

DR. RADHAKRISHNAN GOVERNMENT MEDICAL COLLEGE & HOSPITAL HAMIRPUR (HP)

No.HFW-HMR-RKS-(vehicle)/2023- 1087-92

Dated:- 17/02/2024

NOTICE INVITING TENDER

Sealed tenders are invited on the prescribed proforma from the registered taxi unions/firms/tour and travelling agencies for hiring/providing of Taxi service to Dr. RKGMC&H Hamirpur District Hamirpur (HP) for the period of one Year. All interested parties may submit their sealed tender along with Earnest Money to the tune of Rs. 20,000/- (Twenty Thousand only) through bank/ demand draft duly pledged in the name of the Principal-cum-Chairman (EC) RKS, Dr. RKGMC&H Hamirpur (HP) on or before 07.03.2024 up to 11.00 AM and will be opened at 11.30 PM on the same day in presence of tenderers or their Authorized representatives who may wish to be present there. The tender form can be collected on any working day up to 06/03/2024 on a cash payment of Rs. 1000/- (NON REFUNDABLE) from the O/O Principal-cum-Chairman (EC) RKS, Dr. RKGMC&H Hamirpur (HP). Tender form without EMD will out rightly be rejected. Filled tender form should be submitted as per schedule given hereunder:-

- | | | |
|--|---|--------------------------|
| 1. Date of submission of Tender document | : | 07/03/2024 upto 11:00 AM |
| 2. Date of opening of Tender | : | 07/03/2024 at 11:30 AM |

In case any date mentioned above happens to be a holiday next day will be considered as due date. This Medical College reserves the right to accept or reject any tender without assigning any reason thereof.

No:-As above/HMR/2023- 1087-92

Copy to:-

1. The Director Medical Education & Research, HP Shimla-171009 for information please.
2. The Director I&PR, HP Shimla-2 with the request to publish the tender document in the leading Newspapers please.
3. The Additional Director (Admin), Dr. RKGMC&H Hamirpur for information.
4. The Medical Superintendent, Dr. RKGMC&H Hamirpur for information.
5. The Deputy Controller (F&A), Dr. RKGMC&H Hamirpur for information.
6. Notice Boards Medical College, Hamirpur.


Principal-cum-Chairman (EC) RKS
Dr. RKGMC&H, Hamirpur (HP)

Dated, Hamirpur the 17/02/24


Principal-cum-Chairman (EC) RKS
Dr. RKGMC&H, Hamirpur (HP)

TENDER DOCUMENT

Tender Form sold to:-

M/S. _____

Receipt No. _____

Date: - _____

FOR HIRING OF TAXI SERVICE to Dr. RKGMC& Hospital HAMIRPUR (HP)


LAST DATE FOR RECEIPT OF BID	07/03/2024 UPTO 11:00AM
Tender/ Bid OPENING DATE	07/03/2024 AT 11:30 AM

Tel. No. 01972-221124

COST OF TENDER DOCUMENT

AT COUNTER Rs.1000/-

BY POST Rs.1100/-


Principal-cum-Chairman (EC) RKS
Dr. RKGMC&H, Hamirpur (HP)

Office Of the Principal-cum-Chairman (EC) RKS, Dr. RKGMC Hamirpur (HP)

Chapter -1

Instructions for submission of tender:-

1. **PREAMBLE**

1.1 Principal-cum-Chairman (EC) RKS, Dr. RKGMC Hamirpur (HP) intends to hire a Taxi service on minimum fixed charges required as call vehicle to be used 24x7. The terms and conditions governing the contract and Scope of Work may be seen in Chapter-11.

