

# NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 620 015. Tamil Nadu

Website: [www.nitt.edu](http://www.nitt.edu)



## NOTICE INVITING TENDER

Sealed Quotations are invited from the reputed ambulance service providers subjected to the following conditions so as to reach this office on or before **July 15, 2010, 3.00 PM**. The Quotation will be opened on the same day at **4.00 PM** in the presence of bidders or their authorized agents who may choose to present.

Tender Notification No.: NITT/Hospital/Ambulance/2010

Dated: June 23, 2010

Name of the work: Ambulance Vehicle Service

Quantity required: 1 No.

EMD Amount: Rs 10,000/- (Rupees ten thousand only)

Period for contract: Two years

Last Date of submission of Tender : July 15, 2010 up to 3.00 PM

Address for the submission of tender: The Registrar  
National Institute of Technology  
Tiruchirappalli – 620015. Tamil Nadu.

Date, time and place of tender opening :

**Date: July 15, 2010**

**Time: 4 PM**

**Venue: Transport Section, NIT-Trichy**

**1. Eligibility of organizations:**

- 1.1. The organizations who have operated and managed at least three advanced life support ambulances, preferably in and around Tiruchirappalli, Tamil Nadu.
- 1.2. The organizations should have a set of trained Emergency Medical Technician and Drivers as Ambulance Staff.

**2. Responsibility of bidders:**

- 2.1. To operate and manage advanced life support ambulances 24/7 under the supervision of the Concerned Medical Officers.
- 2.2. The Ambulance should be equipped with specified Equipments and consumables.
- 2.3. The ambulances should be manned 24/7 with trained emergency medical technician and driver trained in basic life support.

**3. Technical specifications for the ambulance vehicle:**

- 3.1. Vehicle with monocoque body with minimum wheel base of 3000 mm.
- 3.2. Provision for oxygen cylinders.

**4. Equipments and Consumables on Board:**

**4.1 Equipments:**

1. Tool kit
2. Bucket
3. Mug
4. Cleaning brush
5. Door mat
6. Bed sheet
7. Pillow cover
8. Pillow
9. Sputum mug
10. Bed pan
11. Oxygen delivery system equipment (jumbo cylinder - 6000 lit, portable cylinder - 650 lit and cylinder c-type)
12. Torch
13. Flow meter big & small
14. Humidifier
15. Supportive equipment
16. Stethoscope

17. B.P. Apparatus
18. Syringe infusion pump
19. Glucometer
20. Thermometer – digital/manual
21. I.V. Stand
22. Tourniquet

#### **4.2 Patient Lifting & Carrying Equipment :**

1. Folding Canvas Stretcher
2. Scoop Stretcher
3. Spine Board
4. Folding Chair

#### **4.3 Dressing & Bandaging Equipment :**

1. Mosquitoe forceps
2. Kidney Tray – Plastic
3. Tooth Forceps – Medium
4. Steel Scissors
5. Scalpel with blade
6. Steel Tray

#### **4.4 Personal Protective Equipment:**

1. Unsterile gloves
2. Sterile gloves
3. Face mask
4. Head cap
5. Plastic apron
6. Sterile plastic sheet
7. Goggles for eye
8. Mackintosh 2mtrs by 2mtrs
9. Catheters & tubes - consumables
10. Uro bags

#### **4.5 Consumables:**

1. Sterile surgical blades
2. Lysol spray antiseptic air freshener
3. Mosquito spray
4. Tissue paper roll
5. Bio-waste bags
6. Consumables spares
7. Spare torch battery
8. Spare laryngoscope battery

9. Spare laryngoscope bulb
10. Shift handing/taking over book
11. Savlon/Dettol
12. Hydrogen peroxide
13. Betadine solution
14. Clinical Spirit
15. Soft-touch Roller Bandage
16. Cotton Rolls, 200 gm
17. Large Safety Pins Assorted Sizes
18. Johnsons Adhesive Tape
19. Band Aids
20. Sprays (Relispray, Volini Spray, Coolex Spray)

**Other terms and conditions:**

1. EMD by Demand Draft drawn on any scheduled bank in favour of "The Director, NIT, Trichy" payable at Trichy should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected. The successful tenderer shall remit a security deposit @ 5 % on the contract value per annum and the EMD already remitted by the successful tenderer will be adjusted against the security deposit. The security deposit will be refunded without any interest at the time of termination of the contract.
2. The tenderer should give details of their technical soundness and provide list of customers of previous supply of similar items to Universities, Institutes or Government Departments/Undertakings/public sectors with contact details. The details of the agency/profile should be furnished along with the copy of all related documents.
3. The agencies should submit their rate as per the format given in Section I of the Notice Inviting Tender in this cover. Rate should be quoted in Indian Rupee. The rate should be quoted both in words and figures. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed.
4. Commitments for quick service in case of any break down.
5. The Institute reserves the right to cancel or reduce the quantity included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
6. Clarification of Tender Document: A prospective bidder requiring any clarification of the Tender document may communicate to the contact person given in this notice inviting tender.

