bid documents is not transferrable.

2. **TENDER SHOULD BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:**

**PART-I:- Technical bid should be submitted in the Separate Technical Bid Envelope.**

**PART-II:- Financial bid should be submitted in the Financial Bid Envelope.**

**(Both Bids submitted be kept in one sealed envelope indicating Technical Bid and Financial Bid indicating the Tender No. )**

(i) DD of Rs. **1000/- (Rs. One Thousand Only)** (Non Refundable) towards cost of Tender Document

(ii) DD/FDR/BG of Rs. **1,20,000/- (Rs. One Lakh Twenty Thousand Only)** (Refundable) towards EMD.

**Please note that rates should not be indicated in the Technical Bid. The documents including E.M.D. as required in the tender document should invariably be accompanied with the Technical Bid.**

**Tenders submitted without following two-bid system procedure as mentioned above would be summarily rejected.**

3. The tender form should be filled in prescribed formats given in Tender document only. The tenderers should quote the rate in figures as well as in words.

4. The rates quoted should be kept valid for a period of ONE YEAR from the date of Work award.
5. The bidder should deposit an EMD amount of **Rs.1,20,000/- (Rupees One Lakh Twenty Thousand only)** as EMD in the form of FDRs/BG/DD in favour of **“Pay and Accounts Officer, Dr. Ram Manohar Lohia Hospital, New Delhi”** FAILING WHICH THE TENDER SHALL NOT BE CONSIDERED FOR ACCEPTANCE AND WILL BE OUTRIGHTLY REJECTED. Cash or Cheque is not acceptable towards EMD. Original EMD should be kept along with Technical Bid Envelope.
6. The Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi reserves the right to cancel/reject/full or any part of tender which do not fulfill the conditions, stipulated in the tender. Further, the area of parking identified as mentioned in the bid document may be withdrawn/or vary depending upon the requirement of hospital activities and the annual licence fee will regulated mutually agreed upon to.
7. Tenderer submitting tenders would be taken to have considered and accepted all the terms and condition. No enquiries, verbal or written shall be entertained in respect of acceptance or rejection of the tender.
8. Any action on the part of the tenderer to influence anybody in Dr. Ram Manohar Lohia Hospital, New Delhi will be taken as an offence, he will not be allowed to participate in the tender enquiry and the tender will not be opened.
9. The Tenderers on allotment of contract shall sign the contract agreement within (Ten) Days of the intimation sent to him on the acceptance of his rates, failing which, EMD will be forfeited.
10. A duly constituted specification committee will shortlist the Technical Bids and the names of the shortlisted bidders announced/Informed to the respective bidders only whose Technically qualify for opening the financial bids. The financial bids of only the bidders shortlisted from the Technical bids will be opened in the presence of their representative on a specified date and time to be intimated to the respective contractor and the same will be evaluated by a duly constituted committee.
11. **Eligibility criteria for bidders:**

**Bidders meeting following criteria shall only be eligible for submitting bid. In case any criteria is not applicable, the bidder shall mention against those criteria “Not applicable”. Bidders who fail to meet the below mentioned applicable criteria, their bid shall not be considered for evaluation.**

S. No.	Technical Criteria	Following documents to be submitted along with the Technical Bid
1.	The Bidder should have experience of last three preceding years as parking contract management of at least 500 vehicles/hour	In form No.5 (Annexure V) Yes/No, Page_____
2.	The Bidder should not be blacklisted with any state government or central government	In form No. 4 (Annexure IV) Yes/No, Page_____
3.	The Bidder should deposit Earnest Money Deposit of <b>Rs. 1,20,000/- (Rs. One Lakh Twenty Thousand Only)</b> in form of DD/FDR/BG from Nationalized Bank in favour of <b>“Pay and Accounts Officer, Dr. Ram Manohar Lohia Hospital, New Delhi”</b> payable at <b>New Delhi</b> .	Yes/No, Page_____
4.	The Bidder should deposit an Undertaking on Form – 2 (Annexure-II) on a Non-Judicial Stamp paper of <b>Rs.100/- (Rs. One Hundred Only)</b>	Yes/No, Page_____
5.	The Bidder should be registered under Contract Labour Act.	Submit the copy of License issued by (If Applicable) Yes/No, Page_____
6.	The Bidder should be registered with ESI.	Submit the copy of ESI certificate Yes/No, Page_____
7.	The Bidder should be Contribution with RPFC under EPF act 1972	Submit the copy of Registration certificate Yes/No, Page_____
8.	The Bidder should be income tax payee	Submit the copy of PAN Card & Tax Return Copy Yes/No, Page_____
9.	The Bidder should submit an undertaking (as stated in Annexure – I) on <b>Rs.100/- (Rs. One Hundred Only)</b> Non-Judicial Stamp Paper,	Accompany undertaking along with Technical Bid Envelope. Yes/No, Page_____
10.	Copy of Income Tax Return for Last 3 financial years (i.e. for 2012-13, 2013-14, & 2014-15)	Submit copies of Tax returns dully signed by chartered accountant. Yes/No, Page_____
11.	The Check list of Technical bid must be complete in all respect.	Form No. 3 (Annexure-III)

