

**LIMITED TENDER**  
**FOR**  
**HIRING OF AMBULANCE VEHICLE**

**NIT No. - NIT NO : IITJ/OIM/PC/AMB/2017-18/16**

**NIT Issue Date and Time** : **December 28, 2017**  
**Pre-bid Meeting** : **January 10, 2018 at 1600 Hrs**  
**Tender Submission Date and Time** : **January 17, 2018 by 1500 Hrs**  
**Tender Opening Date & Time** : **January 17, 2018 at 1600 Hrs**  
(Technical Bid)  
**Tender Opening Date & Time** : ...  
(Financial Bid) (Date Later)



॥ त्वं ज्ञानमयो विज्ञानमयोऽसि ॥

**Indian Institute of Technology, Jodhpur**  
**Nagaur Road (NH-65), Karwad - 342037**  
**Rajasthan**

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**LIMITED TENDER FOR HIRING OF AMBULANCE VEHICLE FOR  
IIT JODHPUR GPRA COLONY**

**General**

1. Indian Institute of Technology Jodhpur, (hereinafter referred to as the “Institute”), an Educational Institute of National Importance, invites sealed tenders in two-bids (Technical & Financial) from well-established and reputed transporters, having relevant experience for providing transport services to Government and large private organization / Institutions.
2. The Ambulance shall be utilized for Faculty Members, Staff Members and Students, school going children and Family members also staying at GPRA Colony.

**Scope**

3. Scope of work will be as under :
  - (a) IIT Jodhpur is planning to engage a firm in a position to provide good quality Tavera or equivalent based 24 x 7 days Ambulance vehicle with driver on fixed monthly Km basis from Transit Hostel (GPRA) to the empaneled hospitals in the City (Jodhpur), to MBM Engineering College and Permanent Campus (Karwad) as and when required.
  - (b) This requirement will be materialized on fixed 1200 Km/month and shall be utilized by Faculty Members, Staff Members and Students and Family Members staying at GPRA.
  - (c) The Ambulance vehicle should be of 2016 or newer model and well equipped as per WHO Norms.
4. Requirement on Fixed monthly basis will be as under :-

**Ambulance on Fixed monthly Km basis.**

S No	Type of vehicle	Nos of vehicles	Nature of duty	Approx monthly mileage	Remarks
(a)	Tavera or equivalent Based well equipped Ambulance as per WHO Norms	01	Health Centre (GPRA) Standby Ambulance	1,200 Km	24 h x 7 days

**Signature of the Tenderer with seal & date**

### Tender Time Lines.

Tender document can be downloaded from the Institute website at URL Link: <http://www.iitj.ac.in>, <http://eprocure.gov.in>

5. Offers in Financial Bid should be written in English and price in both figures and words. The offer should be typed or written in pen ink or ball pen without any cutting or overwriting. Use of pencil will not be acceptable. The relevant supporting documents as mentioned or required should be enclosed along with the offer.
6. The sealed tender should reach the Institute; as per date and time specified on cover page. Tender(s) received beyond submission date & time, will be rejected. No tender will be entertained by E-mail or Fax.
7. **Pre-bid meeting.** Pre-bid meeting will be held at Conference Room of the Project Building, IIT Jodhpur, Permanent Campus, Karwad. The prospective tenderer(s) are requested to attend the pre-bid meeting on scheduled date and time. Terms & conditions and any other factor which may affect the contract, shall be opened for discussion/clarifications and wider competition.
8. At any time prior to the deadline for bid(s) submission, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender document by amendment and it will be published on the Institute website.
9. **Technical bid(s) will be opened as per the date and timings specified at Cover Page** in Project Office Building, at Permanent Campus of Institute in presence of tenderer(s) or their authorized representative(s).
10. **Date and time of financial bid(s) opening will be decided after technical bid(s)** have been evaluated by the Institute. Financial bid(s) of only those tenderer(s) will be opened who qualify the technical evaluation on specified date and time. **Date, time & place of opening of financial bid(s) will be intimated in due course of time.**
11. In the event of tender opening date being declared as a holiday for the Institute, the receipt / opening of the tender will be on next working day at the same time.
12. The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

