



Government  
eProcurement  
System

## eProcurement System Government of India

### Tender Details

Date : 19-Jan-2026 04:09 PM

Print

#### Basic Details

Organisation Chain	All India Institute of Medical Sciences-Mangalagiri-Andhra Pradesh  Procurement Cell - AIIMS Mangalagiri		
Tender Reference Number	AIIMS/MG/Proc/25-26/On Call Basis Vehicles		
Tender ID	2026_AIMSM_894587_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

#### Payment Instruments

Offline	S.No	Instrument Type
	1	Demand Draft

#### Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/ Technical	.pdf	Tender Document
2	Finance	.xls	Financial

#### Tender Fee Details, [Total Fee in ₹ \* - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

#### EMD Fee Details

EMD Amount in ₹	50,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Payable To AIIMS Mangalagiri	EMD Payable At	Payable At Mangalagiri

[Click to view modification history](#)

#### Work /Item(s)

Title	NOTICE INVITING TENDER FOR HIRING OF VEHICLES ON CALL BASIS AT AIIMS MANGALAGIRI FOR A PERIOD OF ONE YEAR				
Work Description	NOTICE INVITING TENDER FOR HIRING OF VEHICLES ON CALL BASIS AT AIIMS MANGALAGIRI FOR A PERIOD OF ONE YEAR				
Pre Qualification Details	As per tender document				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	25,00,000	Product Category	Hiring of Vehicles	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	NA
Location	AIIMS Mangalagiri	Pincode	522503	Pre Bid Meeting Place	Procurement cell
Pre Bid Meeting Address	Room no 2151, Procurement cell, AIIMS Mangalagiri	Pre Bid Meeting Date	28-Jan-2026 03:00 PM	Bid Opening Place	Procurement cell
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

#### Critical Dates

Publish Date	19-Jan-2026 05:00 PM	Bid Opening Date	10-Feb-2026 05:00 PM
Document Download / Sale Start Date	19-Jan-2026 05:00 PM	Document Download / Sale End Date	09-Feb-2026 05:00 PM

<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	19-Jan-2026 05:00 PM	<b>Bid Submission End Date</b>	09-Feb-2026 05:00 PM

**Tender Documents**

NIT Document					
	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	NIT	697.88	
Work Item Documents					
	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_940301.xls	BOQ	357.50
	2	Tender Documents	document.pdf	TENDER FOR HIRING OF VEHICLES ON CALL BASIS AT AIIMS MANGALAGIRI FOR A PERIOD OF ONE YEAR	1175.39

**Bid Openers List**

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	montoshchakraborty@aiismangalagiri.edu.in	Montosh Chakraborty	MONTOSH CHAKRABORTY
2.	sumit_rai@aiismangalagiri.edu.in	Sumit Rai	SUMIT RAI
3.	se@aiismangalagiri.edu.in	Lt. Col. Ravi Shekhar Sinha	RAVI SHEKHAR SINHA

**GeMARPTS Details**

<b>GeMARPTS ID</b>	UPAWAA12VOGG
<b>Description</b>	hiring of vehicles ON Call Basis
<b>Report Initiated On</b>	19-Jan-2026
<b>Valid Until</b>	18-Feb-2026

**Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Stage to disclose Bid Details in Public Domain</b>	Technical Bid Opening
<b>BoQ Comparative Chart model</b>	Normal	<b>BoQ Compative chart decimal places</b>	2
<b>BoQ Comparative Chart Rank Type</b>	L	<b>Form Based BoQ</b>	No

**TIA Undertaking**

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	<a href="#">PPP-MII Order 2017</a>	Agree	
2	<a href="#">MSEs Order 2012</a>	Agree	

**Tender Inviting Authority**

<b>Name</b>	Executive Director
<b>Address</b>	AIIMS Mangalagiri

**Tender Creator Details**

<b>Created By</b>	Sumit Rai
<b>Designation</b>	FICProcurement
<b>Created Date</b>	19-Jan-2026 03:43 PM

अखिलभारतीयआयुर्विज्ञानसंस्थान, मंगलगिरी

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, MANGALAGIRI

*A CAB under Ministry of Health & family Welfare, Government of India*

Tender No. AIIMS/MG/Proc/25-26/On Call Basis Vehicles



**NOTICE INVITING TENDER FOR HIRING OF VEHICLES ON CALL BASIS AT  
AIIMS MANGALAGIRI FOR A PERIOD OF ONE YEAR**

**DISCLAIMER**

This Tender is not an offer by the All-India Institute of Medical Sciences, Mangalagiri but an invitation to receive offer from vendors/bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized Officers of the All-India Institute of Medical Sciences, Mangalagiri with the vendor/ bidder.

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Mangalagiri, Guntur District, Andhra Pradesh - 522503

Website: [www.aiismangalagiri.edu.in](http://www.aiismangalagiri.edu.in)

Tendering Portal: [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)

Email: [procurement@aiismangalagiri.edu.in](mailto:procurement@aiismangalagiri.edu.in)

**TENDER NOTICE**

**TENDER FOR HIRING OF VEHICLES ON CALL BASIS AT AIIMS MANGALAGIRI  
FOR A PERIOD OF ONE YEAR**

Tender No. AIIMS/MG/Proc/25-26/On Call Basis Vehicles

<b>Critical Data Sheet</b>	
Mode of Tender	E- Tender
Type of Bid	Two Cover Bid
Tender Publishing Date	19-01-2026 @ 05.00 PM
Pre- Bid meeting	28-01-2026 @ 03:00PM
Last date and time for submission of Tender	09-02-2026 @ 05.00 PM
Date and time for opening of tender	10-02-2026 @ 05.00 PM
EMD	Rs 50,000/- (2% of Contract Value)
Period of Contract	One year from the date of work order and may be extended further for a period on 01 year
For viewing, quoting the detailed NIT and Qualifying Requirement, bidders may also visit our website	<a href="http://aiimsmangalagiri.edu.in">http://aiimsmangalagiri.edu.in</a> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>

The Executive Director, AIIMS Mangalagiri invites Tenders in Two Bid System (i.e., Technical and Financial Bid) from reputed, experienced Bidders for providing of vehicles on Call Basis at AIIMS Mangalagiri for a period of One year through on-line e-procurement portal [www.eprocure.gov.in](http://www.eprocure.gov.in)

The Tender documents are also available in our website: [www.aiimsmangalagiri.edu.in](http://www.aiimsmangalagiri.edu.in), Bidders have to submit the bids online by uploading all the required documents through [www.eprocure.gov.in](http://www.eprocure.gov.in) Bids for this tender will be accepted through online only.

