

# अखिलभारतीयआयुर्विज्ञानसंस्थान, मंगलगिरी

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, MANGALAGIRI**  
**Guntur, Andhra Pradesh – 522503**

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

**Tender No. AIIMS/MG/STORE/Tender/2021-22/ Battery Operated Vehicles**

## **EXPRESSION OF INTEREST**

### **“Hiring of Agency for Running of 6/8-Seated Battery-Operated Vehicles” at AIIMS, Mangalagiri**

**Director, ALL INDIA INSTITUTE OF MEDICAL SCIENCES, MANGALAGIRI** invites sealed tenders as EOI tender for hiring of agency for running of 6/8-seated battery operated vehicles at AIIMS, Mangalagiri as detailed below in complete accordance with enclosed tender document.

<b>CRITICAL DATA</b>	
Mode of Tender	Sealed cover Tender
Type of Bid	Expression of Interest
Tender Publishing Date	27 / 09 / 2021
Last date and time for submission of Tender	12 / 10 / 2021 03.00 PM
Date and time for opening of tender	12 / 10 / 2021 03.30 AM
EMD	Exempted
For viewing, quoting the detailed NIT and Qualifying Requirement, bidders may also visit our website	<a href="http://aiismangalagiri.edu.in">http://aiismangalagiri.edu.in</a>

**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.

**Sealing and Marking of bids:**

- The Technical Bid should be placed in one sealed envelope super-scribed “Hiring Agency for Running of 6/8-Seated Battery-Operated Vehicles at AIIMS, Mangalagiri” and should be addressed to the O/o AO (Procurement), 4th Floor, Nursing College building, AIIMS Mangalagiri, Guntur-522503. The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.
- If the envelope is not sealed and marked as required, the Contractee will assume no responsibility for the bid's misplacement or premature opening.
- The Bid document submitted should be Serially numbered and contain the table of contents with page numbers.

**Deadline for submission of bids:**

- Bids must be received by the Contractee at the address specified not later than the time and date specified in the notice invitation for Bids.

**Modifications and withdrawal of bids:**

- The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Contractee prior to the deadline prescribed for submission of bids.
- The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice should be through a signed confirmation by the bidder. The Contractee should receive it before the deadline for submission of bids

## **ELIGIBILITY CRITERIA FOR PROVIDING BATTERY OPERATED VEHICLES MONTHLY BASIS**

The agency/firm submitting the bids must fulfil the below mentioned criteria. They must attach self-attested copies of all such documents in the Bid as stated in the eligibility criteria in support of their claim. The Bid of the Agency/Firm not meeting all the following eligibility criteria shall be treated as non-responsive and hence rejected.

1. The Agency/Firm must have been registered with Govt of Andhra Pradesh as a statutory requirement.
2. They must have at least five (5) Battery operated vehicles registered in their name from which the tender is being submitted.
3. They will provide minimum four (4) number of battery-operated vehicles with 6/8-seater capacity from service roads of both sides of the campus (minimum of 2 on each side of East & West gate).
4. The Agency must have valid PAN and a Goods & Service Tax (GST) Registration No (in case applicable). They must submit copies of Income Tax Return of last three years.
5. The Agency must have similar experience of more than Three Years in engagement or providing of such kind of vehicles on hiring basis to Govt. organizations/PSUs/ Reputed Govt. Private Educational Institutes or Companies etc. At least two such Work Orders and Performance Certificates (from the organizations of which work experience has been shown in the Bid) are to be submitted along with the Technical Bid.
6. The Agency must have Turnover of Minimum Rs. 5 Lakhs from such services for the last three financial years. A certificate from a registered Chartered Accountant/ CA Firm is required to be submitted in original.
7. Agencies must have a registered office at Vijayawada/Guntur or within 30Kms from the institute for easy coordination.
8. Duly filled all Annexures as specified.

### **TERMS & CONDITIONS**

1. The Institute will sign a contract for Three years with annual renewal for hiring such vehicles.
2. The bidders should provide good conditioned vehicles and not to be manufactured before 2018. An authorized officer of the Institute will be checked the condition of the vehicle
3. The vehicles should be from reputed manufacture and must meet the desired IS certification.

