

INDIAN INSTITUTE OF INFORMATION  
TECHNOLOGY, DESIGN AND  
MANUFACTURING, KANCHEEPURAM



भारतीय सूचना प्रौद्योगिकी,  
अभिकल्पना एवं विनिर्माण  
संस्थान, कांचीपुरम

(An Autonomous Institution under MoE, Government of India)

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

Ph: +91 44 2747 6312

Email: administration@iiitdm.ac.in

Date: 10.11.2023

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

Enquiry No : IIITDMK/2023-24/Admn/Ambulance/007  
Last date of receiving Quotation : 20<sup>th</sup> November 2023, 03.00 PM  
Date of Technical Bid Opening : 20<sup>th</sup> November 2023, 04.00 PM  
Service Required : Providing 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 service details may be sent to the undersigned so as to reach 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 respect.

Yours faithfully,

Sd/-  
Registrar

## **PROVIDING AMBULANCE SERVICES AT IIITDM KANCHEEPURAM**

### **Section I**

1. The Institute requires **24x7 Ambulance service** (Force Traveler/ Tata Winger or equivalent) including drivers for 24 hours, who are having experience of not less than 3 years with Government / Institutes /Reputed Organizations. 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 safe running of the vehicle. The IIITDM will not be responsible for any loss, damage, repairs, maintenance or accident to the vehicle.
2. **Bid Security Declaration:** The bid Security Declaration Format given at **Annexure II** to be submitted along with Technical Bid.
3. The bid should be valid for 60 days from the date of opening of Tender.
4. Payment of Hire charges will be made once in a month in the form of cheque after verification of Trip sheet duly signed by the IIITDM Official, after deducting TDS etc. as per rule.
5. The driver should have a valid driving license and should not be more than 50 years of age.
6. The vehicle should be insured against accident etc. as per rules and statutory obligations.
7. The vehicle shall move as per the direction of IIITDM Official as per requirement.
8. **The tenderer should submit the following documents along with the tender without which their tender would be summarily rejected:**
  - i. **Copy of Registration with 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)**
9. **The Institute will revise the rates if there is increase/decrease proportionately in fuel prices in case of the price increase/decrease by 10% from the date of closing of tender.**
10. The contract is for initially for a period of one year and extendable upon satisfactory service.
11. The contractor shall not assign or sublet the work or any part of the work to other persons or party.
12. IIITDM has right to reject/terminate the contract without assigning any reason.
13. Contractor/ Operator will have to fulfil all legal obligations regarding minimum wages, EPF, ESI, Pollution norms, Motor Vehicle Act, Service tax etc. as may be applicable to him. The vehicle should

have valid permit issued by R.T.O. The vehicle must be comprehensively insured for driver, passengers & the third party for the period of the contract.

14. 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 Arbitration and Conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Director, IITDM Kancheepuram. The award of the arbitrator shall be final and binding on both the parties. The venue of the Arbitration shall be at IITDM 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.

15. The Contractor has to make an agreement with IITDM Kancheepuram in the format prescribed only on Rs.100/- 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 annual value of contract.
- ii. Security Deposit may be furnished in any one of the following forms:
- iii. Fixed Deposit Receipt, Pay Order, Demand Draft in favour of IITDM Kancheepuram.
- iv. 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.
- v. The security deposit shall not carry any interest.

16. In case of non-satisfactory performance of the contract, IITDM Kancheepuram shall have a right of forfeiting the security deposit.

17. 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.

18. The contractor shall get the character & antecedents of his own drivers/ laborer's verified from 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 III and Price Bid – Annexure IV)
2. All the technically eligible bidder will be considered for commercial bid.
3. L-1 will be arrived on the commercial bid as **90% weightage** for Monthly charges / rental of Ambulance including Driver 24-hour basis and maximum up to 500 km per month and **10% weightage** for the rate per k.m. if more than 500 km per month rates quoted.

### About the Vehicle:

- a. Ambulance **must not be older than 5 years and <50,000KM** (i.e., date of purchase should be after 01 October 2018)
- 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 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 authorized 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 the safe custody. No unauthorized 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

(Sign, seal & date of Bidder)

**ANNEXURE – I**

**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 Automotive Research Association of India (ARAI) and prescribed government norms, from time to time for running of basic life support ambulances

**OTHER STANDARD EQUIPMENTS/ ACCESSORIES:**

Stretcher	Foldable stretcher cum trolley
Foldable Carrying Chair	Wheel Chair
Medicine Cabinet	Inbuilt
Oxygen	Oxygen cylinder cage with filled oxygen cylinder, flow meter, humidifier with separate mask of adult and pediatric. The ambulance service provider should obtain the explosive certificate for 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 roof top plus one additional on 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 Watt
Siren	High intensity roof mounted to draw public attention to make way in high density traffic
Exterior design/painting	As per standard guidelines and issued by ARAI

specifications	and Govt. 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 medical attendant in the patient compartment
Washbasin	Yes, Stainless steel wash basin insidepatient compartment
Dustbins	Yes, Concealed portable dustbins forwaste disposal inside the patient compartment/ cubicle or any other suitable locations
Fire extinguisher	Yes, Portable Fire Extinguishers shouldbe provided both at the Driver compartment and also inside the patient compartment

Name of the Tender: PROVIDING AMBULANCE SERVICES 2023-24 AT IIITDM KANCHEEPURAM

UNDERTAKING

Bid Security Declaration

To ,

The Registrar,  
IIITDM Kancheepuram

Dear Sir/Madam,

1. I / We Mr/Ms .....authorised person to sign the bid documents for tender for “Providing ambulance Services at IIITDM Kancheepuram” and do hereby declare that I/We have gone through the entire tender documents including terms and condition mentioned in the tender documents and undertake to comply with them.
2. I/We further declare that we will not withdraw our bid or modify our offer during the period of validity of the bid after the deadline for submission of such documents
3. If I/we withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline as defined in the tender document/PO, we will be suspended for the period of time specified in the debarment clause in the tender document from being eligible to submit bids/proposals for contracts with IIITDM Kancheepuram.

Signature of Bidder With seal of firm

(Name of Bidder)

Place ..... Date.....

**TECHNICAL BID**

Tender Enquiry No. IIITDMK/2023-24/Admn/ Ambulance/007 dt 10.11.2023

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

<b>Sl. No.</b>	<b>Description</b>	<b>Essential/Desirable</b>	<b>Details (To be filled in by the contractor)</b>
1.	Ambulance service vehicle (24x7) (Force Traveler/ Tata Winger or equivalent) as per Annexure -I	Essential	YES / NO
2.	Valid labor license in case of 10 or more workers (Enclose copy)	Desirable	
3.	Copy of valid EPF Regn. (Enclose copy)	Desirable	
4.	Copy of valid ESI Regn. (Enclose copy)	Desirable	
5.	Contact details (for day to day liaison): Name of Contact person Address of Contact person Land line and Mobilenumbers E-mail address Fax number	Essential	
6.	Copy of PAN (Also please enclose copy of last 3 years' I.T. Return)	Essential	
7.	Bid Declaration Form (Enclose copy)	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.

(Sign, seal & date of Bidder)



**PRICE BID**

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

**(Tata Winger / Traveler or Equivalent)**

Sl No	Vehicle Type	Force Traveler/ Tata Winger or equivalent (please specify the make)	Fuel Used and Average Mileage per liter of fuel	Monthly charges / rental of Ambulance including Driver 24 hour basis and maximum up to 500 km per month.	Rate per k.m. if more than 500 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 un-authorized 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 vehicle in good condition	Duration of the lapse	(-) 2% of the bill
7.	Non-filling of fuel from petrol pump nearby IIITDM Kancheepuram	Per occasion	(-) Rs.500/-
8.	Non-maintaining the log book properly	Per trip	Non-payment of the trip
9.	Drivers reported on duty are found in intoxicated state	Each Occasion	Rs. 10,000/-
10.	Drivers/agency staff misbehaving with officials of the institute	Each Occasion	Rs. 2500/-
11.	Vehicles sent for duty are not reporting in time	Each Occasion	Rs. 1000/-

All the terms & conditions accepted.

(Sign, seal, date, address, tel. of Bidder)