

**NETAJI SUBHASH CHANDRA BOSE  
MEDICAL COLLEGE JABALPUR (M.P.)-INDIA**

**BID DOCUMENT**

**Tender for hiring of AC vehicles on monthly basis and AC/ Non-AC  
vehicles on daily basis at Netaji Subhash Chandra Bose Medical College  
Jabalpur (M.P.)**

(Visit us at [www.nscbmc.ac.in](http://www.nscbmc.ac.in))

Name of the tenderer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cost of Tender Document – Rs. 2000/-**

\_\_\_\_\_

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## SECTION I

### NETAJI SUBHASH CHANDRA BOSE MEDICAL COLLEGE JABALPUR

#### TENDER NOTICE

Sealed tenders are invited under two bid systems for hiring of AC vehicles on monthly basis and AC/ Non-AC vehicles on daily basis at Netaji Subhash Chandra Bose Medical College Jabalpur (M.P.)

SCHEDULE TO TENDER		
S. No.	Activity Description	Schedule
1.	Tender No	No/Purchase/2020/9915 Jabalpur dt. 11-12-2020
2.	Sale of Tender Document	Tender document can be downloaded from our website <a href="http://www.nscbmc.ac.in">www.nscbmc.ac.in</a> from 18/12/2020
3.	Time and last date of depositing Tender / Bid	29/12/2020 at 5:00 PM
4.	Time and Date of Opening of Technical Bid	30/12/2020 at 12.30PM
5.	Time and Date of Opening of Financial Bid	The Financial bid will be opened after evaluation of technical bid, which will be announced later.
6.	Services to be offered	Hiring of AC vehicles on monthly basis / Hiring of AC/ Non-AC vehicles on daily basis.
7.	Amount of EMD to be Deposited	Rs. 20000/-
8.	Duration of contract	Two year from the date of award of contract. However, the same may be further extended on yearly basis on same terms & conditions on Mutually agreed basis.
9.	Cost of Tender Document	Rs. 2000/-

**Dean**  
**NSCB Medical College**  
**Jabalpur**

**SECTION II**

**BID FORM**

No-2591/Pur/Auto/2020

Jabalpur Dated 6-3-2020

To

The Dean  
NSCB Medical College  
Jabalpur

Dear Sir,

1. Having conditions of contract and services to be provided, including addenda Nos. ....the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide commercial vehicle in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum as mentioned in TENDER document for due performance of the Contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this ..... day of ..... 2020.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Address .....

Signature

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**SECTION III**  
**INSTRUCTIONS TO BIDDERS**

1. Sealed tenders are invited under two bid system from the reputed transporters / agencies for the following at **Netaji Subhash Chandra Bose Medical College Jabalpur (M.P.)**:
  - i. Hiring of AC vehicles on monthly basis.
  - ii. Hiring of AC/Non-AC vehicles on daily basis.
2. The firms fulfilling the following criteria, may deposit their bids super scribed as “HIRING OF AC VEHICLES ON MONTHLY BASIS AND AC/ NON-AC VEHICLES ON DAILY BASIS” and address it to **Netaji Subhash Chandra Bose Medical College Jabalpur (M.P.)** so as to reach on or before 29<sup>th</sup> December 2020 till 5:00 PM, or the tender may be dropped in Tender Box placed at Office of the Dean, NSCB Medical College Jabalpur.
3. The technical/commercial tender in two separate sealed covers with technical bid marked clearly as “Technical Bid” and financial proposal marked as “Financial Bid”.
4. NSCB Medical College, Jabalpur will not be responsible for any delay or loss of document in transit due to any reason.
5. Tender should be submitted in the prescribed Format. Tender Document downloaded from NSCBMC website [www.nscbmc.ac.in](http://www.nscbmc.ac.in)
6. Preference will be given to the firms / agencies residing 20kms from NSCBMC, Jabalpur office.

**DUE DATE & TIME:** Tender document tender document can be downloaded from institute’s website. The sealed tenders should reach the office of the Dean, NSCB Medical College Jabalpur on or before the date as mentioned in the tender notice. The tenders received after due date and time or unsealed or incomplete or by postal delay or electronic mail will be summarily rejected.

