



**INDIAN INSTITUTE OF TECHNOLOGY GOA**  
**At GEC Campus, Farmagudi, Ponda - 403401**

**TENDER FOR TRANSPORT SERVICE**  
**“PROVIDING An AMBULANCE SERVICE (24hr) AT IIT GOA”**

<p>Notice for Inviting Tender <u>INDIAN INSTITUTE OF TECHNOLOGY GOA</u> <u>AT GEC CAMPUS, FARMAGUDI, PONDA-403401</u></p>		
<p>Sealed covers are invited under <b>Two Bid System</b> from the bidders who satisfy eligibility conditions for the following work.</p>		
<b>Name of the work</b>	<b>Bid Submission Period</b>	<b>Last date of receipt of tender document</b>
Providing " <b>PROVIDING an AMBULANCE SERVICE (24hr) AT IIT GOA</b> " under rate contract  1) Ambulance Service	<b>21/04/2023</b>  <b>To</b>  <b>11/05/2023</b>	<b>11/05/2023</b>  <b>Up to</b>  <b>15.00 Hrs</b>
<p><b>Pre bid meeting for any clarifications on Tender will be on 28/04/2023 at 15.00 hrs</b></p>		
<p>The Tenders forms and other conditions/detail can be obtained from Institute website <a href="https://www.iitgoa.ac.in/announce.php?type=tenders">https://www.iitgoa.ac.in/announce.php?type=tenders</a></p>		

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**Indian Institute of Technology Goa**  
**Ponda, Goa-431401**

**Tender Notice for Transport Services  
(Providing an Ambulance on 24hrs basis)**

**NIT No. IITGoa/Trans/AMB/2023-24/01**

Indian Institute of Technology Goa invites Sealed/Tamper Proof Tenders in **two bid systems** from the prospective service providers to provide transport service at IIT GOA.

Tenderers can download the detailed tender document from Institute's Website:- [www.iitgoa.ac.in/tenders](http://www.iitgoa.ac.in/tenders). Duly filled tenders should be put in the sealed cover must be super-scribed with **"Tender for Transport Services (Providing an Ambulance on 24hrs basis) at Indian Institute of Technology Goa for the year 2023-24"** to Transport cell, IIT Goa, GEC Campus, Ponda-403401 on or before 11/05/2023 upto 15.00 hrs.

Sd/-  
Registrar

## 1. Scope of Work: -

Indian Institute of Technology Goa invites bids for hiring "Transport Services (Hiring of an ambulance 24hrs basis)" to meet the daily need of medical requirements for its Faculty/Staff members.

1.NIT No	NIT No. IITGoa/Trans/AMB/2023-24/01
2.Name of work	Providing of an Ambulance for 24 hrs basis at IIT Goa
3.Location of work	IIT Goa Campus
4. Tender Fees	NA
5.Earnest Money Deposit	Bid Security Declaration
6.Security deposit	3% of the value of the contract
7.Contract Period	One Year
8.Tender Basis and Mode	Two Bid System
9.Mode of Payment to IITGoa	The Demand Draft/Fixed Deposit Receipt should be drawn in favour of IIT Goa Main Account payable at Goa. (Cheques will not be accepted)
10. Closing Date & Time of Receiving of bids.	11/05/2023 at 1500 hrs
11. Date & Time of opening of Bid	11/05/2023 at 1530 hrs at IIT GOA
12. Address of tender issue, submission and opening	Tender documents will be available on the site as stated: <a href="https://www.iitgoa.ac.in">https://www.iitgoa.ac.in</a>
13. Website for full and updated information.	<a href="https://www.iitgoa.ac.in">https://www.iitgoa.ac.in</a> (Under tender Section) .

**The contract for hiring an ambulance, as detailed below, will be initially for a period of one year. However, the contract may be extended for a further period up to three year (on mutual consent) on the same terms and conditions only if the service of the Contractor is found to be satisfactory.**

- i The Bid Document shall be addressed to **The Registrar, Indian Institute of Technology Goa, Goa Engineering College Campus, Farmagudi, Ponda-403401, Goa**
- ii **The bids can be sent through Registered/Speed Post or by hand. Late bids shall not be accepted under any circumstances.**
- iii The bids will be opened on 11/05/2023 at 15.30hrs in the presence of bidders or with the representatives of the bidders, who may wish to be present. One representative of the bidder duly authorized will be permitted to attend the bid opening. The bids will be opened at the specified time and date in the tender document regardless of bidder's presence. Hypothetical/Conditional/Incomplete bids will be summarily rejected.
- iv The bid submitted will be evaluated based on the details of qualifications/ terms and conditions specified in the tender document. The Financial bid will be considered only for those firms who are technically qualified i.e. after fulfilling all the tender terms and conditions.