7. Amendment of tender document: At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment
8. The Institute may at its own discretion extend the last date for the receipt of bids.
9. The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
10. The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.
11. The bidder should give a declaration regarding following issues while submitting the Tender.

Work Experience:- The Firm / Agency should have been registered as a Proprietary Firm / Partnership Firm / Registered Company / experience of five years in providing different types of vehicles to Government Departments / Public Sector Undertakings and reputed Private Sector Companies. Proof of experience and performance certificate.

12. Provisioning of vehicles: - The Tenderer should own minimum two ambulance vehicles and the proof of the same should be submitted along with Tender documents; otherwise the tender will be rejected.
13. The ambulance should not be more than three years old and should be in good conditions with well-maintained interior and exterior. The Tenderer should furnish the complete details of all the vehicles ( list of vehicles with registration No., details of ownerships, year of manufacture etc) along with the Tender; failing which the Tender shall be rejected.
14. The vehicle intended to be provided by the Tenderer under the Contract must be registered as Public Carrier and should conform to the Tamil Nadu transport rules. NITT will not be responsible for any complication arising out of any such contingencies.
15. Prior to commencement of the Contract, NITT officials shall inspect ambulance vehicle of the Tenderer. Also, during period of the Contract, there shall be periodical inspection of ambulance / documents. The Tenderer shall furnish photocopies of Registration Certificate, Comprehensive Insurance, Road Tax, and PUC etc, every year.
16. The ambulance mentioned in the Tender document shall be only operated by the Contractor throughout the tenure of the Contract. However, in case of change of vehicle, the Contractor will obtain prior permission from NITT. All other Terms & Conditions of the Contract shall apply to the replaced / substituted vehicle.
17. All expenses on account of fuel, oil, repair and maintenance of vehicles provided under the Contract shall be borne by the Successful Tenderer only. NITT shall not be liable to meet any such expenses.

18. No minimum usage will be assured by NITT to the Successful Tenderer.
19. Solvency Certificate: - The Tenderer should furnish the Banker's Solvency Certificate amounting Rs 5 Lakhs from any Nationalized / Scheduled Bank certifying the financial soundness of the Tenderer. If the Solvency Certificate is not attached alongwith the Technical Bid, the Tender shall be rejected.
20. Escalation / De-escalation of diesel price: - The escalation / de-escalation for petrol / diesel prices will be considered at the base prices of petrol @ Rs 50/- and diesel @ 38/- per liter, prevailing at the time of submission of Tender document. In case of increase / decrease in prices of petrol / diesel, NITT shall increase / decrease the per kilometer rate accordingly.
21. Maintenance of Records: - The Successful Tenderer shall have to maintain the Log Books and the format will be provided by NITT for entering the details usage. It should be noted by the Tenderer that without the signature of the Ambulance service availed person, the payment shall not be made to the successful Tenderer for the said trip.
22. Engagement of drivers: - The drivers engaged by the Successful Tenderer shall have minimum experience of five years, and NITT will have no liability whatsoever towards them. The drivers should have valid driving license and Passenger Badge as per RTO Rules as required under the Motor Vehicle Act. He should has good behaviour and courteous relationship with Passengers during the duty hours. Successful Tenderer shall be responsible for compliance of all relevant Labour Enactments.
23. The Successful Tenderer shall issue white uniform and Black Shoes with socks to all drivers engaged by him. NITT Logo should be stitched on the Uniform or the Firm's Identity Badges should be issued to the drivers. The Successful Tenderer should ensure that the drivers engaged by him are in proper uniform while on duty and they possess valid Driving Licene and Passenger Badge as per the RTO Rules.
24. The Successful Tenderer shall be held responsible for proper conduct, behaviour and safety of drivers engages by him. The drivers so engaged by the Contractor, shall be under his employment and disciplinary jurisdiction. However they shall be subject to the overall discipline of NITT.
25. The drivers engaged by the Successful Tenderer should be polite with pleasing manners, co-operative, disciplined and should not smoke or be drunk while on duty. The Contractor will be held responsible for the same, and under no circumstances NITT will be responsible for any obligations / liabilities.
26. Supervision of day-to-day activities: - The Successful Tenderer shall supervise effectively the operation of vehicles and drivers and follow all the instructions and requirements given by the Transport Department Officials. Depending upon the availability, NITT shall provide a rest room to the driver duty the hours.
27. Obligations under Motor Vehicle Act, 1954: - All the obligations under the Motor Vehicles Act, 1954 amended from time to time shall be complied by the Successful Tenderer.

