

Purchase Committee

GOVT. MEDICAL COLLEGE & ASSOCIATED HOSPITALS JAMMU

Standard Bidding Document

Name of the Group: **Manning of Parking Places in Govt. Medical College Hospital Jammu**
(For the Year: 2018-19 spread over the year 2019-20)

E-Tender Notice NO: **07 of 2018**

Tender ID: _____


Approved Firm _____

PURCHASE COMMITTEE
GOVT. MEDICAL COLLEGE & ASSOCIATED HOSPITALS JAMMU
e-tender Notice No: 07 of 2018

For and on behalf of the Governor of Jammu & Kashmir State, e-tenders are invited from the Firms who are registered with Health & Medical Education Department of J&K State for **Manning of Parking Places at Govt. Medical College Hospital, Jammu for the year 2018-19 spread over the year 2019-20**

S. No.	Particulars of the tenders	Cost of tender fee	Earnest Money	Res. Bid	Date of Opening of Bid
01	Manning of Parking Places at GMCH, Jammu for the year 2018-19 spread over the year 2019-20	Rs. 750/- only	Rs.1.00 lacs only	Rs. 21.30 lacs	06-10-2018 at 1300 hrs or any other date convenient to the committee.

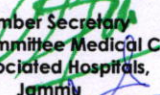
- The tender document for the above job can be seen on the web site **www.jktenders.gov.in** from **08-09-2018 (16:00 hrs.)**
- The tender documents can be downloaded from the above website from **08-09-2018 (1700hrs)** onwards.
- Pre-Bid meeting shall be held in the conference hall of the **Principal, GMC Jammu** on **22-09-2018 at 1100 hrs**
- The bids shall be deposited in electronic format on website **www.jktenders.gov.in** from **24-09-2018 (1400 hrs) upto 04-10-2018 (1600hrs) only.**
- The uploaded bids on the website will be opened on **06-10-2018 (1300hrs)** in conference hall, Principal Govt. Medical College Jammu in presence of bidders who wish to attend. In case of holiday on the date of opening of bid, bids will be opened on the next working day at the same time and venue.
- Cost of tender document (in shape of DD) & earnest money (**in shape of CDR/FDR**) in original favouring **Member Secretary, Purchase Committee Govt. Medical College & Associated Hospitals Jammu** should reach in office of **Member Secretary Purchase Committee, Govt. Medical College Jammu** through speed post/Regd. Post/Courier before due time of submission of bid alongwith other documents at "A". Rate Contract Committee shall not be responsible for any delay due to any reason.
- Original copy of affidavit on Rs.50/- stamp paper duly attested by **1st Class Judicial Magistrate** with the effect that:-
 - The documents/catalogues etc enclosed with the Tender are original & genuine and have not been tampered or fabricated.
 - The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
 - If any thing found wrong at any stage, I will be personally responsible for the same.
- Complete bidding process will be on line (Price bid not to be submitted in physical form)
- Tenderers willing to get their firms registered for filing the tenders may get their firms registered upto the Pre-bid meeting after submitting the requisite formalities.


Chairman
Purchase Committee
Govt. Medical College & Associated Hospitals,
Jammu

No: GMC/PC/ 1748
Copy to the:-

Dated:- 07 - 09-2018

- Principal Secretary to Govt. Health & Medical Education Department, Civil Secretariat, Srinagar for information
- Principal, Government Medical College, Jammu for inf. and necessary action.
- Medical Superintendent, GMCH/SMGS/CD/SSH/Psy Diseases Hospital Jammu for inf. & n.a.
- Joint Director Information Department Jammu for publication of Tender Notice in at least two leading local papers and two national papers with largest circulation. The cuttings may be sent to this office for confirmation.
- I/c Web zone for information and to place the tender on the website of Govt. Medical College Jammu for wider publicity.


