

OFFICE OF THE PRINCIPAL, DR. R.P. GOVT. MEDICAL COLLEGE
KANGRA AT TANDA, DISTT. KANGRA, H. P.

No. HFW(DRPGMC)Veh./Tender/2024/-14445-47

Dt: 24-09-24

Notice Inviting Tenders for Hiring of Vehicles

Sealed tenders are invited from the eligible firms/travel agencies registered with in the state of HP and having ownership of commercial LMVs on prescribed Performa for hiring of vehicles viz **Alto, Mahindra Bolero, Swift Dzire/Etios, Innova & Tempo Traveller, Bus (42 seater), Mini Bus (32 seater), Mahindra Bolero pik-up and Mahindra Bolero Camper** for use of this Institution, on the terms and conditions as set out in the tender document, so as to reach this office on or before **21.10.2024 by 01:00 PM** and will be opened on **21.10.2024 at 03:00 PM** in the presence of intending Contractors/Firms or their authorized agents who may like to be present on the occasion. **The tender documents can be obtained from the O/o Principal, Dr. R.P. Govt. Medical College, Kangra at Tanda against the cash payment of Rs. 500/- (non refundable) up to 2:00 PM on 19.10.2024.** The tender document may also be downloaded from official website of Dr. RPGMC, Tanda i.e. "rpgmc.ac.in".

The Principal, Dr. RPGMC Tanda reserves the right to reject any or all the tenders without assigning any reasons to the tenders.

Principal,
Dr. R.P. Govt. Medical College,
Kangra at Tanda Distt. Kangra(HP).

Dt: 24/09/24

No. HFW(DRPGMC)Veh./Tender/2024/-14445-47

Copy forwarded for information & necessary action to:-

1. The Director, Information & Public Relations Department, Shimla (HP) for information and with the request to publish the tender notice in two leading news papers one each in Hindi and English in the minimum space at DAVP/DIPR approved rates.
2. The Medical Superintendent, Dr. R.P. Govt. Medical College Kangra at Tanda.
3. The Incharge, website, Dr. RPGMC Kangra at Tanda with request to upload the said notice inviting tender on the college website.
4. Notice Board.

Principal,
Dr. R.P. Govt. Medical College,
Kangra at Tanda Distt. Kangra(HP).

Template-1

**OFFICE OF THE PRINCIPAL, DR. R.P. GOVT. MEDICAL COLLEGE,
KANGRA AT TANDA, DISTT. KANGRA, H. P.**

{General Conditions}

Instructions for Submission of Tender

1. **Preamble.**

Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, HP intends to fix the rates for hiring of taxis for the O/o Principal, Dr. RPGMC Tanda. The terms and conditions governing the contract are described in **scope of work and terms and conditions** in Chapter-2. The Sole Proprietors, Firms, Companies can participate in the tender.

2. **Tender Documents.**

The tender documents may be consisting 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 should be submitted in two separate parts. The first part should be sealed in separate envelope super scribed as **"Tender for Hiring of vehicles pre-qualification/ technical bid"**. This should contain all the required information as prescribed in Annexure-I and para 3.1.1 below. The second part will consist of the **"Tender for Hiring of vehicles - Financial Bid"** in the format prescribed at Annexure-II and both these envelopes should be placed in a larger envelope and duly super scribed as **"Tender for Hiring of vehicles"** and addressed to the **Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh.**

3.1.1. **The following documents must be submitted with the pre-qualification bid/ technical bid:-**

- (i) FDR for Rs. 10,000/- (Rupees ten thousand only) duly pledged in the name of Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh towards Earnest Money Deposit (EMD). The EMD of successful bidder shall be retained as performance security till the completion of the contract.
- (ii) Copy of experience certificate for last 03 financial years for providing vehicles on hire basis to the **Govt. Offices / Semi Govt.,/Department**.
- (iii) Intimation of registered office address or branch office address as the case may be with valid proof.
- (iv) Copy of Income Tax PAN Card.
- (v) Copy GSTIN Number.
- (vi) Detail of vehicles and photocopies of the Registration Certificate of the vehicles with other details mentioned therein as per Annexure- I (I) annexed to Annexure-I.

