



**SHRI MATA VAISHNO DEVI INSTITUTE OF MEDICAL EXCELLENCE**  
(An Institute established by Shri Mata Vaishno Devi Shrine Board, Katra)  
**Kakryal -182320**

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**Tender Notice**

Sealed tenders on prescribed form duly affixed with Revenue Stamp worth ₹ 4.00 are invited on behalf of the Chairman, Shri Mata Vaishno Devi Shrine Board from the PSUs / reputed private firms and individuals / Transport unions for hiring of vehicle having capacity of 12 to 16 passengers on monthly hire charges for transportation of officers / officials of SMVDIME from Jammu to Kakryal and back for a period of one year.

The tender document alongwith tender form can be obtained from the office of Shri Mata Vaishno Devi Institute of Medical Excellence (SMVDIME) located in Adm. Block of SMVD University at Kakryal on all working days during office hours upto 22<sup>nd</sup> March, 2014 against payment of ₹ 100.00 (non-refundable) in the form of demand draft drawn in favour of SMVDIME payable at Kakryal / Katra or the same can be down loaded from the website [www.maavaishnodevi.org](http://www.maavaishnodevi.org). The cost of tender document in the shape of Demand Draft must accompany the down loaded tender form / document.

The tenderers are required to furnish with their tender EMD of ₹ 6,000.00 (Rupees six thousand only) in the shape of CDR or FDR pledged to the Chief Accounts Officer, SMVDIME. The tenders duly completed in all respect should reach in the office of SMVDIME by or before 2 p.m. on 24<sup>th</sup> March, 2014. The tenders shall be opened on the same day at 3.00 pm or any subsequent date convenient to the Institute.

**Sd/-**  
**Medical Superintendent**

NO: SMVDIME/Veh./281/1637-40

Dated: 04.03.2014.

**Annexure to Tender Notice issued under No. SMVDIME/Veh./281/ 1637-40**  
**dated 04.03.2014**

**(Detailed terms and conditions regarding tenders / contract for Hiring of vehicle by SMVDIME, Kakryal)**

1. The offers / tenders will be submitted by the interested PSUs / Reputed Private Companies and individuals / Transport Unions on the prescribed tender form duly affixed with revenue stamps worth Rupees four only for providing of vehicle having seating capacity of 12 to 16 passengers for transportation of officers / officials of SMVDIME from Jammu to Kakryal and vice versa.
2. The tender document alongwith tender form can be obtained from the office of SMVDIME located in Administrative Block of SMVD University, Kakryal on payment of ₹ 100.00 (non-refundable) through bank draft in favour of SMVDIME or can be downloaded from the website [www.maavaishnodevi.org](http://www.maavaishnodevi.org). The downloaded tender form shall be accompanied with demand draft of ₹ 100.00 (Rupees one hundred only) payable to SMVDIME at Kakryal / Katra as non-refundable cost of tender document.
3. The tenderer shall furnish with the tender form Earnest Money deposit of ₹ 6,000.00 (Rupees six thousand only) in the shape of Call Deposit Receipt or FDR pledged to the Chief Accounts Officer, SMVDIME. The tender/s found without required amount of EMD shall not be considered
4. The earnest money deposit of the unsuccessful tenderer/s except of 2<sup>nd</sup> lowest tenderer will be released within two days after the tenders are opened. The EMD of 2<sup>nd</sup> lowest tenderer will be released as soon as the contract is allotted to the lowest successful tenderer whose EMD shall be retained till successful completion of the contract period.
5. The offer / tender shall remain valid for 3 months from the date of its submission i.e. the last date of receipt / submission of tenders.
6. The tenderer shall quote the fixed amount per month on account of hire charges of vehicle which shall include all operational costs, including the cost of POL, salary of driver, maintenance and repairs, Road tax, insurance premium, renewal of registration / fitness certificate and any other charges for completing statutory formalities.
7. The agreed rates / hire charges of vehicle shall remain fixed for the entire period of contract and no request shall be entertained for hike in agreed rates on account of increase in market rates or due to any other reason/s during the contract period.
8. The contract shall be initially for a period of one year from the date of its actual commencement as per letter of award and can be extended for further period subject to satisfactory performance and mutually agreed terms and conditions.

9. The vehicle shall remain deployed with SMVDIME till expiry of the contract period and shall remain available for duty on all days of the month including Sundays / Holidays. In the event of regular Driver being not available, a substitute driver shall be arranged by the tenderer (contractor) at his own cost.
10. The vehicle will start its journey from Saraswati Dham, Jammu or any other location indentified by SMVDIME so as to reach SMVDIME Kakryal latest by 9.55 AM. The vehicle shall start its return journey from the said site at 5.15 PM only.
11. Parking location and timing of the vehicle can be changed at any time depending on the need / requirement of SMVDIME and the contractor shall be duty bound to comply with the same.
12. The successful tenderer shall have to execute a formal contract agreement with SMVDIME within a period of ten days from the date of allotment of contract wherein terms and conditions for execution of the contract shall be summarized. The terms and conditions of the EOI notice and allotment letter will form part of the contract agreement.
13. The successful tenderer / contractor shall be bound to follow the terms and conditions of the contract agreement and violation of any of the condition/s of agreement shall attract panel action or termination of the contract.
14. The payment shall be made on monthly basis to the contractor for which bill in duplicate will be submitted to the Executive Engineer / Project Engineer, SMVDIME who shall verify and forward the same to the Chief Accounts Officer, SMVDIME for payment.
15. The payment due to the contractor shall be released after deduction of TDS as per rates applicable at the time of such payment.
16. In the event of halt of vehicle due to any break down / un-serviceability, another vehicle shall be arranged and provided by the contractor within an hour to carry the staff of SMVDIME from such location, failing which penalty @ ₹ 3,000.00 per day of such halt / default shall be imposed and recovered from the bills / payments of the agency.
17. The contract can be terminated by either party by giving one month advance notice.
18. The tenderer / contractor shall be fully responsible to follow the rules of Transport / Traffic Department and for meeting all the obligations and requirements of labour laws, charges for leave arrangements, insurance etc. The payment of any claim / compensation on that account as may be payable, shall be the liability of the contractor solely and SMVDIME shall be in no way responsible for any misdeeds of the contractor with regard to violation of labour laws or any other law.
19. The contractor shall be fully responsible for transportation of any illegal material / unauthorized items in the vehicle by any commuter in the vehicle. The SMVDIME shall