4. The vehicles must be registered with state transport department and necessary registration and insurance certificate need to be produced
5. The vehicles provided to the Institute must be registered with state transport department, necessary registration, insurance and should have all valid permits, statutory compliance.
6. The vehicles to be driven by drivers provided by the agency must having applicable driving license. Necessary police verification report of the same need to be produced for the drivers. Drivers need to wear uniform provided by the agency.
7. Drivers will not be permitted to stay within the campus in the night time.
8. In case of any misconduct of diver to passengers, the agency needs to replace the driver immediately.
9. The running of the vehicles will be normally during 8 am to 8 pm within the campus. However, one vehicle has to available used beyond these time limits throughout (24 Hrs).
10. Electrical charging of vehicles will not be permitted in the campus.
11. Price to be fixed by the Institute with discussion with the agency from time to time.
12. At present within the Rate campus the rates will be fixed as follows (subject to negotiation)

<b>S No</b>	<b>Description</b>	<b>Charges on sharing basis</b>	<b>Charges for full hire</b>	<b>Transport Area</b>
<b>1</b>	<b>6/8-Seater Battery Operated Vehicles</b>	<b>Rs. 10</b>	<b>Rs. 50</b>	<b>Service roads till OPD/IPD</b>

13. Travel charges directly to be collected by the agency/drivers from the users by giving suitable receipts.
14. Vehicles should not run carrying passengers beyond their allowable limit.
15. Vehicles can be parked full time in the campus at designated places. Additional parking rent of Rs. 500 per month per vehicle need to be paid by the agency.
16. Vehicle maintenance and service including payment of insurance and taxes of the vehicles must be borne by the Agency at their own cost. Institute will not take any responsibility in this regard.
17. The institute may verify the original documents in case required.

18. Institute may reject the bid of the bidders whose bid/bids are found to be un- reasonable and/or un-sustainable.
19. The contract shall not be outsourced to a third party.
20. The Successful Contractor will be required to furnish an amount Rs. 50,000 /- as a performance security in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of "AIIMS, Mangalagiri " payable at Mangalagiri within 2 weeks from the award of contract. Security Deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. In case of the contract fails to submit the requisite PSD even after 2 weeks from the date of issue of LOA the contract shall be terminated. The failed contractor shall be debarred from participating in re-tender (if any) for that item. Performance Security Deposit is mandatory. 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. Successful supplier/firm should submit performance Security Deposit as prescribed in favour of “AIIMS, Mangalagiri” and to be received in the office AO (Procurement), 4th Floor, Nursing College building, AIIMS Mangalagiri, Guntur-522503 before the date of commencement of supply or 2 weeks from the date of acceptance of the purchase order, whichever is earlier.
21. The bids should be submitted on time. Late/delayed bids shall be rejected. The Institute shall not be responsible for any delay in submission of the bid.
22. The institute may also enter into a parallel Rate Contract with multiple Agencies for effective service agreeing to the value acceptable to the institute.
23. The institute reserves the right to issue an order or enter into a Rate Contract with any bidder irrespective of the price quoted, if it is satisfied that the Agency is of repute and they are capable of engaging quality vehicle. It may cancel/reject any or all the proposals without assigning reasons here off.
24. All disputes arising out of this tender will be subject to the jurisdiction of courts of law in Vijayawada/Guntur (Andhra Pradesh, India).

Tender queries: [admin.stores@aiismangalagiri.edu.in](mailto:admin.stores@aiismangalagiri.edu.in)

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

**Date:**

To,  
The 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), technical Specifications 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 Company/Firm

1.	Name of the firm	
2.	Year of Establishment	
3.	Contact Person Name	
4.	Legal status of the bidder (attach copies of original document defining the legal status)	Individual/ proprietary/ partnership/limited/corporation
5.	Permanent Account No (PAN)	
6.	GST Registration Certificate No	
7.	Email ID	
8.	Telephone/Mobile	
9.	Postal Address of the Firm/company	
10.	<b>Particulars of Bank Account:</b>	
	Name of the account holder / Firm	
	Account Number	
	Name of the Bank & Branch	
	IFSC Code	
	MICR code	
	Type of account	
	Address	

**EMD Declaration Form**

**(To be given on Company Letter Head)**

Date:

To,  
The Director,  
All India Institute of Medical Sciences 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

- a. have withdrawn/modified/amended from the tender, my/our Bid during the period of bid validity specified in the NIT; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - i. Fail or refuse 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,

Place:.....