### Documents Constituting the Bid:-

The bid prepared by the Bidder shall comprise the following components:

#### Technical Bid

Bidder will submit an undertaking on a Non-Judicial Stamp paper of Rs.100/- (Rs. One Hundred Only) on Form No. 1 (Annexure I). Vendor will be required to submit relevant copies duly signed along with Technical Bid documents as per requirement in Technical Bid Envelope.

#### Financial Bid

Financial Bid shall be submitted by the bidder on Form No.6 (Annexure-VI)

- ◆ **It will be Compulsory to quote the rates as per the Financial (ANNEXURE-VI)bid. Inclusive of service tax.**
- ◆ Prices quoted by the Bidder shall be fixed and inclusive of all taxes. No variation in prices will be allowed under any circumstances.

12. The approved/selected bidder will have to enter into a written agreement on Rs.100/- (Rs. One Hundred Only) Stamp paper with Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi, for honouring all aspects of fair trade practices executing parking contract for One year at Dr. Ram Manohar Lohia Hospital, New Delhi.

13. The tenderers shall have Average financial turnover of **Rs. 30,000,00/- (Rupees Thirty Lakh Only)** for the last three financial year i.e. 2012-13, 2013-14, 2014-15 dully supported by profit and loss account signed by chartered accountant.

#### **Criminal Liability Undertaking :**

The tenderer has to give an affidavit on non-judicial stamp paper of Rs.100/- (Rs. One Hundred Only) that there is no vigilance/CBI case pending against the firm and the firm has not been blacklisted in the past by any Govt. or Private Organization.(Annexure-II) (Form-2).

14. The bidders may download the tender documents directly from [www.rmlh.nic.in](http://www.rmlh.nic.in) or <http://mohfw.nic.in>. or [www.eprocure.gov.in](http://www.eprocure.gov.in) and submit the tender fees along with the technical bid in the form of DD or obtained from Office Superintendent, H.A.-I Section, Room No. 18, Old Building, Dr. Ram Manohar Lohia Hospital, New Delhi on any working day between 10:00 hrs. to 13:00 hrs. except Sunday & holidays on payment of Tender Document cost of **Rs. 1000/- (Rupees One Thousand Only)** in the shape of DD drawn from nationalized bank in favour of “**Pay & Accounts Officer, Dr. Ram Manohar Lohia Hospital, New Delhi.**”(A draft of Rs.1000/- (Rupees One Thousand Only) is to be submitted separately alongwith downloaded tender documents as a tender fees.)

#### **TERMS AND CONDITIONS OF THE RATE CONTRACT AGREEMENT**

It is necessary to manage and control the Cycle/Scooter & Car Parking areas in the Dr. Ram Manohar Lohia Hospital, New Delhi campus with a view to ensure adequate, orderliness and safety of vehicles and to control flow of traffic.

The period of contract shall be effective for One year which may be extended for a further period of one year or a PART THEREOF at the discretion of the Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi on the existing terms and conditions.

