

**Open Tender**  
**TENDER DOCUMENT**  
**2 Stage (Technical/Financial)**  
**Open Tender Enquiry**

**Hiring of one 50-Seat capacity school bus on monthly basis for  
utilization in AIIMS, Mangalagiri (Vijayawada)**  
**AIIMS/MG/Admin/BidTender06/201819/11**

**DATED: 25/07/2018**

**ALL India Institute of Medical Sciences, Mangalagiri, AP**  
Temporary Campus at Govt Siddhartha Medical College, NH 16  
Service Road, Gunadala, Near NTR University, Vijayawada  
520008; [dda.mangalagiri@aiims.gov.in/](mailto:dda.mangalagiri@aiims.gov.in)  
[www.aiimsmangalagiri.edu](http://www.aiimsmangalagiri.edu)  
AIIMS, Raipur Portal  
[www.aiimsraipur.edu](http://www.aiimsraipur.edu)

<b>BRIEF INFORMATION OF BID DOCUMENT</b>	
Name of Work	Hiring of one 50-Seat capacity school bus on monthly basis for utilization in AIIMS, Mangalagiri, Vijayawada
Issue date & time of sale of tender/ website	Issued on 26/07/2018; Available from 26/07/2018  Tender documents are freely downloadable from the website of AIIMS, Mangalagiri.
Last Date & Time for receipt of Bid	14/08/2018 up to 5 pm
Date and Time of Opening of Bid	16/08/2018 at 11:30 A.M
Duration of Work	12 months; extendable by another twelve months or more
Place of Opening the Tender	Temporary Campus of AIIMS, Mangalagiri in Government Siddhartha Medical College, Vijayawada 520008
Officer from whom the tender documents can be obtained and submitted.	Deputy Director (Admin.), AIIMS, Mangalagiri, Temporary Campus of AIIMS, Mangalagiri in Government Siddhartha Medical College, Vijayawada 520008
Date of Commencement of contract	Within 15 days after the receipt of work order.

**OPEN Tender Enquiry**

## **Two Bid**

### **NOTICE INVITING TENDER**

(Bidder, Contractor, Vendor has been used interchangeably; AIIMS, Contractee has been used interchangeably)

**Earnest Money Deposit: 1,00,000/- (Rs. One Lakh only)**

**Tender Document Cost: NIL**

**Performance Guarantee: 10% of the bid value accepted by the Tender Committee**

**(Will be returned after 30 days of successful completion of duration of hiring)**

**Commencement of Work:** Within 15 Days of receipt of work order.

On behalf of the President, sealed tenders are invited by the Deputy Director, AIIMS, Mangalagiri, on open tender basis for **Hiring of one 50-Seat capacity school bus on monthly basis for utilization in AIIMS, Mangalagiri, Vijayawada** in the Temporary Campus of AIIMS, Mangalagiri on all inclusive monthly hire basis for 1500 kilometers with an experienced driver and a helper/cleaner. The estimated duration of work is 12 months, extendable to another 12 months or more. **The estimated cost of hire is Rs. 12 lakhs per annum including GST and all applicable charges and taxes.**

Tender document can also be downloaded from the website [www.aiismangalagiri.edu.in](http://www.aiismangalagiri.edu.in), and, [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in). The tender documents are also being uploaded on CPP portal. **The last date for submission of tender document shall be 25<sup>th</sup> July, 2018 till 11 A.M.** The **Bid shall be opened on 25<sup>th</sup> July, 2018 at 11:30 A.M..**

### **Section I: Scope of work and eligibility**

The scope of work and other conditions of the tender are as follows:

## **1. Scope of Work :**

### **General scope of work:**

All India Institute of Medical Sciences (AIIMS) at Mangalagiri presently housed in the temporary campus in Siddhartha Medical College for some time. The permanent campus is being constructed in Mangalagiri. Hostel for the students and others is housed in a separate rented building in Vjaywada/Guntur. The Bus is required on daily basis for movement of students and faculty among different buildings and in places in the city and nearby Vijayawada.

