

# **TENDER DOCUMENT**

**FOR**

# **FABRICATION & ALTERATION** **OF** **INSTITUTE AMBULANCE**

**Tender Reference No: IISERT/Fabrication Services/06/2022**

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**TENDER NOTICE**

**Tender Reference No. IISERT/ Fabrication Services/06/2022**

**TENDER FOR FABRICATION & ALTERATION OF INSTITUTE AMBULANCE**

Indian Institute of Science Education and Research Tirupati is a Premier Autonomous Institute of National Importance under the Ministry of Education, Government of India.

The Director, IISER Tirupati invites online bids (**e-Tender in two bid system**) for **Fabrication & Alteration Services** for Institute owned Ambulance (Tata Winger (A/c) 2018 make) as per the below requirement.

**Ambulance Interior Fabrication Requirements:**

S. No:	PARTICULARS	QUANTITY
<b>I</b>	<b>PATIENT CABIN:</b>	
01	All door pad, All side wall panelling, Interior top by FRP, Aluminium foil covered Glass wool insulation between vehicle cell and fibre.	01
02	Flooring: Scratch resistant, antibacterial, antifungal material of marine ply with vinyl	01
03s	Complete wiring, short circuit breaker switch for 220 V ac line&12 V line. Fuses with fuse box for all 12 V line and all electrical safety measures.	01
04	220Vac outlet plug points.	01
05	600 VA , High frequency inverter.	01
06	3w LED Light	01
07	Overhead cup board on RHS of the ambulance	01
08	Ventilator, monitor, defibrillator and infusion pump fitting provision on RHS of the ambulance	01
09	Provision for spine board and scoop stretcher	01
10	220v,5w top mounted patient examination light	01
11	Surgical item storing facility on RHS of the ambulance	01
12	External EB provision	01
13	12v Fan	01
14	Dustbin and fire extinguisher	01
15	Medicine box with 8-10 drawers/fixed crash cart	01
16	FRP wash basin, electrically foot switch operated with 25 litre water tank capacity	01
17	I V bottle hook with bottle holder	01
18	Infusion pump handle	01
19	Re-installation of Air conditioner	01
20	Vertical mounted B Type cylinder provision(4 no:s)with oxygen regulator, concealed O2 pipe line	01

	system,O2pressure manometer, low O2 visual and audio alarm,O2 outlet with flow meter and dedicated O2 outlet for ventilator	
<b>II</b>	<b>DRIVER CABIN</b>	
01	12v fan and 12 V/5W tube light	01
<b>III</b>	<b>THE FOLLOWING ITEMS/PARTICULARS ARE ALREADY AVAILABLE WITH THE AMBULANCE,BUT MAY REQUIRE ALTERATION WITH ARRANGEMENT</b>	
01	Multi functon stretcher /Trolley	
02	Patient cabin:-Retractable Doctor seat and Patient attendant seat (2 seater) with safety belt.	
03	Driver cabin: Regin Upholstery covering.	
04	Exterior: UV radiation resistant sun control film	
05	Exterior painting work completed	
06	Branding work (with institute name and logo).	
07	Bigger foot rest	
08	Red and blue high illuminating LED side blinking light	
09	Blue and red siren lights,80W siren amplifier	
10	Stepney alteration	

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in) and the bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender. No manual bids will be accepted.

**Technical Bid** and **Financial Bid in excel sheet** should be submitted in the E-procurement portal. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

### Important Dates of Tender

Sr.	Particulars	Date	Time
1	Date of Online Publication / Download of Tender	01/06/2022	11:45 Hrs.
2	Pre-Bid Meeting	06/06/2022	15:30 Hrs.
3	Bid Submission Start Date	07/06/2022	15:00 Hrs.
4	Bid Submission Close Date	16/06/2022	15:00 Hrs.
5	Opening of Technical Bids	17/06/2022	15:00 Hrs.