#### **1. The duties and responsibilities of the contractor will be as follows: -**

a. To manage the Cycle/Scooter/Car parking areas, earmarked for the purpose within the Dr. Ram Manohar Lohia Hospital Campus and charge the requisite fee pre-prescribed through hand held vending machine indicating date, time etc.

b. To manage the areas earmarked for parking of the vehicles meant for the Dr. Ram Manohar Lohia Hospital, Staff/Official & Government Vehicles on free of cost.

c. To manage the flow of traffic within (the Dr. Ram Manohar Lohia Hospital areas of) the main Campus of the Dr. Ram Manohar Lohia Hospital, New Delhi.

d. To ensure that the flow of traffic is maintained without any hindrance and that roads meant for one way traffic are manned and that vehicles are not allowed to violate such instructions, which may be, issued from time to time.

e. To provide adequate manpower to effectively run the services as mentioned above.

2. **Contractor shall maintain the following parking areas \* and the times for their operation as details given below:-**

S.No	Location	Approximate Area(Sq.mtrs.)
1.	Administrative Block	546
2.	Between OPD(West) and Canteen	$(21 \times 6.50) + (45 \times 34) = 1216.5$
3.	Between OPD(East) and Casualty	$44 \times 6 = 264$
4.	Between X-ray building and New Building	$50 \times 12 = 600$
5.	Psychiatry Block.	$40 \times 3 = 120$
6.	Neuro-surgery ward block	$53 \times 6.50 = 344.50$
7.	At G-point Plot	$96.50 \times 53.00 = 5114.50$
8.	Mortuary Block	$12.78 \times 7.30 = 93.29$
9.	Free parking lots for staff	PGIMER & behind New Building.

(\* Area may change subject to contingent reasons due to Hospital Development)

2(I) The contractor shall be responsible for the safe custody of the vehicles (cars, scooters, motorcycle etc. excluding helmets & personal belonging) parked within the specified parking areas both for the general public and staff and shall be liable for the damages in case of loss of vehicles or its fixtures or components which may occur as a result of any theft, tampering or due to any other reasons during the period these have been parked under his custody. Any liability, if any, arises would be borne by the contractor.

3. **The contractor shall receive/collect the following charges from the general public :**

3(I)

**GENERAL PUBLIC:**

**(In Rupees)**

Duration	Cycle	Scooter/Motor Cycle	Cars
4 hours (One entry)	2	10	20
4 hour & more upto 8 hour	4	15	30
8 hour and more upto 24 hour (Multiple-entries)	10	30	50

3(II) The contractor shall be responsible for the safe custody of the notice boards displayed by the Dr. Ram Manohar Lohia Hospital displaying schedule of rates and to ensure that the rates etc. are not tampered with/altered/erased/covered by any persons. Any such lapse viz. Removal of boards and of tampering with/altering/erasing covering with any things on the boards, will be viewed severely and a penalty of **Rs.1000/- (Rupees One Thousand Only)** on each occasion /lapse will be charged irrespective of whether such acts are done by agents of contractor or not. The decision of the Medical Superintendent in this shall be final and binding on the contractor.

3 (III) A penalty of **Rs.1000/- (Rupees One Thousand Only)** shall be levied for non-observance of good behavior with the public and the staff or for over charging for each complaint/incident. Apart from this Dr. Ram Manohar Lohia Hospital, New Delhi authorities shall also reserve the right to cancel the contract by giving one month's notice. The Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi, shall also be empowered forthwith without any notice for reasons to be to cancel the contract, recorded. The contractor shall on such cancellation vacate the site within 24 hours. The complaints from the General Public and the staff for the harassment /misbehavior/overcharging or for loss (es) or damages to the vehicles shall be enquired into by the Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi or his authorized representative and the penalty on account of loss(es) or damages shall be recovered from the contractor.

3(IV) The staff employed by the contractor for parking lot will be in proper Uniform (Blue pant and Blue Shirt with printed names on the Shirt). The contractor shall be responsible to ensure that his workers come in Uniform on duty and display their name plates on the pocket of their shirt and they come in neat and clean uniform. The cost of the uniform and nameplates etc. will be borne by the contractor. In case any worker is found not in proper uniform as mentioned above, a penalty of **Rs.500/- (Rs. Five Hundred Only)** per person per day shall be charged.