- v **The bid should be signed on all pages** only by the duly authorized signatory(ies) of the entity/firm.
- vi Liquidated damages: The successful tenderer shall commence the service within 07 days from the date of receipt of the work order. If the successful tenderer fails to commence the service within 07 days from the date of the receipt of the work order, the Institute shall terminate the contract and the firm shall be debarred from participation in any tender/contract notified by the Indian Institute of Technology, Goa.
- vii The bidder should submit a written power of attorney authorizing the signatory of the bidder to commit the tender if required.
- viii The Tenderers must submit two separate Bids, i.e., Technical bid and Financial bid, as per the prescribed proforma. Bids should be submitted in two separately sealed envelopes super-scribed "Technical Bid for “PROVIDING AMBULANCE SERVICE (24hr) AT IIT GOA” "and "Financial Bid for “PROVIDING AMBULANCE SERVICE (24hr) AT IIT GOA” ". Both the above said sealed envelopes should be kept in a third envelope sealed and super-scribed "Tender for “PROVIDING AMBULANCE SERVICE (24hr) AT IIT GOA” at Indian Institute of Technology Goa for the year 2023-24".
- ix In case any clarification is required, the tenderer may send the same by email to Transport@iitgoa.ac.in and Clarification shall be entertained only till 28/04/2023. In any case, the tenderer will be responsible to bind himself to the terms & conditions, corrigendum (if any), and specifications of the tender document once submitted by him.
- x The first envelope containing the “Technical bid” shall contain Annexure-A & E, Technical specification, details of the tenderer, duly signed and stamped tender, all other supporting documents, and also the checklist duly signed.
- xi The second envelope containing the "Financial bid" shall contain only the price bid as per Annexure-B, Annexure-C (only Sign and stamp on Anne. C) and Annexure–D.
- xii The Financial Bid must consist of a letter of Bid Security undertaking as per annexure D. Tenders submitted without the letter of the undertaking of Bid Security or which do not contain requisite documents will be summarily rejected.
- xiii The tenderer should quote his offer in the financial bid. He should not quote his offer anywhere directly or indirectly in Technical Bid; otherwise, it will be rejected, and Conditional Tender shall be summarily rejected.

**The Financial Bid will be opened only for those tenderers who have qualified upon evaluation of their technical bids. The date and time of opening of the financial bid will be intimated to the tenderers accordingly**

## **2. Instructions to Bidder**

- i The contracting agency/firm/company should be based in Goa or having its office in Goa.
- ii The ambulance should have been duly registered as a commercial vehicle with a yellow registration number plate.
- iii The Contractor has to be registered with the GST and should submit a copy of the GST registration certificate.
- iv The rates to be quoted are to be filled in all columns in the relevant price bids.
- v The rates to be quoted are to be filled in all columns in the proforma given in Annexure B. The rates quoted shall be fixed and valid for one year from the date of award of the contract, irrespective of the increase in fuel rates, if any, occurring during the period of the contract. However, rates may be reviewed in case of any major changes in Government rates, if any, shall be proportional to such revision, as determined by IIT Goa. The contractor will have to submit a written undertaking of acceptance of all the terms and conditions of this tender.
- vi The contractor/service provider shall replace with the alternative vehicle with his owned yellow plate vehicle or ambulance during the Maintenance / Repairs of the vehicle.
- vii The tampering of meter reading, vehicle usage timings, overwriting of Summary/log sheet and the misbehavior of Driver while on duty shall be viewed seriously and attract levy of penalty or leading to even cancellation of contract.
- viii IIT Goa reserves the right to cancel the contract if service provided by contractor/service provider is found to be unsatisfactory.

