

TENDER DOCUMENT FOR SUPPLY OF TATA MAGIC VEHICLES TO  
INDIAN INSTITUTE OF TECHNOLOGY HYDERBAD

Ref. No: IITH/101/Tender/Admin

Date: Aug 23, 2018

**NOTICE INVITING TENDERS**

Director, IITH invites sealed tenders for the following transport service:-

“Hiring of 1 (One) Fully Fabricated Ambulance Vehicle on 24\*7 for IITH Dispensary.

Tender Form: Tender document will not be issued in person. The tender document can be downloaded from IITH website [www.iith.ac.in](http://www.iith.ac.in) from 06.08.18 to 20.08.2018 Tender documents are in 2 (two) parts viz., Part I (Technical Bid) and Part II (Price Bid).

Visit of the Campus: Tenderers are advised to visit the IITH premises and ascertain the nature and quantum of work before tendering.

Last date for receipt: The tenders are to be submitted in sealed envelopes super scribing the name of the work clearly so as to reach IITH on or before 14:30 hrs on 07.09.2018

Opening of Part I of the bid: Only Part I (Technical Bid) will be opened at 15:00 hrs on 07.09.2018 in the presence of tenderers or their authorized representatives, who are present. Late and delayed tenders will not be accepted.

Details of processing fee, EMD, submission of tender, etc. are indicated elaborately in the tender document.

Opening of Part II of the bid: After verification of Part I (Technical Bid), price bids of only those tenderers who satisfy all the eligibility criteria laid down in this notification, will be opened.

In case any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.

The Director, IITH reserves the right to: a) reject any or all the tenders without assigning any reason whatsoever: b) not bind himself to accept the lowest or any tender: and c) accept the whole or any part of the tender shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed in the website [www.iith.ac.in](http://www.iith.ac.in)

Tender No. IITH/101/Tender/Admin.

Dated: July 31st, 2018

Name of Work: Hiring of 1 (One) fully fabricated ambulance vehicles on 24\*7 for IITH Dispensary.

01	Download of tender document	07.09.2018
02	Last date for receipt of Tender	07.09.2018
03	Opening of Part I	

### **Instructions to Bidders**

Submission of tender: Tender should be submitted in two parts.

Part I should consist of all the technical details including their previous experience, nature of work to be carried out, number of trained manpower to be provided for each work etc.

Part II should contain only the price.

Processing Fee: The Tender/bid should be submitted in the prescribed proforma as given in the Annexure 'B' of Tender Document with a Demand Draft for Rs. 500 drawn in favour of Director, IITH towards processing Fee. Tender/bid not accompanied by processing fee stands automatically rejected. Processing fee should be kept in a separate cover super scribed as 'Processing Fee'.

Earnest Money Deposit (EMD): EMD of Rs.22,000/-is must and should be submitted in a separate envelope along with the tender/ bid. The EMD is to be furnished only in the form of DD/Banker's cheque from any schedule bank drawn in favour of Director, IITH payable at Hyderabad. EMD in any other form will not be accepted as valid EMD. In respect of the successful bidder, this EMD will be returned on receipt of Security Deposit. EMD submitted by other bidders will be returned after finalization of the contract. Tenders received without valid EMD stand automatically rejected. EMD should be kept in a separate cover super scribed as "EMD-for Supply of 1(one) fully fabricated ambulance vehicle.

Envelopes: The Technical Bid (Part 1) and Price Bid (Part II), duly signed and sealed, must be submitted in separate envelopes. In addition to this, the Processing Fee and EMD must be submitted in separate envelopes. It means that a total of 4 envelopes (4 separate envelopes for Technical Bid, Price Bid, Processing Fee and EMD) should be submitted. All the four covers/ envelopes should be kept in a big single sealed cover super-scribed as Supply of 1 (one) fully fabricated ambulance Vehicle for IITH Medical Dispensary. Failure to comply with this instruction renders the tender/bid automatically disqualified.