3(V) The contractor shall ensure that Cycle/Scooter/Cars are parked only in notified parking areas and a sum of **Rs 2000/- (Rs. Two Thousand Only)** will be levied as fine each time for wrong parking or in case any vehicle is found to be parked in areas not earmarked as parking areas and the same will be recovered from the contractor.

3(VI) Different type of tickets/coupons are to be printed for the use hand held vending machine with 'Dr. Ram Manohar Lohia Hospital, New Delhi' only by the contractor at his own cost and only these tickets/coupons will be used in all parking lots. He will maintain a register showing serial numbers of all types of ticket, coupons, daily issue and consumption. Security Manager/Security, Dr. RML Hospital will have the right to check various parking areas at any time during the working hours. Any case of misuse/non-use of tickets coming to the notice as a result of such checks will render the second party liable for a penalty of **Rs.1000/- (Rupees One Thousand Only)** for each case. The decision of the Medical Superintendent, Dr. Ram Manohar Hospital, New Delhi shall be final and binding and will not be challenged by the contractor in any manner what so ever.

#### 4. **CONTROL OF TRAFFIC :**

4(I) The contractor shall deploy adequate number of traffic marshals/ guides at the following locations for duration indicated against each:-

a)	<b>OPD Block</b>	(8.00 A.M. to 5.00 P.M.)
b)	<b>Nursing Home Area</b>	-do-
c)	<b>Emergency Block</b>	-do-
d)	<b>PGIMER Block</b>	-do-
e)	<b>Doctor's Hostel Area</b>	-do-

4(II) The contractor shall deploy at least 3 or more marshals/ guides in Khaki Uniform with white belt at his own cost for control of traffic as required under Para IV-1.

4(III). The contractor shall ensure that various Instructions issued from time to time regarding movement of different kinds of vehicles etc: are strictly enforced. The Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi or his authorized representative will issue detailed Instructions regarding one way traffic, speed limit, and timing etc.

4(IV) The contractor shall be liable to a penalty amounting to **Rs.500/- (Rupees Five Hundred Only)** per day if personnel on duty are found missing or are not performing their duty or not in proper uniform during the hours indicated above.

4(V) The contractor shall ensure proper maintenance of various traffic and other signboards installed in the institutional areas.

4(VI) The contractor shall ensure restrictions on the movement of such vehicles as are notified from time to time by hospital authorities.

4(VII) The contractor should be authorised to collect fine from vehicle owner.



**GENERAL CONDITIONS:**

1. The contractor shall pay the security deposit 10% of annual license fee in the form of FDR in favour of the **“Pay and Accounts Officer, Dr. Ram Manohar Lohia Hospital, New Delhi”**. The Monthly license fee shall be paid separately for every (3) months in advance which will mean that the license fee for the first three months will be deposited with Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi through Demand Draft in favor of **“Pay and Accounts Officer, Dr. Ram Manohar Lohia Hospital, New Delhi”** payable at New Delhi. If he fails to pay the quarterly instalments by the last day of preceding quarter a penalty @ 2% per day of the amount payable shall be charged up to ten days of the quarter and after that the contract shall stand cancelled and security deposit shall be forfeited.

2. The contractor shall be responsible for the timely payment of wages to the staff employed by him as provided in the minimum wages Act, and other acts/regulations in force time to time.

3. The contractor or his authorized representative acceptable to Security Section of the Dr. Ram Manohar Lohia Hospital, New Delhi should invariably make himself present in the parking areas from 8.00 A.M. to 6.00 P.M. on all days to deal with day to day parking problems/complaints failing which a penalty @ **Rs.500/- (Rupees Five Hundred Only)** per day for absence shall be imposed on the Contractor.

4. The contractor will not sublet the contract to any other party. In case it is found that the contractor has subletted or assigned the same, the contract will be deemed to be cancelled and performance security deposit will be forfeited.

5. The contractor will not be entitled to any refund, rebate or requisition in license Fee on any account whatsoever including strikes /lockout and the contractor shall be liable to pay the license fee in advance as per terms and conditions.

