

Invitation of quotation
for
Hiring Vehicle Services for Research Project
At
All India Institute of Medical Sciences, Jodhpur

Inquiry No. : AIIMS/Admn/RES/02/2023

Inquiry Issue Date : 16th November, 2023

Last Date of Submission : 22nd November, 2023 at 03:00 PM.



All India Institute of Medical Sciences, Jodhpur

Basni Phase - II, Jodhpur – 342005, Rajasthan

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**Invitation of quotation for Hiring Vehicle Services
at Research Section, AIIMS Jodhpur**

Sealed Quotations are hereby invited by the undersigned on behalf of the Executive Director, AIIMS Jodhpur for hiring vehicle service for the Institute as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before 12.11.2023 03.00 PM. The Envelope containing the quotation would please be sealed and super scribed as under:-

**“QUOTATION FOR HIRING VEHICLE SERVICES AGAINST
INQUIRY NO. AIIMS/ADMN/RES/02/2023” DUE ON 12.11.2023 03.00
PM”**

1. Terms & Conditions:

- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- B) Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. Quotation must be dropped in “**Quotation Box**” located in Administration Block of AIIMS, Jodhpur.
- C) Rates must be quoted in **Indian rupees** and as per the format specified taxes extra if any must be written separately.
- D) Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)
- E) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- F) The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- G) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- H) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- I) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
- Firm shall be registered with the Government of Rajasthan / Central Government.
 - The firm shall have valid GST/Other taxes and IT PAN.
 - **The firm should not be black listed by any Govt. Agency/Dept.**

INQUIRY NO. AIIMS/ADMN/RES/02/2023

- J) In the event of the acceptance of the quotation and placing of the order for hiring the vehicle the said vehicle would be subject to an inspection by the Competent Authority, AIIMS, Gorakhpur or his representative and is liable to be rejected if the vehicle being provided on hire is not in accordance with approved condition or do not conform to the specification prescribed.
- K) The rates quoted by the CONTRACTOR shall hold services up to 6 months. No amendment in the rate except increase/ decrease in the rate of Tax during the period of the contract will be accepted.
- L) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- M) **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Jodhpur with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, AIIMS Jodhpur whose decision will be final and binding upon the contractor.
- N) Dean (Research) or Nominated person by AIIMS, Jodhpur reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the Competent Authority of AIIMS, Jodhpur will be final in this regard.
- O) Dean (Research) or Nominated person by AIIMS, Jodhpur reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the Competent Authority of AIIMS, Jodhpur will be final in this regard.

2. Special Terms & Conditions:

- A) **Period:-** The contract is awarded for period of three months with a sole discretion to Research Section, AIIMS, Jodhpur to extend it for a further period of (3) three terms of (3) three months each, on mutually accepted terms and conditions. The rates at which the contract is awarded will be valid throughout the extended contract period and no claims for increase in rate whatsoever on account of increase in cost of fuel and other factors such as statutory payments, minimum wages, etc., shall be entertained. It will be the responsibility of contractor to bear such additional expenses.
- B) The Bidder must submit the GSTIN Registration, Authorization certificate and PAN Card self-attested copy with the quotation.**
- C) All the vehicles should be owned by the Company / applicant and have valid taxi permit.
- D) All the drivers should have uniforms and mobile phones & Driving Licence in their own name.
- E) The applicants should have applicable tax registrations (PAN, GST etc.). Price bids are to be submitted for each category of vehicles for both per km and per hour basis as also indicating night charges, minimum charges and applicable taxes.

F) After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer on total monthly charges basis. However, L1 bidder for monthly charges at S.no. a of Price bid will be required to accept lowest rates quoted by the bidders for S. No. b and c of Price bid.

