



राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर  
NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR

MAHATMA GANDHI AVENUE, DURGAPUR-713209  
(West Bengal), INDIA, [www.nitdgp.ac.in](http://www.nitdgp.ac.in)

An Autonomous Institution of the Govt. of India under MHRD

Ref. No: NITD/EST/Vehicle/28/14

Date: 30.06.2014

**TENDER NOTICE FOR ENGAGEMENT OF 01 (ONE) NO. COMPANY MADE AIR  
CONDITIONED AMBULANCE AT NIT DURGAPUR MEDICAL UNIT.**

Sale of Tender Paper : From ..... to .....(12:00 hrs.) from the  
Cash Section of NIT Durgapur.

Last Date & Time of Submission : ..... up to 12:00 hrs.

Place of Submission : Tender may be submitted directly to the Estate Section at  
NIT Durgapur. Tender can be submitted to the above  
Department through Courier Service / Postal Service also. No  
Tender will be accepted after due date and time as mentioned  
above. Tender should be addressed to Registrar, NIT  
Durgapur.

Submission of Tender : The Tender is to be submitted in two parts as mentioned  
below:-

- i) Technical Bid – Ist part should contain EMD, essential  
Conditions, Technical & Commercial Aspects and All pages  
are to be signed by the bidder.
- ii) IInd part should contain price bid only.

Date & Time of Opening : ..... at 03.30 PM.

Place of Opening : Assembly Hall of NIT Durgapur.

Price of Tender Document : Rs. 500/- (Rupees five hundred only) to be deposited  
in Cash Counter of NIT Durgapur with the endorsement of  
Security Officer & I/C Estate Section. In case of downloading  
the tender documents from Institute website, the bidders  
should enclose (in the envelope of 1<sup>st</sup> part) a demand draft of  
Rs. 500.00 (as cost of tender document) in favour of  
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR  
payable at SBI NIT Durgapur Branch.

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**TERMS & CONDITIONS FOR 1<sup>ST</sup> PART: -**

1. Earnest Money of Rs. 10,000/- (Rupees ten thousand only) i.e. for 01 (one) No. of Ambulance in the form of bank Draft on any Nationalized Bank (No other form of EMD will be accepted) has to be furnished in sealed envelope mentioning the subject: "Earnest Money" on the top of the envelope. The earnest money is to be deposited in favour of "National Institute Technology Durgapur" payable at Durgapur.
2. Please note that without earnest money tender will be summarily be rejected.
3. The earnest money of the successful tenderer can be converted towards security deposit. However, the earnest money submitted by unsuccessful tenderers will be refunded in due course without any interest.
4. Security Deposit: - Equal to quoted amount of one month's hire charge as mentioned IInd Part (Price/Financial Bid).

**ESSENTIAL CONDITIONS**

1. Trade Licence on relevant job.
2. PAN Card No.
3. P. Tax Regn. No.
4. Audited Balance Sheet for last 02 (two) years and or financial solvency certificate from Nationalized Bank.
5. Copy of Service Tax Registration Certificate.
6. Copy of EPF & ESI Registration Certificate.

**CREDENTIAL**

The Service provider should have credential for the similar type of service providing as mentioned below: -

- a) In case of engagement of Ambulance, the bidder should have deployed 01 (one) No. of Ambulance in a single contract for a minimum period of 12 (twelve) months in government / P.S.U. / Reputed Private Organization within last 03 (three) years.