Member Secretary
Purchase Committee Medical College
& Associated Hospitals,
Jammu

Instruction to bidders regarding e-tendering process:-

1. The interested bidder can download the NIT/bidding document from the website <http://jktenders.gov.in>
2. To participate in bidding process, bidders have to get (DSC) "Digital Signature Certificate" as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any NIC/Govt. approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the NIT.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with bid.
6. The department will not be responsible for delay in online submission of bids whatsoever reasons may be
7. All the required information for bid must be filled and submitted online
8. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender documents. The original instruments in respect of cost of documents, EMD and relevant documents be submitted to the Tender Inviting Authority by Registered post/courier as per time schedule specified.
9. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
10. Bidders can contact the undersigned for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
11. Bidders are advised to use "My Documents" area in their user on <http://jktenders.gov.in>, e-tendering portal to store important documents like Balance sheet, GST Registration, Tax Clearance Certificate, IT certificate, and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
12. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
13. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
14. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>

Handwritten signature and initials in black ink, consisting of a stylized signature followed by the letters 'A' and 'S'.

INSTRUCTIONS FOR BIDDERS

1. The tenderer should be registered with Health and Medical Education Department. Those tenderers who are interested to get their firms registered may get themselves registered only upto the Pre-bid meeting date and time. Thereafter no fresh registration shall be done.
2. Tenders to be submitted in electronic form only under two cover system.

A) COVER 1st (Technical Cover) should contain:

1. Scanned copy of tender fees
2. Scanned copy of EMD.

CDR/FDR Format:

Received from M/s...ABC...pledged to the Member Secretary, Rate Contract Committee, Govt. Medical College, Jammu

3. Scanned Copy of an affidavit on Rs.50/- stamp paper duly attested by **1st Class Judicial Magistrate** with the effect that:-

- i. The documents/catalogues etc enclosed with the Tender are genuine and have not been tampered or fabricated.
- ii. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
- iii. If anything found wrong at any stage, I will be personally responsible for the same.

4. Scanned copies of below mentioned documents shall be loaded in "My Document" area for bidders:

- a) Certificate of Registration with Labour Department.
- b) Certificate of Experience in form of completion certificates, if any.
- c) Pan Card of the Tenderer / Agency/ Organization.
- d) Pan based copied of ITR for the preceding year

Original of below Mentioned Documents have to be submitted with the office of the Member Secretary Purchase Committee Medical College & Associated Hospitals, Jammu

1. Tender Fee and EMD
2. Affidavit
3. Annexure "A", "B", "C"

Absence of any one mentioned above may lead to rejection of tender outrightly.

B) COVER 2nd: (Financial Cover)

1. Rates submitted by the bidders in the BOQ.

Financial bids (Price bid) of only those tenderers shall be opened who qualifies in Technical specification Compliance Statement on the basis of Technical Evaluation report submitted by the experts of respective discipline.



I) List of 'Paid Parking Places' at Medical College Hospital Jammu

<u>Parking Lot A</u>	Public Parking towards the right of Entrance Medical College Hospital (Scooter/ Car)	<u>418sqm</u>
<u>Parking Lot B</u>	Adjacent to National Flag Hoisting Point (only for two wheelers) on one side of the road Rotaries to be kept open all the time	<u>47sqm</u>
<u>Parking Lot C</u>	Parking Slot below " HIGH MAST METAL HALIDE LIGHT " on left side of OPD Block	<u>304sqm</u>
<u>Parking Lot D</u>	Public Parking starting from the entrance Gate of the Hospital towards Emergency on one side of the road Upto the Sulab Toilet complex. (Scooter/ Car)	<u>342sqm</u>
<u>Parking Lot E</u>	Parking area opposite Sulabh Toilet block (Cars / Scooters)	<u>380sqm</u>

Sketch of Parking lots is attached

ii) Places for Staff Parking of Associated Hospitals, Jammu which shall be maintained free of cost by the approved contractor.

1. Faculty/ Doctors/Staff parking on the back side of Anatomy Department (from barrier of college complex)
2. Near mortuary
3. Backside of Telephone Exchange & Medical Records Department.
4. Staff Parking in Emergency.
5. New Staff Parking in front of Animal House.
6. Parking area adjacent to Paid Parking Lot E (two wheelers only) on one side of the road.

iii) No Parking Areas :

1. In front of OPD Block, and in rotaries (except Parking lot B)
2. In front of Emergency Block,
3. Principal Office, at the Road towards AMT School, Laundry, Mortuary, Col. Chopra Nursing Home, Rehebr-e-Sehat & Entry/Exit of Emergency.

