

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

NO: IGIT/Estt/TPT/ 1093

Dated 20/09/2018

TENDER FOR HIRING OF VEHICLE

Sealed quotations/tender are hereby invited from all interested persons/Registered Firms/ Travelling Agencies/Trust having valid Service Tax Registration&GSTIN number for providing commercial light vehicles( Maruti ECO (Diesel)/(Petrol) for Ambulance for contractual deployment under IGIT,Sarang,Dist;Dhenkanal for official use on monthly rent basis which shall conform to the terms& conditions (General information about the Tenderer)& (Financial Bid).The last date of the receipt of the bid by the undersigned through speed post/Registered post only is 30.10.18 by 3.00 P.M.and will be opened 31.10.18 at 3 p.m. in the office chamber of the undersigned. The undersigned reserves the right to reject any or all the tender/quotations without assigning any reason thereof.

The quotation form containing the general bid information and detailed terms & conditions for hiring the Ambulances can be downloaded from Institute website [www.igitsarang.ac.in](http://www.igitsarang.ac.in).

  
REGISTRAR REGISTRAR  
IGIT, Sarang. Indira Gandhi Institute of Technology  
SARANG (ORISSA)

Memo No: IGIT/TPT/ 1094/2018.

Dated 20/09/2018

1. .Copy forwarded to M/S Akar Advertising & Marketing Pvt Ltd, Bhubaneswar for information. They are requested to publish the above tender notice in the daily Odia news paper The Samaj, Sambad.
2. Accounts Officer for information & necessary action
3. Dr.S.Sethi, Associate Professor& Officer in Charge, Institute Website to display in the Institute Web Site.
4. P.A to Director for kind information of the Director.

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG  
DHENKANAL, ODISHA-759146  
(An Autonomous Institute of Govt. Of Odisha)

TENDER NOTICE FOR HIRING AMBULANCE SERVICES

Sealed quotations are hereby invited from interested persons, registered firms, Agencies/Trusts having experience in providing Ambulance Service, to provide Ambulance service to IGIT, Sarang, Dhenkanal, 759146 initially for two years from the date of Agreement extendable further on mutual consent subject to satisfactory of performance. The details are given below.

*[Handwritten Signature]*  
20.9.18  
Registrar

Sl.No	Tender fee	EMD	Last date of Sale of Tender Document	Last Date of Tender Submission	Tender opening date and time
	1000/-	10,000/-	Nil	30.10.18 at 3.00 P.M.	31.10.18 at 3.00 P.M.

General Specification of Ambulance (Air Conditioned)

- 1) Stretcher preferably foldable
- 2) Seats for attendant/companion
- 3) Oxygen cylinder cage with mask storage facility
- 4) First Aid Box.

Details to be supplied as above for transportations of Patient as and when required on emergency call

Tender are to be submitted along with prescribed tender form fee non refundable through D.D in favour of Principal IGIT, Sarang by stipulated date and time Duly filed and sealed Tender are to be submitted to the Registrar, IGIT, Sarang indicating on the top Tender for hiring Ambulance.

EMD amount refundable should be submitted along with the tender In the event of non-submission of tender fee and EMD (Separate D.D) the bid is liable to be rejected. The Institute reserves the right to cancel the tender process at any time without mentioning any reason there off.

Technical Bid

The envelope containing the bid both technical and financial should be super scribed tender for Hiring Ambulance.