### **Specific Scope:**

1. Hiring of a dedicated 50-seater (50+1 or higher) School/College bus of the like of Eicher-starline , or Tata-Skool, or similar; non-air-conditioned college bus for an initial period of twelve months, extendable by another twelve months, or more, at the discretion of competent authority in AIIMS, Mangalagiri.
2. The bus should preferably be “new”, or “2018 model” or “procured not later than January 2017 and has run not more than 5000 km”.
3. The Vendor should provide a driver, with valid driver’s license to drive heavy duty vehicles and having experience of not less than 5 years of driving buses, with a helper/cleaner.
4. The bus should come with fire extinguishers with an active life, deodorants and all necessary furnishings. Vendor will be required to place a sticker/display logo of AIIMS, Mangalagiri approved by AIIMS authority.
5. The maintenance, fuel, taxes etc. are included in the tendered price and no additional cost, other than parking/toll charges, when on AIIMS active duty, shall be payable to vendor on production of original vouchers on reimbursement basis.
6. The bus should be available for duty on all days, including Sunday and on leaves, if required by AIIMS authorities. The ordinary duty hours (reporting time to dropping-off) will be 8 am to 8 pm. However, this may be changed as per the requirement of AIIMS. Additional charges shall be payable for extra hours over and above the duty period duration of 12 hours.
7. The Vendor shall obtain valid Pollution control certificates.
8. The bus is being hired for 1500 kilometers monthly run. The additional kilometre charges shall be payable to the Vendor. However, the kilometres will be cumulative and the unspent kilometres shall automatically get added to the next month provision. In effect, the tender is for running of bus for  $1500 \times 12 = 18000$  kilo-meters over a period of twelve months. In case the contract is extended for another year, the unspent kilometres

shall be automatically added to the provision of next 18000 kilometers over the year.

9. In case there is a requirement for utilization of bus outside the state, additional charges, including permit shall be payable to the Vendor. The Vendor shall also be able to provide another bus, if required for utilization within the state, on 4 hourly/8 hourly lump-sum basis.
10. Vendor shall provide an equivalent and satisfactory additional vehicle in the events of breakdown, maintenance of vehicle or in cases of any other exigency. Failure to provide an alternate vehicle shall result in deduction of payment for the day. In addition, a minimum penalty of Rs. 5000 per day shall be levied on the Vendor, and subsequent forfeiture of performance guarantee may also be contemplated. Gross negligence in service may also result in Black listing of Vendor.
11. Kindly note that either party can terminate the contract by giving a two months' notice period without assigning any reason whatsoever.
12. The payment shall be released after deduction of all statutory TDS and other statutory levies, as applicable.

### **Minimum Eligibility Criteria:**

The following shall be the minimum eligibility criteria for Technical qualification of Invited bidders **engaged in the line of provision of Transport services:**

- a. Registration: The bidder should be Income tax payer and should be registered with GST Department.
- b. Turnover: The bidder should have minimum turnover of Rs. 20 lakh in the Financial Year 2017-18 or a cumulative turnover of Rs. 30 lakhs in the financial years 2016-17 and 2017-18; and bidder should be a profitable entity.
- c. Experience: The bidder should have minimum experience of 2 years in the field of providing transport facilities, including taxis and buses. An Undertaking in this regard should be submitted.
- d. Bidder should have completed minimum one single work order with value of not less than Rs. 8 lakh in the last two financial years, 2016-17 or 2017-18 or 2018-19 till date in provision of transport facilities to school, colleges or any institution on a long duration basis. The decision of Tender Committee in this regard shall be final and binding to all bidders.

The tender documents along with instruction and terms and conditions can be collected from the O/o. Deputy Director (Admin.), AIIMS Mangalagiri or downloaded free of cost from the website of AIIMS, Raipur or AIIMS, Mangalagiri [www.aiismangalagiri.edu.in](http://www.aiismangalagiri.edu.in) and/or the Central Public Procurement Portal <https://eprocure.gov.in>. The bidders and or their

representative may present themselves physically at the time of opening of bids. However, absence of any bidder shall not adversely affect the validity of their bids.

