

(A Central Autonomous Body under PMSSY, MoH&FW, Government of India)

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# EXPRESSION OF INTEREST (EOI) FOR HIRING OF HEAVY MOTOR VEHICLES (HMV) SERVICES FOR AIIMS, VIJAYPUR, JAMMU

EOI Ref No: AIIMS/JMU/EOI/HMV/2022-23/3

Dated: 31 December, 2022 (Saturday)

EOI Document can be downloaded from following websites:

- <https://www.eprocure.gov.in/epublish/app>
- <https://www.aiimsjammu.edu.in/>



**Address To:**

Deputy Director (Administration)

All India Institute of Medical Sciences, Vijaypur, Jammu

**CampOffice:** - Government Medical College (GMC) Doctor's Guest House,  
MaheshpuraChowk,  
Jammu- 180001

## Expression of Interest (EOI)

EOI Ref No:AIIMS/JMU/EOI/HMV/2022-23/3

Dated: 31<sup>st</sup> December, 2022

### Expression of Interest (EOI) for the Hiring of heavy motor vehicles (HMV) Services.

All India Institute of Medical Sciences, Vijaypur, Jammu, an autonomous body, under the Ministry of Health & Family Welfare, Government of India on behalf of Executive Director and CEO AIIMS, Vijaypur, Jammu, invites Expression of Interest (EOI) for the **Hiring of heavy motor vehicles (HMV)** services for Officials, Students, Faculties and other Staffs from Temporary Academic Block/Hostels (NITS, Miran Sahib) to GMC, Jammu, from Temporary Academic Block/Hostels (NITS, Miran Sahib) to Camp Office from temporary academic block/Hostels (NITS, Miran Sahib) to Vijaypur AIIMS Campus, Camp office to IIT, IIM, and other places as per the requirement of the Institute.

Interested parties/ eligible and competent Service Providers/ Agencies, meeting the eligibility criteria as per EOI document may submit their offer in the prescribed application form under two bid systems.

#### THE IMPORTANT INFORMATION AND SCHEDULE RELATED TO EOI

Date of Issue/Publishing	:-	03rd January , 2022 (Tuesday)
Start date and time of submission of Bids	:-	03rd January, 2023 (Tuesday) at 03:00 PM
Pre-Bid Meeting	:-	11 <sup>th</sup> January, 2023 (Wednesday) at 12:30 PM
Last Date and Time for Submissions of Bids	:-	27 <sup>th</sup> January, 2023 (Friday) at 05:00 PM
Date and Time of Opening of Bids	:-	31 <sup>st</sup> January 2023 (Tuesday) at 02:PM
Date and Time of Opening of Financial Bids	:-	04 <sup>th</sup> Febuary 2023 (Saturday) at 11: 00 AM
EOI Processing Fee (Non-Refundable)	:-	Nil
Cost of EOI Document / Registration Fee	:-	Nil
PBG (Performance Bank Guarantee)	:-	3% of Estimated Contract Value
Expected cost	:-	1,00,00,000/- Annum (One Crore approx.)
Place of Submission of EOI	:-	Tender Box, in Camp Office of All India Institute of Medical Sciences, Vijaypur, Jammu, located at: -GMC Doctor's Guest House, Maheshpura Chowk Jammu-180001
No. of Covers (Two Bid System)	:-	02
Bid Validity	:-	90 days from the last date of submission of Bids
Contact details	:-	Deputy Director (Administration)
Mobile	:-	8899950166
E-mail Id	:-	ddaiimsjammu@gmail.com
Location	:-	All India Institute of Medical Sciences, Vijaypur, Jammu Camp Office, located at GMC Doctor's Guest House, Maheshpura Chowk, Jammu-180001 (J&K)

**Note:** The Applicants are requested to read the EOI document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the Applicants.

**Deputy Director(Administration)**

## 1 BACKGROUND

- 1.1 All India Institute of Medical Sciences, Vijaypur, Jammu, herein after known as AIIMS, Jammu is one of the Institutions of National Importance (INIs) in India governed by the AIIMS Act 1956, a Central Autonomous Body under PMSSY, MoH&FW, Government of India The Institute imparts quality education in Health Sciences and Quality Healthcare Services to the Public.
- 1.2 AIIMS, Vijaypur, Jammu is operating from its camp office located at GMC Doctor's Guest House, Maheshpura Chowk, Jammu, since July 2021.
- 1.3 AIIMS, Vijaypur, Jammu, invites Expression of Interest (EOI) for the **Hiring of heavy motor vehicles (HMV)** services for Officials, Students, Faculties and other Staffs from Temporary Academic Block/Hostels (NITS, Miran Sahib) to GMC, Jammu, from Temporary Academic Block/Hostels (NITS, Miran Sahib) to Camp Office from temporary academic block/Hostels (NITS, Miran Sahib) to Vijaypur AIIMS Campus, Camp office to IIT, IIM, and other places as per the requirement of the Institute.

## 2 REQUIREMENTS OF AIIMS, JAMMU.

- 2.1 The Institute has an immediate requirement of vehicle services for Officials, Students, Faculties and other Staffs from Temporary Academic Block/Hostels (NITS, Miran Sahib) to GMC, Jammu, from Temporary Academic Block/Hostels (NITS, Miran Sahib) to Camp Office, from Temporary Academic Block/Hostels (NITS, Miran Sahib) to Vijaypur AIIMS Campus, Camp office to IIT, IIM, and other places as per the requirement of the Institute. Vehicles are proposed to be hired for an initial period of **two years**. AIIMS, Vijaypur, Jammu will enter into an agreement with the successful bidder for the number of vehicles as per the need during the contract period. The contract may be extended for a further period of **one year** on the same terms and conditions depending upon the satisfactory performance of the vendor and the discretion of AIIMS, Vijaypur, Jammu. The vehicles proposed to be hired should fulfill the latest **emission norms**. The vehicle should be registered as a **commercial vehicle**.
- 2.2 AIIMS, Vijaypur, Jammu proposes to initially hire vehicles as per the specifications under table of para 5.2 on monthly basis for official use of AIIMS, Vijaypur, Jammu on a rate contract basis. **The number of vehicles may increase or decrease as per the requirement of the Institute.**
- 2.3 The above vehicles are to be hired on the following terms:
1. **Monthly basis:**
    - (a) Monthly and fixed rent (2000 kms/360 Hours)
  2. **Daily basis:**
    - (a) Fixed daily rent (100 Kms/12 Hours)