**Pre-Bid Meeting:** In view of Covid-19, IISER Tirupati will be conducting a Pre-bid conference through Google Meet on. **06/06/2022** from 03:30 PM to 04:30 PM (IST). All prospective bidders are requested to kindly send their queries through email at [purchase@iisertirupati.ac.in](mailto:purchase@iisertirupati.ac.in) so as to reach the latest by **05/06/2022**. Clarifications to all the queries received before the due date will be given during the Pre-Bid Meeting and only the queries which remain unclarified (or) the queries which have an impact on the change in tender terms and conditions will be mentioned in the minutes of the pre-bid meeting and the same will be uploaded on our website and CPPP portal. No queries will be entertained after the Pre-bid meeting. In the event of all queries received being clarified during the pre-bid & if there are no changes in the tender terms and conditions then the NIL report will be uploaded in the website and CPPP portal.

The Google Meet id will be personally sent via email to the vendors interested in attending the Pre-Bid conference upon their request. Vendors interested must send a request for access to the Pre-Bid conference at [purchase@iisertirupati.ac.in](mailto:purchase@iisertirupati.ac.in). Bidder attending Pre-Bid conference via Google Meet must ensure of active and uninterrupted high-speed internet connection with a working microphone and camera from their end. In case of frequent disconnection (or) bad connection, IISER Tirupati will not be responsible for the same and no further correspondence will be entertained post the date of the Pre-Bid meeting.

**Amendment to Bidding Documents:**

At any time prior to the due date for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

All prospective bidders who have downloaded the Tender Document should visit the Institute website regularly for the changes / modifications in the Tender Document. The changes/modifications would also be hosted on the website of the Institute and all prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.

The Director, IISER Tirupati reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all tenders at any stage without giving any notice or assigning any reason and not bound to accept the lowest tender keeping in view the Interest of the Institute. The decision of the Director, IISER Tirupati in this regard shall be final and binding on all.

**REGISTRAR**

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

#### **REGISTRATION :**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) ) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their account.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS / nCode/ eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrolment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

### **SEARCHING FOR TENDER DOCUMENTS:**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS:**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with a black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.
5. **Financial Bid for Annexure-II is to be submitted as per BOQ (excel sheet)**

**SUBMISSION OF BIDS:**

1. Bidder should log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
4. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
5. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
6. Kindly add scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

**ASSISTANCE TO BIDDERS**

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**.



**TECHNICAL BID**

**TENDER FOR FABRICATION/ALTERATION SERVICES**

**PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE**

**OF THE TENDERING AGENCY / FIRM / COMPANY**

**Ref.:** Advertisement for Tender on the Institute website and CPP Portal dated 01/06/2022 in connection with providing Fabrication/Alteration Services for Ambulance (Tata Winger A/c 2018 make ) owned by IISER Tirupati under Terms & Conditions as per **Annexure-I**.

<b>Sr.No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the agency / firm / company	
2	Address of the Office of the agency/firm/company Land Line No Mobile No Email	
3	Legal status - Individual / proprietary / partnership firm / limited company / corporation, etc.) (Submit a copy of the appropriate registration certificate)	Submitted / Not Submitted
4	Name, designation, and details of the contact person. Land Line No Mobile No Email	
5	Month and Year of commencement of Ambulance fabrication/alteration/manufacturing business.	

6	<p>Statutory details of agency/firm/company <b>(Relevant Photocopies to be submitted):</b> 1] In the case of the company, registration number issued by Registrar of Companies. (or) 2] Registration number of the firm (Issued under State Shops &amp; Establishment Act) 3] Permanent Account Number (PAN). 4] Goods and Service Tax – Registration number. <b>[These documents are mandatory for the bids to be considered]</b></p>	
7	<p>Agency/firm / company should have an annual turnover of at least Rs. 25 lakhs in the fabrication/alteration/manufacturing of Ambulance business alone in each of the three previous financial years. Relevant supporting documents duly certified by the Chartered Accountant to be submitted.</p> <p>Submit copies of the audited Balance Sheets duly certified by the Chartered Accountant and income tax returns filed for all the financial years 2018-2019, 2019-2020 &amp; 2020-2021</p> <p><b>[These documents are mandatory for the bids to be considered]</b></p>	<p>Financial Year - 2020-2021: Rs. _____ Financial Year - 2019-2020: Rs. _____ Financial Year - 2018-2019: Rs. _____</p> <p>Submitted / Not Submitted</p>