- (vii) 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 documents must be properly numbered and bound.
- 3.2. The financial bid shall 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 upto 1:00 PM on **21.10.2024** positively. The tenders received after 1:00 PM on **21.10.2024** will not be considered. Tenders will be opened at 03:00 PM on the same day in the presence of the tenderer who may wish to be present.
- 3.4. The sealed tenders shall be submitted either by the registered post with acknowledgement due or in person. **Tenders by telegram/fax/ e-mail will not be considered.** The sealed tender can also be submit on any working day (i.e. before 1.00 PM of **21.10.2024**) in the O/o the Principal, Dr. RPGMC Tanda.
- 3.5. All rates shall be quoted only in **Annexure-II** and no reflection of the rates should be given in the Technical bid.
- 3.6. The rate should be filled in carefully after considering all aspects of works as described in the Chapter-II 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 ground that the tenderer had not understood the work envisaged by this contract for hiring of vehicles for the Institution, or labour and local Laws. Any overwriting in the 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.
- 3.7. The Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh 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.
- 3.8. Any variation, addition and /or omission in the items of 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/ demand of the vehicle.**
- 3.9. The rates for hiring of vehicles must be quoted in both words and figures. If there is variation between the figures and in words, only the rates quoted in words shall be taken and the rates quoted in figure will not be considered.
- 3.10. The Each folio/ page/ document of tender documents and every supporting documents attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.

3.11. The tenders containing erasures, omissions or alterations 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. 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.

5. Validity Offer.

The tenderer will be required to keep the offer open for a period of 90 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 **Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh**. If the tenderer fails to observe or comply with the said stipulation, the amount of earnest money under Para 3.1.1. of Chapter-I shall be liable to be forfeited.

6. Acceptance of Tender.

6.1 The authority for acceptance of the tender documents and tendered rates will rest with the Competent Authority of i.e. **Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh** who does not commit himself to accept the lowest or any other tender, nor does it undertake to assign reason for its decision in the matter.

6.2 Acceptance of tendered rates will be communicated through a letter as soon as possible.

6.3 All the tender documents submitted by the tenderer shall become the property of the **Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh** and he shall have no obligation to return the same to the tenderers.

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

6.5 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, then the **Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh** reserves the right to reject such tender at any stage or execution without any financial liability.


7. Execution of Contract Documents.

The successful tenderer shall be required to appear in the office of the **Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh** in person (in case of Sole Proprietor) or if the tenderer is a Firm, Company a duly authorized representative shall so appear and execute the contract documents within seven (07) days of the date of issue of communication from the

Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh 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.

