

**TENDER DOCUMENT FOR**  
**Hiring car/taxi on monthly rental basis**  
**For**  
**Government Institute of Medical Sciences**  
**Greater Noida. G.B. Nagar 201310**

DATE OF ISSUE OF TENDER FORM WITH DOCUMENT: **From 03/11/2018 to 26/11/2018**

LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT: **26/11/2018**

DATE & TIME FOR TENDER OPENING : **28/11/2018**

TENDER NO: **GIMS/2018/e-tender/01/Transport department**

**Tender No. GIMS/2018/e-tender/01/ Transport department**

**TENDER NOTICE**

1. Bids are invited from eligible Bidders (Manufacturers/ Authorized Dealers/service providers) interested to provide sedan version car/taxi (one only) to Government Institute of Medical Sciences, Greater Noida,U.P.
2. Detailed Terms and Conditions on the NIT are available in the Bid document uploaded on website of the institute <http://www.gims.ac.in> w.e.f. 03/11/2018.  
The offer will be accepted offline on or before **26/11/2018 till 05:00 PM.**  
Director reserves the right to accept or reject any offer partially or fully without assigning any reason.
3. In case, the date mentioned above is declared Government Holiday, the date shall automatically be shifted to the next working day. Offer received within the stipulated period will only be accepted.

**DIRECTOR**

**GOVERNMENT INSTITUTE OF MEDICAL SCIENCES (GIMS)**  
**Phone: 0120-2341738** **E-mail: [purchase@gims.ac.in](mailto:purchase@gims.ac.in)**

**REQUEST FOR PROPOSAL (RFP)**

Bids are invited in two parts (Technical Bid-A and Financial Bid-B) for providing one sedan version car **daily basis (24X7 hours) having fixed charges and run of 4500 Km** per month at GIMS, Greater Noida, U.P.

**Tender no:** GIMS/2018/e-tender/01/Transport department at Government Institute of Medical Sciences, Greater Noida, **Dated: 02/11/2018**

**Tender Portal:** <http://gims.ac.nic.in>

<b>S.No.</b>	<b>Particulars</b>	<b>Date</b>
01	Publishing Date	02/11/2018
02	Bid submission start Date	03/11/2018
03	Bid submission last Date	<b>26/11/2018</b>
04	Bid Opening date	<b>28/11/2018</b>

**Opening of BID:** Government Institute of Medical Sciences, Greater Noida.

Phone: 0120-2341738

E-mail: [purchase@gims.ac.in](mailto:purchase@gims.ac.in)

Website: <http://www.gims.ac.in>

**DIRECTOR**

**SALIENT POINTS OF THE NOTICE INVITING TENDER**

Bids are invited from eligible Bidders (Manufacturers/Authorized Dealers/service providers) interested for providing one sedan version car **daily basis (24X7 hours) having fixed charges and run about 4500 Km** per month at GIMS, Greater Noida, U.P. Bids will be accepted from reputed & genuine firms. The salient features of the tender are as under:

1. **Bids should be in Double Bid system:** (a) Technical Bid containing technical details & (b) Price bid containing offered rates. Technical Bid and Price Bid should be submitted separately and should bear the **Tender no. GIMS/2018/e-tender/01/ Transport department** at Government Institute of Medical Sciences, Greater Noida

2. **Cost of the Tender Document (Non-refundable): Rs.1000/- + 18%tax i.e. 1180/-** (Rupees One Thousand One Hundred and Eighty only) in the shape of Bank Draft of a Scheduled Bank drawn in favor of “**Director, Government Institute of Medical Sciences**” Greater Noida, payable at Greater Noida.

3. **Earnest Money Deposit (Refundable): Rs 10,000 only** (Rupees ten Thousand only) in the form of bank guarantee of any Scheduled/Nationalized Bank shall be pledged in favor of “**Director, Government Institute of Medical Sciences**” Greater Noida payable at Greater Noida.