Security Deposit: For due performance of his/their obligations under the contract, during the validity, the successful tenderers shall have to deposit Rs. 1,20,000/- as Security Deposit which will be free of interest, of which Rs. 80,000/- termed as initial security deposit, should be deposited immediately at the time of commencement of the contract, and balance Rs.40,000/- will be withheld @Rs.8000/-per month during the first 5 months. The initial security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalized Banks or SBI or from any one of the scheduled banks. The security deposit will be forfeited in case of breach of contract. After successful completion of the contract, the security deposit will be refunded within 60 days after adjusting dues if any to the IITH from the Contractor.

### Common Instruction to Bidders:

- a. The tenderer should read the 'General Terms and Conditions' of the IITH annexed hereto and give the acceptance. The tenderer is advised to visit the IITH on any working day between 10.00 hrs to 17.00 hours to assess the nature and quantum of work before tendering.
- b. The tender should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with full signature shall invalidate the tender. The tender should be duly signed by the authorized persons. 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.
- c. The Tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- d. Failure to fulfil any of the conditions laid down renders the tender invalid.**

#### PART-1: Technical details for Service:

- Running 1 (one) fully fabricated ambulance vehicle for IITH Dispensary.
- The estimated cost for ambulance vehicle is Rs. 11,00,000/- per annum.
- IITH reserves the right to add or cancel one or more trips, based on the requirements.

Technical details should be provided in the prescribed format i.e., Annexure "A" which should inter alia contain the following:

- a. The tenderer should have all the requisite registrations and licences for providing the service.
- b. **Experience:** The tenderer should have experience of having executed/completed similar works for a total period of 1 year during the last 5 years commencing on 01.01.2012 and ending on 31.07.2018 in educational institution of repute, Govt., PSU, or R&D organization, Govt/Private Hospitals.
- c. Experience in other institutions will not be considered. The experience should be supply of one or more similar ambulance vehicles for more than 10 months each year.

Note: The cutoff date to count experience should be 31.07.2018. "Similar work" means supply of 1 (one) fully fabricated ambulance vehicle for IITH Medical Dispensary.

The tenderer must produce work done certificate from the clients. The work done certificate should mention the details of work executed, the value of work done, the date of commencement and date of the work.

**Note: copy of work order and/ or self-certified will not be accepted as certificate of experience. If any document other than certificate of experience is produced, such document will not be accepted as relevant. Tenders not accompanied by certificate of experience issued by the client, will automatically stand disqualified. This certificate shall also be subject to verification/ on sight survey by the Institute and any adverse findings may lead to rejection/disqualification of the bid.**

- d. PAN and GST details of the firm have to be indicated along with a certified copy.
  - e. An affidavit, in original, duly certified by a Notary that the partners of the firm or sole proprietor or Company as the case may be, has never been black-listed and the name of the firm or company has not been changed.
  - f. The entire tender document should be duly signed & sealed by the tenderer.
  - g. The tenderer shall submit the information enclosed as Annexure "A" as part of Technical bid along with the General Terms & conditions (duly signed).
  - h. The persons deployed for work should not be involved in any police case or any case should be pending against them. Police verification certificate for the persons deployed for work to be submitted.
  - i. If in the opinion of the IITH authorities, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the work, he/she should be replaced immediately.
1. All the copies of mandatory documents, except affidavits mentioned in e) and f) above, submitted by the tenderer should be attested by a Gazetted Officer. The affidavits mentioned in e) and f ) above should be attested by a Notary Public. Failure to comply with these conditions renders the tender/bid automatically disqualified. The original documents should be produced for verification at any stage of tender process as and when sought for, failing which; the bids are liable for disqualification.

PART-II (PRICE BID): This has to be submitted separately.

- a. Price bid should be in the format enclosed with tender at Annexure "B". Conditional offer will render the tender/bid automatically invalid.
- b. The tender should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote 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 persons. 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.
- c. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- d. Failure to fulfil any of the conditions given above shall render the tender liable for rejection.

