

TENDER DOCUMENT

Tender Form sold to:

M/S _____

Receipt No. _____

Date: - _____

**FOR HIRING BUS FACILITY FOR FIELD VISIT PURPOSE OF MBBS STUDENT'S
(ON AS AND WHEN BASIS)
DR. RKGMC-HAMIRPUR**

| | |
|------------------------------|-----------------------------|
| LAST DATE FOR RECEIPT OF BID | UPTO 05:00 PM ON 08/08/2022 |
| BID OPENING DATE | 10/08/2022 AT 02:30PM |

**Principal,
Dr. RKGMC, Hamirpur-HP**

TEL No. 01972-222999

COST OF TENDER DOCUMENT

AT COUNTER RS.500/-

BY POST RS. 600/-

Instructions along with Terms and Conditions:

1. Tender must be enclosed in a properly sealed envelope addressed to the Principal, Dr.RKGMC Hamirpur. The tender must contain both **Technical as well as Financial bid in a separate envelope**. The envelope must be superscribed as Tenders FOR HIRING BUS FACILITY FOR MBBS STUDENTS Dr.RKGMC Hamirpur and can be submitted by post or personally in the O/o Principal, Dr.RKGMC Hamirpur on or before 08/08/2022 up to 05:00PM. The financial bids will be opened on the same day of successful bidders after scrutiny/shortlisted of documents by the Committee. For any query regarding tenderer may contract personally on Phone No.01972-222999.
2. The each & every page of tender document should be duly signed by tenderer.
3. The bus will have to ply to & fro for the tours and excursions of MBBS students from Medical College (Bhota Chowk) to sites up to 25kms within District (i.e. total to & fro 50 KM approx.).
4. The requirement of the college for the hired bus is up to 10-15 days in a month on as and when basis. The college administration will inform to the Transporter/Agency in advance about the requirement of the Bus service.
5. The vehicle shall be engaged initially for one year which can be extended further, depending upon the requirement, vehicle performance and behavior of the Transporter or Agency.
6. The Transporter/Agency should have a minimum fleet of 05 buses on its name.
7. The transporter/Agency should have minimum experience of 03 years in plying of buses.
8. The bus should be 31/32 seater.
9. The bus should be 2018 onward model only.
10. The Transporter or Agency will submit following photocopies of documents duly attached with tender document:-
 - i) Certificate of Registration
 - ii) Certificate of vehicle fitness
 - iii) Certificate of vehicle insurance
 - iv) Taxation certificate (Tax Token)
 - v) Permit granted by the Regional Transport Authorities
 - vi) Pollution under control certificate
 - vii) Certified list of fleet of Buses
11. The L-1 bidder will be decided on the basis of minimum rates quoted for hiring of bus on a single day.
12. The tender must be accompanied with G.S.T No, Pan Card, Income Tax Return last three years and Sales Tax clearance certificate of taxes up to 31 March of preceding year.

13. The buses should be well designed and equipped with all accessories necessary for safe journey of students. The following safety norms as prescribed by the Hon'ble Supreme Court are also to be observed strictly before bringing the institute vehicle on road:-
 - a) The bus must have a first Aid Box with glazed front, with necessary medicines for First Aid. The expiry date of medicines must be checked time to time by transporter.
 - b) The window of buses must be fitted with horizontal grills/nets.
 - c) The buses must be equipped with a Fire Extinguisher, dry power type located near the Engine Compartment.
 - d) The doors of the buses should be fitted with reliable locks.
 - f) The bus must have the names of driver and conductor in bold letters. The buses must have doors & fitting as per the guidelines issued by the Hon,ble Supreme Court.
14. The Bus should be duly insured and should have all necessary permits from the Transport authority.
15. The Transporter or Agency shall ensure that the provisions of the Motor Vehicle Act, 1988 are strictly followed in respect of the driver and vehicle provided to this Medical College. Any violation of the Motor Vehicle Act and consequences thereof shall be the sole responsibility of the Transporter or Agency.
16. The Transporter /Agency shall engage driver of the category who is medically fit. The driver must possess a valid driving license issued by the competent authority. He must have knowledge of traffic rules and other regulations.
17. The bus should be kept neat and clean and in perfect running condition with adequate quantity of fuel and there should be sufficient boot space. The Transporter /Agency shall ensure the placement of a plate indication **“On Govt.Duty/On Dr.RKGMC Hamirpur Duty”** at a suitable place in front and back of the vehicle on the day of engagement.
18. The Transporter or Agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair, maintenances, registration fee, payment of route permits renewal of route permits, payment of all taxes-levy of toll tax, , services tax etc.
19. The Bus should be duly insured and should have all necessary permits from the Transport authority.
20. The Transporter or Agency shall provide the name, address and mobile number of the driver. The Transporter or Agency shall also verify license of the driver and shall submit copy thereof to this Medical College.
21. The Transporter or Agency shall ensure presence or availability of vehicle as per timing the Medical College. The vehicle may need to ply on all kind of roads, within and outside Himachal Pradesh including rough and kachcha road.

