

**NOTICE FOR HIRING AMBULANCE SERVICES**

Tender No: IITPKD/ADMN/013/2018

Date: 18.05.2018

Due Date of the tender: 08.06.2018 at 3.00 PM

Indian Institute of Technology Palakkad invites sealed tenders under single bid system from reputed and experienced parties having experience of providing Ambulance Service to Institutions/Organisations (Please attach supporting documents for verification purpose) for transporting patients to nominated / nearby hospitals for a period of one year from the date of Agreement, extendable further on mutual consent subject to satisfactory performance under the same condition of contract including the rate.

SL No	EMD	Scope of Work	Make / Model	Last Date of Tender Submission
1.	Rs. 10,000/- EMD in the form of Indian Institute of Technology Palakkad Payable at Palakkad	Hiring of Ambulance Services with dedicated driver for Transit Campus, IIT Palakkad , West Pudussery , Kanjikode, Palakkad-678 623	Make : Tata Winger / Force Traveller/ SML Isuzu Model : 2016 or latest	08.06.2018 at 3.00 PM

General Specification of Ambulance

- Stretcher preferably foldable.
- Seats for attendant/companion.
- Oxygen cylinder cage with mask storage facility.
- IV Bottle holding hook.
- First Aid box.
- Electric plug point.
- Blinkers and Hooters.
- Facility of drinking water.
- Fan for the patient and proper cabin lights.
- Detailed technical specification of the Ambulance is given in Annexure A.

The EMD amount as indicated above shall be submitted along with the Bid through demand Draft drawn in favour of Indian Institute of Technology Palakkad Payable at Palakkad. In the event of non submission EMD of the Bid is liable to be rejected.

Late or incomplete tenders are liable to be rejected. The envelope containing the Bid (Both technical and financial) should be superscribed as Tender for Hiring of Ambulance Services.

General Terms and Conditions:-

- (1) The Ambulance set up must be registered not before the **year of 2016** with specific make and model and must have valid permit.
- (2) The Ambulance described above are required for **24 X 7 on monthly basis**. The drivers/helpers deployed beyond normal duty hours should be compensated as per the Minimum Wages Act as notified by the Ministry of Labour from time to time by the contractor, without any additional financial burden on the institute. For that purpose, the drivers/helpers will be considered as employees of the contractor. IIT Palakkad in no way shall be considered as a party to any dispute between the employee (Drivers/Helpers) and employer (Contractor/Firm/Agency). In case of the absence of the driver, the Agency has to immediately provide the substitute.
- 3) The Agency will take care of Insurance of the Ambulance as well as of its driver at its own cost.
- 4) The driver running the Ambulance should have valid driving license issued by the Regional Transport Office (RTO) and the Ambulance should be registered with the competent authority. A Certificate to this effect should be provided. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Original copies of Registration, Insurance of Vehicle & Driving License of driver must be produced before engagement of Vehicle. He should have the knowledge and experience to gently handle the patient and take to the hospital.
- 5) In case of requisition/seizure of the Ambulance by the RTO or any other Authorities, it will be the Agency's responsibility to get the Ambulance released and during such period of requisition/seizure, the Agency will have to arrange alternate Ambulance.
- 6) The driver should have knowledge of vehicle mechanism so that he could attend minor repairs and should be well conversant with the roads and routes of Palakkad area.
- 7) The driver must observe all etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform to be decided by the institute at the time of engagement for which no extra payment will be provided and must carry a mobile phone in working condition, for which no separate payment shall be made by the Institute. The Agency at its own cost, should provide a mobile phone to all its drivers engaged to this institute.
- 8) A log book has to be maintained making all the entries of the movements of the Ambulance on duty.
- 9) Driver selected by the agency will be assessed by the institute before his engagement is finalized.
- 10) The agency shall be responsible for any thefts/burglary/damage caused to the Students/Employees/Guest of the institute travelling in the Ambulance. The compensation arising out of such activities shall be borne by the Agency.
- 11) All Maintenance servicing of the Ambulance should be done by the Agency at its own cost. The interior and the exterior conditions of the Ambulance should be well maintained. Routine Maintenance/servicing of the vehicles should be done by the Agency once in a month at its own cost.
- 12) The Contractor should provide Diesel / Petrol to the vehicle at his own cost.

