

**F. No. Procurement-6-2010/PGIMER
GOVERNMENT OF INDIA
POST GRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH
DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI**

Notice Inviting Quotation for HIRING OF VEHICLES

Sealed Quotations (Double Bid – both Technical Bid and Price Bid separately) are invited by Director, Post Graduate Institute of Medical Education & Research (PGIMER), Dr. RML Hospital, New Delhi for hiring of Vehicles.

The terms and conditions can be downloaded from the website: **rmlh.nic.in** under the sub-head PGIMER. The Last Date of submitting the Quotations is 20.05.2011 (Friday) upto 12.00 noon and the Technical Bid will be opened the same day at 2.30 p.m. in the Office of Registrar, 1st Floor, Administrative Block, PGIMER Campus.

(Surinder Mohan)
Registrar
Tel. No. 23365523

**F. No. Procurement-6-2010/PGIMER
GOVERNMENT OF INDIA
POST GRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH
DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI**

Dated: 27th April, 2011

Notice Inviting Quotation

Subject: Hiring of Vehicles/Cars on daily/monthly basis for official use in the PGIMER, Dr. RML Hospital, New Delhi.

Sealed Quotations (Double Bid i.e both Technical bid and Price bid separately) are invited from Transporters/Tours and Travels Agents situated within National Capital Territory of Delhi having cars/ vehicles manufactured after 01.01.2009, for hiring on monthly as well as on day to day basis, whenever required, for the official use of the PGIMER for the period as under on the following terms and conditions:

2. SCOPE OF CONTRACT:

The Quotation is for awarding the contract for hiring of Vehicles on daily/monthly basis as per requirement by the PGIMER for official use. The PGIMER may need following types of vehicles for the period indicated against them:

- | | | |
|--|--------|--|
| 1. Maruti SX4 (Petrol Driven Only) | 2 Nos. | For a period of one year |
| 2. Toyota Innova (Diesel Driven) | 1 No. | For approx. 100 days only in a year (need based) |
| 3. Swaraj Mazda, Mini Bus, 30-35 seater (Diesel Driven) | 1 No. | For approx. 100 days only in a year (need based) |
| 4. Maruti Esteem, Wagon R, Tata Indigo GL or other equivalent model. (Petrol/ Diesel Driven Only) | 1 No. | For period of 1 year. |

However, it may be noted that the number of vehicles to be hired and the number of days of hiring may vary depending upon the actual requirement.

3. PERIOD OF CONTRACT:

The contract is awarded for a period of one year from the date of issue of contract and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages etc. shall be entertained and it will be the responsibility of the contractor to bear such additional expenses. However, if there is any downward revision of the rates due to revision of Government levies etc. or any other reasons, the same shall be passed on to the PGIMER through appropriate reduction of the contracted rates.

4. **QUALIFYING REQUIREMENTS:**
- 4.1 The Agency should be a well established Tourist/Transport Agency/Firm having sufficient number of latest models of vehicles for hiring. Proof to this effect is to be enclosed alongwith the Technical Bid. In addition, self attested list of vehicles owned by the Agency must also be attached.
- 4.2 Self attested copy of PAN/TAN may be enclosed with the Technical bid.
- 4.3 **TURNOVER:** Only those firms whose turnover during each of the last 3-financial years were Rs. 20 lacs and above may participate in the Quotation. Proof to this effect may also be attached.
- 4.4 **LOCATION OF FIRM:** The firm submitting the Quotation should be located within the NCT of Delhi and should be situated preferably within ten kilometers of distance from the PGIMER premises. The vehicle/s, as requisitioned by the PGIMER, should reach the stipulated destination located within Delhi, within a maximum time of approx. 30 minutes, irrespective of the location of the Transport agency who has been awarded the contract.
- 4.5 The firm should have experience of providing vehicles to Govt. Deptts/PSUs etc.
- 4.6 **AGE OF VEHICLES:** The vehicle provided should be manufactured after 01.01.2009 and should be well furnished and maintained. The registration numbers of the vehicles provided, will have to be intimated to the PGIMER. In case condition of vehicles is not found to be satisfactory, they shall be returned for immediate replacement.
- 4.7 **DRIVER:** The firm would ensure that the drivers employed have valid driving license and carry the necessary registration papers, security check verified and should be educated and properly behaved, properly uniformed and well conversant with the traffic rules/regulations and city roads/routes. It will be the responsibility of the driver to get the duty slips and log book entries indicating start kilometer, end kilometer, distance covered and time from PGIMER to places visited etc. for each occasion of journey, signed by the officer/staff traveling on a day to day basis.
- 4.8 **TELEPHONE SUPPORT:** The firm should have adequate number of telephones for contact round the clock. The PGIMER can request for the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of the GIMER's request in writing/over phone failing which the PGIMER will be at liberty to make alternative arrangement for hiring of vehicle at the risk and cost of the firm.
- 4.9 **INSURANCE PAPERS:** It will be the responsibility of the transporter to carry the proper valid insurance at all times in respect of the vehicles and also providing insurance cover to passengers. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. He shall also agree to indemnify the PGIMER against all losses and claims arising out of any negligence or misconduct on the part of the operator or agent. Necessary proof to this effect should be enclosed along with the Quotation. All Quotations without such documents will be rejected.
- 4.10 **ACCIDENT HANDLING:** If during the course of engagement of the vehicles to the services of the PGIMER, any accidents etc. occurs either to the vehicle or to