6. The contractor shall be responsible for the safe custody of the cars/scooters/Motor cycle/Cycles parked. In case of theft, damages losses etc., the Contractor shall make good the loss to the owner of the vehicle and the decision of the Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi in this regard shall be final and binding upon the contractor. In the event of the failure of the contractor to make good the loss, the amount will be recovered from the security deposit. The contractors monthly License fee already deposited in the Dr. Ram Manohar Lohia Hospital, New Delhi in terms of provisions contained in para 1 of general conditions of tender document.

7. The contractor shall be entitled to charge maximum upto **Rs100/- (Rupees One Hundred only)** in addition to normal parking fee if the token is lost by the customers. The contractor should deliver such vehicles to their rightful owner only after cross checking the identity of the owner and after proper satisfaction about the ownership of the vehicle and shall also report such matter to the Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi, or his authorized representative.

8. In case of any dispute between the contractor and the visitor/staff member the matter will be referred to the Security (Manager) whose decision will be final and binding.

9. The contractor shall arrange to provide one surety on non-judicial stamp paper duly attested by the notary or from any serving Gazetted officer as a guarantee towards the regular payment of the license fee and other dues as per contract in the Performa to be provided by the Dr. Ram Manohar Lohia Hospital, New Delhi (Annexure VI)

10. In case the complaints received from the visitors (written/verbal) exceed more than 30 in a year the contract shall be cancelled without any notice.
11. The contractor shall employ staff only after getting antecedents verified from area police station and shall submit the same in original to the Security Manager. In case any person is found claiming he/she to be representative of the contractor, the contract shall be deemed to be cancelled under clause –5.
12. The firm/contractor will submit the partnership deed duly attested by the 1st class Magistrate in case of the firm being a partnership firm. The Contractor shall certify on their firm's letter head that the firm is not a partnership firm along with name of the proprietor.
13. The firm/contractor should not have been blacklisted in the past by any other organization; if this information is found false, action as deemed fit shall be taken against the firm and forfeiture of EMD.
14. In the event of breach of any of the clause of the agreement, the Medical Superintendent, Dr. Ram Manohar Lohia Hospital, New Delhi shall cancel the permission to use the space and to resume the re-captive of the space without any notice. The contractor shall vacate the space occupied by them within 24 hours failing which he shall be removed by Dr. Ram Manohar Lohia Hospital, New Delhi, failing which he shall be liable to pay damages **Rs.2000/- (Rupees Two Thousand Only)** per day failing which the same will be recovered from his Performance Security Deposit.
15. Any dispute arising out of this contract agreement during or after the currency of the contract period shall be subject to the Court under Delhi jurisdiction only.
16. The contractor shall not engage any staff below the age of 18 years and should follow the labour laws and shall submit the list of workers with their names and addresses after their police verifications.
17. The Agency shall also be responsible for providing all the benefits such as EPF, ESI, Bonus etc. to the eligible employees engaged by him, Dr. Ram Manohar Lohia Hospital, New Delhi official will have right to check such record every month. If any discrepancy found as labor act, serious action will be taken by Dr. Ram manohar Lohia hospital, New Delhi, management.
18. Separate area should be earmarked and made free of cost for vehicle parking for handicapped subjects.
19. The agency have to submit FDR/DD for Rs. **1,20,000/- (Rupees One Lakh Twenty Thousand only)** in favour of the **“Pay and Accounts Officer, Dr. Ram Manohar Lohia Hospital, New Delhi”** towards EMD.[Tenders not accompanied with EMD/Bid Security shall be summarily rejected. The validity of EMD should be minimum six month.
20. For the safeguard of the interest of the hospital the firm(to whom contract is awarded) would have to submit performance security of **Rs. 5,00,000/- (Rs. Five Lakhs Only)**. Performance security should remain valid for a period of sixty days beyond the completion of all contractual obligation.
21. The above Earnest Money Deposit/Performance Security may be furnished in the form of Account Payee Demand Draft in r/o **“Pay & Account Office, Dr.Ram Manohar Lohia Hospital, New Delhi,”** or fixed deposit receipt from a commercial bank or in the form of Bank Guarantee from a commercial bank.

22. Earnest Money Deposit/ Bid Security of the successful bidder will be refunded on received of performance security.

23. The successful bidder shall be required to pay for electricity charges at the rate of **Rs. 5000/- (Rs. Five Thousand only)** per month in addition to the value of monthly bid quoted.