The details of tender for hiring of AC vehicles on monthly basis and AC/ Non-AC vehicles on daily basis at Netaji Subhash Chandra Bose Medical College Jabalpur (M.P.) is as given below.

<b>Sl. No.</b>	<b>Tender details</b>	<b>Tender Fee</b>
1.	Hiring of vehicles <ol style="list-style-type: none"><li>i. AC vehicles on monthly basis (i.e Ameo/ Tata Zest/ Swift D’ zire, Inova,Crysta, Bolero, Scorpio, )</li><li>ii. AC/Non AC vehicles on daily basis<ul style="list-style-type: none"><li>• Swift, D’ zire, Ameo, Tata Zest, Etios, SX-4 or equivalent</li><li>• Innova, Toyota Fortuner, Bolero, Scorpio, or equivalent</li><li>• Bus AC- 24 Seater, 32 Seater, 42 Seater, 52 Seater, Traveller Ac 13 to 17 Seater etc, Ambulance and Loading vehicle</li></ul></li></ol>	Rs. 2000/-

**TWO BID SYSTEM:** The bid should be submitted in a sealed cover in two parts as under

- I. Technical Bid
- II. Financial Bid

**I. TECHNICAL BID:** Envelope should subscribed "Technical Bid for hiring of AC vehicles on monthly basis and AC/ Non-AC vehicles on daily basis" and it should contain the following.

- **TENDER FEE**

The cost of tender document is Rs.2000/- (Rs. Two Thousand Only) (Non - refundable). The tender document can be obtained by paying the fees through Demand Draft/Bankers Cheque drawn in favour of "The Dean, NSCB Medical College Jabalpur payable at Jabalpur". The Demand Draft of tender document shall be attached with Technical Bid in case the tender document is downloaded from the website. The Tender Document is not transferable to any other bidder.

- **EARNEST MONEY DEPOSIT**

An Earnest Money Deposit of Rs.20,000/- (Rs. Twenty Thousand only) in the form of demand draft drawn in favor of **Dean, NSCB Medical College Jabalpur** may be submitted, failing which their bids will not be considered valid. The Earnest Money Deposit shall be forfeited if the successful bidder withdraws his offer in due course. The amount will be refunded to unsuccessful bidder without any interest after completion of the tender process. The EMD should remain valid for a period of 45 days beyond the final tender validity period.

- All details as mentioned in Section VI (*Performa for Technical Bid*)

***NOTE:***

The Committee constituted by the Dean will technically evaluate the contents as per Section VI. Those technically qualified will only be considered for price evaluation (Financial bid). Price should not be quoted with technical bid; otherwise the tender will be rejected without any correspondence.

Decision of the Dean, NSCB Medical College Jabalpur on the eligibility for qualifying technical bids shall be final and no representation shall be considered in this regard.

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## II. FINANCIAL BID

The second envelope should subscribed "Financial bid for hiring of AC vehicles on monthly basis and AC/ Non-AC vehicles on daily basis" and it should contain the rates etc. as per Section VII Part-1 for AC vehicles on monthly basis, Part-2 (A) for AC vehicles on daily basis and Part-2 (B) for Non-AC vehicles on daily basis. Applicable taxes, if any, may be shown separately below and should not be included in the rates under any circumstances. The rates should be indicated clearly both in figures and in words. If there is variation between the rates in Figures and words, the lower rate will be taken for evaluation.

The rates quoted shall be fixed and valid for two year, irrespective of the increase in fuel rates, if any, occurring during the contract period. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor

### **NOTE:**

After due evaluation of the bid(s) Institute will award the contract to the lowest evaluated responsive tenderer based upon Tariff /rate at minimum charges of vehicles/Bus as prescribed by OTDC now in force.13. Conditional bid will be treated as unresponsive and it may be rejected.

The successful bidder will have to enter into an agreement for two years on Rs. 500 Non-Judicial Stamp paper.