## 3. GENERAL INSTRUCTIONS:

- 3.1 Duration of the contract will be for **two years** from the date of award of a contract with an option of extension for a further period of **one year** on the same terms and conditions depending upon the satisfactory performance of the vendor and the discretion of AIIMS, Vijaypur, Jammu.
- 3.2 . At any time, before the date of submission of the bids, AIIMS, Vijaypur, Jammu may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder during the pre-bid meeting, modify the bid documents by amendments. The amendments shall be uploaded at AIIMS Vijaypur, Jammu website [aiimsjammu.edu.in](http://aiimsjammu.edu.in) and [www.eprocure.gov.in/epublishing/app](http://www.eprocure.gov.in/epublishing/app) site and these amendments will be binding on all prospective bidders.
- 3.3 Any bid **received after the deadline** for submission of bids shall be liable to be summarily rejected and may be returned to the bidder.
- 3.4 AIIMS, Vijaypur, Jammu shall open bids in the presence of bidders or their authorized representatives who wish to be present at the time of opening of bids, on the due date. An authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in the bid opening.
- 3.5 Financial bids shall be opened for those bidders whose technical bids are found to be in order vis-a-vis the eligibility factors in terms of technical & commercial criteria. AIIMS, Vijaypur, Jammu shall evaluate the financial bids in detail and compare the substantially responsive bids and the comparison of bids shall be on the price of the services offered.

#### 4. INFORMATION AND CONDITIONS RELATING TO SUBMISSION OF BIDS

- 4.1 The bid shall remain valid for 90 days.
- 4.2 The bidder is requested to examine all instructions, forms, terms and specifications in the bid documents carefully. Failure to furnish all the information required as per Bid documents or submission of the bids not substantially responsive to the Bid documents (Partial submission) in every respect will be at the bidder's risk and can result in rejection of the Bid.
- 4.3 Bidder will necessarily sign & seal each page of the EOI document including terms & conditions as a token of acceptance of the bid, failing which his bid will be rejected summarily. All pages including enclosures submitted by the bidder are required to be duly numbered and any overwriting/ erasures in the bid made by the bidder shall be signed by the person signing the bid. All columns/over writing of the bid of Technical document needs to be filled. Partial filling/Blank columns shall lead to rejection.
- 4.4 The Bid with conditions other than those specified in the bid document is liable to be summarily rejected. The bid should be submitted in the performa published in EOI (Technical & Financial). No modification by the contractor in any of the conditions will be permitted after the Bid is opened.
- 4.5 A financial bid consists of a Rate schedule. The bidder shall quote as per the price schedule given in the financial bid for all types of vehicles required. The price quoted by the bidder shall remain fixed during the entire period of the contract & shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected. The financial bid needs to be given for all categories of vehicles for all 06(six) Headings(Monthly Charges/Extra Km Charges/Charges for daily basis/Night Halt etc.). Partial bidding shall be rejected at Technical/Financial evaluation stage.
- 4.6 The vehicle should be registered in the Union Territory of Jammu and Kashmir.
- 4.7 AIIMS, Vijaypur, Jammu shall consider the placement of a letter of intent to those bidders whose offers would be found technically, commercially, and financially acceptable. The bidder shall within **10 days** of issue of the letter of intent, give his acceptance along with Performance Security.
- 4.8 Failure of the successful bidder to comply with any of the terms & conditions shall constitute sufficient ground for the annulment of the award and for the feature of the bid security. In such eventuality, AIIMS, Vijaypur, **Jammu reserves the discretion either to make the award to any other bidders or call for new bids.** The decision of AIIMS, Vijaypur, Jammu in this regard will be final & binding.
- 4.9 In the event of any question, dispute, or difference arising under the agreement or in connection therewith (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to the so arbitration of the **Deputy Director (Administration), AIIMS, Vijaypur, Jammu**, or any authority as appointed by the **Executive Director & CEO, AIIMS, Vijaypur, Jammu.** The agreement to appoint an arbitrator will be per the Arbitration and Conciliation Act, 1996.

#### 5. SCOPE OF WORK

- 5.1 Provision of commercial **heavy motor vehicles (HMV)** with licensed drivers registered for driving commercial vehicles on a Hiring basis for movement/transit of staff in Camp Office of AIIMS, Vijaypur, Jammu, outside the Camp Office or at AIIMS, Vijaypur, Jammu.
- 5.2 **The Colour of all the buses should preferably be white/grey or single colour.** The estimated Initial requirement of the commercial vehicles will be as under: -

**Table 1. Specifications for the Hiring of heavy motor vehicles (HMV).**

S. NO.	Make	YearofRegistration	Nos.of Vehicle	Tenure of contract	Remarks
1	Tempo Traveller/ Force Traveller 17-Seater/ Winger or equivalent (AC Vehicle)	2017/2018/2019/2020/2021/2022/ Onwards	On-Demand	<b>02 years extendable by 01 year on the same terms and conditions based on satisfactory performance.</b>	It will be required on demand from AIIMS, Vijaypur Jammu daily or Monthly basis.

2	Tempo Traveller/ Force Traveller 17-Seater/ Winger or equivalent (Non-AC Vehicle)	2017/2018/2019/2020/2021/2022/ Onwards	On-Demand	02 years extendable by 01 year on the same terms and conditions based on satisfactory performance.	It will be required on demand from AIIMS, Vijaypur Jammu daily or Monthly basis.
3	Bus 32-Seater (AC Vehicle)	2017/2018/2019/2020/2021/2022/ Onwards	On-Demand	02 years extendable by 01 year on the same terms and conditions based on satisfactory performance.	It will be required on demand from AIIMS, Vijaypur, Jammu. Daily basis/ Monthly basis.
4	Bus 32 Seater (Non- AC Vehicle)	2017/2018/2019/2020/2021/2022/ Onwards	On-Demand	02 years extendable by 01 year on the same terms and conditions based on satisfactory performance.	It will be required on demand from AIIMS, Vijaypur, Jammu. Daily basis or Monthly basis.
5	Bus 45-52 Seater (AC Vehicle)	2017/2018/2019/2020/2021/2022/ Onwards	4	02 years extendable by 01 year on the same terms and conditions based on satisfactory performance.	It will be required on a regular basis monthly basis and addition vehicles required on a monthly/dailybasis shall be demanded as per requirement.
6	Bus 45-52 Seater (Non A/C Vehicle)	2017/2018/2019/2020/2021/2022/ Onwards	On-Demand	02 years extendable by 01 year on the same terms and conditions based on satisfactory performance.	It will be required on demand from AIIMS, Vijaypur Jammu daily or Monthly basis.

