

भारतीय सूचना प्रौद्योगिकी,
अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING, KANCHEEPURAM**
Melakottaiyur, Chennai – 600 127, Tamil Nadu, India.



**NOTICE INVITING TENDER
FOR PROVIDING AMBULANCE SERVICES AT
IIITDM KANCHEEPURAM**

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Enquiry No	IIITDMK/2026/GSS/Ambulance/001 dated 03.02.2026
Last date of receiving Quotation	23 Feb 2026, 03.00 PM
Date of Technical Bid Opening	23 Feb 2026, 04.00 PM
Service Required	Providing an ambulance with Drivers on 24X7 Basis

Sir,

Please quote your rates for the mentioned service/items as per our terms and conditions. The quotation, together with the service details, may be sent to the undersigned to reach the undersigned by the due date. **Please ensure that the quotations are in a sealed envelope, super-scribing the Enquiry No.** The Institute reserves the right to reject any or all, including the lowest quotation, without assigning any reason whatsoever. The quotation offered should be complete in all respects.

Yours faithfully,

Sd/-

Registrar

Section I

1. The Institute requires **24x7 Ambulance service** (Force Traveller/ Tata Winger or equivalent), including drivers for 24 hours, who have experience of not less than 3 years with Government / Institutes /Reputed Organisations. The Contractors are required to enclose the proof of experience, which is mandatory.
2. The rates shall be inclusive of driver (24x7), fuel, lubricant and other POL as and when required.
3. Toll Tax, Parking charges (if any) will be reimbursed by IIITDM extra.
4. The vehicle should be available to the IIITDM with driver, fuel, engine oil, etc. Detailed Specification about the vehicle is attached as **Annexure I**.

Terms & Conditions:

1. The Contractor shall be completely responsible for the safe running of the vehicle. The IIITDM will not be responsible for any loss, damage, repairs, maintenance or accident to the vehicle.
2. The bid should be valid for 60 days from the date of opening of the Tender.
3. Payment of Hire charges will be made once a month in the form of a cheque after verification of the trip sheet, duly signed by the IIITDM Official, after deducting TDS, etc., as per the rule.
4. The driver should have a valid driving license and should not be more than 50 years of age.
5. The vehicle should be insured against accident etc., as per rules and statutory obligations.
6. The vehicle shall move as per the direction of the IIITDM Official as required.
7. **The tenderer should submit the following documents along with the tender, without which their tender would be summarily rejected:**
 - i. **Copy of Registration with the appropriate authority for registration of travels**
 - ii. **Copy of Income Tax PAN Number**
 - iii. **Copy of GST for providing cab services**
 - iv. **Experience not less than 3 years (Proof of Work Order)**
8. **The Institute will revise the rates if there is an increase/decrease proportionately in fuel prices in case of a price increase/decrease by 10% from the date of closing of the tender.**
9. The contract is initially for a period of one year and is extendable upon satisfactory service for further one year.
10. The contractor shall not assign or sublet the work or any part of the work to other persons or parties.
11. IIITDM has the right to reject/terminate the contract without assigning any reason.
12. Contractor/ Operator will have to fulfil all legal obligations regarding minimum wages, EPF, ESI, Pollution norms, Motor Vehicle Act, Service tax, etc. as may apply to him. The vehicle should have a valid permit issued by R.T.O. The vehicle must be comprehensively insured for the driver, passengers & the third party for the period of the contract.
13. The contractor has to abide by all laws, rules & regulations applicable to this type of work. Ignorance of the same does not entitle him to any concessions or claims. All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached, the dispute shall be settled in accordance with the Arbitration and Conciliation Act, 1996 and the rules made thereunder. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Director, IIITDM Kancheepuram. The award of the arbitrator shall be final and binding on both parties. The venue of the Arbitration shall be at IIITDM Kancheepuram, India. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Chengalpattu court, Tamil Nadu.

14. The Contractor has to make an agreement with IITDM Kancheepuram in the format prescribed only on Rs.200/- Non-Judicial Stamp Paper.