4. **Submission of all Essential Documents:** All the documents mentioned in the Checklist (Annexure-I) including **Tender Fee/EMD** to be submitted offline to Administrative Officer at GIMS Greater Noida on or before **26/11/2018** in a sealed cover subscribed as GIMS Tender for providing one sedan version car monthly rental basis (24x7) at GIMS Greater Noida.

**N.B.:** Offline documents must reach to the office of Administrative Officer, GIMS Greater Noida – 201310 on or before **26/11/2018**, after the stipulated time, tender are not to be received.

5. **Last date of submission of BID:** On or before **26/11/2018**. Tender Forms not accompanied by **TENDER FEE, EMD** and **Bid** shall summarily be rejected and technical evaluation of the Tender will not be done.

6. **Date of opening of Bid:** The BID would be opened on **28 / 11 /2018** at GIMS, Greater Noida in the presence of the Tenderers or their authorized representatives who want to be present there, and in the event of the said date being declared a holiday, it shall be opened at the same place and time on the next working day.

DIRECTOR

**IMPORTANT**

The tenderers are advised to go through the following five sections carefully before filling up the Financial Bid.

<b>S.No</b>	<b>Section</b>	<b>Pages</b>	
		<b>From</b>	<b>To</b>
01	Instructions to Tenderer	06	10
02	General Terms and Conditions for the Successful Tenderer and Performance Indicator	11	15
03	Technical Bid( <b>Part – A</b> )	16	19
04	Financial Bid ( <b>Part – B</b> )	20	

**DIRECTOR**

## **SECTION - I (INSTRUCTION TO TENDERER)**

1. Technical Bid and Financial Bid of tender document must be sealed in two separate envelopes i.e. Technical Bid should be sealed in envelope “A” and Financial Bid should be sealed in envelope “B” separately. Both envelopes “A” & “B” should be placed together in a bigger envelope and seal this “C” envelope. Please write **“BID FOR PROVIDING of one sedan car/taxi on monthly rental basis (24x7)”** for **Government Institute of Medical Sciences Greater Noida. G.B. Nagar 201310** on top of the envelope “C”. Sealed Tender shall be addressed to the Director, Government Institute of Medical Sciences, Greater Noida, RSD Cell, GIMS, Greater Noida- 201310. Tender should be deposited on or before **26/11 /2018**. All the tenderers or their authorized representatives are advised to attend the opening of tender **on 28/11/2018** in the Administrative Block, GIMS, Greater Noida. In case of holiday, the tender will be opened on the next working day at the same time and place.

### **Technical Qualification**

- a. Experience -The bidder should either be an Authorized Distributor or Original Manufacturer or Service Providers and must have successfully providing the service of sedan car/taxi on monthly rental basis as specified in this bid document required in any Government / reputed private companies for the last 3 Financial Years. (Copies of service providing Orders for the last 3 Financial Years to Government/ reputed Private companies to be furnished.)
- b. The providing sedan car/taxi must NOT be earlier than 2016 model.
- c. Duly self-attested Copy of GSTIN as applicable is required to be submitted.
- d. An affidavit duly certified by a Notary that the firm or proprietary concerned or company has never been blacklisted (On given format at Part – A at Annexure –II).
- e. An affidavit duly certified by a Notary that there is no ongoing criminal case/ vigilance enquiry/ labor disputes against the firm / Partners/ proprietor/ Director of the company and he/she has never been convicted or punished by any Hon'ble Court of Law. (On given format at annexure – III).
- f. An Affidavit duly certified by a Notary that the Tenderer does not have any relationship with the person authorized to evaluate Procurement Bid

Procedure or involved in finalizing the tender or involved in the use of tendered items (Annexure IV) in the given format.

- g. Copy of Bank Passbook or Statement of Bank Account from Bank for last six months.
- h. Attested photocopy of Certificate of Goods & Service Tax registration (GST) should be submitted along with its registration number.