3. Terms & Conditions for Hiring Taxi/Car on Monthly Basis:-

- 1) The vehicle provided on hire basic will be made available to AIIMS, Jodhpur on a monthly basic for 8 hour per day excluding lunch hour calculated on a cumulative monthly basis for each calendar month .All distances and time being calculated from the time the vehicle reported to AIIMS, Jodhpur upto the time it is released by the staff of AIIMS , Jodhpur the end of the day, Distance from garage to AIIMS, Jodhpur will not be included in the monthly Km run,
- 2) Expenses on account of traffic challans by the Police/Traffic Police for commercial use of vehicle, rush and negligent driving of the Vehicle and other traffic violation will be borne by the transporter.
- 3) The contractor shall bear all Toll Taxes, Bridge Taxes, Road Taxes etc.
- 4) The contractor shall be solely responsible and liable for the proper maintenance and upkeep of the vehicle and for all running cost, thereof and for all expenses for maintenance and repair thereof and replacement of parts therein. AIIMS, Jodhpur shall not have any liability and responsibility on this account.
- 5) The transporter shall ensure that the vehicle not incapacitated or unfit to be operated at any Time.
- 6) In the event that the vehicle is not available for any period of time for any reasons whatsoever, the transporter will be responsible to press into service a vehicle of like description in such manner that services to AIIMS, Jodhpur are not disrupted and/or delayed in any manner whatsoever, However, AIIMS, Jodhpur shall not be liable to pay any additional charges or expenses for such replacement.
- 7) The transporter shall properly upkeep the vehicle and the vehicle should be comprehensively insured during the tenure of the agreement and would be liable for timely payments of all premium and other dues. In other words, all risks are to be insured/ensured/borne by the transporter in all circumstances.
- 8) The transporter shall keep all the documents of registration, pollution Certificate, Certificate of fitness under control, insurance papers etc, for the said vehicle or any replaced vehicle in order and perform all acts to ensure that the vehicle or the other replaced vehicle is not seized or attached for any reason whatsoever by any authority during the terms of agreement. Only the authorized person of the department shall sign the duly /Log book of vehicle every day.
- 9) The transporter will provide proof of residence and Police antecedent verification of driver. The driver of the vehicle will be changed only in exceptional circumstances and that too with the advance concurrence of the Dean (Research) or Nominated person by AIIMS, Jodhpur.
- 10) It will be the sole responsibility of the transporter to make the timely payment of wages to the driver of the vehicle. In case any dispute arises, the transporter will settle the same and AIIMS, Jodhpur will not be held responsible for this in any case.
- 11) The same vehicle and driver will be sent daily in case the vehicle or driver is to be changed by the transporter for any reason, then intimation of same will be given in advance to AIIMS, Jodhpur along with details of the new driver and vehicle being sent.

INQUIRY NO. AIIMS/ADMN/RES/02/2023

12) The vehicle will be operated under the overall administrative and technical control of the Competent Authority, AIIMS, Jodhpur or such other person as may be nominated by the Competent Authority, AIIMS, Jodhpur.

13) No advance payment will be made by the AIIMS, Jodhpur. The billing will be done on a monthly bases and the bill should be submitted by the firm by the first week of the following month. The payment will be made only for those duty slips which have been signed by the officer/staff using the vehicle. It will be the responsibility of the driver to get the duty slips signed by the user officers. Duty slips should be complete in all respects in terms of start kilometre, end kilometre, distance covered, and time for start of duty for AIIMS, Jodhpur, time closure of duty at AIIMS, jodhpur , places visits, etc.

14) The transporter or his driver will not allow any other person other than AIIMS, Jodhpur staff deputed to travel in the vehicle without the prior written concurrence of the competent Authority, AIIMS, Jodhpur or any other person nominated by him/her for exercising day to day technical and administrative control over operation of the vehicle.

15) All vehicles must have clean interior, upholstery, will maintained exterior exterior & noiseless drive.

16) All the papers viz. insurance, registration, road tax, pollution related to the vehicle must remain with the drivers.