General Terms and Conditions:-

1. The Ambulance set up must be registered not before August 2016 with specified and model and must have valid permit.
2. The Ambulance described above is required 24X7 on monthly basis. The driver deployed beyond normal duty hours should be compensated as per the Minimum Wage Act as notified by the Ministry of Labour from time to time by the Contractor, without any additional financial burden on the institute. For that purpose, the Driver will be considered as employees of the Contractor. IGIT in no way shall be considered as a party to any dispute between the employees (Driver) and employer (Contractor/Firm/Agency). In case of the absence of the driver, the Agency has to immediately provide the substitute. If the Agency fails to provide the substitute of Driver/Ambulance, a penalty Rs 500/-per day shall be imposed.
3. The agency will take care of insurance of the Ambulance as well as of its driver at its cost.
4. The driver running the Ambulance should have valid driving license issued by the Regional Transport office (RTO) and the Ambulance should be registered with the competent authority. A Certificate to this effect should be provided. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time .Original copies of registration, Insurance of the vehicle& driving license of driver must be produced before engagement of Vehicle.
5. In case of requisition/seizure of the Ambulance by the RTO or any other Authorities, it will be the Agency's responsibility to get the Ambulance released and during such period of requisition/seizure, the Agency will have to arrange alternate Ambulance.
6. The driver should have knowledge of vehicle mechanism so that he could attend minor repairs and should be well conversant with the roads and routes to Bhubaneswar, Talcher, Angul and adjacent areas.
7. The driver deployed should not be below 18 years. In case of violation, the contract may be terminated by the Institute.
8. The driver must observe all etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform to be decided by the Institute at the time of engagement for which no extra payment will be provided and must carry a mobile phone in working condition, for which no separate payment shall be made by the Institute. The Agency at its own cost should provide a mobile phone to all its drivers engaged with this institute.
9. A log book has to be maintained making all the entries of the movements of the Ambulance on duty by the Medical Officer/ Registrar, IGIT, Sarang.
10. Driver selected by the Agency will be assessed by the Institute before his engagement is finalized.
11. The agency shall be responsible for any theft/burglary/damage caused to the students/Employee/Guest of the institute travelling in the Ambulance. The compensation arising out of such activities shall be borne by the Agency.
12. All Maintenance servicing of the Ambulance should be done by the Agency at its own cost. The interior and the exterior conditions of the Ambulance should be well maintained. Routine Maintenance/servicing of the vehicles should be done by the Agency once in a month at its own cost.
13. Wherever applicable, the institute will provide Diesel/Petrol, Engine Oil, for the vehicle and will be reimbursed on actual basis on production of receipts/bills. The bills shall be submitted to the institute on monthly basis for payment/reimbursement along with copy of the log book, duly attested by registrar. The vehicle must achieve a fuel efficiency of 10 KMs/ Ltr. All periodic and regular maintenance cost will be borne by the Agency.

14. In case of break down, the Agency will be responsible for repair and maintenance of the Ambulance and will arrange alternate Ambulance within one hour, Institute will not pay any type of compensation for maintenance of the Ambulance.
15. Total breakdown period excluding routine maintenance in a year should not exceed 12 days.
16. If the Ambulance is hypothecated to a bank or any Financial Institute, the Hiring Agency has to produce concurrence of the Bank/Financial Institute.
17. The Agency shall be abided by all statutory laws, rules and regulation of the state Govt./Central Govt. as per jurisdiction
18. No manpower should be engaged exclusively for this contract, when the contract terminates there shall be no physical or moral pressure on the institute, on grounds of person displaced from job. The Institute shall not entertain such claim.
19. The vehicle can be de-hired giving prior notice of one month considering the requirement of the institute for which no payment will be made by the institute, In case of unsatisfactory services the work order of the Agency may be terminated giving one week's notice.
20. The contract cannot be outsourced to third party.



## GENERAL INFORMATION ABOUT THE TENDERER

1.	Name of the Tenderer	
2.	Registered Address of the Company;  Address:-  Tel:-	
3.	Office Address-  E-Mail Website	
4.	Contact Person Designation:- Mobile/Phone No- Telephone No:- E-Mail:-	
5.	Key Personnel:- (chairman/Managing Director/Managing partner Etc)	
6.	Registration No Date of in Corporation of Company	
7.	Principal place of Business	
8.	Act/Rule under which the firm was registered	
9.	Type of company (Limited, Pvt.Ltd, Partnership. PSU, etc.)	

## FINANCIAL BID

(PLEASE QUOTE YOUR RATE)

Sl No	Vehicle Type- Ambulance (Maruti ECO with A.C.)	Year of Manufacture	Fuel used in Ambulance (Average Mileage per Ltr of fuel)	Monthly charges/ Rental of Ambulance /including Driver on 24 hours basis and Maximum upto 1000-Km per month	Rate per KM if More than 1000-Km per Month	Remark
	Ambulance (Maruti ECO with A.C) for Transport of Patients.					

Bidders are at their liberty to quote for any type of vehicle. The make name is only indicative in nature. The technical requirement for type of Ambulance is given.

List of documents enclosed

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Note; -

Rates quoted by the Tenderer, Should be all inclusive and he shall bear All the expenditure to be incurred on Ambulance.

Date  
Place

Signature & Seal of the Tenderer

Full Name of the Tenderer