**Signature of the Tenderer with seal & date**

# INSTRUCTIONS TO TENDERERS

## Preparation of Envelopes.

13. Tender should be submitted in Two-bid system, Part - I (Technical Bid) & Part - II (Financial Bid). Envelope X for Part - I should be superscribed as "Tender for hiring of Ambulance Vehicle for GPRA Complex, Part - I (Technical Bid)" and Envelope Y for Part - II should be superscribed as "Tender for hiring of Ambulance Vehicle for GPRA Complex, Part - II (Financial Bid)". Both the Envelopes (X & Y) be sealed in Envelope Z and super scribed as "Tender for Hiring of Ambulance Vehicle for GPRA Complex". This be submitted by given date & time in Tender box at Permanent Campus, Admin block, IIT Jodhpur (Karwad). Following address be super scribed :-

"TENDER FOR HIRING OF AMBULANCE VEHICLE AT  
IIT JODHPUR (GPRA COLONY) "

"The Director, IIT Jodhpur"  
Office of Store & Purchase  
Project Office at NH-65,  
Nagaur Road, Karwad  
Rajasthan PIN-342037"

14. Part I (Technical Bid): The Technical bid will be as per the format attached at Appendix A .

## Eligibility Criteria:

15. The agencies which fulfill the following criteria shall be eligible to apply:-

(a) Registered Transporter(s) Vendors with valid registration and license under relevant statutes like: ESI & EPF and having an experience for providing Transportation Services in Government / Private Institutions to participate. At-least two latest satisfactory work completion certificates must be enclosed with the technical bids.

(b) Annual Turnover Vendor's turnover for last two financial years (FY 2015-2016 & 2016-17) should not be less than Rs 1,50,000/- (Rupees One Lakh Fifty Thousand only) each. Financial statements with net profit duly audited / certified by Chartered Accountant (CA) for last two years along with copies of Income Tax Returns, must be enclosed with technical bid.

(c) Debarring/Blacklisting. Tenderer should not have been debarred or blacklisted by any Central / State Governments Departments. An affidavit to that effect on Non-Judicial Stamp Paper of Rs 100/- duly Notarized shall be enclosed with the technical bid. The format of Affidavit is attached with Tender as Appendix C.

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(d) **Ownership of Vehicles.** Tenderer should have the capability to own and provide above mentioned non accidented Ambulance vehicle of Model 2016 or newer vehicle.

(e) **Earnest Money Deposits(EMD) :** The tenderer shall be required to submit the **EMD for an amount of Rs 5,000/-** (Rupees Five Thousand only) in the form of Fixed Deposit/Demand Draft refundable and a **non-refundable Tender Fee for an amount of Rs 500/-** (Rupees five hundred only) by demand drafts drawn in favour of "Director, IIT Jodhpur" payable at Jodhpur. **The document for EMD & draft for Tender Fee must be enclosed in the Envelope X containing the Technical Bid.**

(f) **Acceptance of Terms & Conditions.** The tenderer shall submit one copy of the tender document and addenda thereto, if any, with each page signed and stamped as a proof to confirm the acceptance of entire terms & conditions.

(g) **Performance Security :**

(i) The contractor shall be required to furnish a Performance Security on or before the date of Contract commencement for an amount of **Rs 30,000/-** (Rupees Thirty Thousand only) in form of **Fixed Deposit Receipt (FDR)** issued by any Nationalized Bank in prescribed format **within 30 days of work commencement.**

(ii) The performance security, as furnished by the tenderer, shall remain valid for a period **sixty days beyond completion of all contractual obligations** of the contractor under the agreement to be executed by and between the Institute and the Contractor.

(iii) Failure to comply with requirements of any of the above clauses shall constitute sufficient grounds for annulment of contract award and forfeiture of EMD / performance security.

(h) The bid of any tenderer who has not complied with the eligibility conditions and / or fails to submit the documents as required / or mentioned in tender document are liable to be summarily rejected.

(j) The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

(k) Any technical bid without EMD and Tender Fee is liable to be rejected. The Institute is not liable to pay any interest on such an amount. EMD shall be forfeited, if the tenderer withdraws its bid during the period of tender validity.

(l) **EMD of Vendor, whose tender has been accepted, will be returned on the submission of performance security which is Rs 30,000/- (Rupees Thirty Thousand only).** EMD of successful tenderer shall be forfeited, if he/she refuses or neglects to

**Signature of the Tenderer with seal & date**

execute the contract or fails to furnish the required performance security within the time frame specified by the Institute.

(m) **Refund of EMD** After the award of the contract to the successful tenderer, the EMD of all the other tenderers will be refunded.