Sd/-  
**REGISTRAR**

Annexure "A"  
TECHNICAL DETAILS

A. Documents details to be mandatorily submitted :

Sl.	Particulars	Fill in the details
1	Name of Firm/Tenderer/Company (in block letters)	
2	Permanent Address & Telephone No.	
3	Full Postal Address, Telephone/Fax No./E-mail:	
4	EMD, Bank Draft No. & Date, Banker's Name & Branch.	
5	An affidavit duly sworn by the tenderer or sole proprietor or Company has never been black listed or changed the name of the firm (In original)	[Attach as enclosure & refer here]
6	An affidavit duly sworn by the tenderer or sole proprietor or Company is/ or not involved in any Police case/ Vigilance enquiry pending or ever been punished by any hon'ble Court (in original)	[Attach as enclosure & refer here]
7	Copy of a valid licenses and permits for Ambulance Vehicle	[Attach as enclosure & refer here]
8	Copy of cash memo/invoice relating to purchase of the Ambulance vehicle	[Attach as enclosure & refer here]

B. Details of Experience: Should be furnished in the following format:

Experience for total 1 year during the period 01.01.2012 to 31.12.2016 only:

Name of the Client and full address	Telephone and FAX number of the client	Tenure of the contract	Value of contract

Date:

Signature of Tenderer, Seal & address

## **GENERAL TERMS & CONDITIONS**

(Please read the following carefully and give acceptance for the same in the prescribed format and submit it with the Technical Bid).

### **A. GENERAL INSTRUCTIONS:**

1. The tenderer submitting the tender would be deemed to have inspected the premises, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
2. The contract will be for a period of 6 (six) months initially, which can be extended Further on satisfactory performance of the initial period of the contract. The IITH may renew/extend the contract to such further period (s), as it may deem proper, having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard. In any case, the maximum tenure of the contract shall not exceed 3 (three) years.
3. In case the contractor fails in fulfilling the obligations fully and in time, the IITH shall have the absolute right to take up the work at the contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
4. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the IITH from any claims in this regard.
5. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.
6. If it is observed at any stage that the quality of the work is not satisfactory, the contract/work order as a whole may be terminated and Security Deposit forfeited. The Contractor will have no claims what so ever on the IITH.
7. Any liability arising on the IITH shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the contractor. There would be no liabilities towards the workers of the contractor by the IITH.
8. In the event of the contractor failing to execute the work under contract in whole or in part an alternative arrangement will be made by the IITH totally at the cost & risk of contractor besides any suitable fine / penalty.

9. The IITH reserves the right to terminate the contract without assigning any reason by giving a notice of three months. The contractor will also serve a notice of three months, if he wishes to terminate the contract.
  
10. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, IITH or any other officer nominated by the Director, IITH for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
  
11. The services of Ambulance vehicle should be made available on all the working days and on holidays.

**B. SCOPE OF WORK:**

As described in Technical details

**C. SUPERVISION-**

1. The Contractor shall not lease or sub-contract the whole or any part of the contract to anybody.

**I. PAYMENT CONDITIONS:**

1. The contractor will submit, on or before 3<sup>rd</sup> day of the month, monthly pre-receipted bills in triplicate after satisfactory completion of the work to the Officer of the Institute for certification for pro-rata payment. The Officer on the receipt of the bill will check the work record and there after process the bill for payment. All bills should be submitted on printed forms, duly signed and pre-receipted.
2. Payment will be made by the Institute to the contractor on monthly basis on submission of bills in triplicate along with the attendance sheets and certificate of satisfactory performance of work from the concerned officer of the IITH. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the contractor.

**K. COMMENCEMENT OF WORK:**

1. The Contractor is required to start the work with effect from the date of acceptance of the contract. In case it is found that the work has not been taken up from the above date, the IITH at its sole discretion may cancel the work order and the EMD, Security Deposit shall be forfeited without any further reference to the Contractor.