Security Deposit (SD):

- i. Security Deposit will be collected from the successful tenderer. The rate of Security Deposit will be 3% of the annual value of the contract.
- ii. Security Deposit may be furnished in any one of the following forms:
 - (a) Fixed Deposit Receipt, Pay Order, Demand Draft in favour of IITDM Kancheepuram.
 - (b) Bank Guarantee from Scheduled Banks/Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of IITDM Kancheepuram.
- iii. The security deposit shall not carry any interest.

15. In case of non-satisfactory performance of the contract, IITDM Kancheepuram shall have the right to forfeit the security deposit.

16. The contractor shall compensate IITDM Kancheepuram for any loss or damage to the Institute /property, material of IITDM Kancheepuram due to his workmen/ representatives' negligence or otherwise during execution of work contract.

17. The contractor shall get the character & antecedents of his own drivers/labourers verified from the District Magistrate's/ Police office and intimate the same to the management before deploying them to work.

Sd/-

Registrar

Section II

Bid Evaluation process:

1. **Two Bid Processing:** (Technical bid - Annexure II and Price Bid – Annexure III)
2. All the technically eligible bidders will be considered for the commercial bid.
3. L-1 will be arrived on the commercial bid as **90% weightage** for the monthly charges/rental of Ambulance, including Driver on a 24-hour basis and maximum up to 300 km per month and **10% weightage** for the rate per k.m if more than 300 km per month rates quoted. In case more than one bidder quotes the same rate, preference shall be given to the bidder offering the latest model vehicle.

About the Vehicle:

- a. Ambulance **must not be older than 5 years and <50,000KM** (i.e., date of purchase should be after 01 January 2021)
- b. The vehicle will have to be maintained by the contractor in good running condition which includes at least the following:
- c. Minimum noise of the engine and body while running
- d. Tires with proper treads.
- e. Inflated stepony, working headlights, tail lamps, indicators, speedometer, milometer, temperature indicator, etc.
- f. Proper paint on the outside.
- g. Good condition of bumpers
- h. Upholstery in good condition, including washed and ironed white seat covers.
- i. Proper locking of all doors
- j. Proper closing and opening of all windows.
- k. Dusting of dashboard, rear board, matting, windscreen, windows and body.
- l. The contractor has to ensure that filling of the fuel in the vehicle is done from the Petrol Pump situated nearby IIITDM Kancheepuram.
- m. The bidder will have to maintain a logbook provided by us, and the signature(s) of the authorised person to travel will have to be obtained to certify the trips; failure to obtain the name & signature can deprive him of payment for the trip. The logbook will be the Institute's property, and your driver has to keep it in safe custody. No unauthorised person should be allowed to travel in the vehicle when on IIITDM Kancheepuram official duty. Failure to comply with this provision can result in non-payment of the trip.

I HAVE READ AND UNDERSTOOD ALL THE TERMS & CONDITIONS

Date:

Signature & Seal of Tenderer with Address

**GENERAL AND TECHNICAL SPECIFICATION FOR BASIC LIFE SUPPORT
AMBULANCE**

- a) Emission Norms : Bharat Stage IV and Above
 b) Engine Capacity in CC : Minimum of 2000 – 3000 CC
 c) Air Condition : Yes
 d) Minimum Seating Capacity : Patient + 3
 e) Other specifications as prescribed by the Automotive Research Association of India (ARAI) and prescribed government norms, from time to time, for the running of basic life support ambulances

OTHER STANDARD EQUIPMENTS/ ACCESSORIES:

Stretcher	Foldable stretcher-cum-trolley with a stretcher handle capable of being lifted upward
Foldable Carrying Chair	Wheel Chair
Medicine Cabinet	Inbuilt
Oxygen	Oxygen cylinder cage with a filled oxygen cylinder, flow meter, humidifier with separate mask of adult and paediatric. The ambulance service provider should obtain the explosive certificate for the oxygen cylinder. The oxygen level as per standard and permissible limit has to be maintained by the service provider at his/her own cost.
IV Hook	At least at three locations on the rooftop plus one additional on the side wall, inside the patient compartment/ cubicle
Suction apparatus	Electronic Suction Aspirator, along with a manual suction machine
Electrical socket	There must be two Indian Standard AC electrical sockets inside the patient compartment for connecting AC electrical gadgets
Patient compartment illumination	At least two points on top roof
Warning Lights	Roof mounted as per ARAI specifications. Should have revolving flashers and light indicating emergency while transferring seriously ill patients
Public address system	Yes. At least of 100 watts

