



# Rajiv Gandhi Institute of Petroleum Technology

An Institute of National Importance established under an Act of Parliament  
Mubarakpur, Mukhetia, Bahadurpur Post: Harbanshganj, Jais, Amethi Pin Code- 229 304

Website: [www.rgpt.ac.in](http://www.rgpt.ac.in)

## **Tender Notice**

**No. RGIPT/AEI/Tender/2022-23/01**

**TENDER FOR**  
**“PROVIDING AMBULANCE SERVICE (24hr) AT**  
**ASSAM ENERGY INSTITUTE SIVASAGAR, ASSAM”**  
Vill: GohainGaon, Akhoiphutia Road, Dist: Sivasagar, Assam, Pin: 785697

**TECHNICAL BID**

**OPEN E-TENDER FOR “PROVIDING AMBULANCE SERVICE (24hr)  
AEI SIVASAGAR, ASSAM**

<b>Type of Tender</b>	<b>OPEN TENDER</b>
Tender No.	<b>RGIPT/AEI/Tender/2022-23/01</b>
Item Description	<b>“PROVIDING AMBULANCE SERVICE (24hr) at AEI SIVASAGAR, ASSAM”</b>
Tender Type	<b>Two-Part Bid System:</b> Tender should be submitted on the schedule to tender. (i) Technical Bid and (ii) Financial Bid The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.
<b>Earnest Money Deposit (EMD)</b>	Rs. 14,400.00(Rupees Fourteen Thousand Four Hundred Only) –Online mode only
<b>Mode of Submission of tender</b>	<b>Online Mode</b>
Tender Date	25.04.2022 (Monday)
<b>Pre-Bid Meeting</b>	04.05.2022 (Wednesday) at 3.30 pm (Through Video Conferencing)
<b>Last date of submission of Tender</b>	<b>17.05.2022 (Tuesday) on or before 3.30 pm</b>
Date & Time of Opening of Techno- Commercial bid	17.05.2022 (Tuesday) at 4.00 pm
Date & Time of Opening of Financial Bid	Will be announced later
Place of Opening of Tender	Conference Room, Administrative Building, AEI, Sivasagar, Assam
E-Tender Processing Fee (ITI Limited)	Rs.3000/- + (Applicable GST @18%) through e-payment Gateway available on <a href="https://rgipt.euniwizarde.com">https://rgipt.euniwizarde.com</a>
Bid Address to	The Director Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia, Bahadurpur POST: Harbanshganj, Jais, Amethi – 229304
Technical Clarification (Indenter)	Name: Mr. Chinmoy Jit Sarma Chairman, Institute Purchase Committee
Any other Clarification	Name: Mr. Saurav Das Assistant Registrar Contact Nos. +91 3772 295 223

**Tenders can be downloaded from [www.rgipt.ac.in](http://www.rgipt.ac.in)**

The RGIPT, Jais, Amethi reserves the right to reject any or all the tenders without assigning any reason thereof and it is not binding on RGIPT, Jais, Amethi to accept the lowest bid or any other bid.

## **GUIDELINES FOR BIDDERS**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://rgipt.euniwizarde.com>.

### **REGISTRATION**

1. Bidders are required enroll on the **e-Procurement Portal (URL: <https://rgipt.euniwizarde.com>)** with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of **Rs.2360/- Per vendor/per year**.
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 with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / 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.
7. **The scanned copies of all original documents should be uploaded on portal <https://rgipt.euniwizarde.com>.**

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective ‘requested’ Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

## **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.
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 formats. Bid Original documents may be scanned with 100 dpi with Colored 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 Documents” available to them to upload such documents.
5. These documents may be directly submitted from the “My Documents” 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 website well in advance for the submission of the bid so that it gets uploaded well 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 as a token of acceptance of the terms and conditions laid down by RGIPT, Jais.
3. Bidder has to select the payment option as “e-payment” 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.
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 Colored (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. 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 opener 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 bid click “Complete” (i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
10. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **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 e-tender Portal in general may be directed to the 24x7 Helpdesk Support. **The contact number for the helpdesk is “011-49606060/ 7398741154/ 9205898228/ 9650970101” and E Tendering Helpdesk email ID: ewizardhelpdesk@gmail.com**

## LIST OF DOCUMENTS TO BE UPLOADED

1. Bidder should take into account notifications, corrigendum published, if any 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. Any deviations from these may lead to rejection of the bid.
3. The two-bid system will be followed for this tender. In this system, online offer should be submitted under **TWO-BID System** in two separate e-packets i.e. **“Technical eBid”** and **“Financial eBid”**.