**2. Broad instructions to the tenderer are as follows:**

- a) The tender is non-transferable.
- b) The tenderer should be registered as a Society or Firm or Company or service providers. Proprietary Firms are also eligible.
- c) Experience and satisfactory work experience (Completion) certificate issued by head of the institution should be annexed with Tender.
- d) The tenderer submitting their tender would be deemed to have read and accepted all the terms and conditions of tender. No verbal or written enquiries shall be entertained in respect of acceptance or rejection of the tender.
- e) Proprietor will sign the tender documentation case of a Proprietary Firm. In case of a partnership firm authorized partner of the firm shall sign the tender documents and attested copy of authorization of such partner shall be enclosed with tender. In case of a Company the tender documents shall be affixed with the seal of the company and signed by such person / persons as may be authorized by the articles of associations of the company and/ or a resolution of the board of directors thereof to sign for and on behalf of the company and duly attested copy of the resolution shall be enclosed with tender. The cancellation of any document such as power of attorney, partnership deed, etc. shall immediately be communicated by the Tenderer(s) to the Institute in writing, failing which the Institute shall have no responsibility or liability of any action, taken on the strength of the said documents.
- f) Only Proprietor will sign the Agreement in case of Award of tender to a Proprietary Firm, however in cases of Partnership Firm/Company only legally authorized person will sign the Agreement.

- g) All rates (including GST) should be mentioned in words as well as in figures. Please note NO Corrections, alterations and overwriting in the Financial Bid will be allowed.
- h) Subletting of contract is strictly prohibited.
- i) All the pages of the tender documents and supporting documents, annexure/enclosures etc. must be numbered serially, signed and stamped by the tenderer and mention the total number of pages on the Technical bid form at Part-A (annexure-I).
- j) Only mandatory information and details are required to be provided with the tender document. If the tenderer desires to provide additional information the same may be provided separately on A-4 size white paper with proper indexing.
- k) Irrespective of the number, only those tenderers who successfully qualify in the Technical Bid will be allowed to participate further in the tendering process.
- l) The employees of Government Institute of Medical Sciences, Greater Noida or their family members shall not be eligible to participate in the tender process. For the purposes of this clause family members includes only Parents, Spouse, Sons, Daughters and dependent brothers and Sisters.
- m) All letters posted to the successful tenderer on the address given in tender will be considered to have been delivered. Accordingly prospective tenderers are advised to write their full & correct postal address.
- n) In the event of withdrawal by a tenderer before the validity of offer, Institute shall have right to forfeit the Earnest Money Deposit **(EMD)**.
- o) Tenderer has to quote both Part A **(Technical Bid)** and Part B **(Financial Bid)** (Annexure VI & Vii) to qualify for the tender.
- p) Only those tenderers who qualify the Technical Bid, will be considered further for the Financial Bid.
- q) Tender document should be sent through courier service or deposited by hand.

**3. TENDER SHALL BE REJECTED IF:**

- a) Any tender received after the prescribed date and time as given in



the Notice Inviting Tender.

- b) Tenderer fails to enclose Tender Fee.
- c) Tenderer fails to enclose EMD.
- d) Tenderer fails to submit Tender Fee and EMD on required format as stated in Bid.
- e) CORRECTION, ALTERATION AND OVERWRITING is found in the Financial Bid.
- f) If both financial and technical bid documents are enclosed in the same envelope.
- g) Authenticity of any of the supporting document is found to be fabricated.
- h) Tenderers try to influence any official of the Institute in any manner.
- i) Tenderer fails to submit the required information/document along with the tender as per the terms and condition of the tender document.
- j) Tenderer fails to put signature and seal on each page of Bid.
- k) Tender is found to be incomplete in any respect or sent in unsealed envelope.

The Institute reserves its right to cancel or reject in full or in part

All tenders received without assigning any reason in lieu thereof.

