



श्री चित्रातिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, तिरुवनन्तपुरम, केरल- 695 011

(एकराष्ट्रीय महत्वका संस्थान, विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार)

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY

THIRUVANANTHAPURAM, KERALA – 695 011

(An Institution of National Importance, Department of Science and Technology, Govt. of India)

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OMS/III/SCTIMST/2022/LTE/2

14.09.2022

TENDER NOTICE- TRANSPORT SERVICES IN SCTIMST

Sealed Tenders in **two bid** system are invited from transport agencies towards providing transport services to Sree Chitra Tirunal Institute for Medical Sciences and Technology (SCTIMST), Thiruvananthapuram.

The tenders will be accepted up to 1 pm on 29.09.2022. Tenders received after the stipulated time will be summarily rejected. The technical bid of tenders will be opened at 3 pm on 29.09.2022 in the presence of tenderers or their authorized representative(s) who may be present at that time.

Clarifications, if any with regard to tender documents may be communicated /sought well in advance before the closing date of the tender. The Director of the Institute reserves the right to accept or reject all or any tender at his/her sole discretion without assigning any reason.

Preparation & Submission of Tender

The tender should be submitted in two parts i.e. Technical Bid and Commercial Bid. The Technical Bid and the Commercial Bid should be sealed by the bidder in two separate covers "Technical Bid of Tender for Transport services" and "Commercial Bid of Tender for Transport services". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "Tender for Transport Services in SCTIMST ". The sentence "NOT TO BE OPENED" before (due date and time of tender opening) is also to be printed on these envelopes. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.

(Sd/-)
DIRECTOR

Terms and conditions

1. The bidding agency/firm/company (hereafter called as 'the agency') should have a minimum of 3 years experience as on 01.08.2022 in providing transport services on hire basis to Public Sector Undertakings/Government organizations/corporate entities. The copy of work order is to be submitted as proof for the same.
2. The agency should be registered with the central /state authorities. It should possess all statutory clearances and permits needed for operations. The agency should have an office in Thiruvananthapuram district for smooth facilitation of services.
3. The scope of contract includes providing transport services in hospital wing (near Medical College) as well as Biomedical Technology Wing (Poojappura). **Quoted rates shall be applicable to the services provided in both locations of the institute.**
3. The agency should have minimum annual turnover of Rs.20 lakh (Rupees twenty lakh only) during the last three financial years, i.e., FY 2018-19,2019-20,2020-21. The proof for the same such as Profit and Loss account duly authenticated by an authorized Chartered accountant is to be submitted.
5. The technical bid and commercial bid should be submitted in separate sealed envelopes, with both these envelopes put in a larger envelope, sealed and super scribed outside with the words "Tender for transport services-SCTIMST". The sentence "NOT TO BE OPENED" before (due date and time of tender opening) is also to be printed on these envelopes. If the outer envelope is not sealed and marked properly as stated above, the Institute will not assume any responsibility for its misplacement, premature opening, late opening, and so on. Unsealed financial bid shall lead to rejection of quotation.
6. Rates quoted should show the charges as well as the applicable GST rate separately. GST will be paid as applicable from time to time. The rates should be inclusive of driver & vehicle maintenance charges. An amount of Rs.300 shall be paid as trip allowance per driver per occasion for overnight stay in outstation trips. No other additional payment shall be made by SCTIMST under any heading beyond the rates quoted in the tender. Conditional tenders will be rejected. In case of no quotes against a particular item in the tender(s), this should be clearly mentioned along with reasons.
7. The rates quoted in the commercial bid should be valid for a minimum of 12 months from the date of award of contract.

8. The tender should be signed by the authorized personnel for doing so. Full name, designation of the signatory and official stamp of the agency is to be present. Correction in the tender is to be attested with signature by the same personnel. Overwriting of figures will make the tender liable for rejection.

9. Director, SCTIMST reserves the right to award the contract to a single party or more than one party.

10. The successful bidder shall have to confirm the work order within seven days from the date of receipt of work order otherwise the order will be deemed to be accepted by the agency. In case the agency notices any mistake in the contents of the order, he/they must bring the same to the notice of the Institute and seek clarifications. However, the selected bidder will have to bear the responsibility for failure to take this action.