not be in any case responsible for transportation of such material even if carried by staff of SMVDIME.

20. The responsibility to fulfill the terms and conditions of the contract shall be fully upon the tenderer / contractor even if the registration of the vehicle is on the name of any other agency / owner / partner / relative of the tenderer.
21. It shall be mandatory on the part of the tenderer / contractor to ensure general cleanliness and fitness of the vehicle so as to keep it travel worthy and particularly to take care in respect of the following:-
  - i) The vehicle should be duly registered with Govt. Transport Department and have all the required permits, licences and fitness certificate of the Competent Authority. The renewal of required permits / certificates shall be obtained by the contractor well in time.
  - ii) The driver of the vehicle should have valid driving license to drive heavy vehicle and able to communicate and understand both in Hindi and English. The driver should be polite, well behaved and in a clean uniform / dress and shall have to maintain discipline in the vehicle and parking site.
  - iii) The engine of the vehicle should be within the pollution emission limit and the vehicle shall be certified to be within such limit by the Competent Authority.
  - iv) The seats and cushions of the vehicle should be quite comfortable and always kept in good shape / condition.
  - v) The window panes and doors etc. should be properly fixed / fitted so as to ensure that dust does not enter inside the vehicle. The servicing of the vehicle shall be got done regularly and for that day another vehicle shall be provided by the contractor.
  - vi) The vehicle shall be comprehensively insured by the firm against any injury or death to the passenger/s travelling in it or any other party that may be hit by it. In case of accident / mishap etc. the contractor shall be fully responsible for all the consequences thereof. Copy of insurance documents will be furnished to the SMVDIME alongwith other documents in support of the requirement for record and reference.
22. The vehicle should have valid route permit to carry passengers for Jammu-Katra-Udhampur routes and should not be older than 2011 manufacturing year. Before acceptance of contract, the vehicle and its documents shall be inspected and checked by a Committee of SMVDIME to ensure that the vehicle is in good condition.
23. In case of any dispute arising out of the contract agreement and all matters connected therewith, the Chief Executive Officer, Shri Mata Vaishno Devi Shrine Board will be the Arbitrator and his decision shall be final and binding upon both the parties.
25. All the disputes shall be subject to jurisdiction of the Courts at Katra / Reasi.

**Medical Superintendent**

**Annexure to the Tender Notice issued vide No. SMVDIME/Veh./281/ 1637-40 dated 04.03.2014**

**(Tender Form for Hiring of Vehicle by SMVDIME, Kakryal)**

To

The Medical Superintendent,  
SMVDIME, Kakryal Katra

**Sub: Rate offer / tender for Hiring of Vehicle on monthly charges.**

Sir,

In reference to your EOI / tender Notice No. SMVDIME/Veh./281/\_\_\_\_\_ dated \_\_\_\_\_03.2014 regarding hiring of vehicle, I \_\_\_\_\_, S/O: Shri \_\_\_\_\_ owner / Chairman / Managing Director of (Name of the transport company) \_\_\_\_\_ having a fleet of \_\_\_\_\_ vehicles and \_\_\_\_\_ drivers hereby submit my tender for providing of service of vehicle particulars of which are given below to carry the officers / officials of Shri Mata Vaishno Devi Institute of Medical Excellence, Kakryal from Jammu to Kakryal (Katra) and vice versa as per the rates offered below: -

**1. Particulars of Vehicle:**

<b>S.No.</b>	<b>Description</b>	<b>Particular (to be recorded by tenderer)</b>
1.	Regd. No. of vehicle	
2.	Name and address of person in whose favour vehicle is registered	
3.	Class of vehicle	
4.	Classification / Type of vehicle	
5.	Month and year of manufacture	
6.	Seating capacity	
7.	Validity of fitness certificate upto	

8.	Permitted route of the vehicle	
9	Insurance policy No. and period of insurance	

**2. Rates offered:**

S.No.	Description	Amount / Rate quoted in Rupees
1	Fixed Monthly hire charges (The hire charges of vehicle includes all operational costs, including the cost of POL, salary of driver, maintenance and repairs, Road tax, insurance premium, renewal of registration / fitness certificate and any other charges for completing statutory formalities).	₹ _____ (Rupees _____ only)

I / We further affirm that I / We have read and fully understood the referred tender notice and agree to abide by all the terms and conditions laid therein, which are also being signed in token of acceptance.

After my / our offer is accepted, I / We will execute the formal agreement with SMVDIME within the prescribed time period and shall be bound by all the terms and conditions laid therein.

**Signature:** \_\_\_\_\_  
**Name**  
**(Capital Letters):** \_\_\_\_\_  
**S/O: Shri** \_\_\_\_\_  
**R/O:** \_\_\_\_\_  
**Telephone / Mobile No.** \_\_\_\_\_