## **3. Performance Security:**

- i Within 21 days of the successful Bidder's receipt of notification of award, the successful Bidder shall furnish a Performance Security at the rate of 3% of the tender value for the work order issued.
- ii Performance Security may be furnished in the form of Insurance Surety Bonds, Account Payee Demand Draft, and Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank.
- iii The Performance Security will be discharged by the IIT Goa and returned to the Service Provider not later than 60 days following the date of completion of the Service Provider's performance obligations.
- iv The proceeds of the Performance Security shall be payable to the IIT Goa as compensation for any losses resulting from the failure of the Service Provider to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by IIT Goa for delays/default/failure on the part of the Service Provider

#### **4. Terms and conditions of the Contract: -**

- i The drivers of the vehicle deputed by the Agency/Firm/Taxi Operator should get police verification/clearance. A copy of such clearance shall be submitted to the IIT Goa in advance.
- ii All costs, including repairs and maintenance, running costs, fuel, lubricants, salaries of Drivers, lunch allowances, taxes, etc., necessary for the running & maintenance of vehicles shall be borne by the contractor/service provider.
- iii The contract shall be for the whole service or for individual component or components as may be decided by IIT Goa based on the unit rates and prices quoted by the bidder in Bill of quantities.
- iv The IIT Goa reserves the right to accept or reject any tender / all tenders and to annul the tendering process, at any time prior to the award of contract, without there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the ground of IIT Goa's action.
- v All vehicles hired for a day shall be under Institution's control and shall be parked in the designated location of IIT Goa Campus when not in use during the period of hiring.
- vi Contractor/Service Provider shall be responsible for the good conduct of the Drivers employed and if at any point of time any Driver is found to be working against the interests of the Institute, the said Driver shall be withdrawn and substituted by a fresh Driver to the Institute immediately.
- vii Contractor/Service Provider shall obtain vehicle fitness certificate from competent authority, Vehicle registration, comprehensive insurance and payment of road tax etc. on time without disturbing the service of the Institute. Alternate yellow taxi vehicle shall be provided during such period.
- viii The Contractor/Service Provider shall be responsible for all liabilities and keep IIT Goa wholly indemnified against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
- ix The Institute has the right to enter into parallel multiple contracts for hiring of vehicles/Drivers with one or more service providers during the contract period without assigning any reason thereof.
- x Driver(s) should always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should be kept in the vehicle, as per applicable rules & regulations of applicable laws. The driver should be provided a mobile



- phone by the contractor. The driver should wear the uniform as per the RTO regulations.
- xi In case of breakdown/accident of the vehicle, the contractor/Service Provider shall, within one hour provide another vehicle at no extra cost. The Institute shall have absolute right to charge Rs.1000/- per day, if the vehicle is not provided within one hour, failing which the vehicle will be hired from the open market and the expenses incurred there on will be deducted from the monthly bill of the contractor.
  - xii In case of any accident to the vehicle, it will be the responsibility of the contractor/service Provider or his representatives (Drivers) to lodge FIR etc. with police authorities. All RTO issues and Traffic violations shall be taken care of only by the contractor/service provider.
  - xiii Drivers should carry sufficient cash for parking charges & toll taxes. Parking charges & toll fee will be reimbursed to the contractor on actual basis along with the monthly invoices.
  - xiv Lodging, boarding, transportation of Drivers shall be solely the contractor's responsibility
  - xv In the event of Driver not being in presentable dress, not behaving properly, engaging in rash or unsafe driving, the Institute shall have right to expel or discontinue his services. No charges shall be paid for such days and services.
  - xvi Driver should give daily meter reading to the transport office, before the trip start and after the trip end.
  - xvii The Calculation of hours / distance should commence from the time and place of reporting of vehicle at **IIT Goa at Goa Engineering College Campus, Farmagudi, Ponda-403401, Goa** or IIT Goa designated places and not from garage to garage. The price should be calculated and quoted cautiously to avoid misrepresentation rate

## **5. Terms of Payment: -**

- No advance will be paid to the Service Provider monthly bills shall be submitted in duplicate copy to the authority specified in contract, along with photo copy of logbook duly signed by the controlling officer and payment will be processed on a monthly basis. The Contractor is required to submit the Bills (complete in all respect) on or before 7<sup>th</sup> day of every month and the payment in respect of the bill so raised, shall be released within 15 days. However, the incomplete bills will be returned for rectification and modified bill has to be re-submitted on every such occasion.

## **6. Termination: -**

- The Institute may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following:-
  - If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by the Campus.
  - If the contractor fails to perform any other obligation(s) under the contract.

**In case the Contract has to be terminated, one-month advance notice in writing shall be given by either side.**

## **7. Jurisdiction: -**

- ❖ All disputes arising out of this contract shall be subject to the jurisdiction Goa.