On acceptance of the contract, the agency should submit a signed service agreement in Rs.200/- stamp paper containing the terms and conditions of the contract, as specified by the institute.

11. The contract will be valid for a period of one year from the date of commencement, which can be extended for one more year on two occasions, depending on the performance of the agency. It can be terminated by either of the parties at any time giving a notice period of two months.

12. All the Vehicles should be less than 5 years old. The vehicle to be provided to us should be covered under Comprehensive Insurance Policy. Accidental compensation, if any, should be paid by the contractor or the Insurance Company and the Institute will not be responsible for any sort of compensation. The agency should own a minimum of one vehicle in each category (sedan, SUV, mini bus) with valid permits. The documents related to ownership should be submitted with the technical bid.

13. The vehicles should conform to motor vehicle inspection standards and should have registration as commercial vehicle with yellow number plate. All the vehicles should possess valid documents. The drivers on duty should be in uniform (white shirt) as stipulated by motor vehicle rules.

14. It shall be the responsibility of the agency to meet the transportation, food, medical and any other expenses in respect of the drivers of the hired vehicles.

15. The vehicles which are taken for hire on monthly basis should be available at the stipulated time every day at the institute.

16. No change in the quoted rates shall be permissible, even if there is a variation in the fuel prices. The quoted rates shall be valid for a period of one year from the date of onset of contract.

17. The service charges shall be paid on submission of bills of a particular month. The monthly bills must be submitted in the first week of the subsequent month and the payment will be made within 30 days of submission of invoice.

For monthly hiring services, a log book shall be maintained by the institute which should be updated with the necessary details by the agency. Trip sheets for the other services rendered shall be submitted along with the invoice. Trip sheets should include the signature and remarks of the travelling official. Incomplete documentation will result in non-processing of claims of trip charges. Income tax (T.D.S) shall be deducted at prevailing rates from the monthly bills submitted, if applicable.

The institute shall reimburse toll charges and parking charges paid during the assigned trips, on production of documents.

18. The agency should remit GST collected from the services to the concerned authorities and should submit proof on demand. In case of failure to submit the correct proof, the amount shall be recovered from subsequent bills/security deposit.

19. If the required vehicle is not provided and the substitute is not arranged in time, the Institute will arrange for the same and the additional expenses sustained by the Institute on this account will have to be borne by the agency. This will be recovered from the payables to the agency.

20. The penalties relating to the following are to be borne by the contractor. i) Usage of mobile phone and alcohol while driving. ii) Accidental offence. Iii) Parking violation. In case of unsatisfactory service, the agency shall replace the vehicle, driver or both as per the request of the institute.

21. The successful bidder should submit a security deposit which shall be returned to the bidder at the end of the contract period without any interest. The value of security deposit shall be calculated as Rs. (1500 x n) where n is the number of vehicles included under the contract. For example, in a contract for 3 vehicles (n=3), the security deposit shall be calculated as

| | |
|---------------------------|---------|
| Vehicle 1 (2 hours/20 km) | 1500 |
| Vehicle 2 (4 hours/40 km) | 1500 |
| Vehicle 3 (4 hours/40 km) | 1500 |
| Total amount | Rs.4500 |

22. In case of non-satisfactory services during the period of contract, the institute shall be at liberty to impose a penalty amount of Rs.500/-(Five hundred only) at a time, with the approval of the Director, SCTIMST.

23. Multiple bids by a single bidder will be summarily rejected.

24. The tender(s) must be submitted as per the below terms and conditions and should be free from corrections/erasures. In case there is any unavoidable correction(s), it should be properly attested. If not the tender(s) will not be considered. Further, tender(s) written in pencil will not be considered.

25. Recovery Clause: All losses liquidated or otherwise due to the violation of terms and conditions of the work order or defective documentation will be to the agency's account.

26. All correspondence after tender submission will be by e-mail only and the agencies should provide their valid e-mail Id and should keep it updated

27. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Trivandrum only.