28. Compliance of Statutory requirements:- The Successful Tenderer shall ensure that the statutory requirements as per the Enactments are complied for his staff during the tenure of the Contract. He shall ensure compliance of all the provisions of various Labour Enactments viz. The Minimum Wages Act 1948, The Payment of Wages Act 1936, The Workmen's Compensation Act 1923, The Employees Provident Fund & Miscellaneous Act 1952, and any other Labour Enactments as may be applicable from time to time.
29. Industrial Dispute: - The staff engaged by the Successful Tenderer shall have no claim whatsoever on NITT and shall not raise any industrial dispute either directly or indirectly with or against NITT in respect of their service conditions as long as they are engaged at NITT's premises for execution of the Contract.
30. Insurance coverage: - The Successful Tenderer shall comprehensively insure the vehicles intended to be deployed at NITT during the Contract. NITT shall in no way be liable for compensation, damages, penalties, fine etc, in any such event and under any circumstances, from any Party. He shall deposit a copy of Insurance Policies of the vehicles intended to be deployed for NITT Duty along with the Tender document. The Insurance Policies shall have to be renewed from time to time till termination of the contract period. He shall follow the Security Rules, as applicable from time to time.
31. Verification of Character & Antecedents:- The Successful Tenderer shall submit verification of his Character & Antecedents from Police Authorities at the time of commencement of the Contract. He shall also ensure that the verification of the drivers employed by him is submitted in the form of an Affidavit, at the time of commencement of the Contract, along with the list of drivers.
32. Accidents/ Breakdown of vehicle: In case of break downs/ accident enroute, the driver should immediately inform over telephone about the incident to NITT Transport Authorities and the Successful Tenderer for making immediate alternate arrangements to transport the passengers. He shall liaise with Traffic Police, RTO Authorities as well as Court proceedings including M.V. Act claims to complete all formalities. NITT should not be made to bear any expenses in this regard.
33. Penalties on account of poor maintenance of vehicles: - The Successful Tenderer shall have to provide and maintain all the vehicles in good condition and if any complaint is received, he will have to promptly change the particular vehicle and provide an alternative vehicle without causing interruption to normal services. In case the condition of the vehicle is found to be poor during inspection, the same will be corrected immediately otherwise the following penalties will be imposed by the transport department of NITT and deducted from the his monthly bill.
34. Deduction of Taxes: - The Income Tax as per Rules shall be deducted from the bill. The Successful Tenderer shall be solely liable to pay all taxes under the Motor Vehicle Act and Rules of any other Act as applicable, whether framed by the Central Government or State Government. All statutory deductions such as TDS etc wherever applicable, but not limited to this list indicated, shall be deducted from the bills payable to the Successful Tenderer at the applicable rates from time to time.

35. Payment of Professional Tax: - The Successful Tenderer shall be responsible for payment of Professional Tax, as decided by the Appropriate Authority from time to time and submit the proof thereof to NITT.
36. Mode of payment: - The Successful Tenderer shall raise the bills in triplicate, once in a month and submit the same by 05<sup>th</sup> of every month to the Transport Section, NITT along with latest copies of Service Tax Challans, receipts of Toll Tax & Parking charges, Duty Slips, Log Books duly certified and signed by the Users indicating the time of reporting / time of release, and opening and closing kilometer readings while releasing the vehicle. Payment will be made by NITT once in a month. Income Tax and other statutory taxes / levies will be deducted as per the Rules. The time and kilometer reading while reporting / releasing the vehicle by user, will be the basis of billing. If duty slip is not certified by the concerned beneficiary, the payment will not be paid to the Contractor for the said trip.
37. Period of Contract: - The Contract shall be valid for a period of two years i.e. from date of contract. NITT reserves the right to terminate the Contract awarded at any time during the currency of the Contract without assigning any reasons by giving two month's notice in advance in writing. The Successful Tenderer shall be required to give three month's advance notice in writing for termination of the contract, failing which the security deposit [Bank Gurantee] shall stand forfeited.
38. Under no conditions the Contractor for his staff shall claim the benefits of NITT Rules, Wages & Allowances, facilities etc.
39. The Tender as furnished shall remain open and valid for a period of three months from the date of opening.
40. NITT shall not be responsible for delay or non-receipt of tender documents during transit by Post.
41. NITT reserves the right to reject any or all Tenders without assigning any reason thereof. NITT also reserves the right to fix one or more Contractors to supply vehicles at lowest rates.
42. **Dispute:- In case of any dispute between the Successful Tenderer and NITT, the decision of Madurai High Court Jurisdiction shall be final and binding on both Parties.**



**Section: I**

**AMOUNT DETAILS**

(To be used by the bidders for the submission of bid)

1. Name of the work :
  
- 2 Specifications confirming with the item 4 :
  
3. Vehicle rent and salary of ambulance drivers per month :
  
4. Vehicle running charges (Preferably Rupees per kilometer) :
  
4. Taxes and other charges (Provide complete details) :
  
5. Service guarantee details :
  
6. Other relevant information :
  
  
7. Name and address of the firm for placing the work order :
  
  
8. Signature of the bidder :
  
  
9. Name and designation :
  
  
- 10 Business address :

Place:

Date:

Seal of the bidder firm

**Section II: Contract Form**  
**[ To be provided by the bidder in the business letter head ]**

{Name of the Supplier's Firm) hereby abide to provide the Ambulance Vehicle with specifications confirming with item 4 of tender document without any defects and deviations if the work order is awarded.

Service will be rendered to the satisfaction of NIT, Trichy during this period.

Signature of the Bidder : .....

Name and Designation : .....

Business Address : .....  
.....  
.....

Place :

Date :

Seal of the Bidder's Firm