**CONDITIONS OF DRIVER & VEHICLE / SPECIFICATION OF AMBULANCE: -**

- a) Should have skill or competence acquired through experience on the job or through training of ITI Diesel Mechanic, Motor Vehicle apprentice in a recognized Vocational Training Institute. At least 8<sup>th</sup> standard pass, should be able to read and write English so as to complete vehicle related documents. Should be medically fit to undertake the job and hold valid driving licence. Medical fitness certificate to be produced. Should never be under the influence of liquor, intoxicants etc.
- b) Engagement of **Company made Air-Conditioned Ambulance**, the Ambulance should preferably be brand new and in no case should be older than 2011 model having standard size and facilities and in very good running condition. The Ambulance should have provision for Stretcher for preferably 7.5 ft. (with handle) length with other provisions for Medicine Box, Oxygen Cylinder, Saline Stand and Hooter (blinder light), fire extinguisher to be provided / installed. Should have linen, fresh purified water inside the ambulance. However, the Ambulance should have provision for Co-Driver seat necessarily. The carrying capacity should be 4 (four) Nos. (excluding patients, Drivers & Helpers).
- c) The model of the Ambulance is whatever it may be but the provision of the above facility should be in built in the Ambulance positively.
- d) The bidder should know before placement of vehicle, the competent authority shall inspect the Ambulance before issuance of work order and the decision of the Committee shall be final.
- e) Driver should have a proper uniform while on duty.

**TERMS & CONDITIONS FOR IInd PART PRICE BID: -**

1. The rates of daily dry rate be given in two parts and should reflected separately as follows: -
  - a) Payment for the men deployed per day (24 hrs.) – should include minimum wages, EPF, ESI and other statutory requirement. (Format attached as Annexure-I).
  - b) Rate per day (24 hrs.) for ambulance should inclusive of – rate of vehicle, road tax, audio tax, insurance, pollution etc.

The engagement of Ambulance will be on round the clock service basis. The cost of the fuel, oil & lubricants will be paid extra at actual against supporting documents on the basis of monthly journey (to be recorded in the daily Log Sheet) as per fuel consumption rate (Rs. / KM) to be mentioned in the bid document.

2. The dry rate should be valid at least for initial contract period.
3. The lowest / negotiated rate, as accepted by the Institute will be applicable for providing Ambulance service.
4. The rate should be quoted for Ambulance considering the above points in the following manner:
  - a) Dry rate shall be quoted per day for 01 (one) Ambulance engagement for 24 hrs. including wages of Drivers.
  - b) Rate per KM run will be based on prevailing rate of fuel, oil and lubricants as notified by the Govt. from time to time.
  - c) The mileage of the Ambulance should be as per the company recommended KM/Ltr. for Diesel and 500 KM per ltr. for Mobil.

**FOLLOWING CONDITIONS ARE TO BE FULFILLED DURING THE CONTRACTUAL PERIOD: -**

- a) The payment will be made against monthly bills (bills to be submitted in triplicate along with an advance stamped receipt to be submitted by the service provider after completion of each month) by A/C payee cheque. Challan of EPF & ESI deposit along with breakup of subscription of each men of previous month should be submitted with bill of the following month.
- b) Detailed filled up log chart is to be enclosed along with the bill.
- c) Performance of the Ambulance and Driver is to be certified by Medical Officer In-charge of Medical Unit of NIT Durgapur.

**4. OTHER CONDITIONS: -**

- a) If the service provider or his men (due to any accident) damages any property of the Institute the same has to be made good by the contractor at his own cost.

- b) Duration of the contract will be for a period of two years in case of brand new vehicle otherwise for one year and the same may be extended for another one year or more installments at the same rate and on the same terms & conditions at the discretion of the Institute Authority.
- c) The contract may be terminated by one month's notice if the performance of the Service Provider is not found to be satisfactory by the Institute Authority and the decision of the Institute Authority will be final in this regard.
- d) If there is any occasion to issue three warnings for unsatisfactory performance of the service provider, the Institute will be at liberty to terminate the contract on 24 hrs. notice with forfeiture of the security deposit / caution money in full.
- d) The Ambulance shall be engaged for round the clock, 365 / 366 days of a year.
- e) The service provider will provide filled oxygen cylinder (02 nos. in a month), stretcher, crutch and first aid box.
- f) Total maintenance including fuel, oil, lubricants, road tax, pollution, insurance cover or any other statutory requirements should be fulfilled by the service provider at his own cost.
- g) In case of breakdown of the said ambulance immediate replacement by an identical vehicle will be the responsibility of service provider failing which a penalty of double the rate of the agreed amount (per day) will be deducted from the bill.
- h) Service provider to maintain a log chart for each leg of run as per standard format supplied by NITD. The standard format should be signed by the user, driver and counter signed by the medical officer in-charge.
- i) The contractor shall get the vehicle insured at their own cost for covering all the risk for minimum 7 persons including the first party insurance. He will be responsible for compensation, payable arising out of any accident including any payment to the first party and to the passengers imposed.
- j) No compensation in case of accident or damage to the vehicle or for death or and private party / department for any death or injury or loss shall be paid by NIT Durgapur and it will be borne by the service provider / contractor, if any.