**Note :** It may be noted clearly that AIIMS, Vijaypur, Jammu shall place the above / any of the above orders only as per the actual requirement from time to time. AIIMS, Vijaypur, Jammu reserves the right to increase or decrease the required quantity of services without any change in hiring charges of the offered quantity or other terms and conditions at the time of award of the contract or at any time during the currency of the contract. AIIMS Vijaypur Jammu is at an advanced stage and is likely to be fully operational in near future. Moreover, AIIMS Vijaypur, Jammu will also organize conferences, seminars and workshops in various disciplines to spread awareness on various health issues and the management of diseases. In this quest, more Heavy Motor Vehicles may be required to accommodate services of AIIMS Vijaypur, Jammu.

- 5.3 The meter reading should tally the actual distance run at any instant and the **Deputy Director (Administration)** or nominated officer of AIIMS Vijaypur, Jammu shall have full rights to check up the meter for its correctness and to take action accordingly. Each driver must maintain a logbook. A daily record indicating time and mileage for each vehicle shall be maintained in a Log-Book of the vehicle, which shall be submitted to the office of the administrative officer, AIIMS Vijaypur, Jammu.
- 5.4 In case of breakdown, vehicles have to be replaced by another vehicle immediately (not more than a two-hour-gap). In case of non-availability of a suitable vehicle, a penalty of ₹ 3000/- for the said breakdown shall be imposed in addition to a deduction on a **pro-rata basis** for the said period. Continuation of non-availability of the suitable vehicle on another day shall construe to another breakdown, and will be liable to the penalty of ₹ 3000/- and pro-rata deduction. In case, the occurrence of such breakdown exceeds three times in a month, a penalty of ₹ 20000/- per breakdown shall be imposed.
- 5.5 Non-availability of designated vehicles /replacement of such vehicles without prior notice during normal duty hours will also attract a penalty of ₹ 3000/-per day. Denial / non-availability of vehicles during extra hours will also attract a penalty of ₹ 3000/-.
- 5.6 **The vehicle should be in a roadworthy condition with neat and clean seat covers along with spare tires, tools, and kits for petty repairs and replacement of tires.** Each vehicle must have a functional music system. Seat covers are required to be periodically washed and changed, the cost of which shall be borne by the contractor. The vehicles shall be sanitized daily as per the COVID-19 protocols issued by GOI.
- 5.7 The contractor/ authorized representative and all the drivers should be equipped with a round-the-clock communication facility (mobile etc.) with proper uniforms.
- 5.8 Monthly bills shall be submitted in duplicate to the Store Officer, AIIMS, Vijaypur, Jammu along with duty slips duly signed by the user/car diary (as applicable). Payment of any Govt tax or duty for plying the vehicles will be the liability of the contractor. However, GST is payable as per actual and the Deposit Receipt must be attached. Parking & toll charges, if any, may be claimed on the production of parking/ toll slips. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be a breach of this contract.
- 5.9 The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations are the sole responsibility of the contractor and any breach of such laws of regulations shall be deemed to be a breach of this contract.
- 5.10 The contractor shall send the vehicle for periodic servicing at his own cost. AIIMS, Vijaypur, Jammu will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes /insurance, etc. will be the contractor's liability.
- 5.11 Regular checking of meters by the designated transport authority is to be done by the contractor and the requisite certificate may be shown to the Deputy Director (Administration) or nominated Officer of AIIMS, Vijaypur, Jammu as and when demanded.
- 5.12 The contractor/ authorized representative shall coordinate the requirement of vehicles only with the nominated official of AIIMS, Vijaypur, Jammu. Requirements from Individual officials, faculty, etc. for vehicles movement must be routed through nominated officials of AIIMS, Vijaypur, Jammu.

## 6. TERMS AND CONDITION

- 6.1 Vehicles are proposed to be hired for an initial hiring period of **two years**. **AIIMS, Vijaypur, Jammu** will enter into an agreement with the successful bidder for several vehicles as per the need during the contract period. The contract may be extended for a further period of **1 year** on the same terms and conditions depending upon the satisfactory performance of the vendor and the discretion of AIIMS, Vijaypur, Jammu. The vehicles proposed to be hired should fulfill the latest emission norms. The vehicle should be registered as a commercial vehicle.

- 6.2 In the bid, the bidder should quote the hiring charges per month exclusive of service charges and other Govt. levies for the bus for 2000 Km. (reckoned from the place of reporting to the place of release) and 360 hours (reckoned from the time of reporting to the time of release) usage of the vehicle per month.
- (a) Also, the rate per kilometer for additional kilometers over and above for a bus for 2000 kilometers in a month, and the rate per hour to be charged over and above 360 hours in a month should be mentioned separately.
- (b) If the vehicle runs greater or lesser kilometers than the stipulated limit of bus 2000 kilometers the balance kilometers will be adjusted in the **next two following months**, as the case may be.
- (c) The bidder should quote for **night halt charges** exclusive of service charges.
- 6.3 Vehicle hiring charges shall be paid on monthly basis including the applicable taxes and Govt. levies and after deduction of applicable tax at source as per Income Tax Act, 1961 and TDS on GST as applicable.
- 6.4 The selected vendor shall provide dedicated drivers and any change in drivers should be made only in exceptional circumstances. The vehicles can be called for reporting at any time. The vehicles would remain at the disposal of AIIMS, Vijaypur, Jammu, or as asked by competent authority for **all 07 days a week** during the entire contract period. The vehicles should not be used by the contractor or driver for any other organization or individual during the entire contract period.
- 6.5 The driver employed by the contracting agency/firm/company shall be fit physically and mentally whenever providing services to AIIMS, Vijaypur, Jammu. A Medical Fitness certificate for all such staff appointed according to this EOI should be provided at the time of award of the tender.
- 6.6 The drivers should be well behaved, have a valid driving license, and should have a minimum experience of driving of 5 years.
- 6.7 The successful bidder shall enter into an agreement with AIIMS Vijaypur, Jammu for which the stamp paper of requisite value is to be provided by the bidder. The format of the agreement required to be entered into shall be provided by AIIMS, Vijaypur, Jammu along with the letter of award of works.
- 6.8 Any other charges by whatsoever name and title shall not be allowed.
- 6.9 **Buses shall be painted with a single colour with AIIMS, Vijaypur, Jammu with emblem written (ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU WITH LOGO) on the body of the buses. The Buses should be compliant with the norms for carrying students of educational institutions.**
- 6.10 AIIMS Vijaypur, Jammu reserves the right to accept or reject any part of the tender or whole tender without as signing any reasons thereof.
- 6.11 If the services are not found satisfactory, the services of the vendor may be terminated at 30 days notice.