(Signature of Bidder with seal)

Name of Bidder :

Seal :

Address :



**BANK GUARANTEE FORM**

(To be executed by any scheduled bank, on a non-judicial stamp paper under bank's covering letter mentioning address of the bank)

To,  
All India Institute of Medical Sciences  
Mangalagiri - 522503

In consideration of All India Institute of Medical Sciences, Mangalagiri [hereinafter referred to as AIIMS', which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] having agreed to exempt M/s \_\_\_\_\_ [hereinafter referred to as 'supplier /contractor' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with AIIMS a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) towards security / performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as required under the terms and conditions of contract / work order no dated \_\_\_\_\_ [hereinafter referred as the order'] placed by AIIMS on the said supplier /contractor. We, \_\_\_\_\_ the bank [hereinafter referred to as 'the bank' which expression shall include its successors and assigns] do hereby undertake to pay AIIMS an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) on the demand made by AIIMS on us due to a breach committed by the said supplier /contractor of the terms and conditions of the contract /order.

1. We \_\_\_\_\_ the bank hereby undertakes to pay the amount under the guarantee without any demur merely on a demand from AIIMS stating that there is a breach by the supplier / contractor of any of the terms and conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms and conditions as stipulated in the order or amendment(s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms and conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by AIIMS without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).
2. We, \_\_\_\_\_ the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of AIIMS under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till AIIMS certifies that the terms and conditions of the order have been fully and properly carried out by the supplier / contractor and accordingly discharge the guarantee.
3. We \_\_\_\_\_ the bank, undertake to pay to AIIMS any money so demanded notwithstanding any dispute or disputes raised by the said supplier /contractor in any suit or proceedings pending before

any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the said supplier / contractor shall have no claim against us for making such payment.

4. We \_\_\_\_\_ the bank further agree that AIIMS shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the order / contract or to extend time of performance by the said supplier / contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the AIIMS against the said supplier / contractor and to forbear or enforce any of the terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of AIIMS or any indulgence by AIIMS to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.
5. Our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and shall remain in force up to \_\_\_\_\_ unless demand or claim under this guarantee is made on us in writing within 6 months from the date of expiry viz. \_\_\_\_\_. We shall be discharged from all liabilities under this guarantee thereafter.
6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier / contractor.
7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to O/o AO (Procurement), All India Institute of Medical Sciences, Mangalagiri.
8. We, \_\_\_\_\_ the bank lastly undertakes not to revoke this guarantee during its currency except with the previous consent of the AIIMS in writing.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_

**Signature**

**For the Bank**

**Witness:**

**Name(s) & Designation(s)**

**Name & Address**

**POWER OF ATTORNEY**  
**(On a Stamp Paper of relevant value)**

I/ We.....(name and address of the registered office)  
do hereby constitute, appoint and authorize Sri/Smt ..... (Name  
and address) who is presently employed with us and holding the position of  
..... as our attorney, to act and sign on my/our behalf to  
participate in the tender no..... for  
..... (Equipment /Item name).

I/ We hereby also undertake that I/we will be responsible for all action of  
Sri/Smt..... Undertaken by him/her during the tender  
process and thereafter on award of the contract. His / her signature is attested below

Dated this the \_\_\_ day of 20\_ For\_\_\_\_\_

(Name, Designation and Address)

Accepted

\_\_\_\_\_  
(Signature)

(Name, Title and Address of the Attorney)

Date: \_\_\_\_\_

**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 payments.

**AFFIDAVIT**

**(On Non-Judicial Stamp paper of Rs. 100)**

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

1. I am authorised 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 Agency/agency was or is Proprietor or Partner or Director of the Agency with whom the Government have banned /suspended/blacklisted business dealings. I/We further undertake to report to the Faculty-in-Charge Procurement Cell, AIIMS, Mangalagiri immediately after we are informed but, in any case, not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such an Agency which is banned/suspended in future during the currency of the Contract with you.
6. 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.

Date:  
Place:  
Seal of the Agency

(Signature of the  
Bidder)  
Name:  
Designation  
Address:

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

**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.	2018-2019	
2.	2019-2020	
3.	2020-2021	

(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-** .....