- k) The drivers deputed for the vehicle should have minimum 8<sup>th</sup> standard pass, proper license, experience, properly uniformed and well behaved, in case of misbehavior / unsatisfactory performances, the contractor shall replace the driver immediately.
- l) Parking, watch and ward of the vehicle shall be the service provider's / contractor's responsibility. No claim of any kind in this respect shall be entertained / accepted by the NIT Durgapur.
- m) Every day cleaning and washing of the vehicle shall be the responsibility of the service provider / contractor.
- n) All the provisions under the motor vehicle act as applicable shall be complied with by the service provider / contractor.
- o) The contractor shall be the owner of the vehicle and the copy of ownership proof of the vehicle such as R.C, Insurance etc. shall be submitted before issuing work order.
- p) Unsatisfactory performance on the part of Ambulance will attract penalty of the discretion of competent authority of NIT Durgapur.

**Payment: -**

- a) Vehicle log chart should have to be submitted along with the monthly bill duly certified by Medical Officer In-charge, NIT Durgapur along with the Xerox copy of Bank Receipted challan and details of the EPF & ESI statement.
- b) Bill in triplicate duly certified by the concerned officer-in-charge of the respective Department and to be submitted to the Estate Section of NIT Durgapur for arranging payment.

**SCHEDULE OF TRIPS OF AIR CONDITIONED AMBULANCES**

1. Positioning: - At NIT Durgapur Medical Unit.
2. The Air-conditioned Ambulance should have to be deployed at NIT Durgapur Medical Unit (inside the Campus Premises) of NIT Durgapur for round the clock service for transportation of patients from Institute premises to any other Hospitals in Durgapur or outside of Durgapur, if so desired, depending upon the discretion of the Institute Authority.

NIT Medical Unit will utilize the above Ambulances under the control of Medical Officer In-charge of NIT Medical Unit or his / her Authorized Representative.

NIT Durgapur reserves the right to include / exclude or relax any of the clauses at any time for the interest of the Institute, depending upon the discretion of the Institute Authority.

Tender must be submitted in two parts, in two sealed envelopes, clearly marked as (A) "Technical Bid" (B) "Price Bid / Financial Bid". Both the envelope (A & B) is to be submitted in a larger sealed envelope inside which two sealed smaller envelopes "A" and "B" has to be kept.

**Envelope "A" should be marked with "Technical Bid" and should contain :**

- i) Latest valid Sales Tax Clearance Certificate, Latest VAT Clearance Certificate (If applicable)
- ii) Latest valid Trade license and labour license.
- iii) Latest Service Tax clearance Certificate (if applicable).
- iv) Requisite Credentials.
- v) Latest professional Tax Clearance Certificate, if applicable.
- vi) Separate demand draft towards cost of tender paper, if download from website
- vii) E.M.D. as mentioned
- viii) Any other mandatory relevant documents required for execution of this work
- ix) General Tender Document duly signed by the bidders.

**Envelope "B" should be marked with "Price Bid" and should contain price quote only. Price Bid / Financial Bid will opened only for those who are technically qualified.**

NIT Durgapur also reserves the right to accept or reject any one or all the tenders at any time for the interest of the Institute without assigning any reason, whatsoever.

**Registrar, NITD**

PROFORMA OF AGREEMENT

This Agreement is made on ..... day of ..... in the year of 2014.

Agreement for providing Ambulance Service for the students and staff of NIT Durgapur.