8	<p>Agency/firm/company should have <b>minimum 3 years of experience in providing fabrication works</b> towards ambulance vehicles in Central / State Government Organizations / Government funded Autonomous Bodies / Government funded Academic Institutions / Super Speciality Hospitals/ Multi Speciality Hospitals of repute who have been in the medical care sector for atleast 3 years <b>in any of the last three financial years as mentioned above in point No.07.</b></p> <p><b>Submit work completion certificates given by present and past clients which must clearly give full details including total amount charged for the fabrication work done for the ambulance.</b></p> <p><b>(ILLEGIBLE, IRRELEVANT &amp; INCOMPLETE CERTIFICATES/DOCUMENTS WILL NOT BE ACCEPTED, AGREEMENTS WILL NOT BE CONSIDERED AS EXPERIENCE CERTIFICATE)</b> <b>[These documents are mandatory for the bids to be considered]</b></p>	<p>Yes / No</p> <p>Submitted / Not Submitted</p> <p>Submitted / Not Submitted</p>
9.	<p>In case the tender is signed by the person other than the sole proprietor/owner, authorization given by the Executive Body authorizing the officer / partner for signing the tender documents for this tender to be submitted on letter head duly signed &amp; stamped.</p>	<p>Submitted / Not Submitted / Not Applicable</p>
10.	<p>Submit details regarding financial resources, fixed and movable assets on letter head duly signed &amp; stamped.</p>	<p>Submitted / Not Submitted</p>
11.	<p>Submit affidavit in the prescribed format (Annexure-III) on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate / Notary Public.</p>	<p>Submitted / Not Submitted</p>



12	Submit acceptance (Annexure-VI) certificate on a letter head in the prescribed format.	Submitted / Not Submitted
13	Submit all pages of the tender document that are signed by the tenderer	Submitted / Not Submitted
14	Submit Bid Securing Declaration form placed under (Annexure-IV) on a letter head in the prescribed format.	Submitted / Not Submitted
15	Submit No Relationship Certificate placed under (Annexure-V) on a letter head in the prescribed format.	Submitted / Not Submitted
16	Any other information relevant to the Tender	

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of Tenderer**  
Name, Address rubber stamp

**Annexure-I**

**Terms and Conditions of tender.**

- 1) The service provider should be proprietorship/partnership/registered firm/company and the vehicle(s) should be registered in **INDIA ONLY**.
- 2) The service provider should have a minimum of 3 years of experience in providing in providing fabrication works towards ambulance vehicles to any Central / State Government Organizations / Government funded Autonomous Bodies / Government funded Academic Institutions / Super Speciality Hospitals/ Multi Speciality Hospitals of repute who have been in the medical care sector for atleast 3 years.
- 3) Must provide minimum one year complete service & warranty for free of cost for the fabrication/alteration work done by the service provider.
- 4) The work order for providing fabrication works towards ambulance vehicle will be given to the lowest responsive bidder (L 1) who fulfills all the terms and conditions given in the tender document. In case of multiple tenderers emerging as the lowest bidder (L 1), the contract shall be then awarded to the L 1 who will provide highest period for service & warranty for free of cost service i.e more than one year basic service & warranty for free of cost . In case of multiple tenderers emerging as the lowest bidder (L 1), even after comparing highest period for service & warranty for free of cost service then the (L 1) with the highest average annual turnover of the last 3 years work based on the certificate of experience submitted along with tender and performance record at other sites.
- 5) The service provider should have valid statutory **sanctions/registrations/permits required to run the business and the same is to be produced as and when required.**
- 6) The quotations should be submitted online only. Late submission of quotations will be rejected summarily.
- 7) This office reserves the right to REVISE/MODIFY/AMEND the requirements of fabrication works, if necessary.