### **General Terms & Conditions bidder should satisfy are as mentioned below:**

1. The tenderer should have a registered established car rental / travel agency firm having sufficient number of latest models of vehicles for hiring. The vehicle provided should not be below than 2019 models.
  2. All vehicles should be registered under tourist taxi permit and should be kept neat and clean, also should be in good and sound condition mechanically. Vehicle should report for duty with sufficient fuel for the day's duty (Say a Minimum 20 Ltrs.).
  3. Punctuality will have to be ensured and log books shall be maintained by the drivers for this purpose.
  4. Tenderer should have 5 Year experience in Government/ Semi Government/ Private section.
  5. The accident risks for drivers and vehicles be covered by comprehensive insurance and Dean, NSCB Medical College Jabalpur shall not take any liability on this account.
  6. The vehicles deployed by the agency should be registered in the name of agency only and another vehicle hired by the agency from open market will not be accepted in the normal course.
  7. Change in deployment of vehicles or drivers shall be allowed only in exceptional circumstances and only with prior information/ approval of Dean, NSCB Medical College Jabalpur.
  8. The rates of hiring would be applicable for maximum period of two years and the rates approved through the bid will be effective from the date of the approval of bid which can be extended on yearly basis at the discretion of Dean, NSCB Medical College Jabalpur.
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9. The contractor must also ensure that all the necessary documents (Registration certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the NSCB Medical College Jabalpur.
  10. TDS will be deducted as per the rates prevailing at the time of providing the service.
  11. The driver provided by the contractor should fulfill the following conditions:
    - a. Should be in possession of valid commercial driving license issued by RTO for the class of vehicle he is driving.
    - b. Should wear uniform which should be properly washed and ironed.
    - c. Should not smoke; chew Pan / Pan masala /Tobacco inside the car both while driving and otherwise.
    - d. Should not indulge in any activity inimical to security of the officers traveling in his car.
    - g. Should be in possession of Mobile phone with valid connection.
  12. The names of addresses of the drivers should also be furnished beforehand to the Dean, NSCB Medical College Jabalpur
  13. Submission of bills and payments:
    - (a) The payment will be made on monthly basis on submission of bills duly supported by duty sleep/log sheet duly signed by concerned officer.
    - (b) No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
    - (c) The contractor should submit details of his Bank Account for making payments through RTGS/NEFT.
    - (d) No night charges will be payable for Local or outstation duties.
  14. The tender process or contract can be terminated at any time without any notice as the discretion of the Medical College Jabalpur .
  15. The Dean, NSCB Medical College Jabalpur reserves the right to reject tender without assigning any reason whatsoever may be.
  16. The vehicle should be with standard seats, which should be agreed with seating capacity as the RC book and other relevant documents.
  17. All expenditure in connection with Petrol/ Diesel/ CNG, Pollution check, maintenance of vehicle, road taxes, insurance and any other incidental expenditure shall be borne by the service provider.
  18. The vehicle must be made available at any given time and day as desired by this office.
  19. In case of break down or disruption due to any other reason, the vehicle shall be replaced by a substitute vehicle & driver immediately so that there shall be no loss of time.
  20. The firm should have valid GST and TIN & PAN Numbers.
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21. Toll fees and parking charges shall be reimbursed by this office against the production of proper bills.
  22. The rates quoted should specifically mention the GST component. No GST will be paid if the operator fails to provide proof of valid GST registration.
  23. The rates once quoted should not be altered for any reasons.
  24. Right to vary quantities: NSCB Medical College Jabalpur reserves the right at the time of award of contract to increase or decrease up to 25% of the required quantity of (rounded to next whole number) services specified in the schedule of requirements without any change in hiring charges of the offered quantity of other terms and conditions. Decision of Dean, NSCB Medical College Jabalpur shall be final on this regard.
  25. Period of validity of bids
    - (i) The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by NSCB Medical College Jabalpur as non-responsive.
    - (ii) A bidder accepting the request of NSCB Medical College Jabalpur for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.
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**SECTION –IV**

**CERTIFICATE FOR THE DOCUMENTS DOWNLOADED FROM THE NSCB  
MEDICAL COLLEGE JABALPUR’S WEBSITE.**

In case the tender document is downloaded from the web site a declaration in the following Performa has to be furnished.

**"I..... (Authorized signatory) hereby declare that the tender document submitted has been downloaded from the website [www.nscbmc.ac.in](http://www.nscbmc.ac.in) and no additional/deletion/ correction has been made in the Performa downloaded. I also declare that I have enclosed a DD/Bankers Cheque No..... Dated .....for Rs..... towards the cost of tender document along with technical bid".**

In case at any stage, it is found that the information given above is false / incorrect, Dean NSCB Medical College Jabalpur shall have the absolute right to take any action as deemed fit/without any prior intimation.