IMPORTANT. Minimum Official Reserved bid is Rs. 21.30 lacs per annum. Bids shall be deposited by tenderers in BOQ only and no physical financial bid shall be entertained.

OTHER TERMS & CONDITIONS OF THE CONTRACT.

1. The tenderer should be registered to the Health and Medical Education Department, Jammu & Kashmir.
2. The approved contractor shall carefully examine the terms & conditions. In case of any doubts, he shall before signing the contract refer to the Officer-in-charge and get clarifications. After signing the documents no communications regarding change in terms & conditions shall be entertained.
3. The tenderer/ authorized representatives should point out to the Chairman Purchase committee on date of Pre Bid meeting only embitterment if any. Thereafter the tenderer/ authorized representative will have no legal right to confer or to represent on one ground or the other. All the documents attached with the tender should be self attested by the authorized signatory of the firm with seal.
4. No conditional tender shall be accepted. In the interest of Administration the committee reserves right to accept or reject any tender/ quotation without assigning any reasons thereof.
5. The Successful tenderer are bound to stick on the rates once quoted by them and once approved by the purchase committee.
6. The Contract shall be approved for a period of twelve months from the date of issue of the



contract, which can be extended, for a period up to 90 days or till new contract is finalized, under the circumstances beyond control and the proportionate payment of the extended period shall be deposited by the contractor as fixed by the authorities. **The contract shall be allotted to the highest bidder.**

7. **The approved Contractors shall deposit 100% of the bid money before taking over the possession of Parking places within 10 days from the date of issuance of contract failing which the contract shall be cancelled, the security deposited in shape of CDR shall be confiscated and the contract may be offered to the nearest highest bidder. The possession of the premises shall only be given after the deposition of bid money in full.**
8. The parking places proposed to be auctioned within the premises of Govt. Medical College Hospital Jammu are named as Parking Lots A to F. **PARKING PLACES NO. II) (1-4), SHALL BE EXCLUSIVELY FOR THE STAFF OF ASSOCIATED HOSPITALS, WHICH SHALL BE MAINTAINED BY THE APPROVED CONTRACTOR, FREE OF CHARGES by their employees in proper uniform.**
9. Parking Lots "A" to "E" shall be public parking places and the rates for one time of any duration per day vehicle shall be charged by the approved contractor as mentioned below :

	<u>One time</u>	<u>24 hrs duration</u>
a. Car Parking / Jeep Parking	Rs 10.00 per time (Ten)	Rs. 15/- (Fifteen)
b. Two Wheelers Parking	Rs 05.00 per time (Two)	Rs. 7/- (Seven)

10. To ensure authorized entry into staff parking places, it shall be obligatory for the Medical Superintendents, Govt. Medical College Hospital, Jammu to provide member cards/stickers for staff vehicles which enable the workers of the approved contractor to allow the owner to park his vehicle in the parking places as mentioned above.
11. The approved contractor shall have to install the CCTV Cameras in and around the Parking lots in consultation with the Medical Superintendent at his own risk and cost.
12. The approved contractor shall be responsible for the watch & Ward of staff vehicles round the clock and in case of damage/ theft to staff vehicle they shall bear the loss as per then market rates assessed by the committee constituted for the purpose.
13. The tenderer shall have to quote in such a way that he has to provide watch and ward to free parking as well, besides charged parking places and maintenance of both the Public & Staff parking area by proper landscaping.
14. All the parking places as named in the NIT can be visited by the tenderer/s. Enquiry in this regard, if any, can be made from the Medical Superintendent/ Dy. Medical Superintendent of the Hospital, during office hours on any working day up to the date of sale of tenders.
15. **The employees deployed by the approved contractor, shall wear recommended uniform and display the name plates.**
16. The approved contractor shall not allow any mobile or immobile Kiosks (Rehri Khokha) or squatting vendors (Pharies) in the hospital premises.
17. **A minimum fine of Rs. 5000/- per instance shall be imposed on the contractor for overcharging or if any vehicle found parked in the No Parking Area in the hospital or any other complaint of misconduct/overcharge etc. received against him / his employees.**
18. The successful tenderer shall have to furnish an Indemnity Bond to the effect that any loss sustained during the parking time to any vehicle, due to any reason like theft, fire; accident etc. shall be recovered from him.