### Online Envelope No. 1: "Technical Bid" shall contain (Pdf format only)

Sl. No.	Details of Documents	Documents to be Uploaded	File Format
1	<b>Company’s Registration</b> - The entity should be either registered as a Company under Companies Act 1956/ 2013 or as a Registered Partnership Firm (including Limited Liability Partnership) under Partnership Act, 1932	Upload Certificate of Incorporation	.pdf
2	<b>Minimum Annual Turnover:</b> The firm should have minimum annual turnover of <b>Rs. 5.00 Lakhs or above as per IT returns</b> during financial years <b>2018-19, 2019-20 &amp; 2020-21</b>	Upload Audited Balance Sheets certified by the Chartered Accountant and copies of IT Returns	.pdf
3	<b>Experience:</b> The firm should have <b>minimum of 3 years’ experience as on 01.01.2022</b> for providing Ambulance Service on hire basis to Govt. Organization, Educational Institution, Public Sector Undertaking (PSU), or any other reputed private organization, etc.	Upload copy of Work Orders/ Agreements during last 3 years and List of clients with contact details	.pdf
4	<b>Minimum Number of Vehicles:</b> The firm should have minimum <b>2 Ambulance vehicles</b> and registered as Ambulance vehicles on its own name	Upload Copies of the registration certificates to be attached	.pdf
5	<b>Statutory Registrations:</b> Firm should be registered with Income Tax and Goods & Service Tax departments and Ministry of Labour	Upload Copy of PAN, GST & Labour License etc.	.pdf
6	<b>EPF &amp; ESI Registrations:</b> The Firm should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other Labour authorities	Upload- <b>i)</b> Self attested copy of the Employee Provident Fund Registration letter / certificate, <b>ii.</b> Self-Attested copy of the Labour License under the Contract Labour (Regulation & Abolition) Act. Attested copy of the Employee State Insurance registration letter / certificate. <b>iii.</b> Copy of payment of ESI, EPF receipts during last 6 months	.pdf

7	<b>Non-Blacklisting Declaration</b> - The Firm should not have been black listed/debarred by any of the government agencies or department during last 3 yea	Upload - Declaration on Rs. 100.00 Non-Judicial Stamp Paper in the given format	.pdf
8	<b>The EMD of Rs. 14,400.00 (Rupees Fourteen Thousand Four hundred Only)</b> is to be paid only through online mode on <a href="https://rgipt.euniwizarde.com">https://rgipt.euniwizarde.com</a> . If the EMD is not paid, then the bid will be automatically rejected.	Upload Payment Advice of EMD (including UTR No.)	.pdf
9	<b>Details of Vehicle offered against the tender</b>	Upload the registration, fitness and pollution certificate of offered ambulance	.pdf
10	<b>Technical Compliance Statement of Ambulance</b>	Upload Technical Specification Compliance Statement of Ambulance on the Letter head of the Company	.pdf
11	<b>Undertaking</b> to the effect that the terms and conditions, clauses etc. stipulated in this tender are acceptable	Upload the Undertaking in the given format on the letter head of the Company	.pdf
12	Performance Security: Undertaking to the effect that a Performance Guarantee of 10% of the order value will be submitted in case RGIPT, Jais, Amethi decides to place the Work Order	Upload the Undertaking on the letter head of the Company	.pdf

***RGIPT, Jais, Amethi reserves the right to reject the bid if any of the above listed document/s is not submitted.***

**Online Envelope 2: “Financial Bid” shall contain**

- 1. The Financial Bid should be filled properly in the .xls uploaded in the portal.*
2. Financial bids of the technically qualified bidders only will be opened, in the portal.
3. Financial bids must be offered in the format attached.
4. In case of any mistake or error in calculations or any discrepancy in price quoted in word and figures, the LOWEST amount will be considered for comparison. If this lowest price is not acceptable to the bidder, their bid will be rejected. In this case, RGIPT, Jais, Amethi reserves the right to forfeit their EMD.