24. If the contractor fails to deposit the license fee by due date a penalty shall be imposed @ **Rs. 2000/- (Rs. Two Thousand Only)** per day and if such period exceeds beyond 10 days the contract shall be liable to be cancelled and the security deposit shall be forfeited.

25. The attendants deployed by the contractor shall be on the pay rolls of the contractor and hospital authorities will not bear any liability in this regard. The contractor shall be liable to follow all the relevant Rule and Regulation such as contract Labour Act. 1970, Minimum Wages Act, 1948. The Payment of Bonus Act, Employee State Insurance Act, 1948 etc. The contractor shall remain solely responsible for any mistake/negligence committed by his staff which causes injury or theft or loss to Hospital authority.

26. The contractor shall display, at his own cost, a schedule of rates allowed under the agreement at each parking lot in a prominent manner on Boards with lights to ensure visibility even after day light. The size of the DISPLAY BOARDS made of quality steel (with electric lighted) erected on angle shall be of size of 50"x75". The contractor shall be responsible for safe custody and proper up keeping of such boards and will ensure that the rates are not tampered with or covered.

27. The contractor shall not encroach upon any area beyond the allotted space. Any such lapse viz. removal of boards and /or tampering or altering/covering of the parking rates, as well as encroachment will attract a penalty as follows:-

- i) For first four offences Rs. **5000/- (Rs. Five Thousand Only)** each offence.
- ii) For next three offence Rs. **10,000/- (Rs. Ten Thousand Only)** each offence.
- iii) For next three offence Rs. **20,000/- (Rs. Twenty Thousand Only)** each offence.

After ten offences mentioned above, the contract shall be terminated and security deposited shall be forfeited. The contractor shall also be blacklisted and debarred for tendering for the next three years. The decision of the Medical Superintendent shall be final and binding on the binding on the contractor.

28. The contractor should keep a complaint Book and a locked complaint box at each parking site and access to it should be given on demand for lodging complaints for any deficiency found by the user. Keys of the complaint boxes shall be kept in possession to the Hospital administration. He shall display about this provision on Notice Boards.

29. No additional sheds or any other covering will be allowed at the stands. The contractor shall be responsible for keeping the stand neat and clean in all respect.

30. The Medical Superintendent of the Hospital shall have the right to terminate the contract/agreement after giving one month's notice without assigning any reasons.

31. On expire/termination/cancellation of the contract, the contractor shall vacate the space allotted to him immediately in neat & clean condition, failing which suitable action will be taken against the contract under the provision of the Public Premises Act.1971. The contractor shall also pay damages at the rate of twice the pro-rata per diem charges will be deducted from his security deposit.

32. Any information in this regard can be obtained from the office of Deputy Director Administration, Dr. Ram Manohar Lohia Hospital, between 2:30 p.m. to 3:30 p.m. from Monday to Friday.

33. All legal disputes will be settled within the Court of jurisdiction of Delhi.

**Dy. Director(Admn.)  
Dr. Ram Manohar Lohia Hospital,  
New Delhi**

**UNDERTAKING (FROM No. 1)**  
**(SUBMIT ON Rs. 100/-Non-Judicial Stamp Paper)**

To

The Medical Superintendent,  
 Dr. Ram Manohar Lohia Hospital,  
New Delhi.,

Dear Sir,

1. I / We hereby submit our tender for the "MANAGEMENT OF CYCLE/SCOOTER/CAR PARKING AREAS AND CONTROL OF TRAFFIC ON ANNUAL CONTRACT BASIS AT THE Dr. Ram Manohar Lohia Hospital, New Delhi.

2. I /WE are enclosing herewith the FDR/DD for Rs. **1,20,000/- (Rupees One Lakh Twenty Thousand only)** in favour of the "**Pay and Accounts Officer, Dr. Ram Manohar Lohia Hospital, New Delhi**" towards EMD. Tenders not accompanied with EMD/Bid Security shall be summarily rejected.

3. I/We have noted that the EMD for "Management of Cycle/Scooter/Car parking areas and control of traffic etc. is 2% of the annual license fee".