- 8) The service provider shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without the prior written consent of IISER Tirupati.
- 9) The tenderer should ensure that after getting the work order for fabrication/alteration of Institute Ambulance, the work must be completed within 30 working days from the date of award of the contract and deploy fully fabricated vehicle as per requirement at IISER Tirupati.
- 10) Undertaking with reference to compliance of all the tender terms and conditions is to be submitted by the tenderer along with technical bid.
- 11) **The Service Provider shall undertake to indemnify the Institute against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of damages to the Institute Ambulance during the fabrication process or annual service process.**
- 12) The service provider and the IISER Tirupati shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues/disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Tirupati.
- 13) **All charges towards to and fro transportation of the Institute vehicle(Ambulance) for fabrication/alteration/annual service shall be borne by the service provider.**
- 14) **Penalty @ INR 1000/- per day will be charged from the service provider, if the work not completed within thirty working days of award of the contract. Penalty shall be levied from the day following the day of completion of thirty working days.**
- 15) The Competent Authority, reserves the right to reject any quotation without assigning any reason whatsoever.
- 16) No conditional bids shall be entertained by this Office and all conditional bids will be summarily rejected.



17) **ILLEGIBLE, IRRELEVANT & INCOMPLETE CERTIFICATES/DOCUMENTS WILL NOT BE ACCEPTED, AGREEMENTS WILL NOT BE CONSIDERED AS EXPERIENCE CERTIFICATE.**

18) In case of any dispute of any kind and in any respect whatsoever, the decision of the Institute shall be final and binding.

19) At present, the Institute vehicle (Ambulance) is at the below mentioned address: -

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, TIRUPATI  
Transit Campus: C/o. Sree Rama Engineering College Campus,  
Mangalam B.O., Tirupati – 517 507, Andhra Pradesh, India.**

ANNEXURE -II

Basic details to be quoted by bidder while quoting price bid

S.No.	Vehicle type to be fabricated/ Altered as per the requirement given in tender document	No. of Vehicles For fabrication/ alteration	Warranty period (in months) (Minimum 12 months)	Free Service (in months) (Minimum 12 months)	Total Charges for fabrication/alteration of Institute ambulance as per the requirement given in tender document (Incl. of all taxes) INR.
1	Tata Winger (A/c) 2018 make (Ambulance)	1			

**Note: Bidder will be disqualified if they revealed price bid while submitting technical bid**





**ANNEXURE -III**

**(To be furnished on non-judicial stamp paper of Rs. 100/- duly attested by a Magistrate/Notary Public)**  
**(To be submitted along with technical bid)**

**AFFIDAVIT**

I/We (Name)\_\_\_\_\_Contractor/Partner/Sole Proprietor  
(strike out which is not applicable of (Firm) \_\_\_\_\_ do hereby solemnly affirm and  
declare that the individual/firm/company is not black listed by any Government Department  
or an autonomous body.

**DATE, THE day of 2022**

**DEPONENT**

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

Verified that the content of above affidavit is true and correct to the best of my/our  
knowledge and belief. No part of it is false and nothing has been kept concealed there from.

**DATE, THE day of 2022**

**DEPONENT**



ANNEXURE - IV

**Bid Securing Declaration Form**  
**(To be submitted along with technical bid On Company Letterhead)**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: \_\_\_\_\_ (insert signature of person whose name and capacity are shown)

in the capacity of \_\_\_\_\_ (insert legal capacity of person signing the Bid Securing Declaration)

Name: \_\_\_\_\_ (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



**ANNEXURE - V**

**NO RELATIONSHIP CERTIFICATE**

**(To be submitted along with technical bid On Company Letterhead)**

1. I/We hereby certify that I/We\* am/are\* related/not related (\*) to any officer of IISER Tirupati. (If Related provide the details of the employee)
2. I/We\* am/are\* aware that, if the facts subsequently proved to be false, my/our\* contract will be rescinded with forfeiture security deposit and I/We\* shall be liable to make goods the loss or damage resulting from such cancellation.
3. I/We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:



**Annexure-VI**

**ACCEPTANCE CERTIFICATE**

**(To be submitted along with technical bid On Company Letterhead)**

I..... (Designation)..... of (Name of the Company) .....

do hereby certify that I have fully read, understood and accept all the terms and conditions of the tender No. **IISERT/Fabrication Services/06/2022** for providing of fabrication/alteration services as per requirement given in the tender document to the Ambulance owned by IISER Tirupati.

Signature of Authorized Signatory

**Company Seal / Stamp**

**Date:**

**Place:**