

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI-110029  
(SCHEDULE – ‘A’)**

**TENDER FORM FOR HIRING OF TAXI SERVICES AT PEDIATRICS AIIMS**

**T.No : 04/LT/Stores/Ped/RA/15-16/RS**

**Opening of Limited tender on 18.03.2015 at 03.00 PM.**

(To be filled by issuing office)

S.No.of Tender\_\_\_\_\_

Contains Pages i.e. from Sl.No.

Name of the party in whose favour :

The tender form has been issued.

Store Officer (RS)  
On behalf of Dean (R ),  
All India Institute of Medical Sciences,  
Ansari Nagar, New Delhi-110029.

.....  
**(TO BE FILLED BY THE TENDERER)**

1. **I/We hereby submit my/our tender for hiring of vehicles (Tata Vista (A/C)/Indigo/Maruti D’Zier (A/C)/Innoa/Mahindra SYLO (A/C) on one year rate contract basis under**
2. I/We hereby agreed to all the terms and conditions (attached), stipulated by the AIIMS in this connection including penalty etc.
3. I/We have noted that over written entries shall be deleted unless duly out & re-written and initiated. Tenderers are duly signed (No thumb impression should be affixed).
4. I/We undertake to sign the contract/ agreement if required within 10 (Ten days) from the issue of the letter of acceptance, failing which our/my Security deposit may be forfeited and our/my name may be removed from the list of contractor at the AIIMS, New Delhi.
5. I/We have gone through all terms and conditions of the documents before submitted the same.

**NOTE: - ALL TERMS AND CONDITIONS SUCH AS TAXES ETC. HAS BEEN INDICATED IN THE QUOTATIONS FAILING WHICH IT WILL BE PRESUMED THAT THE RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.**

Yours faithfully,

**Signature Tenderer with full address  
with telephone number**

**WITNESS** \_\_\_\_\_  
**WITNESS** \_\_\_\_\_  
**WITNESS** \_\_\_\_\_  
**WITNESS** \_\_\_\_\_

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**ANSARI NAGAR, NEW DELHI-110029**  
**(SCHEDULE – ‘B’)**  
**GENERAL TERMS & CONDITIONS**

**Tender Ref.No.** : 04/LT/Stores/Ped/RA/15-16/RS  
**Subject** : Hiring of Taxi /Cab  
**Last Date of Submission** : 18/03/2016 upto 12.30 PM  
**Date of opening of Techno- Commercial Bid** : 18/03/2016 at 3.00 P.M.

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1. Tender should be submitted to the **Dr. Ramesh Agarwal, NHKC, 1<sup>st</sup> Floor, New Pvt. Ward, Department of Pediatrics, AIIMS, New Delhi-110029** under sealed cover failing which the tender shall be rejected.
2. The tender forms be clearly filled in ink legibly or type written giving full address of the tenderers/himself/themselves his/their authorized agent on his/their behalf (Authorization may be enclosed if applicable)
3. **The rate contract will be valid for ONE YEAR from the date of finalization of the tender, which may further be extended by a period upto one year on a mutual consent basis subject to satisfactory services by the Vendor.**
4. **TENDER SHOULD INVARIABLY BE SUBMITTED IN SINGLE BID SYSTEM.**

**THE SEALED ENVELOPES SHOULD BE PUT IN OUTERCOVER INDICATING THEREON:**

- i) **Reference No. of the Tender:** \_\_\_\_\_
- ii) **Tender regarding:** \_\_\_\_\_
- iii) **Due date for submission for the tender:** \_\_\_\_\_
- iv) **Due date for opening of the tender** \_\_\_\_\_
- v) **Name of the firm:** \_\_\_\_\_

5. Dr. Ramesh Agarwal , AIIMS, New Delhi-29 reserves the right to cancel/reject full or any part of the tender, which generally do not fulfill the conditions stipulated in the tender.
6. Tenders submitting the tenders would be deemed to have considered and accepted all the terms and conditions. No enquiries, verbal or written shall be entertained in respect of acceptance or/rejection of the tender.
7. **The tenderer shall furnish a Non-blacklisting certificate that the firm has not been blacklisted in the past by any government/ Private institution and there is no any case pending against the firm/ supplier on non judicial stamp paper of Rs.10/- duly attested by the notary public.**
8. The tenderer shall furnish following certificates invariably along with technical bid, as applicable, otherwise quotation shall be summarily rejected: -
  - a. **A declaration by the proprietor of the firm, in case, the firm is proprietorship firms on non-judicial stamp paper of worth Rs. 100/- duly attested.**
  - b. **An attested copy of partnership deed duly registered by the Registrar of Firms, in case, of partnership firm.**
  - c. **An attested copy of article of memorandum with constitution of firm and guidelines, in case of private limited firm with name, photo & signatures of all Chiefs.**
9. The tenders should take care that the rates and amount are written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection. The rate should be written in both figures and words. In case of difference in amount between rates written in figures and words, rate written in words will be considered.
10. The rates quoted should be inclusive of all taxes and levies etc., if any. Tenders not confirming to these requirements are liable for rejection and no correspondence thereof shall be entertained whatsoever.