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid. The Procurement of goods and services under this tender will be regulated as per the applicable provision of Public Procurement (Preference to Make in India), order 2017 of MoC & I (DIPP), Govt. of India, therefore, bidders who are claiming to be regulated under the said order are to submit documentary evidence in support of their claim. The Bidder shall bear all costs associated with the preparation and submission of its bid and AIIMS, Mangalagiri will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

The Executive Director, AIIMS Mangalagiri reserves the right to accept or reject any quotation in full or part thereof without assigning any reason.

**Manual bids and conditional bids will not be accepted under any circumstances and will be out rightly rejected.**

F I/C (Procurement cum Stores),  
For Executive Director, AIIMS Mangalagiri

**SCOPE OF WORK**

<b>S. No</b>	<b>Vehicle Type</b>	<b>Model Year</b>	<b>Fuel Type</b>	<b>Seating Capacity</b>	<b>Required Features/Remarks</b>
1	Premium SUV (e.g., Toyota, Innova Crysta, Mahindra XUV 700)	2024 & above	Any type	6-7	Air-conditioned, Power Steering, Comfortable Seats
2	SUV (e.g., Maruthi Ertiga, Toyota Rumion, Bolero)	2024 & above	Any type	4-5	Air-conditioned, Power Windows, Well-maintained Interior
3	Sedan (e.g., Honda City, Hyundai Verna, Baleno, Desire)	2024 & above	Any type	4-5	Suitable for short distance official movement
4	Mini Van (e.g., Renault Triber, Maruti Eeco)	2024 & above	Any type	6-8	For transportation of larger groups
5	Mini Bus (e.g., Force Traveller 12-17-Seater)	2024 & above	Any type	12-17	For group travel and official visits
6	Bus (Full-Size, e.g., Tata, Volvo)	2024 & above	Any type	40-50	For transportation of larger groups
7	Pickup Van / Utility Vehicle	2024 & above	Any type	2	For light material equipment transport
8	Tractor (with trolley)	2020 & above	Any type	-	For campus maintenance and logistics support
9	JCB / Backhole Loader/Other	2020 & above	Any type	-	For construction and infrastructure maintenance

1. AIIMS, Mangalagiri has the requirement of multiple vehicles. The Hired vehicles can be of model not older than 2024 with running not more than 30,000 kms. Vehicle travels mostly in Krishna, Guntur Districts and if requires it will travel other places in Andhra Pradesh/Telangana.
2. The bidder should own or have on lease sufficient Vehicle of model not older than year 2023 vehicles registered as commercial vehicles in their names or firm's name for use as commercial vehicles. The proof of ownership or lease holding should be produced along with the qualifying bid documents.
3. If Vehicle is not commercially registered, approved contractor, shall get the vehicle commercially registered within 30 days from the award of the work and submit the proof to AIIMS, Mangalagiri. An undertaking in this regard is mandatory by the bidder.
4. The bidder shall also submit full details of the vehicles like RC, Insurance, Pollution Clearance, Road tax, Fitness certificate, permits, Vehicle lease documents etc., that can be assigned in their favour and shall give a clear declaration that the firm will be able to supply commercial vehicles of model not older than 2023.

5. The bidder shall not act as a broker for other hire companies or any individual and the contract will be valid only if the company signing the contract supplies the vehicles themselves from their own fleet.
6. The AIIMS, Mangalagiri will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the AIIMS, Mangalagiri recognizes no employer- employee relationship between the AIIMS, Mangalagiri and the personnel deployed by the contractor/ agency.
7. Vehicles provide to the AIIMS, Mangalagiri should bear Commercial registration numbers and should have comprehensive insurance. Drivers so provided with the vehicles shall have Commercial vehicle license with Uniform and Badge.
8. The vehicles should conform to the norms prescribed, if any, by the Transport Department of Government of Andhra Pradesh.
9. The contractor shall provide names, address of the drivers along with their license number and copies within one week of the award of the contract.
10. It is clearly noted that AIIMS, Mangalagiri shall place the above / any of the above order only as per the actual requirement from time to time. AIIMS, Mangalagiri reserves the right to increase or decrease the required quantity of services without any change in hiring charges of the offered quantity or other terms and conditions at the time of award of contract or at any time during the currency of the contract.

**Timing:**

11. The vehicles are needed to be made available at the desired location on 24x7 call basis **within 12 hrs** from the time of intimation and if informed in advance, the vehicles need to **report 30 min before** the agreed time.

**12. INSPECTION OF VEHICLE:**

Vehicles on duty of any VIP may be required to be produced for inspection and trial before placement of the same. Owner reserves the right not to accept any or all the vehicles provided by the contractor in case they are not found to be in good running condition and not as per the specification agreed to.

**13. TAXES/ INSURANCE/ PERMIT/ PUC CERTIFICATES:**

- a) Contractor shall have valid permit(s), fitness certificate, Pollution Under Control Certificate from Pollution Control Board, and any other certificates required in respect of the motor vehicle with comprehensive insurance.
- b) The contractor shall comply with all relevant rules and regulations of Motor Vehicles Act. Etc. The vehicles deputed should carry all relevant papers duly updated and should fulfill the norms prescribed by the appropriate Govt. / Department.

**ALL VEHICLES SHOULD HAVE VALID PUBLIC SERVICE REGISTRATION AND TAXI PERMITS.**

**14. Registration and Compliance of Vehicles:**

The contractor shall ensure that all vehicles proposed and deployed under this contract are commercially registered and bear yellow number plates only (for Sl. No. 01–06 of the above table) in accordance with the provisions of the Motor Vehicles Act and applicable Government rules. Deployment of privately registered (White Number Plate) vehicles shall not be permitted. Any violation of this condition shall be treated as a breach of

contract and may attract penal action, including termination of contract, as per the tender terms and conditions.

15. The contractor will indemnify for loss/ damage of property or life of passenger or third party because of negligence of driver or poor maintenance of vehicle or due to an accident.
16. All legal obligations in respect of the vehicles i.e. Road Tax, RTO registration and permissions etc. and in respect of the driver i.e. minimum wages as per Govt. Regulation, social security etc. will be the responsibility of the Contractor.
17. The Drivers deployed for the vehicle should satisfy the following conditions:

- a) Drivers should have minimum 3 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
- c) All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, tolls, insurance, petrol/diesel, oil or and other expenditure related to the vehicle and the driver will be borne by the Contractor.
- d) The drivers of the vehicles should be provided with a mobile phone with valid SIM card by the contractor and all expenses towards the same shall be borne by the contractor. However, the driver should not use his mobile phone while driving.