16. **Validity** Quoted rates must be valid for a period of 1 (one) year (365 days) from the stipulated last submission date of tender. **The overall offer for the assignment and tenderer(s) quoted price shall remain unchanged during the period of validity.** In case the tenderer(s) withdraws his offer during the validity period, the EMD/Security deposited by him shall be forfeited without assigning any reason. The tenderer(s) should be ready to extend the validity, if required.

17. **Payment of Taxes** : Rates quoted will be inclusive of all Taxes including GST.

18. **Tender Preparation Cost** The tenderer shall solely bear all costs associated with preparation and submission of the bid. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of tender process. In no case, such costs shall be reimbursed by the Institute.

19. **Part - II (Financial Bid):**

(a) The financial bid should be in the format enclosed with tender as **Appendix B** and kept in separate sealed **Envelope 'Y'**. Failure to provide financial bid in a separate sealed **Envelope** will result in invalidation of the offer.

(b) The financial bid should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote the price in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized person(s). In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

20. **Tender Evaluation** The Institute will evaluate all the proposals to determine whether these are complete in all respects as specified in the tender document. Evaluation of the proposals shall be done in two stages as :-

(a) **Stage - I (Technical Evaluation):**

(i) The Institute shall evaluate the technical bid(s) to determine, whether they qualify the essential eligibility criteria, has submitted EMD & Tender Fee, no computational errors have been made, all documents have been properly signed & stamped and submitted.

**Signature of the Tenderer with seal & date**

(ii) After evaluation of technical bid(s), a list of qualifying tenderer(s) shall be made. **Short-listed tenderer(s) shall be informed for date, time and place of opening financial bid(s).** Vendors may depute their representative/s to attend opening of financial bid(s) on scheduled date & time.

**(b) Stage - II (Financial Evaluation) The financial bid(s) shall be evaluated on basis of the total monthly cost for 1200 Kms for Tavera or equivalent based Ambulance Vehicle and extra rate per kilometer (Km) as quoted by the tenderer(s).**

21. **Award of Contract.**

After due evaluation of financial bid(s), the Institute will award the contract to lowest Bidder (hereinafter referred to as the "Contractor") and issue a work order.

**TERMS & CONDITIONS**

22. Terms and Conditions are as under :-

(a) Ambulance vehicle be in excellent, roadworthy and functional condition, should be of 2016 or newer model with good interiors, accident free and fully insured, including third party. Fitness certificate issued by RTO be submitted at the Institute.

(b) Only inspected and approved Ambulance vehicle will be sent for service on regular basis. Ambulance vehicle sent as replacement / standby will also be subjected to inspection and approval. Institute reserves the right to inspect all / any Ambulance at any time during the trip. **If it is found that Ambulance service and/ or Driver's conduct, & behavior, punctuality and driving skills are not upto the mark, a penalty of at least Rs 2000/- (Rupees two thousand only) per day will be imposed.**

(c) The contractor shall ensure that Ambulance Vehicle and driver have proper valid documents to include Registration Certificate (RC), Insurance papers, Driving License, Pollution Under Control Certificate (PUC) and Log book. No other Vehicle should be running/ plying elsewhere with the same Registration No (RC) as provided to IIT Jodhpur. Heavy penalty amounting not less than Rs 25,000/- (Rupees Twenty Five Thousand only) shall be imposed on the Vendor if violation takes place on this clause. Contractor shall provide police verification report of the driver deployed with current validity (Not more than 03 months old).

(d) The Vehicle sent for duty should have neat and hygienic seat covers, curtains, fire extinguisher units, first aid box with unexpired medicines and a banner plate denoting **"On duty for IIT Jodhpur"**.

**Signature of the Tenderer with seal & date**

**(e) No dead mileage will be paid by Institute for reporting / return of Ambulance Vehicle to or from place of duty. Ambulance vehicle may be under (or) over utilised as per the Institute requirements with no compensation to the owner. The payment will be made as per actual Km covered during the month when over utilised. Parking will be provided within the Campus**

(f) The Contractor / agency must ensure that driver is not under the influence of alcohol or other drugs, intoxicants while performing their duties for the Institute. **Smoking, Playing Cards, Chewing Tobacco/Paan Masala, using Mobile while driving are strictly prohibited.** The Contractor shall ensure that such personnel do not play cards, indulge in gambling, or other antisocial activities during duty hours. Such activities are prohibited in Institute Complex even after duty hours. Any violation of the term may attract a penalty upto Rs 5000/- per personnel and removal from service. They shall **not use unparliamentary & inappropriate language.**

(g) The contractor shall be solely responsible for accidents or untoward incident. Institute will not be responsible for any litigation whatsoever under any circumstances.