11. The contract can be terminated by AIIMS, by giving one month clear notice in advance. The approved contractor, if so desires can terminate the contract by giving three month clear notice in writing.
12. **Number of vehicles can be increased or decreased any time during the contract period. The contractor/supplier should give an undertaking on their letterhead that sufficient number of vehicles as and when required will be provided wherever requisitioned.**
13. Any failing of omission to carry out the provision of the contract by the supplier shall not give rise to any claim by any party, one against the other, if such failure of omission or arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake hurricane or any pestilence or from civil strikes, compliance with any statute and/or regulation of the Government, lockouts and strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to force major conditions.
14. The approved tenderer/ contractor shall provide its own driver's along with the vehicles at no extra expenditure.
15. The courts at Delhi will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other the court shall have jurisdiction in the matter.
16. The contractor shall not be entitled to any increase in the rates quoted till the expiry of the contract. However, any hike/reduction in the prices of CNG/Diesel/Petrol during the contract period will be considered proportionately only after obtaining adequate proof like Govt. notification etc. to this effect.
17. The payment will be made to the contractor duly verified by the Officer-in-charge of the concerned Department. The bills shall be normally processed and paid within 30 days from the receipt of bills in triplicate duly Pre-receipted. The starting point of the vehicle will only be considered from AIIMS.
18. The Technical Selection Committee shall shortlist the Technical Bids on the basis of technical parameters i.e. pre-qualification certificates as per tender conditions. Based on the results, vendors will be short-listed further and the names of short listed vendors announced to the respective vendor only who's Technical Bids qualify for opening the Financial/Price Bids. The Price Bids of only the vendors shortlist from the Technical Bids will be opened in the presence of their representatives on a specified date and time to be intimated to the respective vendors.
19. **The tenderers should have been in this business for a period of at least last 3 year in Delhi/NCR in relation to the type of work for which the quotations/tenders are being submitted. A declaration to this effect should be given by the tenderer on a non-judicial stamp paper worth Rs.10/- duly attested by a notary public.**
20. To keep valid fitness certificate, pollution check certificate and CNG leakage check certificate of vehicles will be the responsibility of tenderer. The tenderer will also be responsible for cleanliness of vehicle.
21. In case of any accident, Institute will not be held responsible and approved vendor will provide the other car in place of accident car and vendor will be responsible for any police case, claim and insurance to this effect.
22. The drivers of the approved vendor should have valid commercial driving license as applicable to Delhi and NCR. No owner or person in charge of the vehicle shall permit the vehicle to be plied by a person who does not satisfy the provision of the Section 3 (Driving without D/L) OR section 4 (Minor's Driving) of the M.V.Act. 1988 at enforce at the time of plying. Also the Driver of the vehicle should behave in civil & orderly manner with officials of AIIMS. In case of any untowards incidence on the part of vehicles of driver the contractor will be fully responsible for the same.
23. In cases the contractor fails to provide the services during the contract period the Deptt. of Pediatrics, AIIMS, New Delhi-29 will have right to make alternative arrangement at the risk and cost of the contractor.
24. **The contractor has to ensure strict punctual scheduled time and maintain/keep a trip register with every vehicle. If due to any emergency a trip could not be performed, it should be immediately communicated to the Indenting Officer.**
25. In addition to the numbers of vehicles carrying Deptt. of Pediatrics, AIIMS staff, approved vendor will also keep sufficient numbers of vehicles in good serviceable conditions to meet any emergency/breakdown condition.
26. A penalty compensation of double of the hiring charges of each vehicle shall be charged from the contractor per missing trip irrespective of any cause for not providing of vehicles as per requirement by AIIMS officials.
27. Any act on the part of the tenderer to influence anybody in the Institute is liable to rejection of his tender.
28. The price charged for the service to run vehicles (Cars), under the reference, by the supplier shall in no event exceed the lowest price at which the supplier provide the services of same identical description to

any other person/organization/ Institution during the currency of the contract as per fall clause adhered by D.G.S.& D. If at any time, during the said period the approved vendor reduces the said prices of such service to any other person/organization/ Govt. Institution/ Co. Operative Stores at price lower than the quoted price, he shall forthwith notify such reduction to the Deptt. of Pediatrics, All India Institute of Medical Sciences and the charges payable for said services after the date of coming into force of such reduction shall stand correspondingly reduced and **should attach an undertaking on non-judicial stamp paper of Rs 10/- duly attested by the notary public, otherwise quotation shall be summarily rejected**