- 13) In case of break down, the Agency will be responsible for repair and maintenance of the Ambulance and will arrange alternate Ambulance within one hour, Institute will not pay any type of compensation for maintenance of the Ambulance.
- 14) Total breakdown period excluding routine maintenance in a year should not exceed 12 days.
- 15) If the Ambulance is hypothecated to a Bank or any Financial Institute, the Hiring Agency has to produce concurrence of the Bank/Financial Institute.
- 16) The Agency shall be abided by all statutory laws, rules and regulation of the state Govt. / Central Govt. as per jurisdiction.
- 17) No manpower should be engaged exclusively for this contract; when the contract terminates there shall be no physical or moral pressure on the institute, on grounds of person displaced from job. The institute shall not entertain such claim.
- 18) The vehicle can be de-hired giving prior notice of one month considering the requirement of the institute for which no payment will be made by the institute. In case of unsatisfactory services the work order of the Agency may be terminated giving one week's notice.
- 19) The contract cannot be outsourced to third party.

GENERAL INFORMATION ABOUT THE TENDERER

1.	Name of the Tenderer /Agency	
2.	Office Address (with Telephone, Mobile and Email id)	
3.	PAN No. and GST No. of the firm (Pan card should be in the name of registered company)	
4.	Working experience of the firm (in years) proof to be enclosed	
5.	Ambulance Make & Models, Make of the vehicles owned by the firm (proof to be enclosed)	
6.	The vehicle should have certificates such as driver's license, RC Book, Emission certificate FC, Insurance etc. (Proof to be enclosed)	
7.	Certificate of the valid insurance	
8.	EMD amount of Rs.10,000 /- in the form of demand draft drawn in favour Indian Institute of Technology Palakkad payable at Palakkad	
9.	Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of the tender document.	

Declaration of Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself to abide by them.

Signature of the Tenderer with seal:

Name:

Seal:

Office Address:

FINANCIAL BID
(Please quote your rate)

Sl. No	*Tata Winger / Force Traveller/ SML Isuzu	Manufacture	Fuel used (Average-Mileage per liter of fuel)	Monthly Charges/rental of ambulance including Driver on 24 hours basis and maximum up to 1000-k.m per Month	Rate per Km if more than 1000-Km Per Month	Remarks
1.						

List of documents enclosed:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Note: Rates quoted by the Tenderer, should be all inclusive and he shall borne all the expenditure to be incurred on Ambulance

Signature & Seal of the Tenderer

Place:

Date :

Full Name of the Tenderer

**GENERAL AND TECHNICAL SPECIFICATION FOR AMBULANCE
OTHER STANDARD EQUIPMENTS/ ACCESSORIES:**

1. Minimum Seating capacity	Patient + 3
2. Other Specification	As prescribed by Automative Research Association of India (ARAI) and prescribed government norms, from time to time for running of patient transport ambulances.
3. Stretcher	Yes. Foldable stretcher
4. Foldable Carrying Chair	Yes. Foldable Wheel Chair
5. Medicine Cabinet	Inbuilt
6. Oxygen	Oxygen cylinder cage with filled oxygen cylinder, flow meter, humidifier with separate mask of adult and paediatric. The ambulance service provider should obtain the explosive certificate for oxygen cylinder. The oxygen level as per standard and permissible limit has to be maintained by the service provider at his/her own cost.
7. IV Hook	Atleast at three locations on roof top plus one additional on side wall, inside the patient compartment/ cubicle
8. Patient Compartment Illumination	Atleast two points on top roof
9. Warning Lights	Roof mounted as per ARAI specifications. Should have revolving flashers and light indicating emergency while transferring seriously ill patients
10. Siren	High intensity roof mounted to draw public attention to make way in high density traffic
11. Exterior Design / Painting	As per standard guidelines and specifications issued by ARAI and Govt. of India guidelines issued from time to time for Ambulances
12. Fire Extinguisher	Yes. Portable Fire Extinguishers should be provided.