## 7 Special Condition of Contract:

- 7.1 The company/agency should have a registered office in Jammu & Kashmir. An attested copy of the registration certificate of offices in Jammu & Kashmir shall be enclosed.
- 7.2 The company/agency must have a minimum of two years' experience in supplying vehicles to reputed Institute of National Importance/Public Sector Companies / Statutory bodies formed by Govt. of India/ Central and State Government Departments/State/Central Boards/Institutions, Nationalised PSU Banks(With minimum 2 years experience). Proof of at least one contracts relating to supplying of HMVs services to Central Government / State Governments / PSUs / Nationalised Bank /Institute of National Importance in last five years along with attested copies of the original supply order along with certificate of satisfactory performance from the concerned PSU/INI/Central/State government department is a must and required to bid be enclosed with the tender document. Non attachment of requisite experience/satisfactory performance certificate shall lead to rejection of the bid.

- 7.3 The company/ agency should have a minimum annual turnover of **Rs 20 lakh** annually during the last financial year i.e. 2021-22. A copy of the turnover statement duly certified by the C.A along with ITR must be enclosed with the UDIN No certificate may please be submitted duly signed by the C.A separately with the tender document.
- 7.4 The successful bidder has to constitute a contract on 100 rupees stamps paper within 10 days of the award of work.
- 7.5 The log book of monthly bills will be clearly filled by the bidder over writing will not be accepted.
- 7.6 The Contractor shall be fully responsible for theft/burglary, fire, or any mischievous deeds by his drivers & the Contractor shall be directly responsible for any dispute arising between him and his drivers.
- 7.7 The Contractor shall be responsible to ensure/insure compliance with the provisions of all enactments, laws, rules, and instructions in force and applicable thereto. The Contractor shall be liable to ensure compliance to the contract.
- 7.8 The contractor should appoint/ arrange a co-ordinator of the company at the local level for the purpose of co-ordinating/ arranging the vehicles for AIIMS, Vijaypur, Jammu.
- 7.9 The Contractee will not, in any manner, be responsible for any act omission or commission of the drivers engaged by the Contractor and no claim in this respect shall lie against the Contractee. If any such claim is made against the Contractee by any drivers or his heirs engaged/employed by the Contractor, which the Contractee is obliged to discharge by virtue of any statute of any provision of law and rules due to the mere fact of the drivers of the Contractor working at the office premises or otherwise, the Contractor will be liable to indemnify/ reimburse the Contractee all the money paid in addition to the expenses incurred by him.
- 7.10 AIIMS, Vijaypur, Jammu reserves the right to **counter offer price** to any of the prospective contractors against the price quoted by the bidder.
- 7.11 The contracting agency/firm/company shall deploy the persons as Drivers with AIIMS, Vijaypur, Jammu only after their **police verification**.
- 7.12 **All drivers deployed at AIIMS, Vijaypur, Jammu sites will carry Identity Card issued by the contracting agency.**
- 7.13 The drivers of the vehicle deployed at the AIIMS, Vijaypur, Jammu site should be fully conversant with the routes of Jammu City and the suburbs and should possess a valid driving license (T) in his name.
- 7.14 The drivers should always be neatly dressed and in the proper uniform as may be provided by the agency with mobile phones and carry a mobile phone in working condition, for which this Institute will not pay separate charges.
- 7.15 The driver should maintain contact at all times required, and report as per the requirements of the Institute.
- 7.16 The drivers must be conversant in English and Hindi, well mannered, courteous with proven integrity and healthy personal habits. The drivers must observe discipline, etiquette, and protocol while performing the duty.
- 7.17 The drivers shall also be required to carry files/ papers/letters to be handed over to the internal staff/distribution within local areas.
- 7.18 The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek the permission of the user/Institute.
- 7.19 The driver should not leave the office in the evening without prior permission of the concerned officer with whom he is attached, in any case.
- 7.20 The contractor must ensure that driver is not under the influence of alcohol or other intoxicants while performing their duties for the Institute. Smoking is strictly prohibited inside vehicles/Institutes. Such a duty may be cancelled and a penalty as above may be imposed. Similar penalties may be imposed if there is any unacceptable behavior, such as lack of due politeness, or lack of performance up to standards expected.
- 7.21 Hired vehicles will report at AIIMS, Vijaypur, Jammu, or at a scheduled place on or before scheduled timings for the designated hours. In exceptional cases, AIIMS, Vijaypur, Jammu may call vehicles before the designated time or retain vehicles after the designated time to cater to sudden work exigencies. No compromise will be made by the institute in terms of punctuality, cleanliness of the bus, obedience, promptness, behavior, etc.



