



Chinta Se Mukti

**EMPLOYEES' STATE INSURANCE CORPORATION
MODEL AND SUPERSPECIALITY HOSPITAL, ASRAMAM, KOLLAM
(Ministry of Labour & Employment, Govt. of India)**

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No:542/D/27/15/MHA/14

Date: 05-09-2019

CORRIGENDUM

Re- E- TENDER NOTICE FOR HIRING OF AMBULANCE SERVICES

E-tenders under two-bid system through e-procurement solutions are invited from reputed Ambulance operators for providing with ambulances 24x7 for a period of one year, extendable for a further period of one year. E-Tender documents are available online at <https://eprocure.gov.in/eprocure/app>

The interested tenderers should obtain Class-IIIB Digital Signature Certificates and Register themselves at <https://eprocure.gov.in/eprocure/app>. Tender documents with related instructions and Helpdesk Contact numbers for the e-tender process are available for viewing on the website of Employees' State Insurance Corporation i.e. www.esic.nic.in.

Sl No	Description	Details
1	Name of Services	Hiring of Ambulance for ESIC Model and Superspeciality Hospital, Asramam, Kollam
2	Number of Ambulance required	Two(2) on 24 x7 x 365 basis and additional ambulances on call basis with manpower
3	Type of Ambulance required	Ambulance as per specifications mentioned in the tender document , along with driver
4	Estimated amount of annual contract	Rs 15 lakhs
5	Duration of work	One Year (extendable by another one year)
6	Earnest Money Deposit(EMD)	Rs 30000 in the form of Demand draft in favour of 'ESIC Fund A/c no.2' payable at Kollam
7	Last date and time for submission of tender online and offline (EMD & Undertaking only)	25.09.2019 up to 1:00pm
8	Date and Time for Opening of Technical bids	26.09.2019 at 2:00pm

Note: In case the date of opening of technical bids happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place. Selection of the agency will be at the sole discretion of the competent authority of the ESIC who reserves its right to accept or reject any or all the proposals. The tender documents for the above work can be downloaded from <https://eprocure.gov.in/eprocure/app> and can also be viewed at www.esic.nic.in

Sd/-
MEDICAL SUPERINTENDENT

Place: Kollam
CHAPTER-1: INSTRUCTION TO BIDDERS

1. E-tenders under two-bid system are invited from registered and reputed ambulance service provider agencies for providing ambulance services for ESIC Model and Superspeciality Hospital, Asramam, Kollam for one year, extendable for one more year.
2. **Bids for the tender will be accepted only online** through <https://eprocure.gov.in/eprocure/app> and a copy of Undertaking (Annexure A) along with Earnest Money Deposit (EMD) should be dropped in the box placed at Administrative Section of ESIC Model and Superspeciality Hospital, Asramam, Kollam or sent to “**The Medical Superintendent, ESIC Model and Superspeciality Hospital, Asramam, Kollam** in a closed cover superscribed as “Tender for Ambulance at ESIC Model and Superspeciality Hospital, Asramam, Kollam”. Otherwise the tender will not be accepted and summarily rejected. No other hard copies of bid needed to be submitted.
3. **Eligibility Criteria:**

The tenderer should have the following certificates and should upload copy of these in the e-procurement site.

- (a) Registration under Govt. of Kerala for the operation of the business.
- (b) PAN Registration
- (c) GST Registration
- (d) ESIC Registration
- (e) EPFO Registration
- (f) Valid Driving license for the drivers
- (g) Valid Registration certificate of two ambulances
- (h) Valid Road tax certificate of two ambulances
- (i) Valid Permit of two ambulances
- (j) Valid fitness certificate of two ambulances
- (k) Valid Pollution Control certificate of two ambulances
- (l) Valid Insurance certificate of two ambulances
- (m) The bidder should not have been blacklisted by any Govt. Organisation/Institutions. The declaration to this effect will have to be submitted duly sealed and signed as per Annexure A.
- (n) The tenderer should have minimum of two years’ experience in last 5 years providing such services, preferably in Govt. hospital.
- (o) Proposal for providing a new vehicle will also be accepted. In such case, booking slip for new vehicle shall be uploaded along with the tender. If the new vehicle is not produced for inspection, the bid will be cancelled and the EMD will be forfeited.

The Contractor should fulfil the various criteria as mentioned in Chapter 2 (General Conditions of Contract) and Chapter 3 (Schedule of Requirements) and fill up the information as specified in the Technical Bid under Chapter 4 along with supporting documents specified therein.