**18. OUTSTATION & TOLL/PARKING CHARGES:**

- a) The contractor shall be responsible for boarding and lodging of the driver. No responsibility for these shall be to the Corporation/ in charge officer. Any denial by the contractor/its appointed driver for the vehicle under duty whatsoever to stay overnight will be considered as default and necessary penalty will be levied on the contractor as **per clause 19**. Driver shall not claim any hotel rent or food charge.

- b) Parking & Toll charge shall be borne by the contractor.

**19. PENALTY:**

In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:

<b>S.no</b>	<b>Nature of default</b>	<b>Penalty Rs.</b>
1	Late Reporting	25% of proportionate contract charges per day
2	Non-Reporting	Rs.1000/- per instance & will be recovered from Bills or Security Deposit
3	Poor Maintenance of Vehicles	Rs. 200/-
4	Refusal of duties	50%-100 % of proportionate contract charges per day.
5	Non- observations of dress code/ proper etiquette	Rs. 100/- for first instance and Rs. 200/- for subsequent instances.
6	Vehicle kept unclean	25% of proportionate contract charges per day
7	Unsafe/ rash driving	25% of proportionate contract charges per day

**For levying any penalty, the decision of the Officer-in-charge will be final and binding**

20. The Corporation/Officer-in-charge shall be at liberty to withhold any payment of bill or security deposit or EMD to realize any amount due from the successful bidder(s) either by way of penalty as per applicable clause or any other manner whatsoever.

21. In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor namely. In case vehicle does not report within the reasonable time or does not report at AIIMS Mangalagiri would have the right to hire a vehicle from the market and the additional incurred by the Corporation will be borne by the Contractor. In case, neither a substitute he is provided nor a hired by the Corporation, proportionate contract charges liable to be deducted from the contract charges payable, in addition to the penalty levied indicated in Para 19.
22. There will be no revision of rates in contract period depending upon the decrease/ increase in fuel price.
23. If contractor fail to provide the desired class of vehicle to the corporation, then it would be treated as deficiency in service. In that event, this office may put you in the black list and also will be free to hire desired class of vehicle from any other agencies and expenses so incurred for hiring the substitute vehicle and/or suitable penalty will be deducted from your subsequent bill
24. White towel (at own cost) & Water bottle (at actual cost) in the vehicle shall be provided whenever required.
25. The contractor shall observe all labour and other statutory rules and regulation of State/Central Govt. in force including the Safety rules & regulations. In case of any violations of such laws, rules & regulations, the cost involvement thereof shall exclusively be borne by the contractor
26. AIIMS Mangalagiri reserves the right of reject all or any of the offers or accept more than one offer without assigning any reason. Any conditional offer(s) will also be rejected.



**TECHNICAL BID DOCUMENTS TO BE SUBMITTED BY THE BIDDER**

<b>S. no</b>	<b>Documents</b>	<b>Procedure to be followed</b>
1	PAN & GST	Signed and scanned copy of duly attested copy of PAN, GST and Firm registration certificate
2	EMD	Scanned Copy of the EMD should be uploaded on e-portal under Technical BID and hard copy to be submitted at procurement cell, AIIMS Mangalagiri
3	Tender Acceptance letter	Signed and Scanned copy of Tender Acceptance letter “Annexure-I”
4	Profile of Organization	Name and Address of Firm/Company (on Firm’s letter head) may upload as per proforma given in ANNEXURE “II”
5	Bid Security Declaration	Scanned copy of declaration form as per ANNEXURE “III” on bidder’s firm letter head may be uploaded
6	Affidavit of blacklisting	Signed and Scanned Copy of affidavit duly certified by the notary that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending against either bidder legal entity or against individual Directors of the company or partners etc. of the firm etc. as per “Annexure-IV”.
7	Turnover on CA letter head	Copy of Balance sheets, Turnover and profit loss statements for last three successive years duly certified by the Chartered Accountants of <b>bidder</b> . The average <b>bidder</b> turnover for the last three years should not be less than Rs. 12,00,000/- as per “Annexure-V”.
8	Experience & Running Contracts	Firms should have experience for executing similar contract of comparable magnitude at least for three (3) years in Govt. / Semi-Govt. / Public Sector Organizations / Banks / Pvt. Sector Organizations. Details may be uploaded as per proforma given in ANNEXURE “VI”.
9	Mandatory documents	<ul style="list-style-type: none"> <li>• Copies of ownership documents or lease agreements for at least one vehicle of each type as mentioned in the Scope of Work shall be submitted.</li> <li>• Copies of valid permits, insurance, registration certificates, and Pollution Under Control (PUC) certificates of the said vehicles shall also be submitted.</li> </ul>
10	IT returns copy last 03 F. Y	Income Tax Return of last three years should be uploaded.

*Firm/company who have withdrawn after participating in any of the previous tenders of All India Institute of Medical Sciences – Mangalagiri are not eligible to participate in this tender*

Note:

- 1) Bidders are requested to upload the clearly visible documents only. If documents is not clearly visible, then offer shall be liable for rejection without any further communication
- 2) Notwithstanding anything stated above, the Institute reserves the right to assess the Bidder's capability and capacity to perform the contract satisfactorily before deciding on award of contract, should circumstances warrant such an assessment in the overall interest of the purchaser.

**A. Price Bid / Financial Bid:**

Schedule of price bid in the form of BOQ\_XXXX .xls

The below mentioned Financial Proposal/ Commercial bid format is provided as BOQ.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BOQ.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with AIIMS Mangalagiri.

