

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

Dated 25th November 2011

NOTICE INVITING QUOTATION

Sub : Hiring of Vehicles for official use in the PGIMER, Dr. RML Hospital, New Delhi

Sealed Quotations are invited from Transporters/Tour and Travel Agencies situated within National Capital Territory of Delhi for hiring on monthly as well as on day to day basis, 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/Nursing college for official use.

PGIMER

- | | | |
|--|--------|--------------------------|
| 1. Maruti SX4
(Petrol Driven Only) | 2 Nos. | For a period of one year |
| 2. Toyota Innova
(Diesel Driven) | 1 No. | On day to day basis. |
| 3. Swaraj Mazda, Mini Bus,
30-35 seater (Diesel Driven) | 1 No. | On day to day basis. |
| 4. Other mid size vehicles
such as Accent, Dezire or
equivalent. | | On day to day basis |

NURSING COLLEGE

- | | | |
|-------------------|-------|---|
| 5. Bus(50 seater) | 1 No. | (i) Monthly basis
(ii) On day to day basis |
|-------------------|-------|---|

It may be noted that the number of vehicles to be hired and the number of days of hiring may vary dependent upon the actual requirement.

3. PERIOD OF CONTRACT

The contract will be 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 will be entertained.

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 along with the Technical Bid. In addition, a 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 was Rs. 20 lacs and above may send their Quotations. Proof to this effect may also be attached.
- 4.4 The firm should have experience of providing vehicles to Govt. Deptts/PSUs etc.
- 4.5 The cars to be provided should not be more than two years old.
- 4.6 The firm shall ensure that all the necessary documents (Registration certificate, PUC etc.) are available with the drivers and that the drivers are well-mannered and cleanly dressed. The drivers will also be required to carry a mobile phone with them to facilitate a quick contact.
- 4.7 **INSURANCE PAPERS:** It will be the responsibility of the Agency to ensure that proper valid insurance is held 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. The agency 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.
- 4.8 **ACCIDENT HANDLING:** If during the course of engagement of the vehicles to the services of the PGIMER, any accidents etc. occur either to the vehicle or to any third party, PGIMER will not be responsible and any liability arising out of such accident will be the responsibility of the firm only.

4.9 The vehicles provided to the PGIMER/Nursing college should fulfill the norms prescribed by the Government of NCT of Delhi, Department of Transport for Hired Vehicles.

4.10 The firm shall comply with all statutory enactments/provisions in relating to services offered by them.

5. GENERAL TERMS AND CONDITIONS

5.1 **CALCULATION OF TIME AND DISTANCE:** For the purpose of calculation of time and distance (KM) for billing, the time and the place of reporting of the vehicles and time and place of release of the vehicle will only reckoned.

5.2 The vehicles would normally be required between 0830 hrs to 1830 hrs but they must be available at any time and any day as needed by PGIMER.

5.3 The vehicle should always be maintained in good condition. Towels, Air Freshners, and other requirements which present the vehicle in good looking and running condition, shall be arranged by the service provider on regular basis.

5.4 The firm will ensure that the vehicle and Driver provided for and accepted by PGIMER are not changed, unless otherwise intended by the Institute, for the purpose of convenience, identification and rapport with the officers of the Institute.

5.5 **Penalty:** A penalty of Rs. 500/- per day per vehicle may be levied if any vehicle fails to report on any day. However, in case of frequent violations of terms & conditions, the contract can be cancelled without any notice.

5.6 In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a replacement vehicle immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the bill payable to the firm.

5.7 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.

5.8 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.

5.9 It shall be the sole prerogative of the competent Authority in the PGIMER to choose any-one rate slab or combination of rate slabs. It shall also be the

prerogative of PGIMER to choose one agency or multiple agencies for their requirement .

- 5.10 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 trips which are reflected in the log books and duty slips 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 his valid service tax registration.
- 5.12 In case of dispute of any kind and in any respect whatsoever, the decision of Director, PGIMER shall be final and binding. The disputes, if any, arising out of this contract will be subject to the jurisdiction of the courts in Delhi only.
- 5.13 The period of 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.
- 5.14 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.
- 5.15 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 under "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".
- a. Quotation should be free from any correction and erasing.
- b. Sealed Quotations addressed to the Controller of Examinations, PGIMER be dropped only in the Tender Box kept at, 1stFloor, Administrative Block, PGIMER, Dr. RML Hospital, New Delhi on all working days (from Monday to Friday) between 10.00 a.m. and 4.00 p.m. and between 10.00 a.m. and 12.30 p.m. on Saturday. The last date of submitting the Quotation (Double Bid) is 23.12.2011 upto 12.00 noon and the Technical Bids of the Quotations will be opened the same day at 3.00 p.m. in the Office of

c. Controller of Examinations, Room No.215, Administrative Block, PGIMER Campus.

d. Quotation received after the specified time and date will not be entertained.

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

6.2 All the pages/documents of the tender should bear the dated signature of the tenderer. Any overwriting, corrections and cuttings should bear the dated initials of the tenderer.

6.3 Rates should be quoted both in figures as well as in words. In case the rates quoted in words and figures are at variance, the rates written in words will be taken as final. The rates will be quoted only in "Price Bid" and not in "Technical Bid" under any circumstances failing which the tender shall be summarily rejected.

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 a Scheduled/Nationalized Bank payable at New Delhi, along with their Quotations. Quotations received without EMD will not be entertained and will be rejected summarily. Quotations received along with EMD in the form of cheque/cash will not be accepted. No interest would be paid on the EMD.

(a) Forfeiture: The EMD will be forfeited if the vendor withdraws or amends, impairs and derogates from the Quotation during the period of validity of Quotation.

(b) EMD will be refunded to the unsuccessful Agencies within thirty days after the date of issue of work order to the successful Agency and no interest would be paid thereon.

8. **SECURITY DEPOSIT:** An amount of Rs. 25,000/- (Rupees twenty five thousand only) will have to be deposited as Security Deposit by successful bidder. Accordingly, the EMD deposited by the successful bidder will be converted as Security Deposit. The security deposit will be refunded to the Agency within sixty days from the date of completion of the contract period and no interest would be paid thereon.



(A. Mahalingam)
Controller of Examinations
Tel. No. 23361437
23404825

Email ID: controller.pgimer@gmail.com

Technical Bid

Check list

Sl.No	Documents asked for	Page number at which this document is placed
1	Earnest money of Rs. 25,000/- in the form of DD/Pay order in favour of "Pay & Accounts Officer, Dr. RML Hospital, New Delhi."	
2	List of vehicles available with firm/agency	
3	Proof of experience of providing vehicles to Govt. Deptts./PSUs etc.	
4	Proof of annual financial turn over during the last 3 years.	
5	Proof of location of firm/agency	
6	Service tax registration document	
7	Attested copy of TAN/PAN	
8	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 25th November 2011 and undertake myself/ourselves abide by them.

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

Date

Annexure - II**PRICE BID****(Prices are to be quoted both in figures and words)**

Sl.No	Details	Maruti SX4 (Rs) (Petrol Driven)	Toyota Innova (Rs) (Diesel Driven)	Other mid size vehicles such as Accent etc.	Swaraj Mazda, Mini Bus (35 seater) (Diesel Driven)		Bus (50 seater)	
					AC	Non-AC	AC	Non-AC
1.	Full day (80 km. 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 2400km/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 25th November 2011 and undertake myself/ourselves abide by them.

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