4. **Bid Security/Earnest Money Deposit(EMD)**

- (a) The **EMD** in the form of Demand Draft drawn in favour of “ESIC FUND A/C NO 2” payable at Kollam should be dropped in the box placed at Administrative Section, ESIC Model and Superspeciality Hospital, Asramam, Kollam or sent by speed post/registered post to “**The Medical Superintendent, ESIC Model and Superspeciality Hospital, Asramam, Kollam**” in a closed cover superscribed as “Tender for Ambulance at ESIC Model and Superspeciality Hospital, Asramam, Kollam” so as to reach on/before the last date of bid submission.
- (b) EMD shall remain valid for 30 days beyond the final validity period of bids (90 days).
- (c) A bid received without Bid security (EMD)/exemption certificate as per GFR 2017 shall be rejected at the bid opening stage.
- (d) The earnest money deposit (EMD) shall be refunded to the unsuccessful Tenderers after finalization of the Tender process.
- (e) It shall be refunded to the successful Tenderer on receipt of Security deposit.
- (f) No interest is payable on the EMD.
- (g) The bid security may be forfeited:
 - (i) If a bidder withdraws his bid during the specified period of bid validity specified in the bid document.
 - (ii) In the case of successful bidder, if the bidder fails to Accept the offer of contract/Submit the surety bond after awarding of the contract/Furnish the performance security within the time specified in the document.

5. Submission of Bids: All bidders are to upload their bids online at <https://eprocure.gov.in/eprocure/app>
The documents to be uploaded and instructions in this regard are as below:

- (a) **Technical Bid** (as per Form in Chapter-4) duly filled and signed. The technical bid should be supported by all **documents** and serially numbered as per the Serial numbers in the Bid form.
- (b) **Financial Bid** (as per Form in Chapter-5) duly filled and signed. The Financial Bid should be accompanied by the declaration in **Annexure-A** duly filled and signed.
- (c) All the entries/documents submitted in the bid must be legible and filled clearly and self-attested along with the seal of the firm. Any overwriting which is unavoidable shall be attested by the Authorized Signatory failing which the bid will be liable to be rejected.
- (d) The Medical Superintendent, ESIC Model and Superspeciality Hospital, Asramam, Kollam, at his/her discretion, extends the deadline for submission of bids or call for re-tender in case sufficient bids are not received. In such case, the financial bids for the valid Technical bids received will be considered for the re-tender.

6 Bid Opening and Evaluation

- (a) The bid shall be opened online by the Bid Opening Committee authorized by the Medical

Superintendent on bid opening date in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present.

(b) All the bids will be scrutinised, relevant documents will be checked for their eligibility.

(c) The tenderers whose technical bids are accepted will be informed about the date of the opening of financial bids.

7 The financial bid shall be valid for a period of 90 days from the date of opening of the financial bid. No Tenderer will be allowed to withdraw after submission of the tenders within the bid validity period and the EMD submitted by the tendering firm would stand forfeited in case of withdrawal.

8 Tenders received and found deficient on account of registrations, documents or any required information are liable to be rejected summarily.

9 The Tenders from Individual/Firm/Organization including its Partners/ Shareholders/ Directors who have been blacklisted/prosecuted by any departments/statutory bodies in any State or by any Court of Law, shall not be entertained.

10 Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, their bids are liable to be rejected.

11 The bidder shall submit full details of his Agency / firm or, if the bidder is proprietor / partnership or a Private Limited Company, full details of ownership and name of the Directors. If the bidder is a Registered Company/ Partnership of two or more persons, all such persons shall be jointly and severally liable to the Hospital for the fulfilment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. The Company / partnership shall not be altered without the approval of the Hospital authority.

12 The bidder is expected to examine all instructions, Forms, Terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

13 All the information as required in the tender document should be filled up in the relevant part and no Column should be left unfilled. An incomplete tender document or tender document submitted without tender fee (if applicable) and earnest money deposit (EMD) will be summarily rejected.

14 Tenderer signing the tender must clearly specify whether he is signing as sole proprietor, partner, under power of attorney or as Director/Manager/Secretary etc., as the case may be.

15 This tender is non transferable

16 Any conditional acceptance is liable for rejection of tender.

17 The Medical Superintendent, ESIC Model and Superspeciality Hospital, Asramam, Kollam reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the said action

18 The Medical Superintendent, ESIC Model and Superspeciality Hospital, Asramam, Kollam will award the contract to the successful evaluated bidder whose bid found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

19 The technically qualified Contractor who has quoted the least total in financial bid shall be considered as

the lowest tenderer.