#### 4. **Instruction for Bidding:**

- a) The tenderer should quote in figures as well as in words the amount tendered.
- b) **NO CORRECTION, ALTERATION AND OVERWRITING** in the Bid.
- c) The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank spaces should be left.
- d) Break up/Details of Govt. tax & Levies must be provided.
- e) Tenderer must specify the Service Tax to be paid extra, failing which price will be taken inclusive of such Service Tax and no claim for the same will be entertained later.

## **SECTION-II:GENERAL TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER AND PERFORMANCE INDICATORS**

a) Only Proprietor will sign the Agreement in case of Award of tender to a Proprietary Firm, however in cases of Partnership/Company only legally authorized person will sign the Agreement.

### **2. THE SUCCESSFUL TENDERER DELIVERABLES:**

a) The Successful Tenderer shall be responsible for providing Services in the DELHI/NCR areas.

b) The Services shall be provided through qualified and experienced drivers for the mentioned service.

c) The Successful Tenderer shall present details of drivers through which the Services will be rendered by Successful Tenderer before the Institute or committee identified by Institute for the purposes to assess the suitability of drivers of Successful Tenderer.

### **3. The cost of vehicle service will include:**

- a) Fuel cost
- b) Driver expenses
- c) All maintenance cost etc.

### **4. RESPONSIBILITIES OF THE SUCCESSFUL TENDERER:**

- a) The Vehicle Placed should not be earlier than 2016 & be in good running condition.
- b) The vehicle should be licensed at all time by appropriate Government Authority to supply on hire basis.
- c) The Vehicle should have copy of valid registration certificate, insurance and pollution certificate.
- d) Each driver when operating the vehicle must be physically and mentally fit and shall not be under influence of any toxication. He should have a valid commercial driving license.
- e) Each driver should be in proper uniform having relevant papers and should be acquainted with routes of Noida, Greater Noida, Ghaziabad, Delhi.

- f) The GIMS reserves the right to terminate this agreement by serving seven days advance notice in writing.
- g) All the vehicle should be equipped with the necessary safety devices.
- h) In case of brake down of the hired vehicles alternate arrangement will have to made within 2 hours.
- i) Payment shall be made within 30 days from the date of bill. Tax if any shall be deducted at source as per the law.
- j) Daily (24X7 hours) fixed charges for one month and run of 4500 Km. per vehicle will be considered.
- k) In case of any mishappening to third party an account of any reason what so ever it is, the liability shall be of the Successful Tenderer.
- l) The Successful Tenderer shall be liable to provide such Services on all working days/shifts and even on holidays (24x7) hours.
- m) Apart from providing the aforesaid Services, as and when called for, the Successful tenderer shall be liable to discharge any other duties which in the opinion of the Institute are within the SCOPE OF WORK of the Successful Tenderer and the Successful Tenderer shall carry out such duties with diligence and care.
- n) The Successful Tenderer shall be liable to provide speedy and competent services as per the performance benchmark and shall also be liable to deploy the required number of drivers to this effect.
- o) The drivers engaged or to be engaged by Successful Tenderer shall be employees of the Successful Tenderer and there shall not be any relationship with the Institute, including employer – employee relationship. These personnel shall have no claim to be treated as employees of the Institute.
- p) Successful Tenderer shall be fully responsible for any accident or mishap involving personnel (drivers) engaged by him and any claim made on this part will be paid by the Successful Tenderer.
- q) In case the Successful tenderer fails in fulfilling the obligations fully and in time, the Institute shall have the absolute right to take up the work at the Successful Tenderer's cost and risk and recover all such expenses from the amounts due to the Successful tenderer including their Security Deposit.
- r) The Successful Tenderer will be required to provide suitable and experienced drivers.