## **SECTION-I: INSTRUCTIONS TO BIDDERS (ITB)**

Tenderers are advised to follow the instructions provided in the **Instructions to the Tenderers** for the e-Submission of the bids online.

### **1. Location of Services:**

**AEI SIVASAGAR, ASSAM”**

Vill: Gohain Gaon, Akhoiphutia Road, Dist: Sivasagar, Assam, Pin: 785697

2. All the items covered in the Schedule of Requirements must be supplied immediately within a week from the date of placement of work order.

### **3. Amendment to Bidding Documents:**

- a) At any time prior to the deadline for submission of bids, RGIPT, Jais, Amethi may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- b) The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice on institute website against this tender. The amendments/ modifications will be binding on the bidders.
- c) RGIPT, Jais, Amethi at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

### **4. Preparation of Bids**

Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents. In case however, any corrections, overwriting, erasures or postscripts have to be made in the bids, they should be supported by dated signatures of the same authorized person signing the bid documents. However, bidder shall not be entitled to amend/ add/ delete/ correct the clauses mentioned in the entire tender document.

### **5. Forfeiture of EMD:**

- a) In case of the bidder whose offer is accepted, the EMD will be returned on submission of Security Deposit. However, if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.
- b) The successful bidder, on award of contract/ order, must send the contract/ order acceptance in writing, within 15 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.
- c) If the bidder withdraws the bid during the period of bid validity specified in the tender.

### **6. Period of validity of bids:**

- a) Bids shall be valid for minimum 180 days from the date of submission. A bid valid for a shorter period shall stand rejected.

b) RGIPT, Jais, Amethi may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request without forfeiting the EMD/ BG. A bidder agreeing to the request for extension will not be permitted to modify his bid.

#### **7. Deadline for Submission of Bids – online only:**

a) The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. ***The conditional bid will be summarily rejected.***

b) Bids must be received by RGIPT, Jais, Amethi before the due date and time at the address specified in the tender document.

c) RGIPT, Jais, Amethi may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified on its website.

d) RGIPT, Jais, Amethi shall not be responsible and liable for **the delay in receiving the bid** for whatsoever reason.

#### **8. Bid Opening & Evaluation of Bids:**

a) The technical bids will be evaluated in two steps.

i. The bids of eligibility bidders only will be evaluable based on eligibility criteria mentioned in the tender document.

ii. The technical bids of only the shortlisted eligible bidders shall be evaluated based on technical specifications stipulated in the tender document.

b) The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the financial bid.

c) The duly constituted Purchase Committee shall evaluate the bids. The Purchase Committee shall be empowered to take appropriate decisions on minor deviations, if any.

d) The bidder's name, bid prices, discounts and such other details considered as appropriate by RGIPT, Jais, Amethi, will be announced at the time of opening of the commercial bids.

#### **9. Comparison of Bids:**

a) Only the short-listed bids from the technical evaluation shall be considered for financial comparison.

b) The bids shall be evaluated on the basis of the total prices including all taxes and duties as per the details mentioned in the financial bid.

#### **10. Work Order:**

a) Assam Energy Institute, Sivasagar on behalf of RGIPT, Jais, Amethi shall issue purchase order to the eligible bidder whose technical bid has been accepted and determined as the **lowest evaluated commercial bid based on the Grand Total**. However, RGIPT, Jais, Amethi reserves the right and has sole discretion to reject the lowest evaluated bid.

b) If more than one bidder happens to quote the same lowest price, RGIPT, Jais, Amethi reserves the right to decide the criteria and further process for awarding the contract, decision of RGIPT, Jais, Amethi shall be final for awarding the contract.

**11. Institute's Right to amend/cancel:**

- a) RGIPT, Jais, Amethi reserves the right to amend the eligibility criteria, commercial terms & conditions, Scope of Supply, technical specifications etc.
- b) RGIPT, Jais, Amethi reserves the right to cancel the entire tender without assigning any reasons thereof.

**12. Termination:**

- a) 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:-
  - i. 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.
  - ii. 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.**

**13. Corrupt or Fraudulent Practices:**

- a) It is expected that the bidders who wish to bid for this project have highest standards of ethics.
- b) RGIPT, Jais, Amethi will reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- c) RGIPT, Jais, Amethi may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the award / execution of contract.