(h) **The contractor shall not deploy any driver who has not completed eighteen years of age and who does not possess a valid driving license.** The contractor shall comply with all statutory regulations related to the business. Institute shall not be responsible for any liability in this regard for any fault of the contractor.

(j) The operation and function of vehicle and driver shall be governed by Motor Vehicles Act and shall be the responsibility of the contractor. Any violation of traffic rules can invite penalty.

(k) The contractor is required to maintain a daily logbook for the movement of Ambulance Vehicle on duty and the same must be verified by the authorized person and whenever advised, by Institute security staff.

(l) The Institute reserves the right to terminate the contract by giving 30 days' Notice and without assigning any reason whatsoever.

(m) The contractor shall not disburse salary of firms employees in cash. It shall be through Digitized mode only. EPF, ESI and salary account in r/o each employee is mandatory. Labour laws shall be strictly followed. Driver's Insurance shall be executed separately by the Vendor.

**Signature of the Tenderer with seal & date**



23. **Payment Schedule.** Payment requests for monthly bills are to be submitted by the contractor during first week of the following month. Payment shall be released within fifteen days from the date of bills' verification subject to satisfactory performance of duties as per the contract.

24. **Extension Clause.** Performance will be reviewed annually. Based on Satisfactory Service and Mutually agreed Terms & Conditions, Contract may be further extended for two years.

25. **Arbitration:**

(a) In case of any dispute or difference arising out of or in connection with the tender conditions, work order and contract, the Institute and the contractor will address the dispute/difference for a mutual resolution failing which, the matter shall be referred for Arbitration to a sole Arbitrator to be appointed by the Institute.

(b) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 and the venue of Arbitration shall be Jodhpur. The decision of the Arbitrator shall be final and binding on both the parties.

26. **Jurisdiction.** The courts at Jodhpur alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/contract. It is specifically agreed that no court outside and other than Jodhpur court shall have jurisdiction in the matter.

**Appendices :**

27. Following appendices are enclosed :-

- |  |                |
|--|----------------|
| (a) Technical Bid  | : Appendix 'A' |
| (b) Financial Bid  | : Appendix 'B' |
| (c) Declaration regarding Blacklisting/Debarring for taking Part in Tender | : Appendix 'C' |
| (d) Letter of authorization for attending meeting                          | : Appendix 'D' |
| (e) Requirement of Info for Transport Management                           | : Appendix 'E' |

**Signature of the Tenderer with seal & date**

Tender for hiring of Ambulance Vehicle

Technical Bid

1. **Name of the Bidder:** \_\_\_\_\_
2. **Address of the Bidder :** \_\_\_\_\_
3. **Contact Details of the Bidder :** \_\_\_\_\_  
(a) **Tele No with STD (O)** \_\_\_\_\_ **(Fax)** \_\_\_\_\_ **(R)** \_\_\_\_\_  
(b) **Mobile No** \_\_\_\_\_ (c) **E-mail** \_\_\_\_\_ (d) **Website** \_\_\_\_\_
4. **Name of Proprietor/Partners/Directors of the Firm/Agency :** \_\_\_\_\_
5. **Bidder's Bank with branch and his Current Account Number with IFSC Code**  
\_\_\_\_\_
6. Registration and incorporation particulars of the Bidder indicating legal status such as company, partnership / proprietorship concern, etc (Pl attaches copies of the relevant documents/certificates).
7. CST/VAT/Excise Duty/TIN, etc registration details (Pl attaches copies of the relevant documents/certificates).
8. **Copies of PAN/ Income Tax Circle/ TIN and GST of the Bidder**
9. Copies of Income Tax Returns (ITR) filed for last two years should be attached.
10. **Annual Turnover of the Tenderer.** For each of the last two financial years (FY 2015-2016 & FY 2016-17) should not be less than **Rs 1,50,000/-** (Rupees One Lakh Fifty Thousand only). Financial statements with net profit duly audited / certified by Chartered Accountant (CA) for last two years along with the copies of Income Tax Returns, must be enclosed with the technical bid.
11. Proof of experience in supplying of vehicles to Govt Depts / PSUs (Copies of two Purchase Orders received from Govt Depts/PSUs during each of the last three years should be enclosed).
12. EPF, ESI Registration Certificate.