Whereas I Sri ..... S/O .....  
Residence of ..... herein  
after referred as service provider agreed to provide Ambulance Service to the National Institute of Technology Durgapur herein after referred as NITD commencing from .....

Whereas NITD has agreed to grant permission for providing aforesaid service.

Whereas the service provider and the NITD has agreed to execute this agreement.

We agree that the service provider accepts the following conditions for providing Ambulance service for a period of ..... w.e.f. .... on the terms and conditions stated herein: -

- i. The service provider will provide company made air conditioned ambulance for round the clock service.



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- ii. The service provider will provide filled oxygen cylinder (02 nos. in a month), stretcher, crutch and first aid box.
- iii. NITD has agreed to pay ₹ ..... (Rupees .....  
.....) only for 24 hrs. Ambulance service (as dry charge) which includes minimum wages of driver, allowances (if any), EPF, ESI and all relevant taxes.
- iv. NITD has agreed to pay @ ₹ ..... per KM of ambulance run for the consumption of fuel, oil and lubricants.
- v. Total maintenance including fuel, oil, lubricants, road tax, pollution, insurance cover or any other statutory requirements should be fulfilled by the service provider at his own cost.
- vi. In case of breakdown of the said ambulance immediate replacement by an identical vehicle will be the responsibility of service provider failing which a penalty of double the rate of the agreed amount (per day) will be deducted from the bill.
- vii. NITD agreed to pay the bill within 20 working days after submission of bill (if in order) duly counter signed by the Medical Officer In-charge, NIT Durgapur.
- viii. Service provider to maintain a log chart for each leg of run as per standard format supplied by NITD. The standard format should be signed by the user, driver and counter signed by the medical officer in-charge.
- ix. The contractor shall get the vehicle insured at their own cost for covering all the risk for minimum 7 persons including the first party insurance. He will be responsible for compensation, payable arising out of any accident including any payment to the first party and to the passengers imposed.
- x. No compensation in case of accident or damage to the vehicle or for death or and private party / department for any death or injury or loss shall be paid by NIT Durgapur and it will be borne by the service provider / contractor, if any.

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- xi. The drivers deputed for the vehicle should have minimum 8<sup>th</sup> standard pass, proper license, experience, properly uniformed and well behaved, in case of misbehavior / unsatisfactory performances, the contractor shall replace the driver immediately.
- xii. Parking, watch and ward of the vehicle shall be the service provider's / contractor's responsibility. No claim of any kind in this respect shall be entertained / accepted by the NIT Durgapur.
- xiii. Every day cleaning and washing of the vehicle shall be the responsibility of the service provider / contractor.
- xiv. All the provisions under the motor vehicle act as applicable shall be complied with by the service provider / contractor.
- xv. Income tax as applicable shall be deducted.
- xvi. The contractor shall be the owner of the vehicle and the copy of ownership proof of the vehicle such as R.C, Insurance etc. shall be submitted before issuing work order.
- xvii. Any disputes arises will be settled within the Jurisdiction of Durgapur Court only.
- xviii. Unsatisfactory performance on the part of Ambulance will attract penalty of minimum 10% of the billing amount or more on the sole discretion of competent authority of NIT Durgapur.

Signature of NITD Authority

Signature of service provider

Witness: -

Witness: -

1.

1.

2.

2.

3.

3.

# Annexure - I

## Format for payment structure of drivers

Components	%	Amount	Total Amount	Remarks if any
Basic + VDA				
EPF	13.61 of basic + VDA			
ESI	4.75 of basic + VDA			
Bonus	8.33 of Rs. 3500.00			
Gratuity / Retrenchement Benefit	4.81 of basic + VDA			
Leave (22 days)	Basic+VDA X 22 / 365			

- ✓ Drivers deputed will undergo a driving test conducted by the Institute Officials.
- ✓ Only successful drivers will be permitted to run the Ambulance.
- ✓ Drivers should be capable of performing Ambulance duty.
- ✓ Drivers should have valid driving licence mentally and physically fit for driving of Ambulance.
- ✓ Age of driver should not be more than 50 years.