22. The driver and conductor should be in proper uniform provided by the Transporter /Agency while on duty. The driver and conductor shall obey the orders of the Controller vehicle of this medical college and are expected to polite and courteous in his behavior.
23. The driver and conductor shall observe all etiquettes and protocol while performing his duty. He must carry a mobile phone in working condition for which no separate payment will be made by this intuition.
24. This Medical College will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury or accident to the driver or to any other third party. In such a case, the loss or damage or any legal expenses connected therewith will be borne by the Transporter or Agency.
25. In the event of theft, loss or accident and any dispute with the local government Authority, the institute authority will not be responsible and vehicle owner will settle the claims himself with any authority. During the contract period if vehicle is seized/detained by police/transport authority or any other authority for any reason, what so ever, it shall be the sole responsibility of the contractor. The Transporter/Agency shall provide alternate vehicle immediately.
26. The transporter or Agency will be responsible for making the alternative arrangement of their Driver and conductor in any case.
27. The journey performed by the driver or owner on account of filling of fuel, repairs, services, journey from place of residences to place of duty or place of parking shall not be paid by this institution.
28. The payment will be made on the end of month according to the no. of journeys made during the month on submission of pre-receipted bill which must be supported by Log book duly signed by the concerned officers and finally signed by the Controlling officer of vehicle.
29. The driver/ Transporter /agency shall keep and maintain a log book, which should be updated on routine basis indicating the time and mileage. In case of incomplete log book, it shall be presumed that vehicle has not been used by this institution.
30. Payment of hire charge or bus will be made to the transport by this Medical College after deduction of TDS as per IT norms and other Government Liabilities if any.
31. If the vehicle is out of order, a suitable replacement shall be provided by the Transporter or Agency immediately to this Medical College. In case, vehicle does not report on time or does not report at all, this institution would have right to hire a vehicle from the market and the additional cost incurred by this institution will be borne by the Transporter or Agency.
32. The Driver or Contractor or Agency shall be bound to carry out the instructions of the Controller of vehicle of this Medical College from time to time.
33. Principal, Dr.RKGMC Hamirpur can terminate the agreement by giving one month's notice to the Transporter/Agency.

34. The agreement may also be terminated by Principal, Dr.RKGMC Hamirpur at 24 hours' notice
 - i) Due to grave misbehaviour on the part of the Driver and conductor
 - ii) Due to rendering erratic buses services causing much inconvenience to the students as well as college staff.
35. A penalty of Rs.1000/- per day shall be lived if the contractor fails to provide the bus on a particular day.
36. An Agreement will be executed on Rs.100/- Non-Judicial stamp paper.
37. In case of any dispute, the Principal, Dr.RKGMC Hamirpur will be sole arbitrator and his decision shall be final and binding on both the parties. Court matter, if any, shall be within the jurisdiction of District Court, Hamirpur only.
38. The successful bidder shall be required to deposit Rs.50,000/-(Rupee Fifty thousand only) as Security in shape of FDR/Bank Guarantee duly pledged in the name of Principal, Dr.RKGMC Hamirpur (HP) which shall be forfeited in case of breach of the contract.
39. The successful bidder shall have to give the undertaking that he has gone through the terms and conditions mentioned above and also undertake to provide vehicle to Dr.RKGMC Hamirpur, accordingly, if shortlisted for the purpose.
40. Principal, Dr.RKGMC Hamirpur (HP) holds the right to cancel the tender at any stage without assigning any reason.

I/We hereby undertake to provide bus facility at the quoted rates specified in the Schedule and within the time specified in the conditions of the contract. The terms and conditions given in the contract will be binding upon me/us in the event of acceptance of my/our tender.

Read and accepted

Signature of tenderer

Annexure-A

CHECK List duly filled in to be attached with the Technical Bid

| Sr. No | Particulars | |
|---------------|---|--------|
| 1 | Undertaking on letter pad to effect that Transporter/Agency has not quoted less than these rates anywhere in the state. | |
| 2 | Whether a list of institution/organizations where your firm has bus service provided recently, is attached along with satisfactory performance certificate from those institution/ organizations. | Yes/No |
| 3 | Whether the prices has been quoted on the prescribed proforma. | Yes/No |
| 4 | Whether all the documents as required in the tender document are enclosed | Yes/No |
| 5 | Whether EMD as asked has been attached | Yes/No |
| 6 | Whether Tender Document duly signed by the authorized signatory attached | Yes/No |

Authorized Signatory:

Name of the firm/bidder:

Annexure -B**To be enclosed with Techno-Commercial Bid**

BIDDER PARTICULARS

Bidder Serial Number Allotted on Tender Document: _____

1. Name of the Bidder:
2. Address of the Bidder:
3. Address (es) of Transporter/Agency:

To whom all references shall be made regarding this tender inquiry.
Telephone:

Telex :

Fax :

e-mail address :

Witness :

Signature

Name

Address

Transporter/Agency

Date

Seal

ANNEXURE-C

PRICE BID PROFORMA FOR HIRING BUS FACILITY FOR MBBS STUDENTS'DR.RKGMHC HAMIRPUR (HP)

| Sr. No. | Particulars | |
|---------|---|--|
| 1 | Name of the Owner/Firm | |
| 2 | Permanent address and Telephone Number | |
| 3 | Fleet details of Buses | |
| 4 | Type of vehicle with seating capacity | |
| 5 | Detail of vehicle : Model No.,Year of Manufacture | |
| 6 | Odometer reading as on date | |
| 7 | Hire charges of daily basis (to & fro within 50 KMs) for 15-20 days in month including all costs-fuel, repair, Tax etc. | |
| 8 | Additional minimum Rate per KM beyond 50 KM per day (if required) | |
| 9 | PAN/TAN No. | |

It is certified that the charge of above, has included all taxes/duties etc. and nothing above shall be charged over and above this cost.

Signature of authorized person