- 20 The successful bidder will be informed by Registered post/e-mail that his bid has been accepted (hereinafter and in the condition of contract called the “Work Order”)
- 21 The successful bidder will be required to execute an agreement within a period of 15 days from the date of issue of Work Order or until extended by The Medical Superintendent, ESIC Model and Superspeciality Hospital, Asramam, Kollam up to a maximum of another two weeks in a non-judicial stamp paper and all the expenditure in this regard should be borne by the bidder.
- 22 The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of Work Order for an amount of **equivalent to 5 % of contract value** in the form of Demand Draft from a Scheduled bank drawn in favour of “**ESIC Fund A/c No -2**”, payable at Kollam. The successful bidder can also apportion the Earnest Money towards the security deposit subject to payment of the balance amount. The Performance Security / Security Deposit shall be returned within two months after the expiry of contract and completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall stand automatically extended.
- 23 This Security deposit will not bear any interest of whatsoever kind.
- 24 Each page of the Tender document should be signed and stamped by authorized representative of Tenderer in acceptance of the terms and conditions laid down by ESIC.
- 25 Tender containing false, misleading information will be rejected and may also be liable for consequences for submitting false information.
- 26 The Medical Superintendent, ESIC Model and Superspeciality Hospital, Asramam, Kollam does not bind himself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
- 27 The Medical Superintendent, ESIC Model and Superspeciality Hospital, Asramam, Kollam may at his discretion, amend/modify the tender and/or extends the deadline for submission of tenders at any time prior to the last date for submission of Tenders. The Medical Superintendent, ESIC Model and Superspeciality Hospital, Asramam, Kollam may for any reason at his own initiative modifies the Tender documents by amendment and information thereof will be uploaded on Corporation’s website and shall be binding on all concerned.
- 28 The Financial bid will be scrutinized and comparison for lowest bid made on the basis of the total rate arrived.
- 29 The competent authority reserves the right to withdraw/relax any of the terms and conditions mentioned above.
- 30 All disputes relating to this tender can be legally resolved through Courts in Kollam only.

CHAPTER-2: GENERAL CONDITIONS OF CONTRACT

1. The vehicle(s) offered should be in fit condition as per applicable laws of the Kerala Govt. and it should have all the facilities/potentialities supposed to be available in a standard Ambulance. In addition the Ambulance should comply with ARAI rules set for Type C ambulances.
 - (a) Ambulance Vehicles shall not be more than 3 years old as on date of opening of the tender with not more than 60,000 kilometres on the odometer.
 - (b) Patient compartment and driver's cabin should be separate.
 - (c) One foldable stretcher preferably stainless steel
 - (d) Emergency lights roof mounted as per ARAI Specifications. Revolving flashes and lights indicating emergency with siren high intensity roof mounted with 3 different tones to make way in high density traffic.
 - (e) Hygienic washable vinyl flooring
 - (f) Foldable attendants and doctor's seat.
 - (g) Durable oxygen cylinder with holder and humidifier.
 - (h) First aid box
 - (i) Fire Extinguisher (Minimum 2.5 kg capacity complying with IS 13849 or IS :2171)
 - (j) Emergency equipment and kits as per ARAI rules
 - (k) Exhaust fan and normal fans for patients
 - (l) Small drug cabinet
 - (m) Stand for intravenous fluid
 - (n) IV hooks on top roof
 - (o) Mirror image Label on front Mentioning ON DUTY–ESIC MODEL AND SUPERSPECIALITY HOSPITAL, ASRAMAM, KOLLAM and EMERGENCY
 - (p) Any other facilities as specified by the Govt. for Ambulances.
2. All personnel engaged for the Ambulance Service should be registered under ESI and EPF and should be provided with valid ESIC Cards and EPF numbers.
3. The drivers engaged should have valid driving license and should be co-operative and amiable in nature.
4. The drivers provided should not have any past history of criminal records or Alcoholism or Drug Addiction.
5. The tenderer/bidder would manage shift timings of drivers in such a manner that the 24 hours service should not be interrupted.
6. The drivers employed by the tenderer/bidder shall always be ready for duty during duty hours.
7. The driver(s) employed by the tenderer/bidder shall have proper and valid driving licenses and physical fitness certificate for driving as required by law and shall have mental fitness and satisfy all conditions as required by Transport Authority and should also have experience of driving four wheelers.
8. The drivers supplied should be aged between 18 to 50 years.
9. The drivers should always wear uniform while on duty.
10. The persons provided by the contractor shall be the employee of the contractor only and there is no Master and Servant or Employer and Employee relationship between the persons provided by the contractor and this Hospital and further the said persons of the contractor shall not claim any employment, engagement or absorption in this Hospital, in future.