## Annexure-A

### Technical Bid

#### \* Eligibility Criteria

- The bidder should have experience in similar nature of works awarded by Government / Semi-Government Organizations/ Government Funded Autonomous Organizations or have experience in the execution of similar works in any reputed private firms.
- The bidder should not have been debarred or blacklisted by any Government Department/Agency in the past three years on account of fraudulent or corrupt practices or inefficient/ineffective performance. **The bidder should submit an undertaking for this.**
- The bidder should have a valid **PAN & GST Registration Number**. Copies of the same are to be enclosed with the tender document.
- Bidder should enclose xerox copie of RC book for the vehicles.
- Vehicles should not be more than 10 years old.
- The vehicle must have **a valid fitness certificate, Insurance and PUC**.
- Bidder should enclose the **proposed name of the Driver(s) and Xerox copies of the driving licenses and Aadhar cards**.
- The contracting agency/ firm/ company should be based in Goa or have its office in Goa.
- Overwriting/correction in any part of the Tender shall not be considered unless duly countersigned by the bidder. Otherwise, the Tender is liable to be rejected.
- Each page of the tender document shall be stamped and signed by the authorized signatory of the firm.
- Bidder should give his Email ID and mobile number for further instruction (if any).
- Bid Security duly filled, signed & sealed to be submitted towards EMD.
- A copy of Police Verification/ Clearance.
- A copy of the regular permit/national permit.

**\* The bidder must possess all the above minimum qualification criteria. If he does not possess even one of these, he shall stand disqualified and his bid will be rejected.**

## 8. Technical Specification

- a) Storage cabinet: All cabinets must be screwed or bolted together and fully braced, so as to reduce noise and hold up under continued use. Cabinets must be of sufficient size and configuration to store all necessary equipment. All equipment must be accessible to attendant at all times, even when loaded near head end.
- b) Stretcher (single): Foldable stretcher cum trolley with guards & safety belt having supporting legs to lock automatically in place when under-carriage is folded.
- c) Wheel Chair
- d) Single Oxygen cylinder with cage
- e) I/V bottle holding hooks (2 Nos.)
- f) First Aid box
- g) Wide 180 opening rear door and light
- h) Anti- Skid flooring
- i) Fan for patient
- j) AC
- k) Rubber Matting in rear Cabin
- l) Siren
- m) Cabin lights (2 nos.)
- n) Attendant seat (5 Nos.)
- o) Storage box with 2 drawers
- p) Partition between driver & patient with a communication window

## 9. The second envelope containing "**Financial bid**" shall contain only the price bid as per **Volume II**

a) The tenderer should quote his offer in Financial bid envelope. However lowest bidder shall be decided on the basis of total amount arrived. He should not quote his offer anywhere directly or indirectly in Technical Bid envelope. The tender shall be unconditional.

b) **The Financial Bid Envelop will be opened only for those tenderers who have qualified upon evaluation of their technical bids and date and time of opening of financial bid will be informed to the technically qualified bidder.** The Financial Bids of those tenderers who have not qualified upon evaluation of technical bid will not be returned.

**Details of the Tenderer: -**

<b>Sr. No</b>	<b>Description</b>	<b>Information to be filled by the tenderer (if required, separate sheet may be enclosed)</b>
1	Name and address of firm/ agency with complete contact details (Mobile Number/email id)	
2	Name of Proprietor /Partners / Directors of the firm	
3	Type of Ambulance (A.C) with a seating capacity	
4	Bank details: Account No.	Name and address of Bank ..... ..... Account No. .... IFSC code .....
5	Details of Commercial Registration	R. No. .... Copy enclosed: Y/N
6	Income Tax return for the last three financial years (attached copies)	Copy enclosed: Y/N
7	The total turnover of the agency during last three financial years (attached copies)	Copy enclosed: Y/N
8	(a) GST No./ Certificate  (b) PAN No.	No. .... Copy enclosed: Y/N  No. .... Copy enclosed: Y/N
9	Is Bid documents duly signed and sealed	Yes/No
10	Any other information	

**Signature & Stamp of Authorized Representative**



**INDIAN INSTITUTE OF TECHNOLOGY GOA**  
**At GEC Campus, Farmagudi, Ponda - 403401**

**TENDER FOR**  
**““PROVIDING AMBULANCE SERVICE (24hr) AT IIT GOA”**

**FINANCIAL BID**

## Annexure-B

### “PROVIDING AMBULANCE SERVICE (24hr) AT IIT GOA”

#### Price Bid - Monthly Basis

Tender No:-

Dated:

From,

<<Name and Address of the bidder>>

To,

The Registrar

Indian Institute of Technology Goa

At Goa Engineering College Campus,

Farmagudi, Ponda-403401, Goa

Dear Sir,

We hereby submit our price bid for hiring of vehicle for the Indian Institute of Technology Goa -