5. **CONTROL & SUPERVISION OF SUCCESSFULTENDERER'S PERSONNEL:**

- a) The Successful Tenderer shall agree that the tenderer in person or through the supervisors shall supervise and control the working of all the personnel engaged by him for the purpose of carrying out the obligations under the contract and shall be

fully responsible for maintaining discipline, peace, good behavior, appearance of its personnel deployed in the Institute's premises.

b) In the event of the work carried out by the Successful Tenderer or its personnel is not found satisfactory, the Successful Tenderer upon advice from the Institute shall immediately take necessary steps so as to provide prompt and effective services, as per agreed terms.

c) The Successful Tenderer shall ensure that the personnel engaged by them shall remain on the premises of the Institute as per timings (24x7) indicated by the Institute.

06. **VALIDITY OF TENDER:** The initial validity of the offer is 30 days from the date of opening of the bid.

07. **COMMENCEMENT OF WORK:** The Successful Tenderer is required to sign the Agreement and start the work within 15 days from signing of the Agreement. In case it is found that the work has not been taken up within seven days from the date of signing the Agreement, the Institute at its sole discretion may cancel the same and forfeit the earnest money deposit or Security Deposit, as the case may be.

08. **PAYMENT:** monthly basis payment will be done.

**09. TAXES AND DUTIES:**

(a) TDS like Turnover tax, Income tax etc. and other statutory levies as applicable will be deducted from the bills of the Successful Tenderer.

(b) Service Tax/GST/other tax as levied by the Central Government and specifically asked in price bid, shall be paid on actuals by the Institute subject to the production of documentary evidence for the same by the Successful Tenderer.

10. **TERMINATION OF AGREEMENT:** After giving opportunity of being heard to the Successful Tenderer, Institute may terminate/cancel the Agreement on the following grounds:

a) Breach of any or all terms and conditions of the Agreement.

b) Non-performance or unsatisfactory performance of work executed by the Successful Tenderer

c) If at any time document or information furnished with tender is found forged or fabricated during the subsistence of the contract.

11. **GOVERNING LAW:** The law of India shall apply to the Contract arising out of Tender. **The Courts of Greater NOIDA shall have exclusive jurisdiction in all matters arising out of the contract.**

12. **SETTLEMENT OF DISPUTE AND ARBITRATION:**

a) In the event of any dispute or difference between the parties relating or concerning to the interpretation of the contract or any alleged breach thereof or any matter relating to the contract, the same shall be settled by the parties as far as possible by mutual discussions and consultation between themselves. The dispute shall be so settled whether the same has arisen during the subsistence of the contract or thereafter.

b) In the event of any dispute or differences arising in connection with the Agreement whether during the subsistence of the contract or thereafter not being settled in aforesaid manner, the matter shall be referred to the Director, GIMS, Greater NOIDA, or his nominee not below the rank of Professor for arbitration whose decision shall be final and binding on the parties. The proceedings before the arbitrator would be governed by the provisions of the ARBITRATION AND CONCILIATION ACT, 1996. Place of arbitration shall be Greater Noida.

c) During the proceedings of any in house investigation or inquiry it shall not be open to either of the parties to be represented through a lawyer.

13. **STAMP DUTY:** Stamp duty livable on Agreement shall be borne by the Successful tenderer.

14. **PENALTY CLAUSE:** In case the Contractor fails to fulfill the obligations satisfactorily within the stipulated time, fixed penalty at the rate of Rs1000 per day will be levied subject to the maximum 10% of the amount of the work order contract amount.

**Signature / Designation**

**ACCEPTANCE**

I ----- son of ----- resident of -----  
-who is Proprietor/Partner/Director of M/s-----  
-have read and understood the contents of the foregoing paragraphs with sound  
mind and without any pressure from any quarter. If any document or information  
furnished with tender is found forged or fabricated at any time, the Institute has full  
right to forfeit my/our EMD and Security Deposit and cancel the agreement.

I am putting my signature and seal of the organization, as a token of  
acceptance to the above.