**14. Interpretation of the clauses in the Tender Document/ Contract Document**

- a) In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, the interpretation of the clauses by Director, RGIPT, Jais, Amethi shall be final and binding on all parties.

Sd/-

Chairman, Institute Purchase Committee

## SECTION-II: ELIGIBILITY AND QUALIFICATION CRITERIA

- 1. Company's Registration** - The entity should be either registered as a Company under Companies Act 1956/ 2013 or as a Registered Partnership Firm (including Limited Liability Partnership) under Partnership Act, 1932. Enclose Certificate of Incorporation.
- 2. Minimum Annual Turnover:** The firm should have minimum annual turnover of **Rs. 5.00 Lakhs or above as per IT returns** during financial years **2018-19, 2019-20 & 2020-21** – Provide Audited Balance Sheets certified by the Chartered Accountant and copies of IT Returns.
- 3. Experience:** The firm should have **minimum of 3 years' experience as on 01.01.2022** for providing Ambulance Service on hire basis to Govt. Organization, Educational Institution, Public Sector Undertaking (PSU), or any other reputed private organization, etc. Provide copy of Work Orders/ Agreements during last 3 years.
- 4. Minimum Number of Vehicles:** The firm should have minimum **2 Ambulance vehicles** and registered as Ambulance vehicles on its own name (Copies of the registration certificates to be attached).
- 5. Statutory Registrations:** Firm should be registered with Income Tax and Goods & Service Tax departments and Ministry of Labour. Attach Copy of PAN, GST & Labour License etc.
- 6. EPF & ESI Registrations:** The Firm should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other Labour authorities. Attach – **i.** Self-Attested copy of the Employee Provident Fund Registration letter / certificate, **ii.** Self-Attested copy of the Labour License under the Contract Labour (Regulation & Abolition) Act. Attested copy of the Employee State Insurance registration letter / certificate. **iii.** Copy of payment of ESI, EPF receipts during last 6 months
- 7. Non-Blacklisting Declaration** - The Firm should not have been black listed/debarred by any of the government agencies or department during last 3 years.
- 8. Earnest Money Deposit (EMD):** Bid should accompany Demand Draft drawn on any Nationalized Scheduled Bank in the name of “Rajiv Gandhi Institute of Petroleum Technology” payable at Bank of Baroda, RGIPT, Jais, Campus Branch as per following:-
  - i. Rs. 14,400.00 (Rupees Fourteen thousand Four hundred only) as EMD.
  - ii. EMD should be sent along with Technical Bid envelope.
- 9.** Ambulance Vehicles to be provided should not be more than 1 year old and will be produced for inspection before award of contract and documentary evidence.
- 10. Technical Compliance Statement of Ambulance**
- 11. Undertaking** to the effect that the terms and conditions, clauses etc. stipulated in this tender are acceptable.
- 12. Performance Security:** Undertaking to the effect that a Performance Guarantee of 10% of the order value will be submitted in case RGIPT, Jais, Amethi decides to place the Work Order

Sd/-  
Chairman, Institute Purchase Committee

### **SECTION III: SCOPE OF WORK**

- 1.** The Contractor shall provide ambulance with First Aid facilities along with 2 Drivers on 8 hrs shift basis in AEI, Sivasagar campus for the purpose of transportation of serious cases of accidents or sickness from AEI, Sivasagar to the nearby hospitals in Sivasagar, Dibrugarh, Jorhat etc. as advised by Medical Consultant of the Institute or by any registered medical practitioner.
- 2.** The Drivers shall be available for 24 Hrs service in AEI, Sivasgar and accordingly such arrangements shall be made by the contractor. The contractor shall ensure that the vehicle shall not remain idle for the want of driver, otherwise penalty will be imposed.
- 3.** The vehicle shall be arranged for 24 hrs. 7 days a week throughout the contract period in all days for the purpose of transportation of serious cases of accidents or sickness.