the third party, PGIMER will not be responsible and any liability arising out of such accident will be the responsibility of the firm only.

- 4.11 **ADHERENCE TO ALL STATUTORY REQUIREMENTS:** The firm shall comply with all statutory enactments/provisions in relating to services offered by them.

5. **GENERAL TERMS & CONDITIONS:**

- 5.1 **CALCULATION OF TIME AND DISTANCE:** For the purpose of calculation of time and Distance (KM), beginning and ending at the PGIMER, Dr. RML Hospital, New Delhi will be the point for calculation of kms/hours. Kilometers considered and time of duty for payment will be to and from PGIMER premises.

The vehicle shall normally be utilized during the period from 9:30 hours to 17:30 Hours (Monday to Friday) and 9:30 hours to 13:30 Hours (Saturdays). Since the Institute remains closed on Sundays and other Gazetted Holidays, normally the vehicle will not be required. In case of Emergency the vehicles can be called for any time for which no extra charges will be paid and the payment will be made as per approved rates.

- 5.2 **Penalty:** A penalty of Rs. 500/- per day per vehicle may be levied if any vehicle fails to meet the terms & conditions prescribed herein on any day. However, in case of frequent violations of terms & conditions, the contract can be cancelled without any notice.
- 5.3 The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during 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 bill and then payment to be made to the firm.
- 5.4 Toll tax, Entry tax, Permit fee for crossing border if any, parking charges will be borne by the Institute for which the original receipts should be submitted.
- 5.5 The vehicles deputed should carry all relevant papers duly updated.
- 5.6 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.
- 5.7 The vehicles provided to the PGIMER should fulfill the norms prescribed by the Government of NCT of Delhi, Department of Transport for Hired Vehicles.
- 5.8 It shall be the sole prerogative of the Competent Authority in the PGIMER to choose any-one rate slab or a combination of rate slabs.
- 5.9 No Compromise will be made by the PGIMER towards punctuality, cleanliness, obedience, promptness, behaviour etc. If the Agency, at any point of time during official duty, fails to perform duties, as directed by the PGIMER, the security deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.

- 5.10 No advance payment is payable by the Institute or the officers traveling in such vehicles. The billing will be done on a monthly basis and it should be submitted by the firm by the first week of the following month. Taxes/charges due to Government if any will be recovered from the monthly bill. The payment will be made only for those log books and duty slips which have been signed by the officer/staff using the vehicle.
- 5.11 **SERVICE TAX:** The rates quoted should be excluding the service tax. The service tax will be paid additionally only after receiving the photocopy of the service tax registration certificate. No service tax will be paid if the operator fails to provide proof of valid service tax registration.
- 5.12 While the PGIMER 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.
- 5.13 In case of dispute of any kind and in any respect whatsoever, the decision of Director, PGIMER shall be final and binding.
- 5.14 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.
- 5.15 The PGIMER, shall be liable to pay the hiring charges only. All other liability, being the owner of vehicles shall be borne by the contractor.
- 5.16 The disputes, if any, arising out of this contract will be subject to the jurisdiction of the courts in Delhi only.
- 5.17 PGIMER reserves the right to reject all or any of the offers or accept more than one offer.
- 5.18 The Competent Authority reserves the right to cancel/reject any Quotation/quotation at any time without assigning any reason whatsoever.

6. **BID DOCUMENTS:**

- 6.1 Bids are to be submitted by **"Two Bid System"** in duly sealed envelopes. Each envelope will clearly be super-scribed with the words "Technical Bid" (Annexure -I) or "Price Bid" (Annexure – II) as the case may be. Both these sealed envelopes should be put in a separate envelope duly sealed superscribing **"Techno-Price Bid for hiring of Vehicles for PGIMER"**.
- 6.2 Sealed Quotations addressed to the Registrar, PGIMER be dropped only in the Box kept in the Office of Registrar, 1st Floor, Administrative Block, PGIMER, Dr. RML Hospital, New Delhi on all working days between 10.00 a.m. to 4.00 p.m. from Mondays to Fridays and between 10.00 a.m. to 12.30 p.m. on Saturdays. The Last Date of submitting the Quotation (Double Bid) is **20.05.2011 (Friday) upto 12.00 noon** and the Technical Bids of the Quotations will be opened the same day at **2.30 p.m.** in the Office of Registrar, 1st Floor, Administrative Block, PGIMER Campus.