**GENERAL INSTRUCTIONS TO BIDDERS (GIB)**

**1. PREAMBLE: -**

- i) **Pre-Bid Meeting:** - The pre-bid Tender meeting will be held on **28-01-2026 03:00PM** at Conference hall, 2<sup>nd</sup> floor, Admin & Library building, AIIMS Mangalagiri. The agency(s) may get their doubts clarified regarding any terms and condition of the contract during pre-bid meeting. Thereafter any claim of doubt/confusion or any things relating to this contract will not be entertained and it will be deemed that the agency has understood everything about this tender. Based on queries of the bidders, committee members will decide to issue any amendments/corrigendum for the tender
- ii) **Language of Tender:** -The tender submitted by the bidder and all subsequent correspondence and documents relating to the tender exchanged between the bidder and the purchaser, shall be written in English language, unless otherwise specified in the Tender Enquiry. However, the language of any printed literature furnished by the bidder in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail.
- iii) **Tendering Expenses:** - The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing of the same. The purchaser will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conduct or outcome of the tendering process.
- iv) **Corrigendum to Tender Documents:-**
  - a. At any time prior to the deadline for submission of bids, the purchaser may, for any reason deemed fit by it, modify the Tender Enquiry Document by issuing suitable Corrigendum to it

- b. Corrigendum in technical specification issued after pre-bid meeting will be final & no corrigendum will be issued thereafter.
- c. Corrigendum will be notified through <https://eprocure.gov.in/eprocure/app> and website of AIIMS Mangalagiri i.e. [www.aiismsmangalagiri.edu.in](http://www.aiismsmangalagiri.edu.in).

**vii. Clarification of Tender Documents: -**

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be call directed to the 24x7 CPP Portal Helpdesk.

**2. Tender currencies: -**

- a) The bidder supplying indigenous goods or already imported goods shall quote only in Indian Rupees (INR).
- b) Bids, where prices are quoted in any other way shall be treated as non - responsive and will be rejected.

**3. Tender Prices:-**

- a. The bidder shall indicate all specified components of prices shown therein on the Price Schedule provided in BOQ including the unit prices, applicable taxes and total bid prices of goods and services. It proposes to supply against the requirement. The entire column shown in BOQ should be filled up as required. Cost per item will be considered for Price evaluation.
- b. Bids, where prices are quoted in any other way shall be treated as non - responsive and will be rejected.

**4. Firm Prices: -** The quoted rates must be valid for Contract Period from the date agreement. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected

**5. Contract period:** Tender for Hiring of Vehicles on Call basis at AIIMS Mangalagiri is initially for a period of (01) One year and can be continued / renewed for further One (1) year subject to satisfaction of All India Institute of Medical Sciences (AIIMS), Mangalagiri and on mutual consent of both the parties in accordance with/ rules framed by the Government of India from time to time.

**6. Bid validity: -**

- a) The bids shall remain valid for acceptance for a period of 180 days after the date of tender opening prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- b) In exceptional cases, the bidders may be requested by the purchaser to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by email. The bidders, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender.
- c) In case the day up to which the tenders are to remain valid falls on / is subsequently declared a holiday or closed day for the purchaser, the tender validity shall automatically be extended up to the next working day.

**7. Scrutiny and Evaluation of Tenders:-**

- a) Tenders will be evaluated on the basis of the terms & conditions incorporated in the tender document.
- b) The Purchaser will examine the Tenders to determine whether they are complete, devoid of computational errors, sureties furnished, documents signed & stamped, etc.
- c) The Purchaser's determination of a Tender's responsiveness will be based on the contents of the tender itself without recourse to extrinsic evidence.

**8. Non- responsive tender:-** Non submission of the following will lead to the tender to be declared non – responsive and summarily rejected:

- a) Tender Acceptance Form as per Annexure-I (signed & stamped) not uploaded.
  - b) Bid validity is shorter than the required period.
  - c) Required Bid Security (Amount, validity etc.)/ Exemption documents have not been uploaded as per stipulated provisions
  - d) Bidder has not agreed to give the required performance security of required amount in an acceptable form for due performance of the contract.
  - e) Bidder has not agreed to other essential condition(s) specially incorporated in the Tender document.
  - f) Poor/unsatisfactory past performance.
  - g) Bidders who stand de-registered/ banned/ blacklisted by any Central Govt. Ministries/ Departments/ Hospitals/Institutes.
- 9. Discrepancies in Prices:** The Bidder(s) shall quote Rate up-to two decimals only. Only the first two decimals will be considered if the quotation is having more than two decimals.
- 10. Bidder's capability to perform the contract:**
- a) The purchaser, through the above process of tender scrutiny and tender evaluation will determine to its satisfaction whether the bidder, whose tender has been determined as the lowest evaluated responsive tender is eligible, qualified and capable in all respects to perform the contract satisfactorily. If, there is more than one schedule in the Schedule of Requirements, then, such determination will be made separately for each schedule.
  - b) The above-mentioned determinations will inter-alia take into account the bidder's financial, technical and production capabilities for satisfying all the requirements of the purchaser as incorporated in the Tender document. Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the bidder in its tender as well as such other allied information as deemed appropriate by the purchaser.
- 11. Purchaser's Right to accept any tender and to reject any or all tenders:** The purchaser reserves the right to accept in part or in full any tender or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidders
- 12. Corrupt or Fraudulent Practices:** It is required by all concerned namely the Consignee/Bidders/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser defines, for the purposes of this provision, the terms set forth below as follows: -
- a) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; &
  - b) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;
  - c) A proposal will be rejected for award if it determined that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
  - d) Will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time it is determined that the firm has engaged in corrupt or fraudulent practices in competing for, or in execution of the contract.
- 13. Signing of Contract:** The successful bidder shall execute an agreement for ensuring satisfactory supply of the vehicles with drivers etc.
- 14.** The competent authority reserves the right to accept or reject any or all tenders without assigning reasons.

15. The competent authority reserves the right to modify, add or delete any terms & conditions of the contract as and when required.

### **GENERAL TERMS & CONDITIONS**

#### **1. Earnest Money Deposit:**

- a) Bidders shall submit EMD either by depositing to the AIIMS Bank Account (A/c No. 38321557910 Account Name - AIIMS Mangalagiri - Receipts State Bank of India IFSC - SBIN0061485) or by DD drawn in favor of Director AIIMS Mangalagiri, as mentioned in table 1, for a sum of Rs.50,000/- (Rupees Fifty Thousand only) payable at AIIMS Mangalagiri as mentioned, valid for 3 months/90 days. The scanned copy of Deposit receipt/transfer details/DD is to be uploaded while submitting the bid.
- b) The Original Bank Transfer details/DD EMD should reach ***Procurement Cell, Room no: 2151, logistic block, AIIMS, Mangalagiri, Guntur, and Andhra Pradesh 522503*** within the bid submission date and time for the tender. Bids received without EMD or after due date will be rejected.
- c) **Exemption:** Firms registered with NSIC/MSME (for Service of Similar Items) are exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). Govt. of India/State Government departments/Undertakings are also exempted from EMD. However, the respective firm / departments have to submit the relevant certificate (NSIC/MSME etc.) and financial limit to avail this exemption

#### **2. Use of contract documents and information**

- a) The supplier shall not, without the purchaser's prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of the purchaser in connection therewith, to any person other than the person(s) employed by the supplier in the performance of the contract emanating from this Tender document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.
- b) Further, the supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in this tender except for the sole purpose of performing this contract.
- c) Except the contract issued to the supplier, each and every other document mentioned in tender shall remain the property of the purchaser and, if advised by the purchaser, all copies of all such documents shall be returned to the purchaser on completion of the supplier's performance and obligations under this contract.