**L. CANCELLATION OF CONTRACT:**

1. Notwithstanding any other provisions in this contract, the IITH reserves the absolute right to terminate the contract for which it is found that continuation of the contract is not in public interest. The Contractor is not eligible for any compensation or claim in the event of such cancellation.
2. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to the IITH shall be forfeited without any claim whatsoever on IITH and the contractor is liable for action as appropriate under the extant laws.



**LETTER OF ACCEPTANCE**

I/We have read the Tender conditions including the General Terms and conditions of the contract given in the tender document. I/We agree to abide by the same.

Date: \_\_\_\_\_

Contractor's Seal & Signature

Address for Correspondence:

**PART-II: PRICE BID**

Running 1 (one) fully fabricated Ambulance Vehicle from IITH Medical Dispensary.

The Ambulance Vehicle should be of -----or later models.

TO BE FILLED BY THE CONTRACTOR

**RATE PER AMBULANCE VEHICLE PER MONTH FOR ----- Kms for 24 hours a day:**

<b>Description</b>	<b>Rate</b>
<b>Rate per ambulance vehicle for month for ----- kms</b>	<b>Rs. -----</b>
<b>Charges for extra service:</b>	<b>Per hour: Rs.-----</b>
	<b>Per KM beyond -----kms a month: Rs.-----</b>

Note:

- A. Registration, fitness certificate, insurance, uniform to drivers and other staff, Driving Licence and all other related costs will be borne by the contractor.
- B. IIT Hyderabad will reimburse only the following 3 (three) items of expenditure:
  - 1. Taxes / Statutory levies: Applicable Tax and statutory levies, if any, will be refunded by IITH on production of proof of payment.
  - 2. Permit charges: Charges paid to concerned RTA for plying Ambulance Vehicle in one or more Districts other than Sangareddy District will be reimbursed by IITH on production of proof of payment. Similarly, charges for plying Ambulance Vehicle outside Telangana will also be reimbursed by IITH on production of proof of payment.
  - 3. Toll, Entry and Parking charges: IITH will reimburse Toll charges, Entry charges and Parking charges on production of proof of payment.
- C. Measurement of distance covered: The starting point of service on each day is IITH medical dispensary and therefore the distance covered each day will be measured from the medical dispensary and will end at Medical Dispensary.

Signature of the Tenderer with Seal & Address  
Date:

**UNDERTAKING BY CONTRCATOR**

I/We hearby certify that:

Ambulance vehicle will be engaged on daily basis for the Services sought under this contract on rotation basis (if required) as per given schedule or as per instructions issued by IITH.

I/We agree that the payment will not be made for the work not carried out.

Place:

Date:

Contractor's Signature and seal

Letter of Consent

{To be issued for Ambulance Vehicle}

Date: \_\_\_\_\_

To  
The Director  
IIT Hyderabad

Tender Ref. No. \_\_\_\_\_

Name of the Work: 1 (one) Ambulance Vehicle on hire basis

Sir,

I/We understand the nature and quantum of work to be carried out. I/We have read the various conditions to tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 60 (Sixty) days from the date fixed for opening the Part I and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted.

I/We understand that my/our "Earnest Money Deposit" submitted along with the tender to Director, IITH will be liable for forfeiture. The rate quoted is firm and I/We will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract. I/We also hereby agree to abide by the rules and regulations of the IITH, general conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by IITH.

A Sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only is hereby forwarded as Earnest Money in the form of Demand Draft/Bank's Pay Order drawn in favour of Director, IITH from a Scheduled Bank. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if:-

I/We shall execute the contract documents within 7 (seven) days after getting information from IITH, or

I/We shall commence the work within 15 (fifteen) days after getting information from IITH.

Acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer(s) with Stamp, Address

Note: The formats have been made available for the convenience of tenderers in word format in the document titled 'Annexure'. The formats may also be downloaded. No change should be made by the tenderers except filling-up details. In case any change is made in the consent of the formats, except filling-up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.