Siren	High intensity roof mounted to draw public attention to make way in high-density traffic
Exterior design/painting specifications	As per standard guidelines issued by ARAI and the Government. of India guidelines issued from time to time for Ambulances
Seats for attendants	As specified at Sl. No.15, and should include at least one seat for a medical attendant in the patient compartment
Washbasin	Yes, a stainless steel wash basin is inside the patient compartment
Dustbins	Yes, concealed portable dustbins for waste disposal inside the patient compartment/ cubicle or any other suitable locations
Fire extinguisher	Yes, Portable Fire Extinguishers should be provided both at the Driver compartment and also inside the patient compartment

TECHNICAL BID

Tender Enquiry No. IIITDMK/2026/GSS Ambulance/001 dated 03.02.2026

The bidders are required to provide information about the following and enclose copies of appropriate documents.

Sl. No.	Description	Essential/ Desirable	Details (To be filled in by the contractor)
			YES / NO
1.	Ambulance service vehicle (24x7) (Force Traveller/ Tata Winger or equivalent) as per Annexure –I (Enclose a copy of the Registration Certificate)	Essential	
2.	Valid labour license in case of 10 or more workers (<i>Enclose copy</i>)	Desirable	
3.	Copy of valid EPF Regn. (<i>Enclose copy</i>)	Desirable	
4.	Copy of valid ESI Regn. (<i>Enclose copy</i>)	Desirable	
5.	Contact details (for day to day liaison): Name of Contact person Address of Contact person Land line and Mobile numbers E-mail address Fax number	Essential	
6.	Copy of PAN (Also please enclose copy of last 3 years' I.T. Return)	Essential	
8.	Copy of GST Registration No.	Essential	
9.	Experience of not less than 3 years with Government / Institutes /Reputed Organisations. Attach Work Orders / Exp Certificates	Essential	
10.	Signatures, date & seal on all pages of the Technical & commercial bid	Essential	

Note: Non-Fulfilment of any / all of the above requirements can entail disqualification of the bidder.

Date:

Signature & Seal of Tenderer with Address

PRICE BID**(for Ambulance service vehicle (24x7))**

Sl No	Vehicle Type	Force Traveller/ Tata Winger or equivalent (please specify the make)	Fuel Used and Average Mileage per litre of fuel	Monthly charges/rental of Ambulance including Driver 24-hour basis and a maximum up to 300 km per month.	Rate per k.m if more than 300 km per month
1	Ambulance with Basic Life Supporting System and Air Conditioned				

+ GST% extra

The price bid is to be quoted after taking into account wages for the driver as per Minimum wages for Zone 'A' as prescribed by Ministry of Labour & Employment, GoI as applicable on the date of issue of tender with EPF/ESI as applicable.

Sl No	Deduction	Period	Amount
1.	Not providing vehicles on a day	Each day	(-) 50 Kms x rate quoted and accepted
2.	Misbehaving/ loose/ harsh talking with passengers	Each occasion	Up to (-) Rs.500/-
3.	Carrying unauthorised persons in the Ambulance	Each occasion	50% of trip value
4.	Failure to keep/keep ON the mobile phone	Per day	(-) Rs.100/-/day subject to a max. Rs.1000/- p.m.
5.	Not providing another vehicle in case of Breakdown	Per day	(-) Rs.1000/-
6.	Not maintaining the vehicle in good condition	Duration of the lapse	(-) 2% of the bill
7.	Non-filling of fuel from the petrol pump nearby IIITDM Kancheepuram	Per occasion	(-) Rs.500/-
8.	Non-maintenance of the log book properly	Per trip	Non-payment of the trip
9.	Drivers reported on duty are found in an intoxicated state	Each Occasion	Rs. 10,000/-
10.	Drivers/agency staff misbehaving with the officials of the institute	Each Occasion	Rs. 2500/-
11.	Vehicles sent for duty are not reporting on time	Each Occasion	Rs. 1000/-

All the terms & conditions accepted.

Date:**Signature & Seal of Tenderer with Address**