#### **3. Technical Evaluation:**

- a) Detailed technical evaluation shall be carried out by Institute pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
- b) The Institute may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the Institute shall have sole discretion to call for discussion / presentation.
- c) AIIMS Mangalagiri shall have right to accept or reject any or all tenders without assigning any reasons thereof

#### **4. Financial Evaluation:** The financial bid shall be opened of only those bidders who have

been found to be technically eligible. The institute shall inform the date, place and time for opening of financial bid.

5. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.
6. **Award of Contract:** Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder. L1 will be decided on an individual item basis. In case of tie for any item, the bidder who will stand as L1 for highest number of items will be awarded contract for that particular item.
7. **Right of acceptance/Rejection:** AIIMS, Mangalagiri reserves the right to accepting the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The AIIMS Mangalagiri reserve the right to reject any or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.
8. **Assignment:** The bidder shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with the Purchaser's prior written permission.
9. **Sub Contracts**
  - a) The bidder shall notify the Purchaser in writing of all sub contracts awarded under the contract if not already specified in its tender. Such notification, in its original tender or later, shall not relieve the bidder from any of its liability or obligation under the terms and conditions of the contract.
  - b) Sub contract shall be only for bought out items and sub-assemblies.
  - c) Sub contracts shall also comply with the provisions of "Country of Origin".
10. **Signing the Contract:** - The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/- (Rs. One Hundred only) along with performance security within fifteen (15) days from the issue of notification of award. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the acceptance of BID shall be considered as cancelled.
11. **Performance Security:** - The Successful Contractor will be required to furnish an amount @ 3% of Total Annual Contract Value (inclusive of GST) as a performance security in the form of Demand Draft (DD) from any Nationalized Bank duly pledged in the name of the "All India Institute of Medical Sciences, Mangalagiri" payable at Mangalagiri within 30 days from the award of contract. Security Deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations.

The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract.

In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the EMD/Performance Security deposited would be forfeited. The original PSD must be delivered to **Procurement Cell, Room no: 2151, logistic block, AIIMS, Mangalagiri, Guntur, and Andhra Pradesh 522503**

Performance Security will be discharged after 60 days from the completion of contractor's performance obligations under the contract.

**12. Payment clause: -**

- a) No advance payment is payable by this office or the officers traveling in hired vehicles. The billing will be done on monthly basis and it should be submitted by the contractor/ firm by the first week of the following month. The payment will be made only for those log book entries which have been signed by the officer/s official using the vehicles. It will be the responsibility of the vehicle driver to get the log book entries indicating start kilometer, end kilometer, distance covered, time from office, places visited etc. For each occasion of journey signed by the officer/ official traveling on a day-to-day basis.
- b) The contractor should furnish the bank details to effect payment
- c) TDS will be deducted from the payment due to the vendor as per the Income tax Act.

**13.** Executive Director AIIMS Mangalagiri, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by AIIMS, Mangalagiri in that event the security deposit shall stands forfeited.

**14. Insolvency:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Mangalagiri shall have the power to terminate the contract without any prior notice.

**15. Fall clause:** If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or act of the Central or State Govt. or by the tenderer himself, the tenderer shall be morally and statutorily bound to inform AIIMS, Mangalagiri immediately about such reduction in the contracted prices. AIIMS, Mangalagiri is empowered to unilaterally effect such reduction as is necessary in rates in case the tenderer fails to notify or fails to agree for such reduction of rates. In case of any enhancement in Taxes due to statutory Act of the Govt. after the date of submission of the tenders and during the tender period, the additional Taxes so levied will be allowed to be charged extra as separate item without any change in price structure of the items approved under the tender. For claiming the additional cost on account of the increase in Taxes, the tenderer should produce letter from the concerned excise authorities indicating his commitment for the supply made to the AIIMS, Mangalagiri on account of the increase in Taxes.

**16.** The quantity of item given in the tender is tentative, which may be increased or decreased as per the institute's requirement.

**17.** No escalation in rates on any account will be permitted during the contract period. Also, no subsidy will be given over the quoted rates.

**18.** Conditional bid will be treated as unresponsive and it may be rejected.

**19.** The Successful Tenderer shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of making arrangement for supply of the desired goods even on short notice to AIIMS, Mangalagiri.

**20. Notices: -** Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or by cable or telex or facsimile and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract. In case of e-mail, exchange the notices document must be verified by Digital Signature. The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

**21. Penalties for non-performance**

The penalties to be imposed, at any stage, under this tender are;

- a) imposition of penalties

- b) forfeiture of EMD/performance security,
- c) termination of the contract,
- d) Blacklisting/debarring of the bidder

**22. Termination of Contract**

- a) **Termination for default:** - The Institute, without prejudice to any other contractual rights and remedies available to it (the Institute), may, by written notice of default sent to the successful bidder, terminate the contract in whole or in part, if the successful Bidder fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Institute.
- b) In the event of the Institute terminating the contract in whole or in part, the Institute may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the successful bidder shall be liable to the Institute for the extra expenditure, if any, incurred by the Institute for arranging such procurement.
- c) Unless otherwise instructed by the Institute, the successful bidder shall continue to perform the contract to the extent not terminated.
- d) **Termination for insolvency:** If the successful bidder becomes bankrupt or otherwise insolvent, the Institute reserves the right to terminate the contract at any time, by serving written notice to the successful bidder without any compensation, whatsoever, to the successful Bidder, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and or will accrue thereafter to the Institute.
- e) **Termination for convenience:** - The Institute reserves the right to terminate the contract, in whole or in part for its (Institute) convenience, by serving written notice on the successful bidder at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Institute. The notice shall also indicate inter alia, the extent to which the successful bidder's performance under the contract is terminated, and the date with effect from which such termination will become effective.