**SIGNATURE OF THE  
BIDDER WITH SEAL**

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## SECTION V

### SERVICES TO BE PROVIDED

- 1 Service** Provision of commercial vehicles with licensed drivers, registered Commercial vehicles on Hiring basis for running in Madhya Pradesh State. Vehicles upkeep shall be in good condition along with neat and clean seat covers all the time while on duty.
- 2 Period of Contract** Under normal circumstances the contract shall be valid for a period of two years form date of issue of work order. However contract may be extended for further period up to one year on the same rate, terms and conditions if the service is found satisfactory.
- 3 Quantity** Estimated number of vehicles to be hired on monthly basis is one, however it should be clearly noted that Dean, NSCB Medical College Jabalpur shall place the order only as per the actual requirement form time to time. Vehicles may be hired on daily basis also as per requirement.
- 4 Duty hrs.** Ten hours per day on all days of month except Sundays and National Holidays. However actual duty hours shall be specified by actual users of vehicles.
- 5 Notice Period** I) For regular requirements one day in advance.  
II) Telephonic intimation shall be considered as notice.
- 6 Counting of Distance** Distance shall be counted from garage to garage. But chargeable distance in this respect shall be actual distance or 5 km each way, whichever is less.
- 7 Accuracy of Meters** The meter reading should tally the actual distance of run at any instant and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.
- 8 Penalties** I) In case of break down, vehicles have to be replaced by other immediately or not more than one hour. In case of non- availability of suitable vehicle a penalty up to Rs. 200/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs. 500/- per break down shall be imposed.  
II) In case of non-availability of vehicles penalty of Rs. 1000/- per day shall be imposed in addition to deduction at pro-rata basis for that day.  
III) In case of non-availability of vehicles during extra hrs. Penalty of Rs. 500/- per occasion shall be imposed
- 9 Special** I) Intending bidder must have a Mobile phone where Requirements requisition of vehicles can be conveyed all the 24 hrs. Mobile No. must be specified in the bid.  
II) No vehicle should be supplied having registration in the Name of employee of NSCB Medical College Jabalpur staff or close relative and Certificate to this effect be given on the body of bill while submitting claim.  
III) Payment of any Govt. tax or duty for plying the vehicles in Chhattisgarh State will be liability of contractor. However GST shall be paid extra as per actual.

Signature of bidder with seal.

## **General (Commercial) Conditions of Contract**

### **1. PERFORMANCE SECURITY**

The successful bidder shall deposit an amount equal to 10% of the approved tender cost i.e. monthly basis within 2 weeks of conveying NSCB Medical College Jabalpur's intention for accepting the bid as Performance Security.

Performance Security shall be submitted in the form of Bank Guarantee issued by a scheduled Bank and the Performa provided in section XII of the bid document or DD/Banker's cheque drawn in favor Dean, NSCB Medical College Jabalpur .

Performance Security will be discharged after completion of contractor's performance obligations under the contract.

### **2. EXECUTION TIME LIMIT**

The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.

### **3. TERMINATION OF CONTRACT**

NSCB Medical College Jabalpur may without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.

- (a) If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by NSCB Medical College Jabalpur .
- (b) If the contractor fails to perform any other obligation (s) under the contract.

### **4. TERMINATION FOR INSOLVENCY**

NSCB Medical College Jabalpur may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

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**SECTION VI**  
**TECHNICAL BID**

*Documents required to be submitted for bidder's eligibility and qualification*

<b>Sl.No.</b>	<b>Description of the company/firm</b>	<b>Proof requires Yes / No</b>	<b>Page No.</b>
1	Name of Agency		
2	Name of the concern: (i.e. Sole- Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)		
3	Full Address of Reg. Office Telephone No: FAX No.: E-mail Address:		
4	Full Address of Operating/Branch Office Jabalpur Telephone No: FAX No.: E-mail Address:		
5	Banker of Agency with full address (Attach Bankers certificate of account maintenance for the last two years) Telephone number of Banker		
6	Registration No. of the Agency/ Firm		
7	Photocopy of PAN Card		
8	GST Registration No.		
9	GST paid during financial year 2017-18, 2018-19 and 2019-20		
10	Financial turn over and IT Returns of the Agency for financial year 2017-18, 2018- 19 and 2019-20[Rs. 50 Lakhs]		
11	MSME, NSIC Registration		
12	Number of Vehicles registered with the agency		
13	Details of major contracts handled in the last two years.		
14	Certificate of satisfactory performance from the organization to whom the service was Provided.		
15	Certificate — Not blacklisted etc.		
16	Experience Certificate		