The eligible Company/Firm/Concern/Contractor may submit their tender document complete in all respect along with Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One Lakh only) in the form of a Demand Draft/Banker's Cheque/ Cheque drawn in favour of the AIIMS, Mangalagiri and other requisite documents on or before the due date and time in the Tender box kept in the office of the Deputy Director (Admin).

The bids shall be opened on the stipulated date and time in the presence of all the bidders who are present. The bids shall be opened even if no representative is present and this will cause no legal infirmity to the bids.

The successful bidder shall deposit 10% of bid amount as Performance Guarantee. This is returnable after one month of successful completion of work. The successful bidder/ Vendor shall sign a MOU with AIIMS within 20 days of award of work order. Please note that without MoU and without submission of a valid performance guarantee, monthly payment of bill is not possible.

AIIMS reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Deputy Director (Admin.), AIIMS, Mangalagiri in this regard shall be final and binding on all.

## **Section -II**

### **INSTRUCTIONS TO BIDDERS**

The AIIMS, Mangalagiri, hereinafter will be referred to as **AIIMS or "Contractee"** or its successors, and the successful bidder shall be referred to as the **"Contractor"**.

- 1 The Bidder is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding documents. The bidder is expected to physically examine the class room.
- 2 Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.

- 3 The bidder is required to fill up the entire format as provided in Section-I of the Bid Document.
- 4 At any time prior to the deadline for submission of bids, the Contractee may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment.
- 5 The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language.
- 6 The Bid should be submitted in the prescribed proforma given in Section-I of this document and its supporting documents and shall also include the following:
  - a. Profile of the business concern in the proforma prescribed (Annexure-I)
  - b. Documentary evidence to prove Minimum eligibility Criteria
  - c. Financial bid duly filled in
- 7 Prices shall be quoted in Indian rupees only.

8 **Sealing and Marking of Bids:**

- a. The Bid along with EMD instrument should be placed in one sealed envelope super-scribed **Hiring of one 50-Seat capacity school bus on monthly basis for utilization in AIIMS, Mangalagiri, Vijayawada** and should be addressed to the **Dy. Director (Admin.)**, AIIMS, Mangalagiri. The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.
- b. If the envelope is not sealed and marked as required, the Contractee will assume no responsibility for the bid's misplacement or premature opening.
- c. The Bid document submitted should be serially page numbered and contain the table of contents with page numbers.

9 **Deadline for Submission of Bids:**

Bids must be received by the Contractee at the address specified not later than the time and date specified in the notice Invitation for Bids.

10 **Modifications and Withdrawal of Bids:**

- a. The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or

withdrawal is received by the Contractee prior to the deadline prescribed for submission of bids.

- b. The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed confirmation by the bidder. The Contractee should receive it before the deadline for submission of bids.
- c. Bid withdrawn in the intervening period of the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form will result in the Bidder's forfeiture of its EMD.

11 **Opening and Evaluation of Bids:**

- a. The Contractee will open all bids on the appointed date, time and venue.
- b. During evaluation of the bids, the Contractee may, at its discretion, ask the Bidder for any clarification on its bid.
- c. No bidder shall contact the Contractee on any matter relating to its bid from the time of the bid opening to the time the work order is placed. If the Bidder wishes to bring additional information to the notice of the Contractee it should be done in writing.
- d. Any effort by a Bidder to influence the Contractee in its decisions on bid evaluation, bid comparison or purchase order decision will result in rejection of the bid.
- e. Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, its bid will be rejected.
- f. The Contractee will award the contract to the Bidder whose bid has been determined to conform to technical parameters of the specific scope of work and one who had offered most competitive rates.