**23. Force Majeure: -**

- (i) For purposes of this clause, Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.
- (ii) If a Force Majeure situation arises, the supplier shall promptly notify the Purchaser/Consignee in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the Purchaser/Consignee in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- (iii) If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.
- (iv) In case due to a Force Majeure event the Purchaser/Consignee is unable to fulfil its contractual commitment and responsibility, the Purchaser/Consignee will notify the



supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

**24. Arbitration / Resolution of disputes:-**

- a) In the event of any dispute or difference(s) between the vendee (AIIMS Mangalagiri) and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause what so ever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Director AIIMS Mangalagiri who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.
- b) If the parties fail to resolve their dispute or difference by such mutual consultation within twenty- one days of its occurrence then, either the Purchaser/Consignee or the supplier may give notice to the other party of its intention to commence arbitration.

**25.** The purchaser reserves the right to conclude more than one rate contract for the same item.

**26.** The purchaser has the option to renegotiate the price with the rate contract holder.

**27.** At any time, prior to the date of submission of bid, AIIMS, MANGALAGIRI may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments. The amendments shall be uploaded at AIIMS MANGALAGIRI's website and these amendments will be binding to all prospective bidders.

**28.** Any bid received after the dead line for submission of bids shall liable to be summarily rejected and returned to the bidder.

**29. Inspection:**

- a) AIIMS, Mangalagiri shall the right to inspect the vehicles, confirm their conformity to the tender Specifications at no extra cost to the AIIMS, Mangalagiri.
- b) The Executive Director, AIIMS Mangalagiri shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
- c) AIIMS, Mangalagiri reserves right to inspect, test and, where necessary whenever required , reject the Goods after the goods arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by AIIMS, Mangalagiri prior to the goods.

**30. Applicable Law & Jurisdiction of Courts**

- a) The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.
- b) All disputes arising out of this tender will be subject to the jurisdiction of courts of law in Mangalagiri/Vijayawada/Guntur (Andhra Pradesh, India).

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The Executive Director, AIIMS Mangalagiri, invites E-Bids in Two Bid System (i.e., Technical and Financial Bid) from eligible Manufacturers / Direct Importers/ Authorized distributor online through E-procurement solution portal <https://eprocure.gov.in/> on mutually agreed terms and conditions and satisfactory performance for: – Tender for Hiring of Vehicles at AIIMS Mangalagiri for a period of two years.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/>

### **1. REGISTRATION**

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/> ) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- b) As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify / nCode / eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.

### **2 SEARCHING FOR TENDER DOCUMENTS**

- B. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- C. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- D. The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

### **3 PREPARATION OF BIDS**

- i) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
- ii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR /

DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- iii) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **4. CORRIGENDUM**

- a) At any time prior to the deadline for submission of bids, the purchaser may, for any reason deemed fit by it, modify the Tender Enquiry Document by issuing suitable Corrigendum to it.
- b) Corrigendum in technical specification issued after pre-bid meeting will be final & no corrigendum will be issued thereafter.
- c) Corrigendum will be notified through <https://eprocure.gov.in/eprocure/app> and website of AIIMS Mangalagiri.

#### **5. SUBMISSION OF BIDS:**

- b) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and upload it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- e) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- f) All the documents being submitted by the bidders will be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology.
- g) Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys.
- h) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message

& a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- j) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **6. ASSISTANCE TO BIDDERS**

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be call directed to the 24x7 CPP Portal Helpdesk.

Institute website: <http://aiimsmangalagiri.edu.in>

#### **E-Tendering Portal:**

<https://eprocure.gov.in/eprocure/app>

For any technical related queries please call at 24 x 7 Help Desk Number  
0120-4001 002, 0120-4001 005, 0120-6277 787

Email Support: [cpp-doe@nic.in](mailto:cpp-doe@nic.in), [support-eproc@nic.in](mailto:support-eproc@nic.in)

Tender queries: [procurement@aiimsmangalagiri.edu.in](mailto:procurement@aiimsmangalagiri.edu.in)

**PRICE BID FORM**

1. I/We .....submitted the bid for Tender No. ...., dated .....for “Tender for Hiring of Vehicles on call basis for period of One year at AIIMS Mangalagiri”
2. I/We thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.
3. I/We hereby offer to supply at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.
4. The bidders are required to quote their rates in the following format for providing vehicles on an on-call basis as and when required by the Institute.
5. The rates shall be quoted in Indian Rupees (₹) and shall be **inclusive of all applicable taxes, duties, levies, GST, fuel, driver charges, maintenance, insurance, toll, parking, interstate permits, and all other incidental expenses. No additional payment, reimbursement, or claim shall be entertained by the Institute under any circumstances.**

Sl. No.	Vehicle Type	Qty	parameter	Rates excl. GST
1.01	Premium SUV (e.g., Toyota Innova Crysta, Mahindra XUV700)	1.00	Charges if vehicle hired for <b>less than 06 hrs or up to 75 km</b>	
2.01	SUV (e.g., Maruti Ertiga, Toyota Rumion, Bolero)	1.00	Charges if vehicle hired for <b>less than 06 hrs or up to 75 km</b>	
3.01	Sedan (e.g., Honda City, Hyundai Verna, Baleno, Dzire)	1.00	Charges if vehicle hired for <b>less than 06 hrs or up to 75 km</b>	
4.01	Mini Van (e.g., Renault Triber, Maruti Eeco)	1.00	Charges if vehicle hired for <b>less than 06 hrs or up to 75 km</b>	
5.01	Mini Bus (e.g., Force Traveller – 12–17 Seater)	1.00	Charges if vehicle hired for <b>less than 06 hrs or up to 75 km</b>	
6.01	Bus (Full Size, e.g., Tata, Volvo)	1.00	Charges if vehicle hired for <b>less than 06 hrs or up to 75 km</b>	
7.01	Premium SUV (e.g., Toyota Innova Crysta, Mahindra XUV700)	1.00	Charges per day if vehicle hired for <b>&gt;06 hrs up to 12 hrs or up to 150 km</b>	
8.01	SUV (e.g., Maruti Ertiga, Toyota Rumion, Bolero)	1.00	Charges per day if vehicle hired for <b>&gt;06 hrs up to 12 hrs or up to 150 km</b>	
9.01	Sedan (e.g., Honda City, Hyundai Verna, Baleno, Dzire)	1.00	Charges per day if vehicle hired for <b>&gt;06 hrs up to 12 hrs or up to 150 km</b>	
10.01	Mini Van (e.g., Renault Triber, Maruti Eeco)	1.00	Charges per day if vehicle hired for <b>&gt;06 hrs up to 12 hrs or up to 150 km</b>	
11.01	Mini Bus (e.g., Force Traveller – 12–17 Seater)	1.00	Charges per day if vehicle hired for <b>&gt;06 hrs up to 12 hrs or up to 150 km</b>	
12.01	Bus (Full Size, e.g., Tata, Volvo)	1.00	Charges per day if vehicle hired for <b>&gt;06 hrs up to 12 hrs or up to 150 km</b>	
13.01	Premium SUV (e.g., Toyota Innova Crysta, Mahindra XUV700)	1.00	Charges <b>per km beyond 150 km</b>	