- 7.22 The intending party must own sufficient numbers of commercial Heavy Motor vehicles and/or must have a legal contractual arrangement with the actual vehicle owner for providing the taxi services. The details of the vehicles shall be given at S.No 6 of the Technical document. Proof of legal Contractual arrangement with the actual vehicle owner/vehicle services provider. All Heavy Motor Vehicles provided for the duty should have a service providers commercial license. Heavy Motor Vehicle details such as a copy of Registration Certificate/ Insurance Papers, PUC, permits etc. shall be given within ten days to the AIIMS, Vijaypur, Jammu.
- 7.23 For every vehicle, the driver is required to maintain a logbook i.e., details of various journeys performed during the day from morning till last duty separately, and all the entries should get attested by the users. The logbook will have to be shown to the General Administration for verification at the time of submission of the bill each month.
- 7.24 In case of a breakdown or any technical fault in the vehicle, the contractor will provide an immediate replacement for the breakdown with the same level of the vehicle.
- 7.25 No deviation shall be entertained during any specific duty/tour, and the agency should be able to provide for all documentation, required support to bus/driver on duty, replacement of bus/driver as and when required in the case of unforeseen circumstances or breakdown. The duty shall have to be completed to the satisfaction of the passengers.
- 7.26 The contractor will ensure that all necessary documents (Registration Certificate, Valid Insurance, Permit, Pollution Control Certificate etc.) are in the personal custody of the licensed drivers.
- 7.27 The drivers of the vehicles deployed at AIIMS, Vijaypur, Jammu site will obtain the duty slips every day from AIIMS, Vijaypur, Jammu officials and Drivers shall maintain the logbook (timings and mileage for each vehicle) on daily basis and obtain signatures of the users immediately after every duty. AIIMS, Vijaypur, Jammu officials may demand this logbook at any time for inspection.
- 7.28 All the charges towards repair/ servicing, the salary of the driver, fuel expenses, any other incidental expenses on operations & maintenance of the vehicles deployed at AIIMS, Vijaypur, Jammu site shall be borne by the successful agency/firm/company.
- 7.29 Toll tax and parking charges shall be reimbursed by the Institute against the production of original documentary evidence along with the bill.**
- 7.30 AIIMS, Vijaypur, Jammu shall provide parking space for vehicles deployed at AIIMS, Vijaypur, Jammu (as per availability in camp office/ hostel premises) on its site during duty hours.
- 7.31 It is clearly understood by the parties that no financial liability of any type is created by the issuance of the letter for Award of Contract.
- 7.32 The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
- 7.33 The liability on account of fuel, driver's salary/ allowances/ perquisites, and all expenses relating to the vehicles would solely and wholly be on account of the vendor and AIIMS Vijaypur, Jammu shall not bear any liability apart from the hiring charges.**
- 7.34 The contractor is wholly responsible for deputing the driver in the Institute premises and if any accident/untoward incident happens, on account of improper workmanship or safety precautions during duty, the whole responsibility for settling the case with police/court lies with the contractor.
- 7.35 The institute shall have the discretion to direct the contractor to remove and replace its employees deputed at AIIMS, Vijaypur, Jammu.**
- 7.36 There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted. An undertaking to this effect on firm/ Company letterhead should be attached.
- 7.37 It shall be the responsibility of the service providing agency/firm/company to meet transportation, food, medical, and any other requirements in respect of the drivers engaged by it at AIIMS, Vijaypur, Jammu site, and AIIMS, Vijaypur, Jammu shall have no liabilities in this regard.
- 7.38 The agency/firm/company shall be solely responsible for the redressal of grievances/resolution of disputes between the service provider and the drivers engaged by it at AIIMS, Vijaypur, Jammu site. AIIMS, Vijaypur, Jammu shall, in no way be responsible for the settlement of such issues.
- 7.39 The contracting agency/firm/company shall also abide by the rules and regulations of RTO, Govt. of Jammu and Kashmir, India particularly applicable to the business.

- 7.40 The contracting agency/firm/company shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles provided at AIIMS, Vijaypur, Jammu site and will obtain requisite licenses, sanctions & permits which should be valid during the tenure of the contract.
- 7.41 The contractor and his employees shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the worksite, safety precautions/ safety regulations, security and hygiene at and around the worksite.
- 7.42 AIIMS, Vijaypur, Jammu will not be responsible for any kind of fine/challan on account of violation of traffic rules, damage or accident to the vehicle or any other vehicle or injury/loss to any driver, and the contracting agency will settle such issues on their own cost. Damage/Loss to Officials of AIIMS, Vijaypur, Jammu will be recovered from the contracting agency/firm/company.
- 7.43 AIIMS, Vijaypur, Jammu shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers deployed by agency/firm/company in the course of their performing the functions/duties, or for any payment as compensation.
- 7.44 AIIMS, Vijaypur, Jammu will not be responsible for any damage to the vehicles arising out of any unusual occurrences.
- 7.45 In case of delay in reporting of the vehicle, a penalty of Rs. 500/- per 30 minutes delay shall be imposed.
- 7.46 In case a vehicle is requisitioned and the same does not reach at the designated time and place, AIIMS, Vijaypur, Jammu will be free to call the required vehicle from any other supplier from the open market and the expenses on this account will be debited to the Contractor or will be recovered from the dues/pending bills, etc.
- 7.47 Vehicles supplied by the firm/agency will be regularly inspected by AIIMS, Vijaypur, Jammu Officials, and in case of non-compliance of any of the conditions if brought to the notice of the Inspecting Officials or by the users, a penalty of Rs. 500/- for each instance will be imposed.
- 7.48 **All vehicles being provided to AIIMS Jammu (monthly/daily basis) shall be inspected for the condition of vehicles/roadworthiness for approval by the nominated committee/ official of AIIMS Jammu before plying with AIIMS Jammu.** In case the condition of vehicles is/are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided in time, Institute has the right to hire a vehicle from the local market and additional costs incurred by the Institute will be borne by the Contractor and the same will be deducted from the monthly bill. In addition, this will be treated as a default and a penalty of Rs. 500/- for each instance may also be charged.
- 7.49 If the Driver, at any point of time during duty, fails to perform duties, as directed by the Authorities of the Institute, the firm/contractor will be liable to pay a penalty of a minimum of Rs. 500/- (Rupees Five Hundred only) per day per vehicle for any service lapse/unsatisfactory service.
- 7.50 If on any occasion it is found that the driver of any vehicle has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/journey the contractor shall be responsible for the same. AIIMS, Vijaypur, Jammu reserves the right to withdraw full payment of the day in respect of such vehicle and may recover the same from the service provider and may impose additional penalties if so required.
- 7.51 AIIMS, Vijaypur, Jammu reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- 7.52 Bills shall be raised on monthly basis as per the agreed rates and submitted same before the 10<sup>th</sup> of the succeeding month in the Administration section of AIIMS, Vijaypur, Jammu for payment along with duly signed duty slips, e-mail communication copy, self-attested photocopy of the extract of the logbook and any other supporting documents.
- 7.53 **AIIMS, Vijaypur, Jammu will normally settle the bill within 30 days** from the receipt of the bill. However, for delayed payments, the Contractor will not charge a penalty or interest from AIIMS, Vijaypur, Jammu.
- 7.54 The payment under this agreement shall be made on satisfactory completion of job contract services to be certified by the Administration, through **NEFT/RTGS/IMPS (online transfer)**. The final payment shall, however, be made only after adjusting all the dues/ claims of AIIMS, Vijaypur, Jammu.
- 7.55 **Bills to be raised in the name of AIIMS, Vijaypur, Jammu.**
- 7.56 **No advance payment will be made under any circumstances.**
- 7.57 **TDS/Income Tax etc. are to be deducted at source from the bills of Contractor as per rule.**
- 7.58 **GST No. Pan No and Account details should be mentioned on the bill of the Vendor.**
- 7.59 **Bidders/ Firms/ Service providers are informed that partial bidding shall not be accepted.**