11. The persons provided by the contractor shall not claim any benefit/compensation/absorption/regularization of service from/in this hospital under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act 1970. Undertakings from the persons to this effect shall be required to be submitted by the contractor to this hospital.
12. No compromise shall be made by the ESIC towards punctuality, obedience, promptness, alertness, behavior of the driver. In case of failure, the ESIC reserves the right to cancel the contract forfeiting the deposit without giving any notice.
13. The Hospital shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Hospital does not recognize any employee-employer relationship with any of the workers of the contractor.
14. The contractor has to indemnify the ESIC against all claims, damages or compensation under the provisions of Central Minimum wages Act, 1948 and other Labour laws in force from time to time and Payment of Wages Act, 1936; Employer's Liability Act, 1938; the Workman Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Bonus Act; Contract Labour (R & A) Act 1970, or any modification thereof, Child Labour (Prohibition & Regulation) Act, 1986 Or any re-enactment or modification of the same and any other Social Security benefits including prescribed number of leave / holidays and prescribed hours of work Schedule to the personnel deployed and all Acts related to Social Security (ESI & EPF etc), Service Tax wherever applicable & other Labour legislations, and such statutory orders from time to time. ESIC will not own any responsibility in this regard. And the Contractor will be liable for any consequences resulting from violation of any such rule / provision.
15. The tenderer will get the vehicles registered as an Ambulance with the appropriate authority. The vehicles should have proper Registration Certificate, Road tax payment Certificate, Fitness, Insurance and shall be in running condition/roadworthy without any trouble at all.
16. The vehicles offered should conform to the Emission norms laid down by Pollution Control Board and should possess the certificate "Pollution under Control" issued from the authorities concerned.
17. The vehicles offered for hire should be free from litigation as regards ownership is concerned and should possess no tainted history as rash driving, negligence or violation of traffic rule etc.
18. The vehicles should be kept ready for 24 hours a day, seven days a week without any kind of break and accordingly the tenderer should arrange for replacement of vehicles in case of normal wear and tear/temporary out of service. Any expenditure towards wear and tear, repairing would be borne by the tenderer/bidder.
19. Two (2) vehicles should be stationed at ESIC Model and Superspeciality Hospital, Asramam, Kollam with requisite manpower requirements. Additional call-basis ambulances should be at the disposal if required by ESIC Model and Superspeciality Hospital, Asramam, Kollam at the same rates and terms and conditions. The cumulative distance covered by all the Ambulances will be taken into account for calculating the fix monthly distance and the additional "kms" covered for additional payments on per km basis.
20. Good engine condition for regular use and adequate quantity of fuel should be provided by the tenderer himself at his own cost.

