

**HAMDARD INSTITUTE OF MEDICAL SCIENCES AND RESEARCH  
& ASSOCIATED HAH CENTENARY HOPITAL  
HAMDARD NAGAR,  
NEW DELHI-110062**

**TENDER DOCUMENT FOR  
HIRING OF VEHICLES**

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## TENDER NOTICE FOR HIRING OF VEHICLES

HIMSR invites sealed separate tenders in two bid system (Technical and Financial Bids) from reputed & experienced catering agencies or private catering business holder, and shop owners having adequate financial & technical resources with requisite equipment's, working in reputed educational institutions & universities, college and reputed corporate offices & Govt. offices or as private business holder in New Delhi for hiring of vehicles.

<b>S. No.</b>	<b>Items</b>	<b>Description</b>
1.	Scope of work	Hiring of Vehicles (as specified in clause no. 1, page. no. 04 of this tender document)
2.	Availability of Tender Document	The tender document can be downloaded from the HIMSR web site <a href="http://www.himsr.co.in">www.himsr.co.in</a> and should be dropped in tender box placed at purchase section, 9 <sup>th</sup> floor, HAHCH B-Block
3.	Cost of Tender Document	Rs. 1,000/- (non-refundable) in the Demand Draft in favour of HIMSR
4.	Earnest Money Deposit	Rs. 3,000/- (Refundable/Adjustable) in the Demand Draft in favour of HIMSR.
5.	Last date for submission of bids (Extended)	22/03/2024 up to 2.30 P.M
6.	Date of opening of Technical Bids (Extended)	22/03/2024 at 3.00 P.M.
7.	Date of opening of Financial Bids	Will be communicated only to technically qualified bidders
8.	Address for submission of bids	The Dean, HIMSR & HAHC Hospital, New Delhi-110062
9.	Acceptance of tender	HIMSR reserves the right to award to any or reject any/ all the tenders without assigning any reason whatsoever

#### **DETAIL OF NIT AND INSTRUCTIONS FOR FILLING OF TENDER:**

- i. Please read the terms & conditions carefully before filling up the document incomplete tender documents will be rejected.
  - ii. The tender shall be in a two bid system:
    - (a) One Technical Bid: Containing information regarding experience, business turn over, and other details of the firm, to evaluate the suitability of tenderer.
    - (b) Second Financial Bid: Containing of amount (clearly mentioned with GST or without GST).
1. **The Technical Bids will be opened on 22-03-2024 at 03:00 PM in presence of available tenderer or their authorized representative. The Commercial/ Financial bids of only those tenderer, who are found suitable by the committee appointed for the purpose, will be opened on a date/ time to be decided and communicated to such eligible bidders.**
  2. Before submitting the tender, details of documents to be checked as per Eligibility Conditions & Technical Bid format.
  3. All pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this tender, duly filled in tender form should be supported by “Letter of transmittal: as at Annexure-VIII of the tender document.
  4. HIMSR reserves the right to obtain feedback from the previous/present clients of the tenderer and also depute its team (s) to inspect the site (s) at present contract (s) for on the spot first-hand information regarding the quality of services provided by the tenderer. Decision with regard to award of the contract will depend upon the feedback received from the previous and present clients and also from its team(s) deputed for the purpose. The decision of the HIMSR in this regard will be final and binding on all bidders.
  5. Tender received without the prescribed Earnest Money Deposit (EMD) i.e. Rs. 3,000/- (Rupees Three thousand only) for Hiring of Vehicles and tender cost i.e. Rs. 1,000/- of each shall be rejected.
  6. No paper shall be detached from the tender document.
    - i. **Sealed Technical Bid (as per format at Annexure-A) along with a Demand Draft for Rs. 3,000/- drawn in favour of HIMSR payable at New Delhi, towards Earnest Money Deposit (EMD) and Demand Draft for Rs. 1,000/- of each towards cost of tender (non-refundable) in one sealed envelope super scribed “TECHNICAL BID FOR HIRING OF VEHICLES AT HIMSR/HAHCH”.** Please mention the name & location of Sales kiosk for which the tender documents/Technical bid submitted. Tender Document received without EMD & Tender Cost will be summarily rejected.
    - ii. Sealed Financial Bid in which the tenderer interested to be participated (as per format attached herewith as **ANNEXURE-A, ANNEXURE-B, ANNEXURE-C, ANNEXURE-D, ANNEXURE-E and ANNEXURE-F**) placed in a separate envelop super-scribed. **“FINANCIAL BID FOR HIRING..... AT HIMSR/HAHCH”.**

- iii. The above mentioned two sealed envelopes should bear the name, contact no. and complete postal address of the bidder sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed “**BID FOR .....** **AT HIMSR/HAHCHH**”. The bigger envelop, bearing the name & complete postal address of the bidder, should be addressed to the Dean, HIMSR New Delhi and dropped in the tender box kept at purchase section of HIMSR/HAHCH at 9<sup>th</sup> Floor, HAHCH Block-B on or before 2:30 PM on 22.03.2024.
7. The tender submitted by all tenderers should be valid for at least for a minimum period of 3 months from the date of opening of Technical Bids.
- 8. The HIMSR reserves the right to reject any or all the tenders without assigning any reason whatsoever.**
9. Before submitting the filled in tender document to the HIMSR the bidders may see clarification (s) if any from HIMSR.
10. The HIMSR reserves the right to change any condition of the tender before opening of the Technical Bids. The tenderers may see the website of HIMSR for any change in the tender document.
11. Canvassing in any form will make the tender liable to rejection.
12. Conditional tender will not be accepted and will be rejected outright.

Dean/Principal  
HIMSR & HAHCH

### **3. ELIGIBILITY CONDITIONS**

#### **A) For HIRING OF VEHICLES**

1. The tenderers shall attach the tender cost (non-refundable) i.e. Rs. 1,000/- and earnest money i.e. Rs. 3,000/- in the form of DDs as mentioned in the tender documents.
2. The tenderer should possess Driving license of every driver as per the Motor Vehicles Act, 1988 (attested copies of the certificates to be submitted).
3. The tenderer should possess the RC of all Buses (attested copies of the certificates to be submitted).
4. The registered office or Branch office of the bidder should be located in Delhi/NCR region.
5. The tender is also open for new contractors.
6. Tenderers shall have GST Registration.
7. Tenderers shall have PAN of proprietor or in the name firm if agency is Pvt. Ltd.
8. The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite number of vehicles, HIMSR may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-1 (Firm who has quoted lowest rates) tenderer.

**NOTE:** Copies of documents in support of each of the above eligibility condition should be enclosed with the technical Bid.

### **OPENING OF TECHNICAL BIDS**

1. The Technical Bids will be opened at 3.00 PM on 22.03.2024 in presence of such bidders who may wish to be present.
2. **The Financial Bids of only technically acceptable tenders will be opened for further consideration. The decision of the HIMSR in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the HIMSR.**
3. **EMD of the unsuccessful bidders will be returned to them, without any interest within a period of one (01) month from the date of award of contract to the successful bidder with prior approval of the Competent Authority.**
4. EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfil any of the following conditions:
  - (i) An agreement is not signed in the prescribed form within the prescribed period after award of the Contract.
  - (ii) The Contractor does not commence canteen services within 15 days of the award of contract.
5. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory during the probationary period of three months from the date of taking over charge. HIMSR reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.