17) The rate quoted should exclude all taxes. However, all applicable taxes should be mentioned separately.

18) AIIMS, Jodhpur is at liberty to terminate the agreement at any time without assigning any reason. However, the transporter has to serve a notice of one month to terminate the contract.

19) Any dispute arising out of or in relation to the agreement shall be referred to a sole arbitrator to be appointed by the AIIMS, Jodhpur as per the Indian Arbitration Act. The seat of the Arbitration shall be at Jodhpur and proceeding shall be governed by the Indian Arbitration Act 1946.

20) All related legal requirements in this relation are to be complied by tle transporter.

21) Transporter will have to change driver or vehicle or both on the request of Competent Authority, AIIMS, Jodhpur. The Driver detailed by the contractor should be properly dressed in uniform. The contractor shall bear the cost of uniform of the driver.

Deputy Director (Administration)

Encl.: Annexure 1 (Specification)
 Annexure 2 (Format of price bid)

Annexure 1

S. No.	Vehicle	No. of vehicle	Year of Registration	Work hour/day
1.	Etios "GX" / Swift Dezire VDI or equivalent	1	2019 on wards	9 AM to 6 PM

* **Number of vehicle may vary as per requirement.**

[On the letterhead of firm]**ANNEXURE "2"**
PRICE BIDFORM

To,

Deputy Director (Administration),
AIIMS, Jodhpur.

Dear Sir,

1. I/We Submitted the quotation for Enquiry No. "QUOTATION FOR SUPPLY OF HIRING VEHICLE SERVICES AT RESEACH SECTION, AIIMS AGAINST THE INQUIRY NO. AIIMS/ADMN/RES/02/2023" due on 12.11.2023 03.00 PM for Hiring of vehicle services at Research Section, AIIMS Jodhpur".

2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

3. I/We hereby offer to supply at the following rates.

S. No.	Monthly charges in Rs	K.M.	Swift Dzire or equivalent	Etios	Total
1.		2000			

Rates for additional km beyond 2000 km and/or additional vehicle:**b) Rates for extra km and outstation charges:**

Particular	Innova "GX" or equivalent Etios "GX" / Swift Dezire VDI or equivalent	Etios "GX" / Swift Dezire VDI or equivalent
Monthly charges in Rs		
Outstation charges per night (Rs.)		

c) Rate for Daily Basis:-

Particular	Swift Dzire or equivalent	Etios "GX" / Swift Dezire VDI or equivalent
Full Day (10 hours and 100kms max.) in Rs		
Extra Charges Rs. per Km.		
Extra charges Rs. per hour		

Note:-

- After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer on total monthly charges basis. However, L1 bidder for monthly charges at S.no. a will be required to accept lowest rates quoted by the bidders for S. No. b and c.
- The Bidder must submit the GSTIN Registration and PAN Card self-attested copy with the quotation otherwise quotation will be **REJECTED**.
- The bidder must quoted their quotation only in above said format on the letter of firm otherwise quotation will be **REJECTED**.
- AIIMS, Jodhpur reserves the right to increase or decrease the required quantity of services without

INQUIRY NO. AIIMS/ADMN/RES/02/2023

any changes in hiring charges of the offered quantity or other terms & conditions at the time of award of contract or at any time during the currency of the contract. AIIMS, Jodhpur also reserves the right to call for change in make / model of equivalent categories without any changes on any of the terms & conditions at the time of award of contract or at any time during the currency of the contract.

5. Non-quoting of rate of any vehicle will subject to rejection of the bid. b) Rates are inclusive of all Taxes, levies, and duties except GST shall be paid as per actual. "Discount" or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

Date _____

Place _____

(Name) _____

Name of Firm/Company/Agency _____

GSTIN No.: _____

Bank Name:- _____

Bank Account No.: _____

IFSC Code:- _____

Branch Name: _____

Phone No. _____

Email: _____

(Signature of Authorized Person) _____

Seal: _____