- 7.60 As different types of vehicle services are to be provided by the Bidders/firms/service providers, if more than one bidder turns out to be an L1 Bidder for one or more services then negotiation as per CVC guidelines shall be carried out with the L1 Bidder providing /offering a greater number of services.
- 7.61 AIIMS, Vijaypur, Jammu reserves the right to enter into a contract for the hiring of heavy motor vehicles (HMV)/ drivers with one or more service/providers. When there are different L1 for different classes of vehicles, then the institute may resort to multiple contracts for different bidders based on the L1 status of vehicles.
- 7.62 In case of any disputes on the execution of the work during the period of the contract, the decision of the Executive Director & CEO AIIMS, Vijaypur, Jammu, shall be final and binding on both parties. In case of any legal disputes between the Institute & Service providers/Firms/Contractors, such disputes shall be subject to the jurisdiction of the Court in Jammu.
- 7.63 Vehicles should be in a roadworthy condition with neat and clean seat covers along with spare tyres, tools, and kits for petty repairs and replacement of tyres. Seat covers are required to be periodically washed and changed the cost of which shall be borne by the contractor. The vehicles shall be sanitized on daily basis as per COVID-19 protocols. The Service providers/Firms/Contractors shall submit the COVID-19 negative report of the drivers at the time of deployment.
- 7.64 The proprietor of the firm should not be minor.
- 7.65 Failure of the successful bidder to comply with any of the terms & conditions shall constitute sufficient ground for the annulment of the award and forfeiture of Performance Bank Guarantee. In eventuality, AIIMS, Vijaypur, Jammu reserve the direction either to make the award to any other bidders of call for new bids. The direction of AIIMS, Vijaypur, Jammu in this regard will be final.
- 7.66 The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract if any manner.

## 8. PERFORMANCE BANK GUARANTEE

- 8.1 The **successful bidder is required to furnish 3% of Total Estimated Contract Value as the security deposit**, in the form of Performance Bank Guarantee as per Annexure-IV within 15 days from the date of award of contract and shall remain valid for 60 days beyond the period of contract. If the contract is further extended beyond the initial period, Performance Bank Guarantee (PBG) would be returned on successful completion of the contract or any extension thereon.

## 9. PREPARATION AND SUBMISSION OF APPLICATION

- 9.1 **The Applicants are advised to go through the EOI documents in detail and understand the requirement and terms & conditions specified therein before submitting the tender.**
- 9.2 Both the bids (**Technical and Financial**) duly signed by the service provider/agency or his/her Authorised Signatory should be submitted in two separate sealed envelopes as described below:
- (a) **Envelope 1:** containing Technical BID in **Annexure-I** duly completed in all respects along with all relevant documents, duly signed and stamped by Authorised Signatory on each page of Technical Bid and relevant documents and should be super-scribed in bold letters with the statements: '**TECHNICAL BID FOR HIRING OF (HMV) VEHICLE SERVICES.**
- (b) **Envelope 2:** containing the Financial BID, as prescribed in the **Annexure-III** and should be super-scribed in bold letters with the statements: '**FINANCIAL BID FOR HIRING OF (HMV) VEHICLE SERVICES.**

- 9.3 Finally, the above-mentioned envelopes should be kept in a single sealed cover/envelop super-scribed in bold letters with the statements - '**BID APPLICATION FOR HIRING OF (HMV) VEHICLE SERVICES**' and to be submitted/sent at the following address:

**Deputy Director(Administration)**  
**Camp Office of All India Institute of Medical Sciences Jammu located at GMC Doctor's Guest House, Maheshpura Chowk, Jammu- 180001.**

1. Following documents (each page duly numbered in continuation) to be submitted along with the Technical Bid:-

- a. Checklist of documents being submitted by Bidders to be made as per format below and duly signed by the Bidder.

<b>Checklist of all the Documents Submitted by Bidder</b>				
<b>S.No.</b>	<b>Name of the Bidder</b>	<b>Documents Produced</b>	<b>Consisting of Page number From....To....</b>	<b>Remarks</b>
<b>Signature of Bidder with Stamp/ Date/ Place</b>				

- b. Letter for Acceptance of Terms & Conditions of EOI document as per **Annexure-II**.  
c. Registration Certificate of Firm/Agency.  
d. Pan Card/s of the Owner/s.  
e. Memorandum and Articles of Association, in case of a company, Partnership Deed and Registration Certificate in case of the partnership firm.  
f. Experience Certificate.  
g. Performance Report.  
h. Income Tax /PAN/GST Registration Certificates.  
i. All other requisite documents in support of Bid as per Terms and Conditions are given in EOI.  
j. Performance Bank Guarantee and Mandate form is attached as per **Annexures IV & V**.  
k. Undertaking, to be furnished on Company/Firm letter head with regard to blacklist/Non-debarment by any Government department/public sector undertaking/private sector/or any other agency.