12 The Contractee reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the Contractee's action.



- 13 The "Bidder" as used in this document shall mean the one who has signed the tender document forms. He may be either the Principal Officer or the duly authorized representative in which case, the Bidder shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) shall, be furnished and signed by such representative or the Principal Officer.
- 14 The Bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.
- 15 The Bid document filed by the bidder shall be typed or written in indelible ink.
- 16 It will be the sole responsibility of the bidder alone to execute the entire contract on its award. No subcontracting, in any form will be permitted.
- 17 The bidder must obtain for himself on his own responsibility and at his own expenses, all the information which may be necessary for the purpose of filling the tender and for entering into a contract for the execution of the same and must inspect and examine the site of work and acquaint himself with all local laws, regulations and practice.
- 18 The Courts of India at Vijayawada will have exclusive jurisdiction to determine any proceeding in relation to this contract.
- 19 Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.
- 20 Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a Certificate of Authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (Contractee may out rightly reject any bid not supported by adequate proof of the signatory's authority).

**Read and accepted.**

Signature and stamp of  
Bidder or Authorized Signatory

### **Section III**

#### **General Terms and conditions**

1. The Contractee does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all tenders without assigning any reason, whatsoever.
2. Any change in the constitution of the concern of the Contractor shall be notified forthwith by the Contractor in writing to the Contractee and such change shall not relieve any former member of the concern from any liability under the contract. No new person shall be accepted into the concern by the Contractor in respect of this contract unless he/they agree to abide by all the terms and conditions of the contract.
3. AIIMS reserves the right to terminate the contract, at any time in future, without assigning the contract any reasons and after give of a notice of maximum two months to the contractor.
4. The normal payment terms are after 30 days of submission of correct bill.
5. The contractee shall provide an undertaking that it would be able to provide a duly registered Commercial Vehicle.
6. The contractor shall submit complete details of vehicle being provided along with a copy of RC Book.
7. With every bill the contractor shall submit copy of log book. Please note that the kilometers mentioned in the log book shall tally with the actual display in the vehicle. AIIMS administration shall have the complete authority to verify the same.

26/07/18

Sd/-  
Dy. Director (Admin), AIIMS, Mangalagiri

## **ACKNOWLEDGEMENT**

The Contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the **Hiring of one 50-Seat capacity school bus on monthly basis for utilization in AIIMS, Mangalagiri, Vijayawada** is to be done as per the terms, clauses and conditions, specifications and other details of the contract. The Contractor shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to in the contract or to evading any of his obligations under the contract.

## **UNDERTAKING**

I/We have read and understood all the terms and condition of all sections of the bid document. I/we hereby quote for **Hiring of one 50-Seat capacity school bus on monthly basis for utilization in AIIMS, Mangalagiri, Vijayawada** as per scope of work specified in the bid document and as set forth in the terms and conditions of the contract, which will be binding upon me/us in the event of the acceptance of my/our tender.

I/We herewith enclose deposit of a sum of **Rs. 1,00,000/-** as earnest money and should I/we fail to execute an agreement embodying the said conditions and deposit Performance Guarantee in the proforma given in this bid document within 03 days of the acceptance of my/our bid. I/we hereby agree that the above sum of earnest money shall be forfeited by AIIMS.

**Read and accepted.**

Signature and stamp of the Bidder  
or Authorized signature

## Section IV

### Financial Bid and Technical Bids

#### A. Financial Bid (to be placed separately in an envelope)

Sr. No	Item	Bid amount (Rs.)	GST %	Total (Rs.)
1.	<b>Lumpsum monthly hire charges</b> (vehicle, driver, helper, fuel, maintenance, cleaning, furnishing, sticker of AIIMS Mangalagiri, etc.			
2.	<b>Additional charges beyond duty hours; per hour charge</b>			
3.	<b>Additional Kilometer beyond prescribed kilometers; per kilometer charge</b>			
4.	<b>Rate quotation for provision of an additional bus for the day for four hours 60 Kilometers (within the state)</b>			
5	<b>Rate quotation for provision of an additional bus for the day for eight hours 100 Kilometers (within the state)</b>			
6	<b>Rate quotation for provision of an additional bus for outside state (minimum 200 km travel per day) per kilometer charges including permit charges</b>			
7	<b>Rate quotation for provision of the same hired-bus for outside state travel (minimum 200 km travel per day) per kilometer charges including permit charges</b>			
	<b>Total</b>			