Sd/-  
Chairman, Institute Purchase Committee

## SECTION IV: GENERAL CONDITIONS OF CONTRACT

### 1. **Tender filling up and submission**

- a. Tender offer must refer to the letter/Notice inviting the Tender.
- b. The bid should be uploaded online mentioning **“Providing Ambulance Service 24 x 7” to AEI, Sivasagar, Assam**
- c. Bids must be submitted online against above mentioned tender.
- d. The rates quoted should include all the components mentioned in the tender and should be valid for at least 180 days from the date of opening of the bids. The rates must be quoted both in figures and words and overwriting should be avoided. However all cuttings/corrections must be duly authenticated.
- e. The bid submitted must not contain any ambiguity. Any such ambiguity in the quote submitted shall make it liable for rejection.
- f. The tender document is not transferable.
- g. No amendment to the bid in any form by the bidder will be permitted after opening of the tender. No conditional offers shall be accepted.
- h. Submission of bid will bind the bidder to the acceptance of all conditions specified in the tender document.
- i. Canvassing in any form is for bidden and will be a criterion for disqualification.

2. **EMD (Earnest Money Deposit):** The EMD should pay only in online mode on <https://rgipt.euniwizarde.com> of **Rs.14,400.00 (Rupees Fourteen thousand Four hundred only) – Through online mode only**). No interest shall be paid on earnest money deposited.

- a) The EMD of the unsuccessful bidders will be returned after final award of the Job to a successful bidder/ acceptance of the tender and within reasonable time not exceeding six months from the date of opening of Tender. The EMD will carry no interest.
- b) The EMD will be forfeited if the bidder withdraws his offer before finalization of the tender.
- c) The EMD of successful bidder will be returned after the submission of Performance Security.
- d) The firms registered with DGS&D, MSME & NSIC, if any, are exempted from payment of EMD provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies. (Latest Copy must be submitted online for claiming exemption).**

3. **Performance Security:** The successful bidder will provide “Performance Security” for an amount of 10% of the contract value in the form of valid Account payee Demand Draft/ FDR from a Nationalized/ Scheduled bank favouring “Rajiv Gandhi Institute of Petroleum Technology” payable at RGIPT, Jais, Amethi Campus Branch. Performance security should remain valid at least for a period of 180 days beyond the date of completion of all contractual obligations of supplier (**Total Period of FDR/Demand Draft – Contract Period plus 180 days**). Thereafter the security will be returned, provided there is no complaint/ dispute.

4. **Liquidated Damages:** RGIPT, Jais, Amethi reserves the right to levy penalty @ of 0.5 % of order value per week of delay in services, beyond the schedule as mentioned in this tender document subject to

maximum of 5% of the order value. The conditions arising out of Force Majeure will not be considered for the purpose of calculating penalties.

**5. Terms of Payment:**

a) No advance will be paid to the Service Provider.

b) 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 in duty slip 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. Force Majeure:** RGIPT, Jais, Amethi may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states / state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises or any other act beyond control of the bidder.

**7. Arbitration:** All disputes/claims of any kind arising out of supply, acceptance etc. under this Contract, shall be referred by either party (RGIPT, Jais, Amethi or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute to the Sole Arbitrator appointed by RGIPT, Jais, Amethi. The venue for arbitration shall be specified in the work order/agreement. The arbitration proceedings shall be conducting in English and as per the provisions of Indian Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties.

**8. Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to Raebareli/ Amethi jurisdiction only.

**9. Assignment:** Selected bidder/ Party shall not assign, delegate or otherwise deal with any of its rights or obligation under this Contract without prior written permission of RGIPT, Jais, Amethi.

10. Authorized representative may choose to be present at the time of opening of quotation at their own cost.

**11. Only one PRICE BID should be submitted for the above equipment. A bidder who submits more than one PRICE BID, shall be disqualified and considered non-responsive.**

