

DEPARTMENT OF DIETETICS
JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION
AND RESEARCH PUDUCHERRY – 6
(Institution of National Importance under the Ministry of Health & Family Welfare, Govt. of India)

No.JIP/DIET/AT/2023-24

Dated: 10.07.2023

TENDER NOTICE

Sub: Providing vehicle on contract basis to the Department of Dietetics, JIPMER-
Open Tender Invited - Regarding.

Please quote your lowest rates **to provide commercial Mini Truck on contract basis for 1st Aug 2023 to 31st Jul 2025 (2 years) as per the attached list of terms and conditions.**

Bidder who quotes lowest rate per trip (throughout the period of contract) will be selected as lowest quotation.

Subject to the following terms and conditions:

1. Rates should be quoted only for the service mentioned above and can be carried out immediately on receipt of order.
2. No insurance charges are payable as per the rules of the Government. As such, the firms before quoting should take into consideration all the risks in the transit and then furnish quotations which should cover insurance charges also. If any point is raised as regards insurance charges after orders are issued, the same will not be entertained and the firms thereafter **service provider should effect the service at their own cost at Dietetics, JIPMER. There shall be no liability for the service provided to carry out the work except for the fees to be paid as per quotation.**
3. Rates should be quoted F.O.R Puducherry, Extra packing; forwarding charges etc. should not be quoted.
4. Service is required urgently. Tenders should please state the guarantee delivery period they can offer. As timely service is the essence of the contract, this should be strictly adhered to by the successful tenders.
5. No service which is not according to the specifications and not meeting our requirement will be accepted.
6. The Director shall have the right of rejecting the quotations in whole or part without assigning any reason therefore.
7. In the event of any misconduct with staff or public, contract will be terminated by the director without prior intimation,
8. The service provider should be provided the service without any damage to **General Public and JIPMER property, equipment, building, walls, paints, plumbing, electrical and other fixtures.** Any damage caused as above will be recovered from the service provider.
9. Service provider should ensure that the workers are adequately covered by insurance for any injury that may occur during providing service. JIPMER shall not pay any compensation for any such injury.
10. All clarification about tender can be obtained from Dietetics during working hours (9 am to 4 pm)
11. **THE RATE SHOULD BE QUOTED PER TRIP BASIS INCLUSIVE OF ALL APPLICABLE TAXES IF ANY.**

12. Open Tender should be directly placed into the Bid collection box which is present in the department of Dietetics. (It should not accept by Registered post/speed post or courier). Please furnish your tender in a sealed cover. Tender for Subject superscripting as:

SUB: “Open Tender for **HIRING VEHICLE ON CONTRACT BASIS – DIETETICS**”

The Tender should be quoted in the name of The Director, JIPMER.

The Tender should be sent to the following address:-

Officer In- charge,

Department of DIETETICS,

JIPMER, PUDUCHERRY - 6

Enquiry No. Ref: JIP/DIET/AT/2023-24 dated 10.07.2023

Last Date for submission of Open Tender: 25.07.2023 up to 10.00 A.M.

12. Open Tender quotation should reach department of Dietetics, JIPMER on or before **25.07. 2023 at 10.00 AM**. Open Tender received after the due date will be summarily rejected.

Date of Opening Tender: 25.07.2023 at 02.00 P.M.

Place of Opening Tender: Department of Dietetics, JIPMER.

**For DIRECTOR
JIPMER,
PUDUCHERRY.**

TECHNICAL SPECIFICATION FOR VEHICLE CONTRACT

Terms and Conditions to the contractor for operating the vehicle for carrying Dietetics items from Department of Dietetics to various wards/blocks located within the Hospital campus, JIPMER, Puducherry.

1. The space for carrying the food items should be as follows.

- a. Length (mm): 3800
- b. Height (mm): 1500 OR LESS
- c. Breath (mm): 1845

2. The timing and maximum trips of vehicle

a. **Inside campus**

Timing (From 05.30 A.M. to 08.30 P.M.)

Total No. of Trips per day approximately – 12 Trips(each trip up and down 5 km)

- b. **Outside Campus**: As and when required, the vehicle can be utilized for outside work. (Max three trips per month for Max 10 kms.(up and down) each trip without extra payment should be provided by the vendor. The unutilized trips will be carry forward and accumulated trips can be used anytime during entire contract period)

Note: Any extra trips Inside Campus can be paid by JIPMER AS 1/14 of the quoted rate when recommended by Officer In-charge.

3. Model of Vehicle and Carrying Food Items:

- a. Mini truck with three sides closed including top.
- b. To carry food items.
- c. To provide additional rubber sheets. 2 Nos. to change every day on the floor of the body of the vehicle.
- d. This institute needs a closed vehicle for carrying Food items and the same should be hygiene and cleanliness maintained.

4. Timing of Vehicle:

- a. The duration of usage of vehicle from 5:30AM to 8:30 PM (Timings will be changed depends on workload)
- b. If the Contract Holder is not in a position to manage with one vehicle, two vehicles may be used for the purpose.
- c. If the Contract Holder is not in a position to manage with one driver, two drivers may be used for the purpose.