(L1 will ordinarily be decided on Total of Lumpsum Monthly Hire Charges. Please note that with respect to the charges for at S. No. 2 to 6, the bidder shall be bound by the lowest price quoted from amongst all the qualified bidders)

Sign and Stamp of Bidder

Date:

## **B. Technical qualification**

**Please respond in Yes or No:** In case you do not fulfil any of the conditions, please specify.

Sr No	Item	Yes/ No
1.	Registration: The bidder should be Income tax payer and should be registered with GST Department.	Please write yes or no
2	Turnover: The bidder should have minimum turnover of Rs. 20 lakh in the Financial Year 2017-18 or a cumulative turnover of Rs. 30 lakhs in the financial years 2016-17 and 2017-18; and bidder should be a profitable entity.	Please write yes or no;
3	Experience: The bidder should have minimum experience of 2 years in the field of providing transport facilities, including taxis and buses. An Undertaking in this regard should be submitted.	Please write yes or no;
4	Bidder should have completed minimum one single work order with value of not less than Rs. 8 lakh in the last two financial years, 2016-17 or 2017-18 or 2018-19 till date in provision of transport facilities to school, colleges or any institution on a long duration basis. The decision of Tender Committee in this regard shall be final and binding to all bidders.	Please write yes or no;

**Bidder's Signature**

**Date:**

# TENDER FORM

(On the letter head of the concern submitting the bid)

To  
**The Deputy Director (Admin.)**  
**AIIMS, Mangalagiri**

**Ref.: Tender No.**

**Dated**

Sir,

I/We understand that you are not bound to accept the lowest offer or bound to assign any reasons for rejecting our tender.

I/We hereby agree to pay all taxes and levies (as per actuals) GST, VAT, Income Tax, Work Contract Act, Octroi, duties, levied by the government, as prevailing from time to time, on such items for which the same are leviable, and the rates quoted by me/us are inclusive of the same.

I / We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding Order upon me/ us.

I/We declare that I/we have not been debarred by any Government/ Semi Government undertaking till date.

That this offer shall be valid for 90 days from the date of opening of tender.

That the rates quoted are not higher than the rates quoted for same work for any government/undertaking.

That I/we undertake to indemnify AIIMS, Administration. I /we understand that in cases of any road accident. etc. involving hired vehicle, staff of Vendor, AIIMS administration will not be held responsible.

Yours faithfully,

Signature of the bidder.

(Signature of bidder)

Dated this \_\_\_\_ day of \_\_\_\_\_ of 201

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

Company Seal

## ANNEXURE-1

### PROFILE OF ORGANIZATION

1. Name of concern :
2. Status of the concern : Govt./Others (Specify)  
(Proprietary/Partnership/Private/  
(Support with documents) \_\_\_\_\_  
\_\_\_\_\_
3. Postal Address :
4. Telephone :
5. Fax :
6. E-mail :
7. Web site :
8. Year of Establishment :
9. Activities/Services Offered :
10. PAN :
11. Total turnover for Financial Years : **FY 2016-17** \_\_\_\_\_  
(Enclose audited final accounts/  
Provisional accounts) **FY 2017-18** \_\_\_\_\_
12. Name of the Head of the  
Organization/Managing Director :

Date:

Place

Signature of Authorized Signatory

**ANNEXURE-2**

To  
The President of India

WHEREAS.....  
(Name and address of the Contractor) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no. ....  
Dated ..... to perform the work) (herein after called “the Hire contract”).

AND WHEREAS it has been stipulated by you in the said contract that the Supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Supplier, up to a total of .....  
..... (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without avail or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the .....day of....., 2017  
.....

(Signature of the authorized officer of the Bank)  
.....

Name and designation of the officer  
.....

Seal, name & address of the Bank and address of the Branch  
(Bank’s common seal)