29. Payment of the approved vendor for plying the vehicles at AIIMS shall be made through cheque or electronics clearing system (ECS). The 2<sup>nd</sup> party shall also mention name of the bank, account no. with IFCS code of the bank/branch on each bills furnishing for payment.
30. **THE FORWARDING LETTER/ UNDERTAKING (SCHEDULE-‘A’) DULY SIGNED SHOULD INVARIABLY RETURNED ALONGWITH QUOTATIONS FURNISHED, FAILING WHICH THE TENDER SHALL BE REJECTED.**

**31. IN CASE OF THE TENDER DOCUMENTS DOWNLOADED FROM THE WEBSITE: -**

**THE BIDDERS MAY DOWNLOAD THE TENDER DOCUMENTS DIRECTLY FROM THE WEBSITE AVAILABLE AT [www.aiims.ac.in](http://www.aiims.ac.in), [www.aiims.edu](http://www.aiims.edu).**

**Note: -**

- a) If the above-mentioned certificates/documents are not submitted along with the tender, application will not be considered and will be out rightly rejected.
- b) Any tenderer/supplier giving false information shall be disqualified and removed from the rate contract. No business, henceforth, will be done with the firm/supplier

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**ANSARI NAGAR, NEW DELHI-110029**  
**(SCHEDULE –‘C’)**

**Tender No. : 04/LT/Stores/Ped/RA/15-16/RS**

**Subject: Hiring of Taxi/Cab**

**Check List of Certificates/ Documents required to be submitted in the**  
**Techno-Commercial Bid-Part I**

The tenderer are advised to submit the following certificates under the category of “**Vital documents**” invariably along-with Techno-Commercial Bid. If these documents are not submitted/ conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

- 1. Violation of single-bid system (Clause No.04).**
  - **An undertaking for Non-black listing & no any Vigilance/CBI case against the firm (Clause No.07).**
  - **Declaration reg. Proprietorship/ Partnership/ Pvt. Limited firm (Clause No.08).**
  - **Undertaking on the letterhead that sufficient number of vehicles as and when required will be provided wherever requisitioned (Clause No.12).**
- 2. Declaration regarding experience of Business in relation to the type of Stores for a period of at-least last 3 years. (Clause No.19).**
  - **Fall clause declaration (Clause No.28).**
- 3. Schedule – ‘A’ (Clause No.30).**

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
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**(SCHEDULE – ‘D’)**

**NOTE: -**

1. \* The dates are tentative and may be changed.
2. The car taxi provided by the vender should be in compliance with the norms of transport authorities/Government guideline/pollution norms. (1 to 4 Schedule-E) & (1 to 2 Schedule-F) number of vehicle. In addition to above schedule requirement additional vehicles may be required on short notices for which vendor should able to meet the requirement.
3. The vehicle should be registered as a commercial vehicle and driver should have valid commercial driving license.
4. The dates and number of vehicles required will be approximately for 1 year
5. In case of outstation requirement outstation parking fee, Toll tax and permit fee on the actual shall be payable to the vendor by the Institute subject to submission of bills in original.
6. Hiring authority may utilize the vehicle for any number of trips to any place as the requirement of the Institute. In case of failure/non adherence of the request/refusal, the hiring authority may impose a penalty of Rs.500/- per trips.

**Tender No. : 04/LT/Stores/Ped/RA/15-16/RS**

**Subject: Hiring of Taxi /Cab**

**Specification for hiring taxis for local travel**

A Short Rate Inquiry has been invited for the rate contract of hiring of taxi/cab for one year. We require the following cabs for full and half day basis as per our requirement:

1. **Small cab = Indica / Tata Vista (A/C) etc.**
2. **Medium cab = Indigo/ Maruti D'Zier (A/C) etc.**
3. **Big cab = Innova/ Mahindra XYLO (A/C) etc.**

**All firm should quote in the format specified below:**

| S.No | Car type | Rs. for Half day<br>40km/4hr | Rs. for Full day<br>80km/8hr | Rs. for Extra per km | Rs. for Extra hour |
|------|----------|------------------------------|------------------------------|----------------------|--------------------|
|      |          |                              |                              |                      |                    |

The quotation should be submitted in sealed envelope containing the price you have offered. The quotations may please be addressed to Dr Ramesh Agarwal, NHKC, 1<sup>st</sup> floor, New Pvt. Ward, Department of Pediatrics, AIIMS, Ansari Nagar, New Delhi-110029, in sealed envelopes and should be sent by **post/courier** so as to reach by 18/03/2016 at 12:30 PM. Please mention on the envelope "Quotation for rate contract for hiring of cab".

The quotation will be opened on 18<sup>th</sup> March, 2016 at 03:00 P.M.

**Firms should submit the following:**

1. Rate Reasonable Certificate
2. Undertaking on the letter head that the firm has not been black listed & no vigilance case is pending against firm

**Terms and conditions:**

1. Meter reading and timing should start and end from AIIMS
2. Payment will be made on a monthly basis.
3. Please mention the VAT/CST extra, if any

**Note: By hand quotations would not be accepted**