2. The bidder shall offer the rent inclusive of all charges i.e., maintenance, service charges, all taxes, etc and exclusive of GST. The AIIMS, Jammu shall not pay any amount over and above the specified rent.  
3. The Technical Bid should be accompanied by a copy of this EOI Document with each page duly signed by the authorized signatory of the Applicants, who has signed the application, as a token of having read, understood, and complied with EOI, the terms and conditions contained herein. Applications not accompanied by a duly signed copy of the EOI Document will not be considered.  
4. All the requisite information should be filled up in the prescribed form and the filled-up application form, relevant information, and required document should be readable and all the pages of the document should be signed by the authorized signatory.  
5. Applications must reach on or before the closing time and date as indicated in the beginning of this document. Any application received after the closing date/time shall not be considered.

Applications received by REGISTERED POST/SPEED POST/COURIER/BY HAND (dropped in the Box Titled as '**TENDER BOX**' kept in **Camp Office of the Institute i.e., GMC Doctor's Guest House, Maheshpura Chowk, Jammu** will only be accepted. Applications received by any other mode like FAX, E-MAIL etc. will not be accepted. AIIMS, Vijaypur, Jammu will not be responsible for any postal delay.

6. The AIIMS, Vijaypur, Jammu shall not be responsible for misplacement, loosening, or losing or premature opening of the outer envelope if not sealed and/or marked as stipulated. This may be the reason for the rejection of the bid. If the financial proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the proposal non-responsive.
7. **Bid Validity:** The Bid shall remain valid for **90 days** from the last date of submission of the proposal. In case the Applicant withdraws, modifies or changes his offer during the validity period, the application is liable to be rejected without assigning any reason thereof and the applicant may be barred for 3 years to participate against any tender / EOI / RFQ of AIIMS, Vijaypur, Jammu.
8. Any changes/corrigendum/extension of closing/ opening dates in respect of this EOI shall be issued through AIIMS, Vijaypur, Jammu **website, or e-publishing portal** only and no **press notification will be issued in this regard. Applicants are therefore requested to regularly visit AIIMS, Vijaypur, Jammu website (<https://www.aiimsjammu.edu.in>) and e-publishing portal** for updates
9. Application of EOI as submitted by the Applicant shall become the property of AIIMS, Vijaypur, Jammu and AIIMS, Vijaypur Jammu shall have no obligation to return the same to the Applicant.
10. The Applicant shall bear all costs associated with the preparation and submission of the bids and AIIMS, Vijaypur, Jammu will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of this submission of the application process.
11. The **AIIMS, Vijaypur, Jammu** reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of the application, the decision of competent authority will be final and binding and the party shall not be entitled to any compensation whatsoever for non-issue of work.

#### 10. BID OPENING & EVALUATION

1. The bids would be evaluated based on the rates quoted for the services including any useful additional facilities being provided by the service provider. However, rates quoted for additional facilities shall not be taken into account for the said purpose.
2. After due evaluation of the bid, Institute will award the contract to the responsive qualified Bidder who has quoted the lowest price on a monthly basis (2000 kms/360 hours) and a daily basis (100 km/12 Hrs) for each vehicle category, i.e., the L-1 bidder will be selected for each class of services.
3. Non-fulfillment of any of the above terms shall result in rejection of the Application.
4. The Successful Bidder should accept the offer within 10 days from the date of receipt of the "**Letter of Offer**", failing which the offer will be cancelled. Once the acceptance has been forwarded by the successful bidder, he should be able to provide vehicles to AIIMS Jammu within 15 days.

Deputy Director(Administration)  
 All India Institute of Medical Sciences, Jammu  
 Name, Signature, and Seal of Authorized Signatory of Applicant

**Technical Bid**

(To be submitted on the letterhead of the Applicant)

**FOR HIRING OF (HMV) VEHICLE SERVICES**

Sl. No.	Requisite Information	Firms Response
1)	Name of the proprietor/ Registered Firm/ Company concern	
2)	Full Address of the Service Provider(s)/ Agencies  Telephone /Mobile No. E mail ID	
3)	PAN No. details	
4)	GST No.	
5)	Maximum two years of Experience (in last 5 (five) years) in providing Vehicles with name of Institute of office/Institute to whom provided.	
6)	The details of vehicles required as per para 5.2, table annexed at serial No as mentioned from 1-6 is required from Model 2017-2022 with the details of make & model (alongwith whether self owned/contractual arrangement) (Refer para 7.22)	..... ..... ..... .....
7)	Turnover of preceding FY i.e. (2021-22)	
8)	Agreed to provide all amenities as per tender document / EOI document?	
9)	Agreed to sign for <b>two</b> years, which may be extended for a further period of <b>one</b> year on same terms & conditions and satisfactory performance of services.	
10)	Whether agrees to abide by the terms and conditions of the EOI document, in the event of award of the contract?	

Sl. No.	Requisite Information	Firms Response
11)	Payment Terms agreed as Specified in EOI documents?	
12)	Bank Details	Beneficiary Name: _____ Account No: _____ Bank Name: _____ Branch: _____ IFSC Code: _____ MICR No.: _____ Type of Account: (Saving/Current) _____

This is to certify that all the information stated above is true and correct to the best of my/our knowledge. I/We understand and accept the terms and conditions and further accept that if there is any suppression, fabrication, and misstatement of facts in any form, will at once result in cancellation of my application/ contract and that AIIMS, Vijaypur, Jammu reserves its rights to take such action as it may deem fit in such an eventuality.

(Signature of the authorized Signatory)

Date:.....

Name of Signatory: .....

Place:.....

Name of the Service Provider(s)/ firm (s)/Agencies: .....

## LETTER FOR ACCEPTANCE OF TERMS & CONDITIONS

(On the letter head of the Agency)

To

Date:

Deputy Director (Administration),  
All India Institute of Medical Sciences, Jammu  
Camp Office – GMC Doctor's Guest House,  
Maheshpura Chowk,  
Jammu-180001 (J&K)

**Sub: Acceptance of Terms & Conditions of EOI for 'HIRING OF HEAVY MOTOR VEHICLE (HMV) SERVICES' vide EOI' Ref. No: EOI Ref No:AIIMS/JMU/EOI/HMV/2022-23/3 dated 31<sup>st</sup> December, 2022.**

Dear Sir,

I/We have downloaded/obtained the EOI document(s) for the above-mentioned "EOI / Work' from the website (s) namely as per your notice given in the above mentioned website(s).