Sd/-  
Chairman, Institute Purchase Committee

## SECTION V: SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **Duration of Agreement:** 01 (One) year initially and may be extended for another 1 (One) year, on sole discretion of The Director, based on satisfactory performance, at a rate mutually agreed upon for the service, which will not be more than 10% of the original contract amount.
2. **Validity of Tender:** 120 (One hundred twenty) days from the date of opening of the tender, EMD will stand forfeited if the tenderer backs out within the validity period of 120 (One hundred twenty) days.
3. **Termination:** The Director RGIPT, Jais, Amethi solely reserves the right to terminate the agreement at any time without showing any reason with minimum one month notice period.
4. The Director reserves the right not to accept the lowest or any tender without showing any reason.
5. If any loss/damage incurs during the tenure of the agreement to the movable/immovable properties of the Institute Hospital or the Ambulance and its equipment, the cost of the same to be borne by the service provider.
6. Service provider is responsible for maintaining the ambulance and its equipment in working condition and adequate fuel and supplies at all times. The cost of the fuel and oxygen supply should be borne by the service provider.
7. Service provider shall maintain the neatness, cleanliness and hygienic condition inside the ambulance.
8. The vehicles along with driver (who will be able to operate all the instruments installed in the ambulances) should be provided on 24 x 7 basis.
9. The rates quoted should include wages to the Driver, Emergency Medical Technician (Paramedical Staff), Fuel Charges, Maintenance Charges, Charges for consumables or and any other charges for providing vehicle in a good running condition.
10. Service provider shall abide by the rules established by the Institute.
11. Service provider shall maintain register for the details of the patient with date, trip start and trip end time, distance travelled and other particulars regarding use of consumables and equipment as required by the concerned In charge and submit a report to the concerned In charge on a daily basis.
12. The service provider shall be solely responsible for any claim whatsoever by any of its employees relating to workmen's compensation, PF, ESI, Gratuity or any other statutory or contractual payment or any violation of provisions of any law or agreement during the periods of agreement or at any other subsequent date.
13. Bio data with a photograph of all the employees must be handed over to the AEI authorities (To be submitted along with first monthly bill).



- i) Drivers
- ii) Paramedical Staff (Emergency Medical Technician), if any

(Bidder to certify payment of minimum wages to their staffers as per the Assam Minimum Wages Act)

14. Lodging, boarding, transportation of Drivers shall be solely the contractor's responsibility.
15. Service provider will provide proper duty uniform and identity badges to the employees recruited by the organization and the staff must be in uniform during working hours. Name badges also to be worn by staff for identification.
16. Any representative of the Director shall have the power to inspect the ambulance and its services at any point of time.
17. The submission of the tender by a service provider implies that he/she has read the entire tender document and has made him/her aware of the site conditions, scope and specification of work to be performed and of the local conditions and other factors, which have a bearing on the execution of work. The Institute, therefore, after the acceptance of bids shall not pay any extra charges for any reasons, whatsoever in case the service provider is found on to have misjudged the tender specifications, requirements and site conditions.
18. Agreement for offer of engagement to be made between the Institute and the selected service provider on Rs. 100/- (Rupees One Hundred Only) Non-judicial stamp paper. Proforma of agreement is attached.
19. The agreement will automatically terminate on expiry of the period of agreement and the service provider will hand over any material held by them to the Institute authority immediately in the similar condition in which they have accepted the same.
20. Rates, terms and conditions of contract quoted, once accepted by RGIPT shall not be altered during the tenure of the contract for any reason and shall be valid till the expiry of contract. There shall not be any price increase in the rates quoted during the period of contract. The contract can be terminated by giving a notice of one month on either side.
21. All disputes to be settled within the jurisdiction of Guwahati High Court.

#### **CONDITIONS FOR THE VEHICLE –**

1. After award of contract, successful bidder shall have to commission the vehicle services within one month or otherwise their EMD amount will be forfeited.
2. The Vehicle should have proper Registration Certificate, Road tax payment Certificate, Fitness Certificate, Valid Insurance and Pollution Certificate at the time of commissioning of the vehicle for services.

3. The vehicle offered should confirm to the Emission norms laid down by Pollution Control Board and should possess the certificate "Pollution under Control" issued from the concerned authority.
4. The vehicles offered for hire should be free from litigation as regards ownership is concerned and driver should not possess tainted history as rash driving, negligence of traffic rule etc.
5. Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights with Fog lights where ever necessary. Vehicles should also be fitted with Towing hook.
6. The vehicles should be serviced regularly and timely at the sole cost of the Tenderer /Contractor. All wear and tears shall be borne by the awardee of the contractor.
7. The vehicle should be kept for 24 hours a day, in our premises and accordingly the Tenderer/ Contractor would arrange for replacement of vehicle in case of wear and tear / temporary out of service.
8. That ambulance should be fully equipped with oxygen cylinder & emergency kit and legally registered as an ambulance with the appropriate Transport Authority / Department and there should be comprehensive Insurance of the Ambulance including third party liabilities and the contractor should also comply with all relevant rule of Motor Vehicle Act etc.
9. **The ambulance to be provided should be in good condition and should not be more than 1 (One) year old.** And in case ambulance is not provided / not available due to break down or any other reasons the same will be hired from the market and difference of amount paid in excess will be deducted from the bill of contractor.