Signature of authorized person

Date:

Name:

Place:

Seal:

**SECTION VII**  
**Schedule of hiring charges**

**FINANCIAL BID**  
**Part-1**

I. AC Vehicles - Monthly basis (Local Journey)

Sl. No.	Description	Type of vehicle			
		Innova Crysta	Bolero/Scorpio	Toyota Fortuner	Ameo/Tata Zest/Swift Dsize
1	Rate for 2000 kms per month for 300 hrs				
2	Rates per additional hour beyond 10 hours				
3	Rates per additional kilometers beyond 2000 kms				

Note:

1. Rates should be quoted in both figures and words for the above mentioned vehicles.
2. GST / Taxes extra as applicable.

Signature of authorized person

Date:

Name:

Place:

Seal

**FINANCIAL BID**

**Part-2 (A)**

AC Vehicles – Daily basis (Local Journey)

Sl. No.	Type of vehicle	For 4 hrs & 40 kms	For 8 hrs & 80 kms	For 10hrs & 100 kms	For 24 hrs & 240 kms	For extra per km	For extra per hour	Night Hault Charges
1	Swift, D'zire, Ameo, Tata Zest, Etios, SX-4 or equivalent							
2	Toyota Innova Crysta, Fortuner,							
3	Bolero, Scorpio, or equivalent							
4	Bus AC- 24 Seater,  35 Seater,  52 Seater,  Traveller Ac 13 to 17 Seater etc							
5	Basic Life Support Ambulance- Advance Life Support Ambulance-							

Note:

1. Rates should be quoted in both figures and words for the above mentioned vehicles.
2. GST/ Taxes extra as applicable.

Signature of authorized person

Date:

Name:

Place:

Seal:

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**FINANCIAL BID**

**Part-2 (B)**

Non-AC Vehicles – Daily basis (Local Journey)

Sl. No.	Type of vehicle	For 4 hrs & 40 kms	For 8 hrs & 80 kms	For 10hrs & 100 kms	For 24 hrs & 240 kms	For extra per km	For extra per hour	Night Hault Charges
1	Swift, D'zire, Ameo, Tata Zest, Etios, SX-4 or equivalent							
2	Toyota Innova Crysta, Fortuner,							
3	Bolero, Scorpio, or equivalent							
4	Bus AC- 24 Seater,  35 Seater,  52 Seater,  Traveller Ac 13 to 17 Seater etc							
5	Loading Auto-  407-							

Note:

1. Rates should be quoted in both figures and words for the above mentioned vehicles.
2. GST / Taxes extra as applicable.

Signature of authorized person

Date:

Name:

Place:

Seal:

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**SECTION VIII**

**TENDER FEE & EARNEST MONEY DEPOSIT PAYMENT PARTICULARS**

Number of Demand Drafts enclosed:

Demand Draft particulars:

Sl. No.	D.D. No.	Date	Name of the Bank / Branch and Place	Amount
1				
2				
3				

I / We, ..... hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above, besides being black listed.

Signature :

Name :

Designation :

Name of the Agency :

Address of the Tenderer :

Phone No. & Mob. No.:

Email Address:

Website address (if any):

Date:

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**SECTION IX**

Details of major contracts with Central Government, State Governments, PSUs/ Nationalized Banks/Reputed Private Firms handled by the tendering Agency for providing hiring of taxi services during the last two years in the following format (attested copies of the last two years work award may be enclosed).

Sl. No	Details of client along with address,telephone and Fax numbers	Amount of contract (Rs. lakh per year)	Duration of contract	
			From	To,
1.				
2.				
3.				

(If the space provided is insufficient, a separate sheet may be attached)

Signature of authorized person

Date:

Name:

Place:

Seal:

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**SECTION X**

**DECLARATION**

I/We having our office as mentioned below and declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Date:

Place:

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