21. The Vehicles offered should have seats in the patient's cabin for transporting more than one patient, if necessary and permitted by the CMO(I/c), ESIC Model and Superspeciality Hospital, Asramam, Kollam.
22. In case of non-availability of the vehicle, the ESIC Hospital would make its own arrangement for shifting of patients and the expenditure incurred in this any would be recovered from the monthly bill of the tenderer/bidder, including initiating proper action.
23. In case the ambulance van breaking down en-route, the tenderer shall immediately arrange alternate ambulance van for transportation of patients. Any failure to provide alternate transportation within a reasonable time will be considered as failure of service and hence breach of contract.
24. The legal liability arising out of Accident, if any, during the period of engagement would be borne by the tenderer.
25. Any loss of property caused by the driver would be recovered from the monthly bill of the tenderer.
26. The tenderer should provide a mobile phone to its drivers and the number would be intimated to the CMO on duty, without exception.
27. The bidder shall maintain a log book keeping records of the movement and such record will be certified by the Officer designated by Medical Superintendent.
28. The tenderer may note that in case of any failure or breach of the terms and conditions of contract which results in defects in delivery of medical care of patients in the ambulance van, including emergencies which has resulted due to deficiencies in services provided by the tenderer thus leading to failure of providing services, the cost will be recoverable from the tenderer in addition to attracting penalty.
29. Payment of wages and statutory obligations such as minimum wages etc., are to be observed by the tenderer. Statutory liability viz. ESI/EPF etc, will be solely borne by the tenderer and no extra payment would be made on these accounts.
30. The tenderer should provide uniform to the driver so that the patients/staff can easily identify them.
31. The tenderer should quote the details of at least two vehicles that they are going to provide in the tender document itself. He should be in a position to provide other vehicles on call basis within the time specified in the "Schedule of Requirements" at Chapter-3.
32. The tenderer should keep the ambulance ready for inspection whenever called for.
33. The Contractor should ensure the availability of ambulance with drivers to maintain adequate service and in case of any breach of terms and conditions penalty of Rs.1000/-(Rupees One thousand only) per incident shall be levied and deducted from the bill.
34. Any deduction due on account of Contractors/Service Providers obligation under the contract and subject to such deductions as may be necessary for making of ESIC Hospital's claim against the Service Provider.
35. Deduction of any liability/damages incurred by Medical Superintendent, ESIC Model and Superspeciality Hospital, Asramam, Kollam, on behalf of the Service Provider/Contractor in the discharge of his/their obligations under this Tender.
36. For any dispute regarding quality / service and rates the decision of the Medical Superintendent shall be final and binding to the Contractor.
37. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

38. The security deposit amount will be refunded to the contractor within 60 days of completion of the contract subject to Satisfactory Performance of the Contract.
39. The Performance Security Deposit/ Bank guarantee will be forfeited if the bidder violates any of the conditions of this contract.
40. The selected Service Provider shall be required to start the services in accordance with the time schedule specified in the work order issued by Medical Superintendent after acceptance of Tender. Extension will not be given except in exceptional circumstances. In case the services are not started on the stipulated date as indicated in the work order, Medical Superintendent reserves the right to cancel the work order and forfeit the EMD and/or Security Deposit.
41. The successful Bidder will be required to submit a Security Deposit in the form of Demand Draft in favour of “ESI Fund A/c No.2” payable at Kollam. The security deposit will be refunded on successful completion of the Contract. No interest will be payable on the Security deposit.
42. Bills will be submitted by the Contractor for the service provided on the basis of the indents raised for Ambulance on a monthly basis and should be supported by self certified photo copy of logbook. If the distance covered by vehicle is above the minimum ceiling, that must be certified by the CMO or any other officer authorized by Medical Superintendent, ESIC Model and Superspeciality Hospital, Asramam, Kollam.
43. Copies of ESIC/EPFO challan (if applicable) shall be attached with bills.
44. GST payable by the Service provider will be reimbursed on production of paid challans supported by the Schedule showing the payment made against ESIC Model and Superspeciality Hospital, Asramam, Kollam. ESIC Model and Superspeciality Hospital, Asramam, Kollam will not be responsible for non-payment or delayed payment of GST to the Govt.
45. In case the Service Provider/contractor discontinues the contract before the expiry of the period of contract, his Security Deposit shall be forfeited.
46. The Medical Superintendent also reserves the right to terminate the contract in whole or in part by give it in written notice if the bidder fails to satisfy the conditions of this contract.
47. The tender is for a period of one year and extendable for another one year subject to satisfactory performance to be recorded by a Committee of heads of user Departments and accepted by the Medical Superintendent, ESIC Model and Superspeciality Hospital, Asramam, Kollam.
48. Any dispute arising out of this Contract will be under the jurisdiction of the appropriate Courts in Kollam only.

CHAPTER-3: SCHEDULE OF REQUIREMENTS

Details of the services needed are as mentioned below:

Ordinary Ambulance Service:

- a. Two (2) vehicles should be stationed at ESIC Model and Superspeciality Hospital, Asramam, Kollam with requisite manpower requirements. Additional call-basis ambulances should be at the disposal if required by ESIC Model and Superspeciality Hospital, Asramam, Kollam at the same rates and terms and conditions. The cumulative distance covered by all the Ambulances will be taken into account for calculating the fix monthly distance and the additional “kms” covered for additional payments on per km basis.
- b. The ambulances should be equipped with one stretcher, Emergency light with hooter, Hygienic washable vinyl flooring, Foldable attendant and doctor’s seats, Durable oxygen cylinder with holder & humidifier, Exhaust fan and normal fans for patients, Small drug cabinet, stand for intravenous fluid, First Aid Box, Fire Extinguisher, any other facilities as specified by the Govt. for Ambulances.
- c. The two Ambulances should be available for service round the clock without any disruption.
- d. The Ambulances to be provided should be in excellent condition equipped with oxygen cylinder and oxygen facility. The oxygen should be filled by the service provider himself.
- e. The trip distance for ordinary ambulance will be calculated for “to and fro” journey from ESIC Model and Superspeciality Hospital, Asramam, Kollam to the destination.