Authorized representatives of the Agencies may, if they so desire, be present at the time of opening of the Technical Bid on the above mentioned date and time.

7. **EARNEST MONEY DEPOSIT (EMD):**

- 7.1 The agencies shall have to deposit EMD of Rs.25,000/- (Rupees Twenty five Thousand only) in the form of crossed Demand Draft/Pay Order in favour of Pay & Accounts Officer ,Dr. RML Hospital, New Delhi, issued by Scheduled/Nationalized Bank payable at New Delhi, along with their Quotations. Quotations received without EMD will not be entertained/considered at all and will be rejected summarily. Quotations received along with EMD in the form of cheque/cash will not be accepted/considered and rejected. No interest would be paid on the EMD.
- 7.2 Forfeiture: The EMD will be forfeited if the vendor withdraws or amends, impairs and derogates from the Quotation or fails to execute duties on time as per directions of the authorised officer of PGIMER in any respect within the period of validity of Quotation.
- 7.3 Refund: (i) EMD will be refunded to the unsuccessful Agencies within thirty days from the date of issue of work order to the successful Agency and no interest would be paid thereon.
- 7.4 Amount of ₹ 25,000/- (Rupees Twenty five thousand only) will have to be deposited as Security Deposit by successful bidder.
- 7.5 REFUND OF SECURITY DEPOSIT: The security deposit will be refunded to the Agency after sixty days from the date of completion of the contract period and no interest would be paid thereon.

(Surinder Mohan)
Registrar, PGIMER
Tel.No.23365523

Copy to: NIC: It is requested to post this Quotation notice on the website: rmlh.nic.in
under sub-head 'PGIMER'.

Technical Bid**Annexure-I****Check list**

| S. No. | Documents asked for | Page number at which this document is placed |
|---------------|---|---|
| 1. | Earnest money of ₹ 25,000/- in the form of DD/Pay order in favour of "Pay & Accounts Officer, Dr. RML Hospital, New Delhi." | |
| 3. | List of Vehicles available with firm/agency. | |
| 4. | Proof of experience of providing vehicles to Govt. Deptts./ PSUs etc. | |
| 5. | Proof of Annual financial turn over during the last 3 years. | |
| 6. | Proof of location of firm./agency. | |
| 7. | Service tax Registration document. | |
| 8. | Attested copy of TAN/PAN. | |
| 9. | Proof of valid Insurance of the vehicles for which rates quoted by the firm/agency. | |

This is to certify that I/We before signing this quotation have read and fully understood all the terms and conditions contained in Notice Inviting Quotations issued by PGIMER, Dr. RML Hospital, New Delhi vide No. Procurement-6-2010/PGIMER dated 27th April, 2011 and undertake myself/ourselves abide by them.

**(Signature of the bidders)
Name and Address
(with seal)**

Date:

Price Bid**Annexure-II**

| Sl. No. | Details | Maruti SX4 (Rs) (Petrol Driven) | Toyota Innova (Rs) (Diesel Driven Only) | Swaraj Mazda, Mini Bus, (Diesel Driven Only) | Maruti Esteem, Wagon R, Tata Indigo GL or other equivalent model. (Petrol Driven Only) | Maruti Esteem, Wagon R, Tata Indigo GL or other equivalent model. (Diesel Driven Only) |
|----------------|--|--|--|---|---|--|
| 1. | Full day (80 kms.x 8 hrs.) | | | | | |
| a. | Rates for extra km. on daily basis | | | | | |
| b. | Rates for extra hours on daily basis | | | | | |
| 2. | Out-station travel rates | | | | | |
| 3. | Monthly charges for 2400 km/ 240 hours | | | | | |
| a. | Rates of extra km monthly basis | | | | | |
| b. | Rates of extra hour monthly basis | | | | | |

Declaration:

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender. We are not black-listed by any Central/State Government/Public/Sector undertaking in India.

This is to certify that I/We before signing this quotation have read and fully understood all the terms and conditions contained in Notice Inviting Quotations issued by PGIMER, Dr. RML Hospital, New Delhi vide No. Procurement-6-2010/PGIMER dated 27th April, 2011 and undertake myself/ourselves abide by them.

Yours faithfully**(Signature of the Authorized person)****Date:****Place:****Name:****Designation:****Company name/Seal:**