#### **CONDITIONS FOR THE DRIVER –**

1. The driver of the ambulance should have valid license to drive heavy vehicle and with an experience of at least five years. The driver should not use alcohol or intoxicants during duty time and if found, a penalty will be taken and immediate replacement of driver should be done by the service provider.
2. The driver should not have any past history of criminal records or Alcoholism or Drug Addiction.

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.

3. The tenderer / bidder would manage shifting of drivers in such a manner that the service should not be interrupted.
4. The legal liability arising out of Accident, if any, during the period of engagement would be borne by the tenderer / bidder. The drivers employed by the bidder should be under valid insurance cover of Accident policy for loss of life / injury etc. and compensation if any in this regard, if awarded, will be the responsibility of the bidder.

5. 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.

6. In case of non-provision of staff continuously for a period of more than one week, it shall be treated as breach of contract, and the Security Deposit shall be forfeited. EMD is also liable to be forfeited if the contractor is not prepared to provide the service after awarding the contract to him.

7. There shall be a termination of contract if the service provided is not satisfactory or against the contract norms even after repeated warnings (Max warnings of three only).

Sd/-  
Chairman, Institute Purchase Committee

## BIDDER INFORMATION SHEET

Sl. No.	Information heading	Details
1	Name of the Vendor	
2	Name of the person(s) to whom, all references shall be made, regarding this TENDER (Authorized Signatory)	
3	Address of the Contact Person	
4	Designation of the Contact Person	
5	Telephone number(s) of the Contact Person.	
6	Mobile number of the Contact Person	
7	Fax number of the Contact Person	
8	Email ID(s) of the Contact Person	
9	Annual Turnover (in Lakhs): Last three Years (In INR)	
10	Years of Operation (in Years):	
11	PAN Number	
12	GSTN	
13	Bank Name and Account No.	
14	IFS Code	

Authorized Signatory:  
(Signature of the Bidder, with Official Seal)

**List of Govt. Organization/Department/Institutes**

<b>List of Government Organization/Department/Institutes for whom the Bidder has undertaken such work during last three years (must be supported with work orders)</b>		
<b>Name of the Organization</b>	<b>Name of Contact Person</b>	<b>Contact No.</b>

(Signature of the Tenderer)  
Name:  
Seal of the Company

**DECLARATION (ACCEPTANCE OF TERMS & CONDITIONS)**  
**(ON THE LETTER HEAD OF THE COMPANY)**

1. I, ..... Son/Daughter of Shri .....  
Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s .....  
am competent to sign 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. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

4. 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.

5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Date: -----

Place: -----

-----

Signature of the Authorized Person

Full Name: -----

Company Seal: -----

## NON-BLACKLISTING DECLARATION

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT, Amethi is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and or any penal action and other damages including withdrawal of all work/purchase orders being executed by us. **Further RGIPT, Amethi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.**

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us.

Neither I/We nor anybody on my/our behalf will indulge in any corrupt activities/practices in my/our dealing with the Institute.

**Our Firm/Company/Agency is not been blacklisted or banned by any Central Government Department/ State Government Department, PSU, University, Autonomous Institute or Any other Govt. Organization.**

Date  
Place

Signature of the Tenderer

Stamp

**Note: This certificate should be executed on duly notarized ` 100/- Non Judicial Stamp Paper.**

**Specification of Type-B Ambulance as per AIS-125**

**Requirement of the Ambulance –**

The ambulance shall be hi-roof having clear standing height of minimum 06 (six) feet of the following makes and model. **Approved Make:** FORCE TEMPO TRAVELLER/ SWARAJ MAZDA/ EICHER/ TATA WINGER – High roof ambulance – Diesel Operated Model.