**Signature of the Tenderer with seal & date**

13. Declaration regarding blacklisting or otherwise by the Govt Departments as given in **Appendix C** Vehicle should be on the name of the owner (or) consortium formed with Proper Regn Number and Ownership. This should be supported by valid legal document duly Notarized . The copy of Vehicle Registration Certificate (RC) must be enclosed with technical bid.

14. The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.

15. Duly filled in authorization for attending the bid opening (Appendix D)

16. Details of Award / Certificates of merit etc, if any, received from any organization (Please attach copy of the certificates, if any).

17. **Details of Vehicles:-**

(a) Vehicle Model:- \_\_\_\_\_

(b) Copy of Vehicle Registration Certificate (write particular and attach copy)

(c) Copy of Vehicle Insurance Certificate

(d) Certificate from the authorised dealer that the Ambulance Vehicle being offered are not accidented vehicle. (Give Registration No, Chassis No in the Certificate)

(e) **Drivers License** License No with renewal date and attach Copies.

(f) **Drivers Education Qualification** Attach copy of certificates showing education and age attained by the Driver.

(g) **Matrix Sheet** Submit details of Ambulance Vehicle and driver as per **Appendix E** attached within 30 days of issue of work order and same be not changed for one semester. Same document be submitted on the first day of each semester.

18 **Financial Deposits**

(a) **EMD** No: \_\_\_\_\_dt \_\_\_\_\_ amounting to Rs 5,000/- (Rupees Five Thousand only) drawn in favour of Director, IIT Jodhpur, payable at Jodhpur.

(b) **Tender Fee:** Draft No \_\_\_\_\_dt \_\_\_\_\_ amounting to Rs 500/- (Rupees Five hundred only) drawn in favour of Director, IIT Jodhpur, payable at Jodhpur.

(Please write the name of the proprietor on the reverse of the drafts)

**Signature of the Tenderer with seal & date**

**Tender for hiring of Ambulance Vehicle**

**Financial Bids**

**1. Monthly Requirements**

S No	Type of Vehicle	No of Vehicles	Fixed monthly rates for 1200 Km (24 h x 7 days basis) (including all consumables, GST, wages, taxes etc)	Rate for extra per Km after completing the offered 1200 Km run
(a)	1 x Tavera or equivalent based Ambulance Vehicle equipped as per WHO Norms	01		

**Notes**

(a) We have gone through the Terms & Conditions stipulated in the tender document and confirm to abide by the same.

(b) No other charges would be payable by Institute.

**Signature of the Tenderer with seal & date**

**TENDER FOR hiring of Ambulance Vehicle**

**Declaration Regarding Blacklisting/ Debarring For Taking Part in Tender.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Tenderer)

1. I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

**(Or)**

2. I / We \_\_\_\_\_ (Tenderer) hereby declare that the Firm / agency namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years wef \_\_\_\_\_ to \_\_\_\_\_ . The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

3. In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by Director, IIT Jodhpur and EMD / performance security shall be forfeited.

4. In addition to the above, Director, IIT Jodhpur, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

**Attested:**

(Public Notary / Executive Magistrate)

Name \_\_\_\_\_

Address \_\_\_\_\_

**Signature of the Tenderer with seal & date**

**Tender for hiring of Ambulance Vehicle**

**Letter of Authorization for attending the Bid opening**

Sub. Authorization for attending the technical and financial bid opening of the tender for provisioning of hiring of Ambulance Vehicle

1. Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s. \_\_\_\_\_ (name of the Bidder)

Name \_\_\_\_\_ Specimen Signature \_\_\_\_\_

Signature of the Bidder

**Or**

Officer authorized to sign the bid documents on behalf of the Bidder

**Note**: Permission will be denied incase the photocopy of the duly filled in form (Appendix D) and Tender documents are not brought at the time of Tender opening.

**Signature of the Tenderer with seal & date**

**REQUIREMENT OF INFO FOR TRANSPORT MANAGEMENT:**

Ser	Vehicle Type	Regn No	Vehicle Insurance Validity	Veh Make & Model	Driver`s Name	Mobile No	<u>DoB</u> Age	Police verification date	Medical Examination date	Driving License with Validity	Total Km covered by vehicle so far	Remarks
1.	Amb -1											

**Signature of the Tenderer with seal & date**