1.2 Sealed tenders/bids are invited on the prescribed Tender Form for providing taxi service to Dr. RKGMC&H Hamirpur, District Hamirpur (HP) for a period of one year (from the date of award of tender), from the registered taxi unions/firms/tour and travelling agencies having an experience of at least three years of plying taxies. Tender must be enclosed in a properly sealed envelope addressed to the Principal-cum-Chairman (EC) RKS, Dr. RKGMC Hamirpur (HP). The tender must contain both Technical as well as Financial bids in a separate envelope. The tenders can be submitted by post or personally in the O/O Principal-cum-Chairman (EC) RKS, Dr. RKGMC Hamirpur (HP) on or before 07/03/2024 upto 11:00AM. For any query regarding tender, may contact Principal-cum-Chairman (EC) RKS, Dr. RKGMC Hamirpur (HP) personally or on Phone Number 01972-221124.

2. **TENDER DOCUMENT**

The tender Document will consist of all documents listed in Annexure I & II. These must be submitted together in the manner indicated below, failing which the tender is liable to be rejected. Incomplete or conditional tender is also liable to be rejected.

3. **SUBMISSION OF TENDERS - TIME LIMIT/ MODE**

The tender documents duly completed in all respects should be submitted in two separate parts in a single envelope. The first part should be sealed in a separate envelope super scribed as "Tender for Hiring of Taxi for Dr. RKGMC Hamirpur (HP) Pre- Qualification/ Technical Bid". This should contain all the required information as prescribed in Annexure- I and Para 3.1 below and the second part will consist of the "Tender for Hiring of Taxis for the Dr. RKGMC Hamirpur (HP), Financial Bid", in the format prescribed at Annexure-II, and should be placed in a separate envelope. Both the envelopes should be sealed in one envelope and duly super scribed as "Tender for Hiring of Taxi for the Dr. RKGMC Hamirpur (HP) to be opened on 07/03/2024" and addressed to Principal-cum-Chairman (EC) RKS, Dr. RKGMC Hamirpur.

3.1 The following documents must be submitted with the Pre- Qualification/Technical Bid:

1. A Bank/demand Draft for Rs. 20,000/- towards Earnest Money Deposit duly pledged in favour of Principal-cum-Chairman (EC) RKS, Dr. RKGMC Hamirpur.
2. Copy of Experience Certificate of plying taxies for three years.
3. Copy of Income Tax Returns/ Service Tax Returns/GST Returns for the last three years.
4. Photocopies of the Registration Certificate of the Vehicle owned, to establish the age of the Vehicle.
5. This tender document with all pages duly signed and clearly indicating the name and designation of the person signing the documents duly embossed with official seal. The tender document must be properly numbered and bound.
6. Copy of GST number and paid challans for the last year.
7. Copy of registration of the Agency/firm.
8. Turnover for the amounting Rs. 10 Lakh for each last three years i.e. 2020-21, 2021-22, 2022-23.
9. All other necessary documents as per check list.

3.2 The Financial Bid should be in the format as prescribed in Annexure-II.

3.3 The tenders duly completed as described in paras above must reach the designated address in time.

3.4 Sealed tender shall be submitted either by the registered post with acknowledgement due or in person. Tenders by Telegram/Fax/Email or any other mode will not be considered.

3.5 The rate should be filled in carefully after considering all the aspects of work as described in the Chapter-2 on "Scope of Work and Terms and Conditions Governing the Contract". No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the tenderer has not understood the work envisaged by this contract for Hiring of Taxi for the O/O Principal-cum-Chairman (EC) RKS, Dr. RKGMC Hamirpur or Labour and local Laws. Any overwriting in the schedule of Rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderer or his authorized signatory.



3.6 The Principal-cum-Chairman (EC) RKS, Dr. RKGMC Hamirpur reserves the right to re-tender or modify the Terms and Conditions of the tender. It also reserves the right to negotiate the rates with the lowest tenderer, i.e, L-1. Any variation, addition and/ or omission in the work to be actually carried out shall not form a basis of any dispute regarding the rates quoted by tenderer in the tender. The rates quoted by the tenderer shall be applicable irrespective of the volume of work.

3.7 The rates for hiring of taxi must be quoted in both words and figures. If there is variation between and in words only the rates quoted in words shall be taken and the rates quoted in figures will not be considered.

3.8 Each folio of tender document and every supporting document attached with it shall be signed by the tenderer or such person on his behalf and embossed with official seal at the time of submission.