Signature

Name

Designation

Seal

Date---

Place---

Signature of Tenderer  
seal

(It should be signed by all proprietors/owners if more than one)

**SECTION-IV**

**BID-PART – A**

**Annexure – I**

S. No.	Particulars	Details	Page No.
1.	Name of the Tenderer		
2.	Type of Firm Proprietorship/Partnership Firm/Pvt. Ltd/Company/Society Enclose relevant deed		
3.	Name of Proprietor/Partners/Director Enclose separate sheet		
4.	Name and Address of the person legally authorized to sign Agreement, in case of Partnership Firm/Company.		
5.	Local Address		
6.	Permanent Address:		
7	Telephone No. (Head /Local office) Mobile No. Fax No. /E-mail		
8	The tenderer must have provide the service of vehicles in government institutes/reputed private companies and have minimum required average annual		

	turnover of not < 10lacs in last 3 financial years.		
9	Earnest Money of Rs 20,000/= Bank Draft No.Date Banker's Name:		
10	Registration Certificate of GST		
11.	Registration of Trade Tax if applicable		
12	Annexure IV		
13	Details of Bank Passbook/Statement of Bank A/C for last six month.		
14	The annual turnover of Tenderer should be Rs. 10 Lac per annum in the last three preceding years.		
15	An affidavit duly certified by a Notary that the firm or proprietary concern/ company has never been blacklisted.[Annexure-II]		
16	An affidavit duly certified by a Notary that there is no ongoing Criminal case /vigilance enquiry Labour disputes against the firm/ Partners/ proprietor /Director of the company and he/she has never been convicted or punished by any Hon'ble Court of Law .[Annexure-III]		
17	Copy of resolutions is submitted for authorization of signatory to sign the tender along with name and designation.		
18	Details of all enclosures on notarized affidavit		
19	Total No. of Pages of Tender Documents, annexure and enclosures.		

Note: All the pages of Tender documents and its enclosures must be numbered and signed with stamp.

Signature of the Tenderer with  
address and Seal



**Annexure – II**

**Technical Bid Part – A**

**Affidavit**

I ----- s/o ----- resident of -----  
----- Owner/Partner/Proprietor/Director of M/s -----  
----- having its registered office at ----- do hereby  
solemnly affirm and declare the following: -

That our Firm/organization/company namely M/s -----has  
never been black listed by any of our clients or by any government department.

Deponent

**Verification**

Verified at ----- on the ----- date ----- that the  
contents of the above affidavit are true and correct to the best of my knowledge and  
belief

Deponent

**Technical Bid Part – A**

**Affidavit**

I ----- s/o ----- resident of -----  
----- Owner/Partner/Proprietor/Director of M/s -----  
----- having its registered office at ----- do hereby  
solemnly affirm and declare the following:-

That there is no ongoing criminal case / vigilance enquiry / labour dispute  
against the firm/organization/company or its owners/ partners/ proprietors/directors  
and he/she has never been convicted by any Hon'ble Court of law.

Deponent

**Verification**

Verified at ----- on the ----- date ----- that the  
contents of the above affidavit are true and correct to the best of my knowledge and  
belief

Deponent

Affidavit

(Notarized on Rs 100.00 Non judicial stamp paper)

Reference: **GIMS/2018/e-tender/01/ Transport department**

I (Name of the signatory) S/o or D/o Father's name, Designation of the signatory with (Name of the Company) with its office at (Address of the Head Office of the coy) do hereby solemnly affirm and declare the following:-

The Tenderer does not have any relation with the person authorized to evaluate technical / Price Bid or involved in finalization of the Tender or will decide use of the tendered items / services.

Place:

Date:

Deponent

Verification

Verified at ----- on the ----- date ----- that the contents of the above affidavit are true and correct to the best of my knowledge and beliefDeponent

**SECTION-IV**

**FINANCIAL BID: PART B**

**Requirement:**

S. no	Name of Vehicles	A.C/NON- A.C	Rate for (GST including)	
			4500 Km(24x7) / Month	Extra Km.
1.	One Sedan version car/taxi (e.g.Maruti Swift Dzire/ Toyota Etios)	A.C		

SIGNATURE OF THE TENDERER  
With Seal & Address