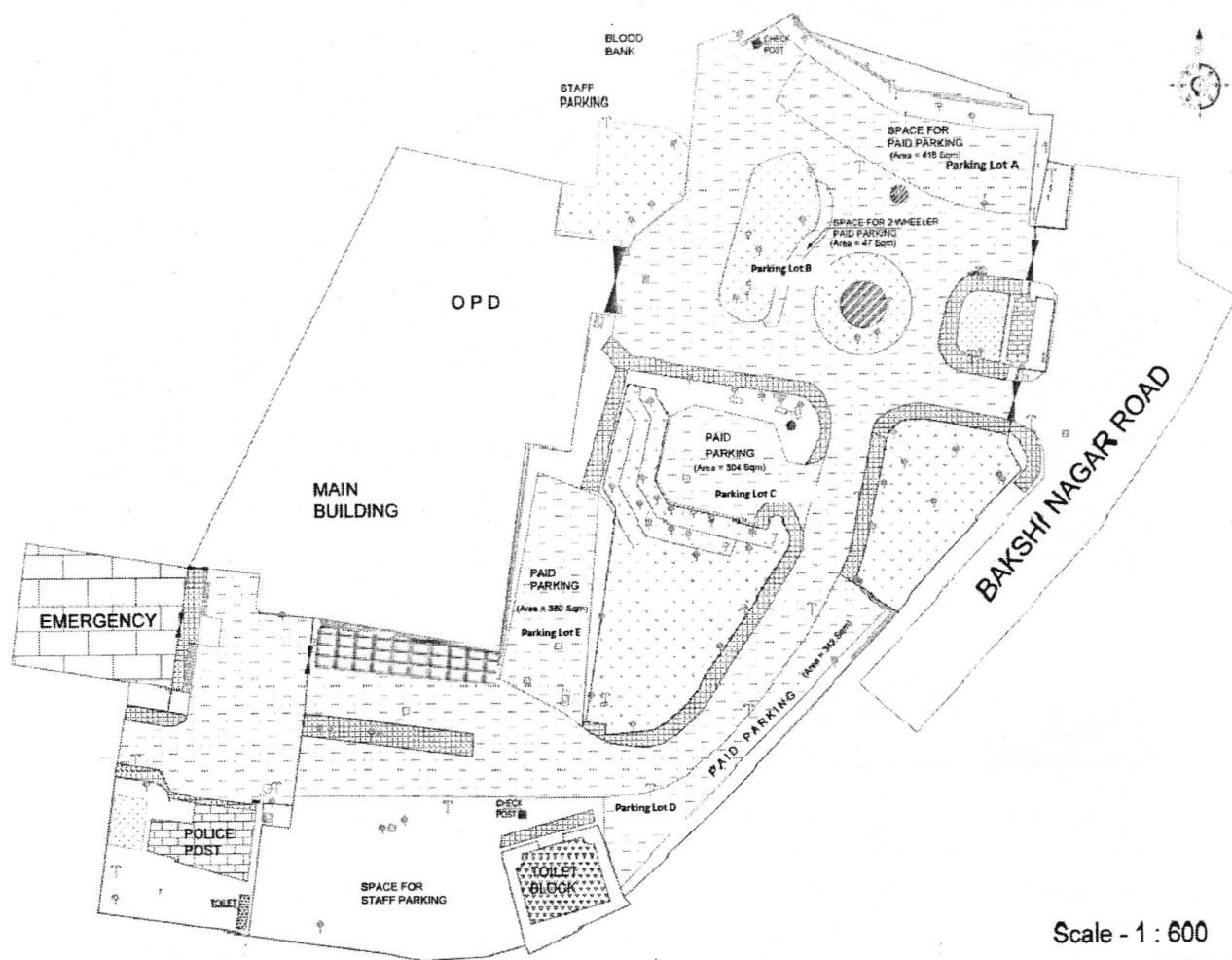


19. The successful contractor will enter into an agreement with the Medical Superintendent of the Hospital before allotment of the contract.
20. The Medical Superintendent of the Hospitals may incorporate any other suitable "Terms & Conditions" to form the ingredients of the agreement.
21. The authority shall, in any case not be responsible for any theft or any other mis-happening in the premises of the parking places, under supervision of the approved contractor.
22. **In case the approved contractor fails to deposit the approved bid money within the stipulated period i.e. before allotment of the contract- the next highest bidder shall be asked to take up the job, or some other measures shall be adopted to collect the parking fee, as the committee may deem fit. The security money of the defaulter shall be liable to be forfeited.**
23. In case of failure to abide by the "Terms & Conditions" of the approval, the tender notice and any other 'term' incorporated, the contract shall be liable to be terminated with forfeiture of the earnest money.
24. The Principal, Govt. Medical College Jammu has the right to terminate the Rate Contract at any time on the grounds which he deems fit in the wider Public Interest.
25. Any dispute arising out of this rate contract shall be referred to the Secretary to Govt. Health & Medical Education Deptt. Jammu/ Srinagar whose decision there on shall be final and binding upon the parties and no further correspondence / action on this account shall be made.
26. The tender committee will not be held responsible for any postal delay, if the tenders are sent by registered post
27. All other conditions laid down in J&K Financial Rules, Financial Code vol I & II shall remain in force.
28. The tenderer shall have to submit a performance certificate from the Medical Superintendent of the concerned Hospital regarding their performance, if they have worked in Govt. Medical College or its Associated Hospitals.

Note:-

The hospital authorities shall provide the slips to the approved contractor for collecting money, as per approved rates, from the visitors who will park their vehicles in the Paid Parking Lots. Hoardings at prominent places within the premises of the hospital shall be got fixed by the Hospital Authorities and the approved contractor shall make the payment to the hospital authorities for the Printing of slips and cost of hoardings..





DRG Title : SITE PLAN OF MEDICAL COLLEGE PARKING AT BAKSHI NAGAR, JAMMU						
Legend :						