4. I/We hereby agree to all the terms and conditions, stipulated by the Dr. Ram Manohar Lohia Hospital, New Delhi in connection including penalty.

5. I/We undertake to sign the Annual Contract Agreement within 10 (Ten days) from the issue of the letter of acceptance, failing which our/my EMD may be forfeited and our/my name may be removed from the list of supplier's/contractors of the Dr. Ram Manohar Lohia Hospital, New Delhi" .

6. I/We hereby submit a performance security of **Rs. 5,00,000/-(Rs. Five Lakhs Only)**, if contract is awarded.

7. I/We hereby submit Earnest Money Deposit/Performance Security furnished in the form of Account Payee Demand Draft in r/o "Pay & Account Office, Dr.Ram Manohar Lohia Hospital, New Delhi," or fixed deposit receipt from a commercial bank or in the form of Bank Guarantee from a commercial bank.

8. I/We bid all the labour issues.

Yours faithfully,

Signature of tenderer(s)  
 WITH FULL ADDRESS

WITNESS \_\_\_\_\_

WITNESS \_\_\_\_\_

**(Form No. 2)**

**PROFORMA FOR CRIMINAL LIABILITY UNDERTAKING**

**(On Rs.10/- STAMP PAPER)**

**AFFIDAVIT**

**Dr. Ram Manohar Lohia Hospital, New Delhi, Parking Stand & Traffic Management Tender for the year**  
**2015-16**

I.....S/o.....  
..... resident of (complete address).....  
.....do solemnly pledge and affirm :

1. That I am the Proprietor of M/s.....
2. That no case of any nature, i.e., CBI/FEMA Criminal case/ Income Tax //VAT/Service Tax/ Blacklisting is pending against my firm.

\_\_\_\_\_  
Signature of the Tenderer  
Rubber Stamp of the Tenderer

(From No. 3)Technical Bid Check List

S. No.	Technical Bid Criteria	Documents to be submitted alongwith Technical Bids	Remarks Yes/No PageNo._
1.	Company should be Registered under the Indian Companies Act 1956	Submit self attested Copy of Certificate of Incorporation/ Registered New Delhi Municipal Corporation ( in case applicable)	
2.	The Bidder should have experience of at least three years as parking contractor (last three preceding years)	Submit copies of experience certificates atleast last 3 financial years from client on Form No.5 (Annexure-V)	
3.	The bidder should not be blacklisted with any state government or central government	Submit an undertaking on Form No.4 (Annexure-IV)	
4.	The Bidder should deposit the Earnest Money Deposit of <b>Rs.1,20,000/- (Rs. One Lakh Twenty Thousand Only)</b> in form of FDR/DD from Nationalized Bank in favour of "Pay and Accounts Officer, Dr. Ram manohar Lohia Hospital, New Delhi", payable at New Delhi.	Submitted	
5.	The Bidder should deposit the Undertaking on Form – 2 (Annexure II) on a Non-Judicial Stamp paper of Rs.10/-	Submitted	
6.	The bidder should be registered under Labour Contract Act.	Submitted the copy of License (If Applicable)	
7.	The bidder should be registered with ESI	Accompany copy of ESI certificate	
8.	The bidder should be registered with EPF Act.	Submit the copy of Registration certificate	
9.	The bidder should be income tax payee Submit the copy of PAN Card & Tax Return Copy along with Technical Bid Envelope.	The bidder should be income tax payee Submit the copy of PAN Card & Tax Return Copy	
10.	The bidder should submit undertaking on <b>Rs 100/- (Rs. One Hundred Only)</b> Non-Judicial Stamp Paper. (Annexure-I)	Submit the undertaking	
11.	Copy of Income Tax Return for Last three financial years (i.e. for <b>2012-13, 2013-14, &amp; 2014-15</b> )	Submit copies of Tax returns	
12.	All documents should be paginated.	Page No._____ to _____	

Signature of the Tenderer  
Rubber Stamp of the Tenderer

**(Form No. 4)**

**DECLARATION REGARDING CLEAN TRACK RECORD**

To,

The Medical Superintendent,  
Dr. Ram Manohar Lohia Hospital,  
New Delhi-110001

Sir,

I have carefully read the Terms & Conditions contained in the tender for award of Annual Parking Contract at Dr. Ram Manohar Lohia Hospital, New Delhi. I hereby declare that my company has not been debarred/black listed by any Government / Semi Government organizations. I further certify that I am the competent authority in my company and company has authorized me to make this declaration.