**CHAPTER 4: TECHNICAL BID FOR PROVIDING AMBULANCE SERVICES
AT ESIC MODEL AND SUPERSPECIALITY HOSPITAL, ASRAMAM,
KOLLAM**

Sl. No.	Documents	Uploaded (Yes/No)
1	Registration of the company under Govt. of Kerala for the operation of the business	
2	PAN Registration	
3	GST Registration	
4	ESIC Registration	
5	EPFO Registration	
6	Valid Driving license of the drivers	
7	Valid Registration certificate of two ambulances	
8	Valid Road tax certificate of two ambulances	
9	Valid Permit of two ambulances	
10	Valid fitness certificate of two ambulances	
11	Valid Pollution Control certificate of two ambulances	
12	Valid Insurance certificate of two ambulances	
13	The bidder should not have been blacklisted by any Govt. Organisation/Institutions. The declaration to this effect will have to be uploaded duly sealed and signed as per Annexure A.	
14	The tenderer should have minimum of two years' experience in last 5 years providing such services in Govt. hospital. Copy of work orders and completion certificates to be uploaded.	
15	Proposal for providing new vehicle(s) will also be accepted. In such case, booking slip for new vehicle should be uploaded.	

Signature of the authorized person

Full name and address

Contact no:

Company's seal

Date:

Place:

CHAPTER-5: FINANCIAL BID FOR PROVIDING AMBULANCE SERVICES AT ESIC MODEL AND SUPERSPECIALITY HOSPITAL, ASRAMAM, KOLLAM

Name of the Bidder/ Bidding Firm / Company :					
PRICE SCHEDULE					
(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)					
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)					
NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Weightage factor	BASIC RATE inclusive of all charges in Figures To be entered by the Bidder in Rs. P	Criteria for L1 col (5) = col (3) x col (4) in Rs. P	Amount in words as per criteria for L1 selection
1	2	3	4	5	6
1	RATE FOR AMBULANCE SERVICE				
1.01	Basic rate per km (for all ambulances) totalling for 7000 kms in a month	0.90		0.00	INR Zero Only
1.02	Rate per km beyond 7000 kms	0.10		0.00	INR Zero Only
Total in Figures				0.00	INR Zero Only
Quoted Rate in Words			INR Zero Only		

Note:*The basic rate quoted shall be all inclusive, including wages of the driver, statutory expenses like PF, ESI, bonus, leave wages, holiday wages, weekly off wages, uniform expenses etc, and any other incidental charges to meet the requirement of the contract and tyres, tools, maintenance charges, road tax, parking charges, depreciations, mobile phone charges, government taxes and any other incidental charges and modifications to keep the ambulance fit to meet the requirement of the contract. GST if applicable will be paid extra.

L1 shall be decided based on the amount mentioned as basic rate per km(upto 7000kms) which includes all charges (which has a weightage of 90%) plus rate per km beyond 7000 kms (which has a weightage of 10%)

Signature of the authorized person

Full name

Company's seal

Date:

Place:

UNDERTAKING

1. I,Son/Daughter of Shri.....
Proprietor/Partner/Director/Authorized Signatory of am competent
to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.

3. I will be abide by the relevant/applicable labour laws and statutory provisions.
4. I have not been black listed by any Govt Organisation/Institutions.

5. The information/document 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.

Signature of Authorized person.

Date:

Full Name:

Company's seal:

Place:

N.B. The above declaration, duly signed and sealed by the authorized signatory of the company should be uploaded and a hard copy of the same is to be deposited in the drop box placed in Administration section of the hospital along with DD for EMD in a sealed cover superscribed 'Tender for providing Ambulance services at ESIC Model and Superspeciality Hospital, Asramam, Kollam'

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.), with their profile
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC“s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders“ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or „“Other Important Documents”” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 125bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 11) All documents as per tender requirement shall be uploaded online through CPP Portal Website: <http://eprocure.gov.in/eprocure/app> and no documents except, original demand draft towards EMD and Tender Cost will be accepted offline.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.