BOUNDARY WALL	TOILET BLOCK	PLATOO	ELECTRIC POLE	SHOP	SITTING BENCH	
ROAD	PARK	RAMP	TELEPHONE POLE	PATH	POST	
BUILDING	FENCE	STAIRS	TREE	TRANSFORMER		Drawn by: MADHAV ENTERPRISES EXCHANGE ROAD, JAMMU Ph. No. - 9419126996
DRAIN/WATER TANK	DIVIDER	GATE	MANHOLE	LAMP POST		

Handwritten signature/initials.

Handwritten signature/initials.

(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)

UNDERTAKING/ LETTER OF ACCEPTANCE

Sir/ Madam,

- a. I/ we do agree for all clauses, terms and conditions of the tender documents.
- b. I / we agree to abide the contract for a period of **one year** to provide the services from the date of award of the contract which may be extended by the committee till new rate contract is finalized.
- c. I / we declare that no legal / financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
- d. I / we declare that our financial position is sound and we are competent to execute the contract.
- e. I/ we declare that we will not ask/ expect any financial assistance from the Govt. of Jammu & Kashmir State.

Handwritten signature and initials in black ink.

Signature with seal

Annexure "C"

(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)

UNDERTAKING

The Principal,
Govt. Medical College
& Associated Hospitals,
Jammu.

Subject: Tender for providing Parking Services.

Madam,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Contract Labour Act and other statutory provisions like provident Fund Act, ESI Act, Bonus, Gratuity, Leave Relieving charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per laws in force as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We do hereby undertake that the Parking services in Govt. Medical College Hospital Jammu shall be ensured by our Agency, as well as any other assignment considered by the administration.



(Signature of the Bidder)
Name and address of the Bidder

Annexure "A"

(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)
TENDER FORM FOR PROVIDING PARKING SERVICES

1. Name, address of Firm/Agency/Company: _____
2. Telephone No : _____
3. Registration No (with H&ME) : _____
4. Registration No (with Lab. Department) : _____
5. Name, Designation, Address of the signing person:

6. PAN no. issued by Income Tax Department: _____
7. Details of Bid Security/Earnest Money deposit: _____
 - i. Amount : _____
 - ii. Demand Draft No : _____
 - iii. Date of issue : _____
 - iv. Name of issuing Bank : _____
8. Any other information: _____

Declaration by the bidder

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/ourselves to abide by them.



(Signature of the bidder)