Sl. No.	Description	Unit	Qty	Rate	Amount
1	Monthly charge (24hr) for 1500 KMs	Month	1		
2	For each extra KM beyond 1500KM	KM	-		Rate only
3	Rebate for extra KM falling short of average 1500KM	KM	-		Rate only

The rates quoted are inclusive of driver salary, fuel, maintenance and all applicable taxes (Excluding GST and toll tax). The price quoted shall be firm till the completion of the contract including the period of extension, if any

## Annexure-C

### UNDERTAKING for PERFORMANCE SECURITY

From:

To  
The Registrar  
Indian Institute of Technology Goa  
Farmagudi, Ponda – 403401

Dear Sir,

I/We, the undersigned, have carefully gone through and clearly understood all parts of the tender documents named "TENDER FOR "PROVIDING AMBULANCE SERVICE (24hr) AT IIT GOA" including Notice to tenderers, General instructions to tenderer, General Terms and Conditions Performance Security, Terms of Payment, Termination of contract, Technical Eligibility for the bidders, General conditions etc. of Indian Institute of Technology Goa. I/We have also taken into consideration the nature of the work, the surroundings and the conditions under which the work will be carried out. I/We do hereby undertake to give the Transport Service covered by the Tender strictly in accordance with the above tender documents. I/We enclose herewith the undertaking in lieu of EMD and in the event of your accepting my/our above tender, **I/We agree to give 3 % of the Tender value as Performance Security i.e Rs. \_\_\_\_\_/- in word: \_\_\_\_\_ Rupees only.)**

I/We understand that the Performance Security mentioned above shall not bear any interest. In the event of my/our Tender being accepted, I/We agree to enter into a contract in the form annexed hereto with such alterations and additions thereto, as suggested by IIT Goa, as may be necessary to give effect to the acceptance of this Tender. I/We understand that IIT Goa has the right to reject the work order without assigning any reasons and conditional Tender of any sort will be summarily rejected. In case my/our Tender is accepted, I/We agree to pay all the charges connected with the preparation, Stamping and execution of the contract agreement and I/We shall abide by the terms of contract and such other reasonable terms and conditions the Institute may fix from time to time depending on the circumstances.

Yours sincerely,

(Tenderer's Signature with seal)

Date:

Address:



## Annexure- D

### UNDERTAKING for BID SECURITY

(To be issued by the bidder on company's letter in lieu of EMD)

To,  
The Registrar  
IIT GOA  
Near GEC Campus  
Farmagudi, Ponda  
GOA – 403401

We, M/s..... (name of the firm) with ref. to NIT no. ....  
dtd..... hereby undertake that:

- 1) We accept all the terms and conditions of the tender document.
- 2) We accept that, we will not modify our bid during the bid validity period, submit performance guarantee within the stipulated period and honor the contract after award of contract.
- 3) In the event of any modification to our bid by us or failure on our part to honor the contract after final award or failure to submit performance guarantee, our firm may be debarred from participation in any tender/contract notified by Indian Institute of Technology, Goa for a period of one year.

Yours faithfully,  
(Signature with date and seal)

## Annexure- E

### **UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

(on company letter head)

To,  
The Registrar  
IIT GOA  
Near GEC Campus  
Farmagudi, Ponda  
GOA – 403401

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

Yours sincerely,

(Tenderer's Signature with seal)

Date:

Address:

The log book will be issued by IIT Goa against each vehicle wherein details of performance of that vehicle during the period of utilisation by IIT Goa will be recorded date wise and KM wise/ hours on the basis of which the contractors claim will be verified and certified for payments.

<b>CHECK LIST</b>
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SR NO.	PARTICULARS	YES/NO	PAGE NO
1	The undertaking for not been debarred or black listed.		
2	Xerox copy of valid Pan & GST registration number.		
3	Xerox copy of Vehicle Registration Certificate.		
4	Xerox copy of Driver's aadhar card and driving license.		
5	Xerox copy of address proof of the bidder's company/firm/agency.		
6	Bidder's email id and mobile number		
7	EMD Details		
8	All the annexure		
9	Vehicle Fitness certificate		
10	Insurance		
11	PUC		
12	A copy of Police Verification/ Clearance.		
13	A copy of regular permit/national permit.		

Sign and Stamp of the Bidder

**The bidders who shall fails to comply any of the above criteria will be treated as technically disqualified**