8. Postal Address for Communication.

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

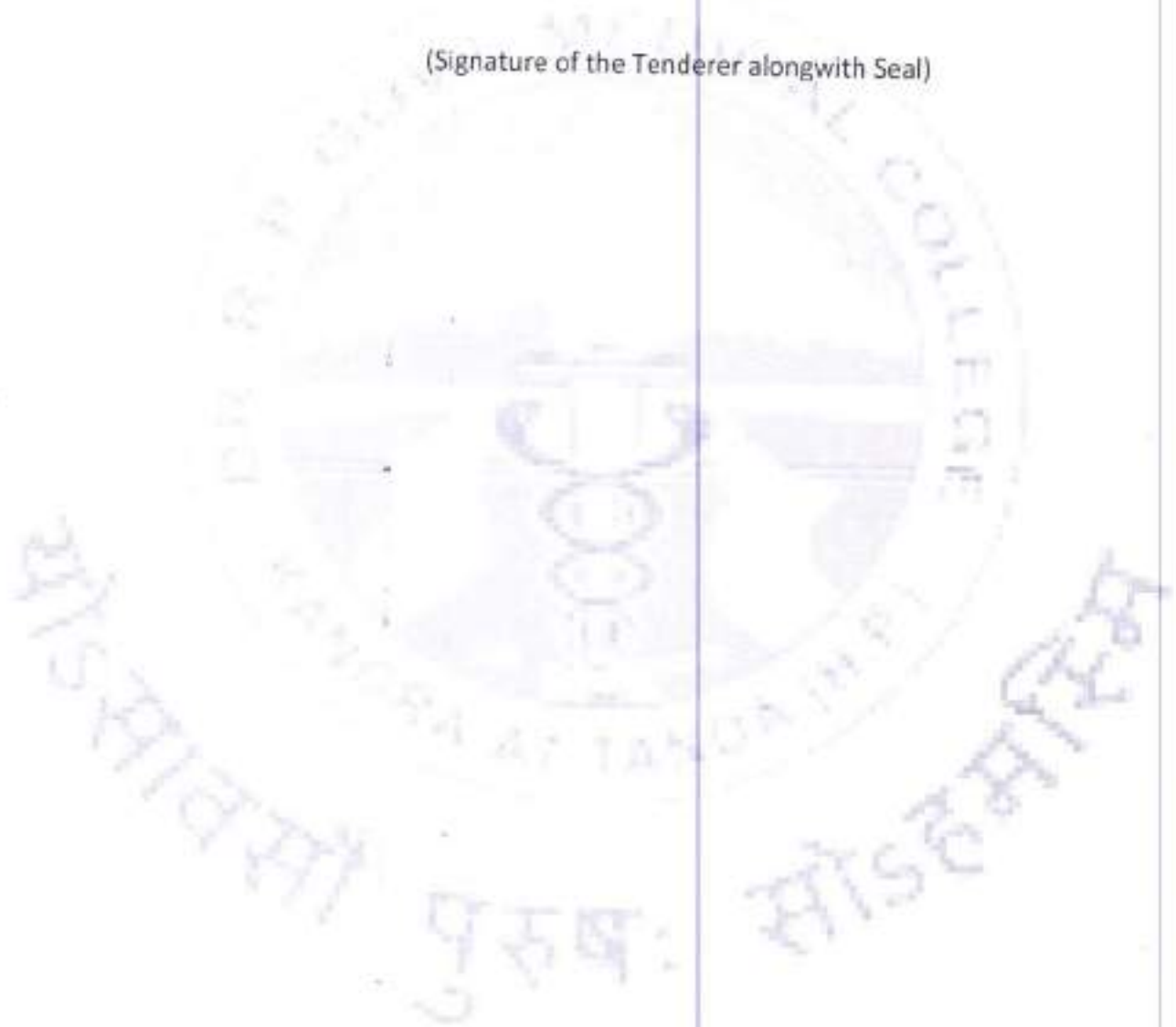

Principal,
Dr. R.P.Govt. Medical College,
Kangra at Tanda, Himachal Pradesh



DECLARATION

I hereby declare that I have read the terms and conditions and understood them fully. I hereby unconditionally agree to conform with and to be bound by the said conditions. If I fail to accept the terms and conditions, the above authority has right to proceed against me.

(Signature of the Tenderer alongwith Seal)



Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh

Chapter- 2

(Scope of work and Terms and Conditions Governing the Contract)

1. TERMS AND CONDITIONS:-

- 1.1 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 space in the dicky to keep the luggage. The Contractor shall ensure the placement of a Plate at a suitable place in front of the vehicle to indicate that the taxi has been hired for Govt use.
- 1.2 The registration fee, payment of route permits, renewal of route permits, payment of all taxes, levy of toll tax, entry tax at barriers, timely passing of vehicle etc., will be the sole responsibility of the contractor.
- 1.3 The contractor or his nominee shall ensure his presence at a short notice when required by the department.
- 1.4 The contractor 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 etc. have been duly accounted for and paid to the concerned authority.
- 1.5 The contractor shall be responsible for proper maintenance of all registers, records and accounts so far as these relate to the compliance of any statutory provisions/obligations. The contractor shall be responsible for maintaining record pertaining to payment of Wages and also for depositing the PF/ESI contributions with the authorities concerned and providing evidence in support thereof to the Department, if called for.
- 1.6 The contractor shall engage Driver(s) who is/are medically fit. The Contractor shall ensure that the antecedents of the driver are verified by the Police to the satisfaction of the Department and he necessarily is having the valid Driving License for the category of vehicle being driven by him.
- 1.7 The driver and vehicle provided shall not be changed without prior permission. If either the vehicle or the driver is not found suitable by the Dr. RPGMC, Tanda using the vehicle through this contract then the vehicle/ driver shall be changed immediately on receiving a request from Dr. RPGMC, Tanda.
- 1.8 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 vehicles shall be neatly dressed and must carry a mobile phone in working condition, for which no separate payment will be made by Dr. RPGMC, Tanda.**

- 1.9 The Contractor shall meet all expenses in respect of all claims arising due to any accident and shall have no claim 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.
- 1.10 In the event of the award of the tender and prior to execution of the contract, the contractor shall be required to submit the copies of the Registration Certificate and Comprehensive Insurance Policies of the vehicles being offered for hiring. Besides this, he will also provide the following details of driver(s) with photocopies of supporting document duly attested by a gazetted officer:-
- a) Name and Father's Name of the Driver
 - b) Address
 - c) Date of Birth
 - d) Driving License number with the category of vehicle authorized to drive.
 - e) Aadhar Number.
- 1.11 The journeys performed by the driver/owner on account of filling of fuel, repairs, services, halt at outstation/headquarter, journey from place of residence to place of duty/place of parking shall not be paid by Dr. RPGMC, Tanda.
- 1.12 Besides normal working hours on all working days, the vehicle should be made available at any time within half an hour call.
- 1.13 The vehicle may need to be plied on all kind of roads, within and outside Himachal Pradesh including rough and Kachha roads.
- 1.14 The Driver/Contractor shall keep and maintain a log book with the vehicle, which should be regularly updated. The staff of Dr. RPGMC, Tanda 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 Dr. RPGMC, Tanda.
- 1.15 The Contractor or Service provider's contract is applicable for only to those vehicles which are registered in his name. Means the contractor will not supply vehicles secured from other sources.
- 1.16 The firm should have at least three years of experience in the tour and travels business in providing taxis in the Government Sector/Semi Govt./Public Sector and should have adequate numbers of vehicles of its own with them.
- 1.17 Annual turnover of the Contractor or service provider should not be less than Rs. 25 lakhs during the last three financial years. (23-24,22-23,21-22).