Yours truly,

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No. \_\_\_\_\_



**(From No. 5)****CERTIFICATE FOR SATISFACTORY WORK****(To be submitted on the letterhead of client)**

This is to certify that M/s ..... has undertaken satisfactory Parking Contract work valued at Rs. .... during the period from .....to .....at our organization. It is further certified that M/s ..... has carried out the work satisfactorily as per the conditions stipulated in the SLA.

**Date: Signature:\_\_\_\_\_****Place:\_\_\_\_\_****Name:\_\_\_\_\_****Designation:\_\_\_\_\_****Seal:\_\_\_\_\_****Contact No.\_\_\_\_\_**

**(From No. 6)**

**FINANCIAL BID OFFER OF THE TENDERER**

**(Should be keep in the separate sealed Envelope)**

Monthly License Fee for Dr. Ram Manohar Lohia Hospital Visitors Parking & Traffic management Contract at Dr. Ram Manohar Lohia Hospital, New Delhi inclusive of all.

**Note :- Minimum monthly license fee is Rs. 3,50,000/- (Rupees Three Lakh Fifty Thousand only)**

<b>S.No.</b>	<b>Description of work</b>	<b>Bidder to quote License Fee per month in Indian Rupees</b>	<b>Annual license Fee in Indian Rupees</b>
1.	Running of parking stand for Car, Scooter, Motorcycle, Auto, Cycle, and all other types of vehicles belonging to visitors and staff employed at Dr. Ram Manohar Lohia Hospital, New Delhi		

Rs.....per

Month

(Rupees.....)

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

**Signature:**\_\_\_\_\_

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

**Name:**\_\_\_\_\_

**Designation:**\_\_\_\_\_

**Seal:**\_\_\_\_\_

**Contact No.**\_\_\_\_\_

**(From No. 7)**

**CONTRACT AGREEMENT**

**( Should be conclude on Non Judicial Stamp Paper worth of Rs. \_\_\_\_\_ /- )**

THIS AGREEMENT is made on the \_\_\_\_ day \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) Between the Director, AIIMS Bhopal through the \_\_\_\_\_ (Name and address of the Dr. Ram Manohar Lohia Hospital, New Delhi Official ) hereinafter called “ Dr. Ram Manohar Lohia Hospital, New Delhi”, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND \_\_\_\_\_ (Name and address of the contractor) through Shri \_\_\_\_\_, the authorized representative (hereinafter called “the contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide Satisfactory Parking Services at the Dr. Ram Manohar Lohia Hospital, New Delhi).

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz: a. Letter of acceptance of award of contract;  
b. Terms and Conditions;  
c. Notice inviting Tender;  
d. License fee;  
e. Scope of work;  
f. Addendums, if any;  
g. Any other documents forming part of the contract.
3. The Contractor hereby covenants with the employer to commence the Parking services w.e.f \_\_\_\_\_ as per the provisions of this Agreement and the tender documents and shall pay the annual License Fee to Dr. Ram Manohar Lohia Hospital, New Delhi- as per the Terms and Conditions of the tender document.

IN WITNESS WHEREOF the parties hereto have signed the Agreement on the .....Day .....Month .....  
Year ..... and shall be valid for the period commenced from ..... to .....

For and on behalf of the Contractor

For and on behalf of the Medical Superintendent,

Dr. Ram Manohar Lohia Hospital, New Delhi

Signature of the authorized official

Signature of the authorized Officer

Name of the official

Name of the Officer

Stamp/Seal of the Contractor

Stamp/Seal of the Officer

By the said \_\_\_\_\_ Name

By the said \_\_\_\_\_ Name

on behalf of the Contractor in

on behalf of the Employer in

the presence of:

the presence of:

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone No: \_\_\_\_\_

Telephone No: \_\_\_\_\_