1. I/We hereby certify that I/we have read the entire terms and conditions of the EOI documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract, and I/we hereby shall abide by the terms/conditions/clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/organization with this EOI has also been taken into consideration while submitting this acceptance letter.
3. I/We hereby unconditionally accept the conditions of above mentioned EOI document(s)/ corrigendum(s) in its totality/entirety.
4. No employee or direct relation of any employee of AIIMS, Jammu is in any way connected as Partner/ Shareholder/Director/Advisor/Consultant Employee, etc. with the Agency/Firm/Company.
5. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
6. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Performance Security.
7. I/We do hereby declare that I/we/our firm/company has neither been blacklisted nor any criminal case is pending against me/us/our firm/our company (attach an affidavit duly notarized on Stamp Paper Worth Rs. 100/- stating that I/we/our firm/company has never been Blacklisted and no criminal case etc. is pending against me /us/our firm/company) by any of the Govt. Institute/Ministries /Departments/PSUs.

Yours Faithfully,

(Signature of the Applicant, with Official Seal)



**FINANCIAL BID**

(To be submitted on the letterhead of the Applicant)

**HIRING OF (HMV) VEHICLE SERVICES**

**Charges: All inclusive rates for AC vehicle/Non AC Vehicle (As applicable) + driver + fuel + maintenance & others charges (Exclusive of GST)**

S. No	Vehicle Description	Monthly running(in Km.) and Duty cycle of 12 Hours	Charges for Fixed Monthly hiring	Rate of Extra-charges per KM including fuel charges (Over & above monthly/daily KM limit)	Rate of extra hours (over & above the duty hours)	Charges for hiring on Daily basis (100 kms/12 Hours)	Night Halt Charges
1	Tempo Traveller/ Force Traveller 17-Seater/ Winger or equivalent (AC Vehicle)	2000					
2	Tempo Traveller/ Force Traveller 17-Seater/ Winger or equivalent (Non-AC Vehicle)	2000					
3	Bus 32-Seater (AC Vehicle)	2000					
4	Bus 32 Seater (Non- AC Vehicle)	2000					
5	Bus 45-52 Seater (AC Vehicle)	2000					
6	Bus 45-52 Seater (Non A/C Vehicle)	2000					

Financial bid should contain Service Providers / Agencies name and **monthly Rental/on demand** (inclusive of all charges) to be quoted by bidder.

(Signature of the authorized Signatory)

Date:.....

Name of Signatory: .....

Place:.....

Name of the Service Provider(s)/ Firms/Agencies: .....

**FINANCIAL BID:**

1. The Rates are to be quoted in the above-mentioned format.
2. All quoted rates should be inclusive of all charges exclusive of GST.
3. The rates should be quoted in Indian Rupees in the figure as well as in words only.
4. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.
5. L-1 will be decided on the lowest exclusive GST of each item for which the bidder is quoting.

## FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on non-judicial stamp paper of the value of Indian Rupees of One Hundred (Rs- 100))  
 (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT JAMMU OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT JAMMU OR ANY SCHEDULED BANK (OTHER THAN NATIONALIZED BANK) SITUATED AT JAMMU. **BONDS ISSUED BY COOPERATIVE BANKS ARE NOT ACCEPTED.**)

To,  
 All India Institute of Medical Sciences  
 Jammu-184120  
 India

### LETTER OF GUARANTEE

WHEREAS All India Institute of Medical Sciences, Vijaypur, Jammu, (buyer) have published EOI vide EOI NO.....dt..... for..... and whereas the said EOI document requires that any eligible successful Bidder (vendor) wishing to provide / supply of Services / Goods/ Material as per EOI document in response thereto shall establish an irrevocable Performance Guarantee Bond in favor of "All India Institute of Medical Sciences, Vijaypur, Jammu" in the form of Bank Guarantee for Rs..... and valid up to 60 days beyond the completion of the contract/warranty period, from the date of issue of Performance Bank Guarantee may be submitted within .....days from the date of acceptance as a successful Bidder.

NOW, THIS BANK HEREBY GUARANTEES that in the event of the said Bidder (Vendor) failing to abide by any of the conditions referred in EOI document / Work Order, etc. This bank shall pay to All India Institute of Medical Sciences, Vijaypur, Jammu on demand and without protest or demur Rs..... (Rupees.....).

This bank further agrees that the decision of All India Institute of Medical Sciences, Vijaypur, Jammu (Buyer) as to whether the said Bidder (Vendor) has committed a breach of any of the conditions referred to in the EOI document/ work order shall be final and binding.

We..... (Name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Bidder (Vendor) and/ or All India Institute of Medical Sciences, Vijaypur, Jammu (Buyer).

#### Not with standing any thing contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs..... (Indian Rupees only).
2. This Bank Guarantee shall be valid up to..... (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if the Institute serves upon us a written claim or demand on or before..... (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at..... situated at ..... (Address of Local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

**Instruction to Bank:** Bank should note that on the expiry of the Guarantee Period, the original Guarantee will not be returned to the Bank. The bank is required to take appropriate necessary action on or after the expiry of the bond period.

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

The Administrative Officer  
All India Institute of Medical Sciences, Vijaypur  
Jammu.

Date: / /

Sub: Authorization for release of payment/ dues from All India Institute of Medical Sciences, Vijaypur, Jammu through Electronic Fund Transfer/RTGS Transfer

**1. Name of the Party/Firm/Company/institute:****2. Address of the Party:**

City \_\_\_\_\_  
Pin Code \_\_\_\_\_  
E-Mail ID \_\_\_\_\_  
Mob No. \_\_\_\_\_  
Permanent Account Number \_\_\_\_\_

**3. Particulars of Bank**

Bank Name		Branch Name	
Branch Place		Branch City	
PIN code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, please attach a Xerox copy of a cheque of your bank for ensuring the accuracy of the bank name, branch name, and code number)			
IFS Code: (11 digits alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number			

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed and not effected for reasons of incomplete or incorrect information, I shall not hold the Chief Administrative Officer, All India Institute of Medical Sciences, Vijaypur, Jammu responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Party.**

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

**N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable:**