2. DEFICIENCY CHARGES.

- 2.1 In case of delay in reporting of vehicle at specified time and place by less than 30 minutes from the specified time a penalty of Rs. 100/- (Rupees one hundred only) and for delay more than 30 minutes, a penalty of Rs. 500/- (Rupees one hundred only) will be levied for each such delay.
- 2.2 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 bill for each day of non-reporting. In addition, a penalty of Rs. 500/- (Rupees five hundred only) will be levied for each day of non-reporting.

- 2.3 In case of break down, if the contractor is not able to arrange back up vehicle within 45 minutes of such breakdown, a penalty of Rs. 100/- (Rupees one hundred only) will be levied in addition to non-payment for the duty.

3. **PAYMENT CONDITIONS.**

- 3.1 The contractor shall present bill to the Department/Office concerned for making payments and the payment for such bills shall be released after verification by the Department/Office concerned. The payment will be made only through NEFT/ RTGS. No claim of any kind of advance for fuel, repair, and accessory shall be claimed by the contractor. Department/Office will not bear in any case the cost of fuel, repair, accessories and Toll Charges etc.
- 3.2 Tax deduction at source and other taxes as per applicable law will be deducted.

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 contract. The Committee **Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh** has discretion for extending it for further term of **One Year** on mutually acceptable terms and conditions and rates. However, it will be obligatory on the part of contractor to continue to work at the rates prevailing on the last date of contract even beyond contract period for at least 3 months or till the new contract is finalized, whichever is earlier.

5. **EARNEST MONEY**

- 5.1 The tenderer will be required to deposit a sum of Rs 10,000/- (Rupees ten 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 the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to **Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh**. In case the tenderer fails to observe or comply with the said stipulation, 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 in the shape of crossed Demand Draft or FDR duly pledged in favour of **Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh** and valid for a minimum period of one month after the date of opening of tender.
- 5.3 The EMD of unsuccessful bidders will be returned within 15 days of opening of tenders and that of successful bidder will be retained till the deposit of security deposit as per Clause 6 below.

6 **SECURITY DEPOSIT**

- 6.1 The successful tenderer whose rates are finally accepted must deposit as Security Deposit for successful performance under the contract, a sum of Rs. 20,000/- (Rupees twenty thousand only) in the shape of crossed Demand Draft or FDR duly pledged or bank draft in favour of **Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh** within 7 (Seven days) from the date of communication of award of contract of tender and execute an agreement in the prescribed form. If he declines or fails to remit the amount towards security deposit, 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 in the first stage and will be evaluated by the committee so constituted on the criteria defined as per Annexure-I and I(i). Category/ Make and Model of the vehicle must be in parity to each other in Technical and Financial Bid. No reflection of rates is admissible in Technical Bid.
- 7.2 The financial bids will be opened only in respect of those firms, which meet the Technical Bid criteria mentioned above. The Evaluation Committee of the Department will assess the financial bids of the bidders who have been declared eligible after technical evaluation.
- 7.3 Rates quoted by the firms should not exceed the respective rates notified by the District administration for the year 2024-25 and where the price for hiring of mini bus quoted by the lowest tenderer is highly excessive as compared to prevalent rates further negotiation shall be held with the lowest tenderer to bring the price within justified limits.
- 7.4 The Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh intends to award the complete contract to one firm/company or Sole proprietor as the case may be. However, the Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh reserves the right to split the contract and award the contract to two or more different bidders separately.

8 **GENERAL**

Any clarification with regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required on an point shall be sought from The Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh whose decision in the matter shall be final and binding on all. Any other matter relevant to but not covered in the contract shall also be decided by making reference to him and his decision shall be binding on all.

9. **JURISDICTION OF COURTS**

- 9.1 In case either the Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh or the Contractor wants to take any dispute to a court of law only courts in Kangra shall have the jurisdiction over the matter.
10. The Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh reserves the right to terminate the contract any time without assigning any reason/notice thereof.