<b>Sl. No.</b>	<b>Technical Specifications</b>			<b>Comply/ Not Comply</b>
<b>1</b>	<b>Minimum Loading Capacity (Persons)</b>	Number of seats and/ or stretcher facilities (in addition to driver seat)	3	
<b>2</b>	<b>Minimum opening dimensions in the patient compartment</b>	Side Opening <i>Height c</i>	b	
		<i>Width c</i>	b	
		Rear Opening <i>Height c</i>	900	
		<i>Width c</i>	900	
		<i>b. The dimensions provided by the original manufacturer shall not be reduced.</i>	-	
<b>3</b>	<b>Patient and attendant seating</b>	Minimum number	1	
		On one side of the stretcher	1	
<b>4</b>	<b>Patient's Compartment Illumination</b>	Patient Area Stretcher Area Minimum	50	
		Surrounding Area Minimum	30	
		In case of Type-B all doors, windows and hatches shall not allow ingress of dust and rain water when in the fully closed position.		
<b>5</b>	<b>Provision of Medical Devices</b>	a) The patient transport vehicle (type-B) shall have basic professional equipment for first aid and nursing care.		
<b>6</b>	<b>Type of Patient Handling Equipment</b>	Main Stretcher Undercarriage if the vehicle characteristics so require, the length of the stretcher may be reduced to 1800mm and height from the loading assembly increased to 380mm	1	
<b>7</b>	<b>Type of Life SOT Equipment</b>	Portable Oxygen	Minimum 1 No. of 2.2L Water capacity Aluminum maximum 150 kgf/cm <sup>2</sup> filling pressure	



Sl. No.	Technical Specifications			Comply/ Not Comply
			manufactured as per IS : 7285 and certified by Chief Controller of Explosives, Nagpur 3/8'' Bull nose Valve as per IS: 3224	
		Mouth to mask ventilator with oxygen inlet	1	
		Portable Suction Aspirator, Manual	1	
8	<b>Bandaging and Nursing</b>	Bedding Equipment	1	
		Blanket	2	
		Material for treatment of wounds	1	
		Kidney Bowl	2	
		Vomiting Bag	2	
		Non Glass Urine Bottle	2	
		Sharps Container	1	
		Non- Sterile Gloves for Single Use	100	
		Waste Bag	1	
		Non- Woven Stretcher Sheet	1	
9	<b>Personal protection Equipment (for Each Member of the Crew for Protection and to Identify the Staff as Road Ambulance Personal)</b>	Basic protective clothing including high visibility reflective jacket or tabard	2	
		Safety/ Debris Gloves, Pair	1	
10	<b>Rescue and Protection Material</b>	Cleaning and disinfection material	1	
		Seat belt cutter	1	
		Warning Triangle Lights	2	
		Spotlight	1	
		Fire Extinguisher, ABC Type (minimum 2.5 kg capacity complying with IS:13849 or IS :2171	1	
11	Warning Lights	Type A and Road Ambulances shall have flashers fitted at appropriate locations as per the vehicle type.		

Compliance Statement should be on the letter head of the company & enclosed with the Technical Bid.



विद्यारत्नम् महस्त्रनम्

# Rajiv Gandhi Institute of Petroleum Technology

An Institute of National Importance established under an Act of Parliament  
Mubarakpur, Mukhetia, Bahadurpur Post: Harbanshganj, Jais, Amethi Pin Code- 229 304

Website: [www.rgpt.ac.in](http://www.rgpt.ac.in)

## **Tender Notice**

**No. RGIPT/AEI/Tender/2022-23/01**

### **TENDER FOR**

**“PROVIDING AMBULANCE SERVICE (24hr) at  
Assam Energy Institute SIVASAGAR, ASSAM”**

Vill: Gohain Gaon, Akhoiphutia Road, Dist: Sivasagar, Assam, Pin: 785697

### **FINANCIAL BID**

## **FINANCIAL BID**

The second envelope containing "**Financial bid**" shall contain only the price bid

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. Tenders submitted without EMD or which does not contain requisite documents, will be summarily rejected.

**Tender for Hiring of Vehicle Financial Bid – Daily Basis  
(On the Letter Head of the Company)**

**Tender No:-**

**Dated:**

**From,**

<<Name and Address of the bidder>>

To,

The Director

Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia, Bahadurpur

POST: Harbanshganj, Jais, Amethi – 229304

Dear Sir,

We hereby submit our price bid for hiring of vehicle for Rajiv Gandhi Institute of Petroleum Technology, Jais on daily basis: -

**Type of Vehicle:**

**Schedule of Charge/Rate per vehicle**

Sl. No.	Description	Unit	Quantity	Rate	Amount
1	Monthly charge (24hr) for 1000 KMs	Month	1		
2	For each extra KM beyond 1000KM	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.

(Tenderer's Signature with seal)

Date:

Address: