

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

EXPRESSION OF INTEREST (EOI) FOR HIRING OF LIGHT MOTOR VEHICLE SERVICES FOR AIIMS VIJAYPUR, JAMMU

EOI Ref No: AIIMS/JMU/EOI/LMV/2022-23/4

Dated: 2nd January, 2023 (Monday)

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,

Maheshpura Chowk,

Jammu- 180001

Expression of Interest (EOI)

Expression of Interest (EOI) for the Hiring of Light Motor Vehicle 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 **Light motor 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 requirement of the Institute.

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

THE IMPORTANT INFORMATION AND SCHEDULE RELATED TO EOI

Date of Issue/Publishing	:-	3 rd January, 2023 (Tuesday)
Start date and time of submission of Bids	:-	3 rd January, 2023 (Tuesday) at 04:00 PM
Pre-Bid Meeting	:-	12 th January, 2023 (Thursday) at 11:00 AM
Last Date and Time for Submissions of Bids	:-	28 th January, 2023 (Saturday) at 02:00 PM
Date and Time of Opening of Bids	:-	30 th January, 2023 (Monday) at 01:00 PM
Date and Time of Opening of Financial Bids	:-	03 rd February, 2023 (Friday) at 11:00 PM
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	:-	ddaaiimsjammu@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, hereinafter known as AIIMS Vijaypur, Jammu is one of the Institutions of National Importance (INIs) in India governed by the AIIMS Act 1956 under the Ministry of Health & Family Welfare, Government of India. The Institute imparts quality education in Health Sciences and Quality Healthcare Services to the Public.
- 1.2 AIIMS, Jammu is operating from its camp office located at GMC Doctor's Guest House, Maheshpura Chowk, Jammu, since July 2021.
- 1.3 AIIMS, Jammu invites the Expression of Interest (EOI) for the hiring of Light motor vehicle services for officials, Students, Faculties and other Staff from temporary Academic block/Hostels to Camp Office, Medical College, Jammu, Camp Office to AIIMS, Vijaypur, Jammu, and as per requirements of the Institute.

2 REQUIREMENT OF AIIMS, JAMMU

- 2.1 The Institute has an immediate requirement of Light motor vehicle services for Officials, Students, Faculties and other Staff from Temporary Academic Block/Hostels (NITS, Miran Sahib) to GMC, Jammu, 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 Light motor vehicle should be registered as a **commercial vehicle**.
- 2.2 AIIMS, Vijaypur, Jammu proposes to hire Light motor vehicles as per the specifications under the table of para 5.2 on monthly/daily 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 fixed rent (2500km/360 Hrs).
 2. **Daily basis:**
 - (a) Fixed daily rent (100km/12 Hrs).

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** as desired by AIIMS, Vijaypur, Jammu at the same rate as well as same terms and conditions based upon performance evaluation by 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 and 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 technical 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 of the bid of Technical document needs to be filled. Partial filling/Blank columns/over writing 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 vehicle for all 05(five) 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 forfeiture 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 sole 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 Light motor vehicles with licensed drivers of Light motor vehicle 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 Light motor vehicles (Cars/SUVs) should preferably be white. The estimated Initial requirement of the commercial vehicles will be as under: -

Table 1. Specifications for the Light motor vehicles

S. NO	Make	Year of Registration	Nos. of Vehicle	Tenure of contract	Remarks
1	Maruti Ciaz/ Honda City/Hyundai Verna or Similar Segment Vehicle (AC)	2019/2020/2021/2022/onwards.	01	02 years extendable by 01 year on the same terms and conditions based on satisfactory performance.	It will be required on a regular monthly basis and additional vehicles required on a monthly/daily basis shall be demanded as per requirement.
2	Honda Amaze/ Swift Dzire/ Hyundai Xcent/ Etios or Similar Segment Vehicle (Sedan) (AC)	2019/2020/2021/2022/onwards.	03	02 years extendable by 01 year on the same terms and conditions based on satisfactory performance.	It will be required on a regular monthly basis and additional vehicles required on a monthly/daily basis shall be demanded as per requirement.
3	SUV Innova/ Crysta (AC)	2019/2020/2021/2022/onwards	02	02 years extendable by 01 year on the same terms and conditions based on satisfactory performance.	It will be required on a regular monthly basis and additional vehicles required on a monthly/daily basis shall be demanded as per requirement.
4	Maruti Ciaz/ Honda City/Hyundai Verna or Similar Segment Vehicle (Non-AC)	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 on a monthly/daily basis..
5	Honda Amaze/ Swift Dzire/ Hyundai Xcent/ Etios or Similar Segment Vehicle (Sedan) (Non- AC)	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 on a monthly/daily basis.
6	SUV Innova/ Crysta (Non-AC)	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 on a monthly/daily 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 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 management of diseases. In this quest, increased no. of Light Motor Vehicles may be required to accommodate the 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 Light motor 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 COVID-19 protocols issued by GOI.
- 5.7 The contractor / authorized representative and all the drivers should be equipped with round a 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 or regulations shall be deemed to be a breach of this contract.
- 5.10 The contractor shall send the vehicle for periodical 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 meter by the designated transport authority to be done by the contractor, and 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 light motor vehicles proposed to be hired should fulfill the latest emission norms. The Light motor 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 a light motor vehicle for 2500 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 Light motor vehicles 2500 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 Light Motor vehicle runs greater or lesser kilometers than the stipulated limit of Light motor vehicle (Cars) 2500 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 Light Motor vehicles can be called for reporting at any time. The Light Motor vehicles would remain at the disposal of AIIMS, Vijaypur, Jammu, or as asked by competent authority for **all 7 days a week** during the entire contract period. The Light Motor vehicles should not be used by the contractor or driver for any other organization or individual during the entire contract period. The bidder should be able to provide vehicles at out station location as per requirements of AIIMS, Vijaypur, Jammu.
- 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 AIIMS Vijaypur, Jammu reserves the right to accept or reject any part of the tender or whole tender without assigning any reasons thereof.
- 6.10 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. Proof of at least one or more covering a minimum experience relating to supplying of taxi 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 stamp 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 and courteous with proven integrity and healthy personal habits. The drivers must observe discipline, etiquette, and protocol while performing the duty.

- 7.17 Hired Light Motor 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 Taxi/Car, obedience, promptness, behavior, etc.
- 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/or 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 The drivers shall also be required to carry files/ papers/letters to be handed over to the internal staff/ distribution within local areas.
- 7.22 The intending party must own sufficient numbers of commercial Light 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 along with Proof of legal Contractual arrangement with the actual vehicle owner/vehicle services provider. All Light Motor Vehicles provided for the duty should have a service providers commercial license. Light 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 Light Motor vehicle, the driver is required to maintain a logbook i.e., details of various journeys performed during the day since morning till last duty separately, and all the entries are got attested from 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 breakdown or any technical fault in the Light Motor Vehicle, the contractor will provide an immediate replacement for the breakdown with the same level of a Light Motor 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 Light Motor Vehicle /driver on duty, replacement of Light Motor vehicle/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 Light Motor 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 Light motor 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 Light motor vehicles deployed at AIIMS, Vijaypur, Jammu (as per availability in camp office/ hostel premises) on its site during the 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 Light Motor 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 Light Motor 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 Light Motor 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 Light Motor 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 cost 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 the same before the 10th of the succeeding month in the Administration section of AIIMS, Vijaypur, Jammu for payment along with duly signed duty slips, email communication copy, self-attested photocopy of the extract of the logbook and any other supporting documents.
- 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 **The AIIMS Vijaypur Jammu reserves the right to enter in to contract for the hiring of Light Motor vehicles/drivers with one or more service/providers. When there are different L1s for different classes of Light Motor 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 Light Motor 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 for 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 in any manner.

- 8.1 The successful bidder is required to furnish **3%** of Total Estimated Contract Value as the security deposit, in 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 LIGHT MOTOR 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 LIGHT MOTOR 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 LIGHT MOTOR VEHICLE SERVICES**' and to be submitted/sent at the following address:

**Deputy Director(Administration)
All India Institute of Medical Sciences Jammu,
Camp Office 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:
- Checklist of documents being submitted by Bidders to be made as per format below and duly signed by the Bidder.

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

- Letter for Acceptance of Terms & Conditions of EOI document as per **Annexure-II.**
- Registration Certificate of Firm/Agency.
- Pan Card/s of the Owner/s.
- Memorandum and Articles of Association, in case of a company, Partnership Deed and Registration Certificate in case of the partnership firm.
- Experience Certificate.
- Performance Report.
- Income Tax /PAN/GST Registration Certificates.
- All other requisite documents in support of Bid as per Terms and Conditions are given in EOI.
- 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 blacklisting/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 Vijaypur, 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, Jammu will not be responsible for any postal delay.
 6. The AIIMS, 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, 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

- 10.1 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.
- 10.2 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 (2500 kms/360 hours) and daily basis (100 kms/12 hours) for each vehicle category, i.e., the L-1 bidder will be selected for each class of services.
- 10.3 Non-fulfillment of any of the above terms shall result in rejection of the Application.

- 10.4 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 canceled. 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

EOI Ref No:AIIMS/JMU/EOI/LMV/2022-23/4

Dated : 2nd January, 2023**Technical Bid**

(To be submitted on the letterhead of the Applicant)

FOR HIRING OF LIGHT MOTOR 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)	Minimum 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 2019-2022 with the details of make & model (along with copy of proof of whether self owned/contractual arrangement). (Refer para 7.22)
7)	Turnover of preceding FY i.e 2021-2022	
8)	Agreed to provide all amenities as per tender document / EOI document?	
9)	Agreed to sign for two years, which may be extended for a further period of one 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	

Sl. No.	Requisite Information	Firms Response
	the event of award of the contract?	
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 LIGHT MOTOR VEHICLE SERVICES' vide EOI' Ref. No: EOI Ref No:AIIMS/JMU/EOI/LMV/2022-23/4 dated 2nd January, 2023

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 Black listed 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)

EOI Ref No:AIIMS/JMU/EOI/LMV/2022-23/4

Dated: 2nd January, 2023**FINANCIAL BID**

(To be submitted on the letterhead of the Applicant)

HIRING OF LIGHT MOTOR 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	Maruti Ciaz/ Honda City/Hyundai Verna or Similar Segment Vehicle (AC)	2500					
2	Honda Amaze/ Swift Dzire/ Hyundai Xcent/ Etios or Similar Segment Vehicle (Sedan) (AC)	2500					
3	SUV Innova/ Crysta (AC)	2500					
4	Maruti Ciaz/ Honda City/Hyundai Verna or Similar Segment Vehicle (Non-AC)	2500					
5	Honda Amaze/ Swift Dzire/ Hyundai Xcent/ Etios or Similar Segment Vehicle (Sedan) (Non-AC)	2500					

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
6	SUV Innova/ Crysta (Non-AC)	2500					

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.
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 price 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, 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 withindays 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).

Notwithstanding anything 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 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

Date: / /

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

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 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.