3.9 Tenders containing erasure, omission or alteration are liable to be rejected. In case any corrections become necessary, the same must be made in ink and all such corrections must be attested by full signature of the tenderer and dated.

4. PREVIOUS EXPERIENCE

The tenderer should enclose documents and certificates in proof and to the satisfaction of the Principal-cum-Chairman (EC) RKS, Dr. RKGMC Hamirpur (HP) in r/o his previous experience in the work of Taxi service. The experience should be in the name of same firm/composition that is now applying for this contract.

5. STUDY OF LOCAL CONDITIONS

The tenderer is advised in his own interest to visit the site of the work and acquaint him with all local conditions, means of access to the work, nature of work etc.

6. VALIDITY OF OFFER

The tenderer will be required to keep the offer open for a period of 60 days from the date of submission of tenders. It shall be understood that the tender documents have been issued to the tenderer and the tenderer is permitted to tender in consideration of the stipulation that after submitting his tender, he will not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to the office of the Principal-cum-Chairman (EC) RKS, Dr. RKGMC Hamirpur. If the tenderer fails to observe or comply with the said stipulation the amount of earnest money under para 3.1 of chapter-1 shall be liable to be forfeited.

7. ACCEPTANCE OF TENDER

7.1 The authority for acceptance of the tender documents and tendered rates will rest with the Competent Authority of the Dr. RKGMC Hamirpur, who neither commits himself to accept the lowest or any other tender nor undertake to assign reasons for its decision in the matter.

7.2 Acceptance of tenderer rates will be communicated through a letter as soon as possible.

7.3 All the tender documents submitted by the tenderer shall become the property of the Dr. RKGMC Hamirpur and it shall have no obligation to return the same to the tenderers.

7.4 Canvassing in connection with tenders is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.

7.5 If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, the Principal-cum-Chairman (EC) RKS, Dr. RKGMC Hamirpur reserves the right to reject such tender at any stage or execution without any financial liability.

8. EXECUTION OF CONTRACT DOCUMENT

8.1 The tenderer whose tender is accepted shall be required to appear at Dr. RKGMC Hamirpur in person or if the tenderer is a firm, Company or a Corporation a duly authorized representative shall appear and execute the contractor document within seven days from the date of issue of communication from Dr. RKGMC Hamirpur (HP) and start the work with effect from the date mentioned in such communication. Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender.

9. POSTAL ADDRESS FOR COMMUNICATION

9.1 Every tenderer shall state in the tender his postal address clearly. Any communication sent to the tenderer by post at his said address shall be deemed to have reached the tenderer in time.

(Signature of Tenderer)



Chapter -2

(Scope of Work and Terms and Conditions Governing The Contract)

1. General Terms and Conditions

- 1.1 The hire Charges shall be valid for one year from the finalization of tender.
- 1.2 The Vehicle should be of Desire, Alto, Bolero or equivalent category and shall be in good working condition and the model should not be older than three years and total mileage covered should not exceed 20,000 Kms.
- 1.3 Monthly running of the vehicle should be 3000 Kms (approximately). This is only indicative and the vehicle would be required to run more or less than this figure as per requirement without any limit.
- 1.4 The registration fee, payment of route permits, renewal of route permits, payment of all taxes, levy of tool tax entry tax at barriers and timely passing of vehicle, will be the sole responsibility of the contractor.
- 1.5 The vehicle should be kept neat and clean and in perfect running condition with adequate quantity of fuel, and should be provided with neat and clean seat covers, towels and there should be sufficient boot space to keep the luggage.
- 1.6 The contractor shall deploy driver having valid driving license with at least 5 years experience of driving on all types of roads.
- 1.7 In no case the driver or vehicle will be allowed to replace without prior approval of the Principal-cum-Chairman (EC) RKS, Dr. RKG MCH Hamirpur (HP). Driver deployed on the vehicle should have a mobile phone with a local number for coordination. The expenditure on this account shall be borne by the contractor.
- 1.8 The contractor shall ensure that the antecedents of the driver are verified by the Police to the satisfaction of the department and is medically fit.
- 1.9 The journeys performed by the driver / owner on account of filling of fuel, repairs, services, and halt at outstation / headquarter; journey from place of residence to place of duty/ parking fee place of parking shall not be paid by Department.
- 1.10 The vehicle should be made available 24 x 7 all the time without break or fail.
- 1.11 The vehicle shall be plied on all kind of kacha roads, within and outside Himachal Pradesh including rough and tough roads.
- 1.12 All petty/major repairs of the vehicle shall be carried out by the contractor at his own cost.
- 1.13 The Driver / Contractor shall keep and maintain a log book with the vehicle, which should be regularly updated. The staff of department using the vehicle will verify the journey in the log book. In case of incomplete log book, it shall be considered that vehicle has not been used by the Department.
- 1.14 In case of any breakdown the contractor will provide substitute immediately, otherwise a penalty of Rs. 2500/- per day will be imposed and the recovery to this effect will be made from the monthly running bill
- 1.15 The contractor of the vehicle shall be responsible for compensation payable arising out of accident / payment to third party. No compensation in case of accident / damage to vehicle or for death/ injury to the Driver will be made by the department.
- 1.16 The losses caused to vehicle due to the negligence on the part of the driver of the vehicle will be borne by the contractor.
- 1.17 The Contractor shall place a Plate at a suitable place on the taxi indicating that the "Taxi has been hired for Government Duty".
- 1.18 The tendering process or tender of any firm can be rejected by the committee at any time without any prior notice to the tenderer. The Principal-cum-Chairman (EC) RKS, Dr. RKG MCH Hamirpur (HP) reserves all the rights to accept or reject any tender.
- 1.19 The contractor shall be responsible for proper maintenance of all registers, records and accounts as these relate to the compliance of statutory provisions / obligations AND shall make payment of wages to his driver(s) as per provision of Minimum wages Act, 1948 or as notified by the State Government from time to time and shall ensure that the deductions being made on account of EPF/ESI etc. have been duly accounted for and paid to the concerned authority.
- 1.20 The Driver of the vehicles provided by the Contractor shall observe all the etiquette and protocol while performing his duty. The driver(s) of the vehicle shall be neatly dressed in proper uniform.
- 1.21 The contractor shall meet all expenses in respect of claims arising due to any accident and shall have no claimed whatsoever for reimbursement of any such expenses on account of such accidents and any third party claims against the contractor shall be the sole responsibility of the contractor.



1.22 In the event of the award of the tender and prior to execution of the job, the contractor is required to submit the copies of the registration certificate and comprehensive insurance policies of the vehicles being offered for hire and particulars with photograph of the drivers(s) dedicated to the vehicles, he may also be required to physically produce the vehicle in the premises of Dr. RKG MCH Hamirpur.

2. DEFICIENCY CHARGES

2.1 In case of delay in reporting of vehicle at specified time and place by less than thirty minutes from the specified time, a penalty of Rs. 100/- and for delay more than thirty minutes, a penalty of Rs. 200/- will be levied for each such delay.

2.1 In case, the contractor is not able to provide vehicle at specified time and place, an amount equivalent to one day's hiring charges will be deducted from the monthly bill for each day of non-reporting. In addition a penalty of Rs. 500/- will be levied for each day of non-reporting.

2.3 In case of breakdown a penalty of Rs. 2500/- per day will be levied.

3. PAYMENT CONDITIONS

3.1 The Contractor shall present monthly bill along with photocopy of logbook to the O/O Medical Superintendent-cum-Member Secretary (RKS), Dr. RKG MCH Hamirpur, District Hamirpur (HP) for making payments.

3.2 TDS and other taxes as per applicable laws will be deducted from the concerned claim.

4. DURATION OF CONTRACT

At the initial stage, the contract shall be awarded for a period of one year from the date of commencement of the contract. The Principal-cum-Chairman (EC) RKS, Dr. RKG MCH Hamirpur (HP) has discretion for extending it for further term of one year or more on mutually acceptable terms and conditions. However, it will be obligatory on the part of contractor to continue to work at the rates prevailing on the last date of the contract even beyond contract period for at least 3 months or till the new contract is finalized, whichever is earlier.

5. EARNEST MONEY Deposit

5.1 The tenderer will be required to deposit a sum of Rs. 20,000/- (Rs. Twenty Thousand Only) as Earnest Money along with complete tender documents for pre qualification Bid. The earnest money is towards an undertaking by the tenderer that he will not back out from his offer or modify the terms and conditions thereof in a manner not acceptable to the Principal-cum-Chairman (EC) RKS, Dr. RKG MCH Hamirpur (HP), failing which the entire amount shall be liable to be forfeited.

5.2 The earnest money deposit(EMD) as referred to under Para 5.1 above shall be made by Demand Draft made out in favour of Principal-cum-Chairman (EC) RKS, Dr. RKG MCH Hamirpur(HP) payable at Hamirpur and valid for a minimum period of one month after the date of opening of tender.

5.3 The EMD of unsuccessful bidder will be returned after opening of tenders and that of successful bidder will be retained and deemed to be converted as security deposit as per Clause 6 below.

6. SECURITY DEPOSIT

6.1 The EMD of the successful tenderer whose rates are finally accepted should be converted into the Security Deposit for successful performance under the contract from the date of communication of award of contract of tender and has to execute an agreement in the prescribed form. If, he declines or fails to remit to do so, the entire amount of Earnest Money Deposit will be forfeited.

7. CRITERIA for EVALUATION OF BIDS

7.1 The Technical/ Pre- qualification bids will be opened at the first stage and will be evaluated on the criteria to be defined.

7.2 The Financial Bids will be opened only in respect of those firms, who meet the Technical Bids criteria mentioned above. The Evaluation Committee of the Institute will assess the financial bids of the bidders who have been declared eligible after technical evaluation.

8. GENERAL CLARIFICATION

8.1 Any clarification with regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required on any point shall be sought from the O/O Principal-cum-Chairman (EC) RKS, Dr. RKG MCH Hamirpur, whose decision in the matter shall be final and binding on all.

9. JURISDICTION OF COURTS

9.1 In case either Dr. RKG MCH Hamirpur (HP) or Contractor wants to take any dispute to a court of law, only courts in Distt. Hamirpur shall have the jurisdiction over the matter.

(Signature of Tenderer)



ANNEXURE-I**PART-1****FORM FOR PRE- QUALIFICATION / TECHNICAL BID FOR PROVIDING TAXI SERVICE
TO Dr. RKGMC Hamirpur (HP)****NANE OF FIRM:** _____

Sr. No.	Description	Yes/No	Relevant details	Page No
1.	Whether Earnest Money Deposit duly pledged in favour of Principal-cum-Chairman (EC) RKS submitted			
2.	Whether Copy of previous experience certificate for providing Taxi service/vehicle			
3.	Copy of Income Tax PAN card			
4.	Copy of GST Number & copy of paid challan for previous three years			
5.	Copy of the Registration Certificate of the vehicle showing ownership in his or firm's name			
6.	Copy of Registration certification of travel agency/firm			
7.	Certificate of turnover certified by CA for previous three years 2019-20, 2020-21 and 2021-22			
8.	Copy of the ITRs for previous three years 2020-21 to 2022-23			
9.	Whether each page of the tender and documents in support, have been signed and stamped by the authorized signatures			
10.	Affidavit/ Undertaking on stamp paper regarding non blacklisting			
11.	Whether tender document fees deposited or not			

(Signature of Tenderer)

**FORM FOR FINANCIAL BID FOR PROVIDING TAXI SERVICE TO Dr. RKGMC
Hamirpur (HP)**

NAME OF FIRM: _____

S No	Description of Rates/Charges	Fixed Charges per month (3000 Kms), 24x7, Rates excluding GST	Rate per extra KM
1	BOLERO or equivalent		
2	ALTO or equivalent		
3	DESIRE or equivalent		

(Signature of Tenderer)