**AIIMS/MG/Proc/25-26/On Call Basis Vehicles**

<b>Sl. No.</b>	<b>Vehicle Type</b>	<b>Qty</b>	<b>parameter</b>	<b>Rates excl. GST</b>
14.01	SUV (e.g., Maruti Ertiga, Toyota Rumion, Bolero)	1.00	Charges <b>per km beyond 150 km</b>	
15.01	Sedan (e.g., Honda City, Hyundai Verna, Baleno, Dzire)	1.00	Charges <b>per km beyond 150 km</b>	
16.01	Mini Van (e.g., Renault Triber, Maruti Eeco)	1.00	Charges <b>per km beyond 150 km</b>	
17.01	Mini Bus (e.g., Force Traveller – 12–17-Seater)	1.00	Charges <b>per km beyond 150 km</b>	
18.01	Bus (Full Size, e.g., Tata, Volvo)	1.00	Charges <b>per km beyond 150 km</b>	
19.01	Premium SUV (e.g., Toyota Innova Crysta, Mahindra XUV700)	1.00	Charges <b>per hour beyond 12 hours</b>	
20.01	SUV (e.g., Maruti Ertiga, Toyota Rumion, Bolero)	1.00	Charges <b>per hour beyond 12 hours</b>	
21.01	Sedan (e.g., Honda City, Hyundai Verna, Baleno, Dzire)	1.00	Charges <b>per hour beyond 12 hours</b>	
22.01	Mini Van (e.g., Renault Triber, Maruti Eeco)	1.00	Charges <b>per hour beyond 12 hours</b>	
23.01	Mini Bus (e.g., Force Traveller – 12–17-Seater)	1.00	Charges <b>per hour beyond 12 hours</b>	
24.01	Bus (Full Size, e.g., Tata, Volvo)	1.00	Charges <b>per hour beyond 12 hours</b>	
25.01	Pickup Van / Utility Vehicle	1.00	Charges <b>per hour</b>	
26.01	Tractor (with trolley)	1.00	Charges <b>per hour</b>	
27.01	JCB / Backhoe Loader / Other	1.00	Charges <b>per hour</b>	
<b>TOTAL AMOUNT</b>				

As per tender terms & conditions from the date of opening of financial bid, it shall remain binding upon transporter and may be accepted at any time before the expiry of that period.

**Note:** Rates are inclusive of all charges except Service Tax. Service Tax shall be paid as per actual, hence it should be shown separately. “Discount” or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

Date

Place

Signature of the Bidder / Authorized signatory Name

Address:

Telephone:

Seal

The contractor shall provide vehicles on an on-call basis as and when required by the Institute /Department. The types of vehicles and applicable rate categories shall be as per the Financial Bid / Schedule of Rates.

### **1. Rates and Price Basis:**

The rates quoted by the bidder shall be exclusive of GST. Applicable GST shall be paid separately as per Government norms.

The bidder shall quote for all the types of vehicles mentioned above, failing which the bid may be treated as non-responsive.

The quoted rates shall be inclusive of all the following charges

- Driver wages and allowances
- Fuel charges
- Parking charges
- Toll charges
- State entry taxes
- Halt / night halt charges
- Loading / unloading charges (if any)
- Any other incidental or statutory charges

No extra payment shall be made beyond the quoted rates under any circumstances, except applicable GST.

### **2. Rate Structure Applicable:**

The following rate components shall be applicable as per the Financial Bid:

- a) Charges per hour if the vehicle is hired for less than 06 hours
- b) Charges per day if the vehicle is hired for more than 06 hours up to 12 hours or up to 150 km, whichever is earlier
- c) Charges per km beyond 150 km
- d) Charges per hour beyond 12 hours
- e) Hourly charges for:
  - Pickup Van / Utility Vehicle
  - Tractor (with trolley)
  - JCB / Backhoe Loader / Other

### **3. Determination of L1 Bidder**

1. The L1 bidder shall be determined based on the total value derived by adding the quoted rates under the following heads:
  - Charges per hour (less than 06 hours)
  - Charges per day (>06 hours up to 12 hours or up to 150 km)
  - Charges per km beyond 150 km
  - Charges per hour beyond 12 hours
  - Hourly charges for Pickup Van / Utility Vehicle, Tractor (with trolley), JCB / Backhoe Loader / Other
2. The bidder quoting the lowest combined total value for all the above components shall be declared L1, subject to meeting all technical and eligibility conditions.
3. In the event of a tie, selection shall be made in the following order of preference:

- (a) Bidder owning a higher number of vehicles.
- (b) Bidder having prior experience with Government institutions.
- (c) Bidder having earlier registration of establishment

#### 4. Vehicle Deployment

1. Vehicles shall be deployed only on demand from the authorized officer/officer in-charge of the Institute.
2. No minimum number of vehicles or minimum hours of hiring is guaranteed
3. The Institute reserves the right to hire any category of vehicle depending on requirement.

#### 5. Time and Distance Calculation

1. Time shall be calculated from the reporting time to release time of the vehicle.
2. Distance shall be calculated based on the vehicle odometer reading, which shall be recorded at the start and end of each duty.
3. Any fraction of an hour beyond the applicable slab shall be rounded up to the next full hour.

#### **Payment Terms:**

##### 1. Monthly Payment:

- Payment to the successful bidder shall be made on a **monthly basis**, upon submission of a **proper tax invoice** along with the **trip logbook and supporting documents**, duly certified by the respective user department or the authorized officer.
- The bills shall be submitted **by the end of each month**, and payment shall be released **within 60 days from the date of submission of complete bills**.

##### 2. Trip Records and Verification:

- For every trip, the driver shall record the **starting and ending kilometer readings, date, time, and destination details** in the logbook/ledger.
- Each entry must be **signed by the authorized user/in-charge** at the start and end of the journey.
- Any overwriting or tampering in the logbook shall not be accepted.

##### 3. Ledger Maintenance:

- The bidder shall maintain a **proper trip ledger** for all vehicles deployed under the contract, containing details of each journey, usage period, kilometers run, and purpose of travel.
- This ledger shall be submitted periodically (preferably monthly) for verification by the concerned department.



Annexure-I

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**Date:**

To,  
The Executive Director,  
AIIMS Mangalagiri

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/ Work' from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**PROFILE OF THE ORGANIZATION/COMPANY/FIRM**  
(To be given on Company Letter Head)

<b>FORM A: Particulars of the Firm/Company/Agency</b>		
1.	Name of the firm/Company/Agency	
2.	Type of Firm/Company (Individual/ proprietary/ partnership/ public/private/ limited/ if any specify)	
3.	Type of business (Manufacturer/ Authorized Agent/ Consulting company/ if any specify)	
4.	Website	
5.	Year of Establishment	
6.	Permanent Account No (PAN)	
7.	GST Registration Certificate No	
8.	Communication Address	
9.	Email ID	
10.	Telephone/Phone Number	
<b>Particulars of the firm representative</b>		
11.	Name of the contact person	
12.	Designation	
13.	Email ID	
14.	Mobile No.	

<b>FORM B: Particulars of Firm Bank Details</b>		
15.	Name of the account holder / Firm	
16.	Account Number	
17.	Name of the Bank & Branch	
18.	IFSC Code	
19.	MICR code	
20.	Type of account	
21.	Address	
<i>*Please attach a Cancelled Cheque along with the account information form.</i>		

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information

I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected or me as a participant under the scheme.

**Certified that the particulars furnished above are correct as per our records.**

**Signature of the Authorized**

Date:

Designation Office Seal of the Bidder)

Annexure – III

**BID SECURITY DECLARATION FORM**

Date:

To,  
Director,  
AIIMS Mangalagiri.

**Ref:** Tender No:

Dear Sir,

I/we accept that I/We may be disqualified/debarred from bidding for any contract with you for a period of one year from the date of notification, if I am /We are in a breach of any obligation under the bid conditions, because

I/We have withdrawn/modified/amended from the tender, my/our Bid during the period of bid validity specified in the NIT; or

having been notified of the acceptance of our Bid by the purchaser during the period of bid validity.

- i. fail or reuse to execute the contract, if required, or
- ii. fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders

The validity of this declaration will remain till the announcement of the name of the successful Bidder & if, I am/we are not the successful Bidder.

Yours faithfully,

(Signature of Bidder with seal)

Place: .....

**AFFIDAVIT**

**DECLARATION REGARDING CRIMINAL LIABILITY, BLACKLISTING /  
DEBARRING AND NON-PENALIZE/ PUNISH FOR TAKING PART IN TENDER**

*(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non judicial  
Stamp paper by the Tenderer)*

I, \_\_\_\_\_  
Proprietor/Director authorized signatory of the agency/Firm (M/s \_\_\_\_\_  
\_\_\_\_\_), do hereby solemnly affirm and declare as follows:

1. I am authorized signatory of the agency/firm and is competent to sign this affidavit and execute this tender document;
2. I have carefully read and understood entire tender document including all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that no case/enquiry/investigation is pending with the police/court/vigilance or any government body against the Proprietor/Partner/Director etc. as individual or against legal entity of the Company /Firm/Agency.
5. I/We further undertake that none of the Proprietor/Partners/Directors of the firm/Agency has not been banned /suspended/blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India and should not have any litigation in any of the labour court(s).

or

I / We \_\_\_\_\_ (Tenderer) hereby declare that the Firm / agency namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

6. I / We hereby declare that the firm / agency namely has not been penalized in the past years by Labour Court, EPFO & ESI by way imprisonment.

or

7. I / We \_\_\_\_\_ (Tenderer) hereby declare that the Firm / agency namely M/s. \_\_\_\_\_

has been penalized / punished by Union / State Government or any Organization from taking part in Government tenders for a period of years w.e.f. \_\_\_\_\_ to \_\_\_\_\_ The period is over on \_\_\_\_\_ and now the firm/ company is entitled to take part in Government tenders.

8. I/We further undertake to report to the Director, AIIMS, Mangalagiri immediately after we are informed but, in any case, not later 15 days, if the Firm/Agency in which Proprietor/Partners/Directors of Firm/Agency which is banned/suspended in future during the Contract with you.
9. I/We further undertake that our firm/company is fulfilling all the terms and conditions/eligibility criteria obvious/explicit or implied/implicit recorded anywhere in the tender document. If at any time including the currency of the Contract, any discrepancy is found relating to our eligibility or the process of award of the contract criteria, this may lead to termination of contract and/or any other action deemed fit by the Institute.
10. In case the above information found false, I / we are fully aware that the tender/ contract will be rejected / cancelled by the AIIMS Mangalagiri, and SD (Security Deposit) shall be forfeited.
11. In addition to the above, the AIIMS, Mangalagiri will not be responsible to pay the bills for any completed /partially completed work.

(Signature of the Bidder)

Attested:

(Public Notary / Executive Magistrate)

Name:

Date

Designation

Place:

Seal of the Agency

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent

**ANNEXURE – V**

**ANNUAL TURNOVER STATEMENT**

(At the Letter Head of Chartered Accountant)

I/We have examined the books of account and other relevant records of .....  
(Bidding firm name), having its registered office at ..... (Full  
address of bidding firm) and do hereby certify that:

(1) Annual gross turnover as per Annual Accounts of the firm for last three years is as under-

Sl. No.	Financial year	Turnover
1.	2022-2023	
2.	2023-2024	
3.	2024-2025	

(2) Average turnover of the firm for last three financial years is Rs. ....

Signature of CA (with stamp of Firm) .....

Name- .....

(Registration No.- .....)

**(Chartered Accountant)**

**UDIN Number:** .....

Firm name- .....

Proprietor name .....

Signature (with stamp) .....

**Date-** .....

**ANNEXURE – VII**

**Format of Experience certificate**

Contract No./Supply order No.	Name of the Purchaser*	Description of work	Qty Supplied	Value of Contract (Rs. In Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion

\* Attach certificate(s) of workorders/Contract Agreements.