TO BE PLACED IN TECHNICAL BID ENVELOPE

ANNEXURE-I

FORM FOR PRE-QUALIFICATION/ TECHNICAL BID FOR PROVIDING TAXI SERVICE TO Office of the Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh

Name of Sole Proprietor/FIRM/ Company:-

- 01) Registered office address:-
(Please attach valid document as proof)
- 02) Branch office (if any) address:-
(Please attach valid document as proof)
- 03) Date of registration/ incorporation as firm/co.:-

Under Indian Partnership Act, 1932/ The Companies Act, 1956

(For Partnership Firm and Company enclose Copy of Registration/ incorporation and in case of Sole Proprietor please attach the license for undertaking the business in question)

Sr. No.	Description	Relevant details to be submitted by the tenderer
01	Amount of Earnest Money Deposit. (FDR No and Date) as per the condition number 3.1.1 (i) of the General Conditions.	
02	Experience as per the condition number 3.1.1 (ii) and 4 of the General Conditions	
03	PAN	
04	CGST/SGST Registration No.	
05	Photocopies of the Registration Certificate of the Vehicles owned to establish the age of the vehicle(s) as per Annexure-I (i) and Insurance Policy.	

DECLARATION

I hereby declare that the information given above and documents enclosed thereof are true and correct. No fact has been concealed by me.

(Signature of the tenderer with seal)

TO BE PLACED IN THE FINANCIAL BID ENVELOPE

ANNEXURE-II

PART- A

For Non AC Vehicles (Base Models)

FORM FOR FINANCIAL BID FOR PROVIDING VEHICLES FOR HIRING TO THE Office of the Principal, Dr. RPGMC Kangra at Tanda, Distt. Kangra, Himachal Pradesh

Name of Sole Proprietor/FIRM/ Co.- _____

Sr. No.	Vehicle	Fixed per month rates (1500 Kms. Per month)	Fixed Charges for full day upto 150 Kms Journey and 08 hours duty	Fixed Charges for half day upto 80 Kms Journey and 04 hours duty	Extra charges per Km (when hired for more than prescribed kms for a day or a month)	Extra charges per hour (when hired for more than prescribed kms for a day)	Night Halt Charges
Above 800 CC to 1000 CC seating Capacity 4+1							
01	Maruti Suzuki Alto						
Above 1000 CC to 1500 CC seating Capacity 4+1							
01	Toyota Etios/ Swift Dezire						
Above 1000 CC to 1500 CC- SUVs							
02	Bolero (7+1)						
Above 1500 CC							
03	Innova						
04	Tempo Traveller						
05	Bus (42 seater)						
06	Mini Bus (32 seater)						
07	Bolero pik-up						
08	Bolero Camper						

Note 01)- The rates to be offered above are inclusive of all taxes, if any, excluding of GST. The tenderer is required to mention the percentage of GST to be charged on above rates.

GST rate applicable:- _____

Note 02)- If any of the base model vehicles mentioned above comes with company fitted AC and front Power windows in that case the rates for the same be mentioned in this Part A and not in Part B of Annexure-II.

DECLARATION

I hereby declare that the above information is true and nothing is concealed by me. Further the above information is in compliance with the terms and conditions of the Tender.

(Signature of the Tenderer with seal)

TO BE PLACED IN THE FINANCIAL BID ENVELOPE

ANNEXURE-II

PART- B

For AC Vehicles with Power Window and Passenger Air Bag

Sr. No.	Vehicle	Fixed per month rates (1500 Kms. Per month)	Fixed Charges for full day upto 150 Kms Journey and 08 hours duty	Fixed Charges for half day upto 80 Kms Journey and 04 hours duty	Extra charges per Km (when hired for more than prescribed kms for a day or a month)	Extra charges per hour (when hired for more than prescribed kms for a day)	Night Halt Charges
Above 800 CC to 1000 CC seating Capacity 4+1							
01	Maruti Suzuki Alto						
Above 1000 CC to 1500 CC seating Capacity 4+1							
01	Toyota Etios/ Swift Dezire/						
Above 1000 CC to 1500 CC- SUVs							
02	Bolero (7+1)						
Above 1500 CC							
03	Innova						
04	Tempo Traveller						
05	Bus (42 seater)						
06	Mini Bus (32 seater)						
07	Bolero Pickup						
08	Bolero Camper						

Note 01)- The rates to be offered above are inclusive of all taxes, if any, excluding of GST. The tenderer is required to mention the percentage of GST to be charged on above rates.

GST rate applicable:- _____

DECLARATION

I hereby declare that the above information is true and nothing is concealed by me. Further the above information is in compliance with the terms and conditions of the Tender.

(Signature of the Tenderer with seal)