Sd/-
DIRECTOR

PART 1
TECHNICAL BID

Technical bid

Details to be submitted

| Sl.No | Particulars | Details |
|-------|--|---------|
| 1 | Name and address of the agency (In block letters) | |
| 2 | Telephone number(s) | |
| 3 | e-mail id | |
| 4 | GST Number (Copy of GST registration certificate to be attached) | |
| 5 | Number of employees in agency | |
| 6 | Number of vehicles owned by the agency(please attach copies of registration certificates, insurance policies) | |

Date:.....

Signature:.....

Place:.....

Name of agency and stamp

Technical bid

| Sl.No | Particulars | Details attached |
|--------------|---|-------------------------|
| 1 | Registration details of the agency (Copy of registration certificate to be attached) | |
| 2 | Permanent Account Number (PAN) (Copy to be attached) | |
| 3 | Total experience in providing transport services to public sector undertakings/government organisations/corporate entitites (Work orders to be attached) | |
| 5 | Proof for annual turnover for the past 3 years | YES/NO |

Date:.....

Signature:.....

Place:.....

Name of agency and stamp

Technical bid

Account details (Copy of pass book/cancelled cheque to be attached)

| Sl.No | Particulars | |
|--------------|--------------------|--|
| 1 | Account number | |
| 2 | Bank name | |
| 3 | Bank address | |
| 4 | IFSC Code | |

Date:.....

Signature:.....

Place:.....

Name of agency and stamp

DECLARATION

I/we,..... have carefully gone through and understood the tender requirements along with the terms and conditions. I/We shall abide by all the terms and conditions mentioned as part of the tender.

Date:.....

Signature:.....

Place:.....

Name of agency and stamp

PART 2
FINANCIAL BID

Financial bid

Airport pick-up/drop*(2 hours/20 km)

| Model of vehicle | Type | Charges for airport pickup/drop | Rate for extra hour (beyond 2 hours) | Rate for extra kilometre (beyond 20 kms) |
|----------------------|------|---------------------------------|--------------------------------------|--|
| Swift Dzire | A/C | | | |
| Maruti Ertiga | A/C | | | |
| Toyota Etios | A/C | | | |
| Toyota Innova crysta | A/C | | | |

Short trips* 4 hours / 40 kilometres

| Model of vehicle | Type | Charges for 4 hours/40 kilometres | Rate for extra hour | Rate for extra kilometre |
|----------------------|------|-----------------------------------|---------------------|--------------------------|
| Swift Dzire | A/C | | | |
| Maruti Ertiga | A/C | | | |
| Toyota Etios | A/C | | | |
| Toyota Innova crysta | A/C | | | |

*Rates quoted should be exclusive of GST.

GST at% of the rates quoted to be paid extra

Financial bid

Long trips* 8 hours/80 kilometres

| Model of vehicle | Type | Charges for 8 hours/80 kilometres | Rate for extra hour | Rate for extra kilometre |
|---------------------------------|-------------|--|----------------------------|---------------------------------|
| Swift Dzire | A/C | | | |
| Maruti Ertiga | A/C | | | |
| Toyota Etios | A/C | | | |
| Toyota Innova crysta | A/C | | | |
| Mini bus (18 seater) [17 +1] | A/C | | | |
| Mini bus (18 seater) [17 +1] | Non-A/C | | | |
| Mini bus (27 seater) [26 +1] | A/C | | | |
| Mini bus (27 seater) [26 +1] | Non-A/C | | | |
| Bus (50 seater) [49+1] | Non A/C | | | |
| Bus (50 seater) | A/C | | | |

*Rates quoted should be exclusive of GST.

GST at% of the rates quoted to be paid extra

Financial bid

Monthly hire charges*

28-31 days (calendar days in a month)/1500 kilometres
8 hours per day

| Model/Nature of vehicle | Type | Charges for Calendar month (28-31 days) | Rate for extra hour | Rate for extra kilometre |
|--------------------------------|-------------|--|--|---|
| Swift Dzire | A/C | | | |
| Maruti Ertiga | A/C | | | |
| Toyota Etios | A/C | | | |
| Toyota Innova crysta | A/C | | | |

*Rates quoted should be exclusive of GST.

GST at% of the rates quoted to be paid extra