Period of Agreement

The agreement period is **two year** with effect from the date of issue of award of contract. The contract period may be extended up to three months on the same terms and conditions after completion of agreement or till the finalizing the next tender process, whichever is earlier.

Scope of Agreement

1. The vendor should operate a standard MINI TRUCK in his name.
2. It is the responsibility of the vendor to keep all valid documents like RC, Insurance, Permit, and updated FC during the period of agreement.
3. A qualified driver/drivers with valid Driving License along with Batch to drive the aforesaid vehicle should be posted for the purpose by the vendor.

Driver should be with

- a. Good physique.
 - b. Have the capacity to read, write and understand the Tamil and also in English Language up to 10th Standard level.
 - c. Age ranging shall be 25 to 50 years.
 - d. Experienced in handling heavy vehicles for at least 2 years. He should have some knowledge to attend minor repair work in the truck.
3. The standard Mini Truck should be made available throughout the year including holidays and the vehicle will be utilized for the supply of food items from the Department of Dietetics to various departments and return.
 4. The vehicle posted for the purpose should be made available within the Institute and should report to the Department of Dietetics, JIPMER during the period of agreement.
 5. The driver posted for the purpose should maintain a log book containing the trip details and the same should be certified by the Officer In-Charge of Dietetics for each trip.
 6. It is the responsibility of the contract holder to keep the vehicle roadworthy at all the time during the period of agreement.
 7. Repairs of vehicle, filling of diesel / Petrol /CNG should be executed without any disturbance of service and comes under the scope of the vendor.
 8. No advances will be paid to contract holders on access of vehicle operation.
 9. The contract will be terminated at any time by this Institute in the event of the following conditions:
 - a. Non – availability of Vehicle at the time of requirement of Department of Dietetics.
 - b. Absence of Driver / Vehicle without prior intimation to the Officer In-Charge of Dietetics.
 - c. Improper maintenance of vehicles such as FC, Permit, Insurance etc.
 10. A 90 days prior notice period can be given by both the parties to terminate the agreement.

11. The Vendor has to pay 5% value of the tender amount (Annual value) towards performance security Deposit. In case of failure of service, the performance security Deposit will be forfeited.
 - a. The mode of payment of security deposit may be SBI Collect or Demand Draft or Fixed Deposit or Bank Guarantee in favour of Director, JIPMER. No other mode of payment will be accepted.
 - b. Performance security should be valid up to three months after completion of contract.
 - c. Performance security will be returned without interest after deducting all penalties and dues to the supplier within 90 days after expiry of agreement/contract.
12. On award of tender, the agreement can be prepared in duplicate, mentioning the terms and conditions of the contract and it should be signed by both parties. (Service provider shall arrange the two numbers of Rs.100 stamp paper.)
13. A Self-declaration form should be given by the service provider in their mother tongue.
14. The service provider should provide the service without any damage to General Public and JIPMER property includes equipment, building, walls, paints, plumbing, electrical and other fixtures. Any damage caused as above will be recovered from the service provider. Service providers should make sure that the work is adequately covered by insurance for any injury that may occur during providing service. The institute shall not pay any compensation for any such injury.

PENALTIES:

1. The penalty charges of Rs. 2500/- per day can be deducted from the monthly bill if the vendor does not provide the vehicle for one day.
2. The service provider will be charged Rs. 200/- as penalty for each late coming (Monthly two late comings are allowed up to 15 minutes).
3. Penalties if any can be deducted from their running monthly bill.

Terms of Payment

1. The vendor will be paid as per the contract inclusive of all statutory levies.
2. The Contract Holder should prepare the bill in triplicate in the name of the Director, JIPMER along with Advance Stamped Receipt and should submit the bill of claim within 10th of the following month in respect of the vehicle operated for the month in question.
3. Every bill of claim submitted by the vendor will be certified by the Officer In-Charge of Dietetics.
4. The Director, JIPMER will issue a monthly sanction based on the bills submitted by the vendor.

5. No other charges apart from the fixed contractual rate will be paid to the vendor by the Director, JIPMER.
6. TDS will be deducted from the bill as per the existing laws.
7. The vendor is requested to furnish the Name of the Account Holder, Account No., Name of the Bank, Name of the Branch, IFS code No., PAN details separately in the vendor letter pad every month at the time of submission of bill of claim.
8. The payment to vendors will be made through Public Financial Management System (PFMS) by Part 1 as per the Govt. of India Guidelines.
9. All disputes arising out of the said agreement will be settled in a mutually agreeable manner through consensus failing which in accordance with the Conciliation and Arbitration Act, 1996 and failing which the matter shall be taken up to the appropriate courts within the Jurisdiction of Puducherry.
10. All laws of the land are to be followed by the contractor and Driver.
11. The wages for the Driver and other persons involved in this work need to be paid in accordance with the Minimum Wages Act by the vendor.
12. The contract Labour (Regulation & Abolition) Act, 1970 will apply to this contract.

**For DIRECTOR
JIPMER,
PUDUCHERRY.**