

1. EMRI Green Health Services (Organization name changed recently from GVK EMRI to **EMRI Green Health Services** , a pioneer in Emergency Management Services in India and a not - for - profit professional organization operating in the Public Private Partnership (PPP) mode (here in after referred as EMRI GHS), located at Goa Medical college, Bambolim, Goa-403201 invites bids from various bidders operating in India for procurement.
2. The list and detailed specifications of the material to be purchased along with formats for furnishing the information required from bidders participating in tender are as per ANNEXURES attached.

Annexure A: Pre-qualification
 Annexure B: Price bid format
 Annexure C Term & conditions
 Annexure D: Duties & Responsibilities

Annexure X: Declaration Certificate
 Annexure Y: Anti-Collusion Certificate
 Annexure Z: Bidder Information
 Annexure Z1: Checklist for Bidder

3. The tender document with all the details is available in the website of EMRI GHS (www.emri.in) and can also be purchased in hard copy on payment of Rs.1000 (Rupees One thousand only) by way of a Demand Draft drawn in favour of “EMRI GHS , Goa ” from Mr. Ninad Naik (9545456802)-Department of Supply Chain Management, EMRI GHS -Goa . Bidders who download the document from website have to submit the Demand draft at the time of tender submission.
4. Any bidder who is interested to supply in accordance with the requirements stated in the attached ANNEXURES should carefully read the tender document before filling, signing and returning the same to this office. You must also furnish at the time of tender submission all the Information and documents as called for in tender, failing which your tender is liable to be rejected.
5. Important dates and deadlines for the tender are as below:

a. Price of Bidding document (Non refundable)	: Rs.1000.00
b. Date of commencement of sale of bidding document	: 14-09-2024
c. Pre-bid conference at EMRI GHS , Bambolim, Goa	: 17-09-2024
d. Last date and time(IST) for submission of bidding document	: 24-09-2024 ,10am
e. Date of time (IST) for opening of tender document	: 24-09-2024 , 10.30am
f. Address for communication, receipt and venue of the bid opening: EMRI Green Health Services (Department of Supply Chain Management) 1 st Floor , Old Library Block , Goa Medical College , Bambolim ,Goa -403201	
6. The completed bids must be received at the office of EMRI GHS , Goa , India, on or before time and date given above. It will be the sole responsibility of the bidder to ensure that their bid is received at the address specified above on or before the specified date & time mentioned.
7. Before quoting the rates, every bidder is expected to inspect the site of the proposed work and to have satisfied himself as to the nature of all works. A bidder shall be deemed to have full knowledge of the works that he is bidding for in all aspects whether he inspects them or not before submitting the Offer.

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8. Bids will be opened in the presence of Bidders/authorized representative(s) who choose to attend the bid opening on the specified date and time at the office of EMRI GHS at the address given above.
 9. In the event of the last date specified for receiving and opening the bids being declared as a closed holiday for EMRI GHS 's office, the last date for submission of bids and opening of bids will be the following working day at the same venue and time.
 10. Bids will be evaluated separately for entire service .
 11. The bid documents are non transferable.

Head, National Supply Chain Management

For and on behalf of

EMRI GHS ,

Tender Guidelines

1. DEFINITIONS:
 - a. PO – Purchase Order
 - b. EMD – Earnest Money Deposit
 - c. DD – Demand Draft
 - d. PBG –Performance Bank Guarantee
 - e. Purchaser – EMRI GHS
 - f. Bidder – Successful Bidder (s), to whom, the tender service is allocated to
 - g. EMRI GHS – Emergency Management and Research Institute Green Health Services
2. The prices quoted for supply in tender shall remain open for acceptance 24 months from the date of bid opening and amount will be in Indian Rupees.
3. Bid Evaluation-Contract will be awarded to Lowest price evaluated bidder meeting all the Tender terms and conditions.
4. EMD AMOUNT: Bidder should submit 3% of Amount on the quoted value in the tender document price bid(One year total amount including GST)
e.g (For example) Per month per vehicle rental cost is Rs.20000 (Inclusive of GST) , Total Number of Vehicle are 4nos then
= Total Qty(4nos) *Month per year (12) *rent per month
=4 * 12 * 20,000 = Rs.9,60,000 /- Total amount . for one year
For two year = 2* 9,60,000 = 19,20,000/-
So 3% EMD amount = Rs.19,20,000*3% = Rs.57,600/- for two year

Each tender form should be accompanied by EMD amount, as applicable in the form of Demand Draft in favor of EMRI GHS -GOA. EMD will be adjusted against PBG for L1. For L2, EMD would be returned after due acknowledgement (from L1) of the confirmation of PO and Service schedules. For L3 onwards, the EMD will be sent back, in a stipulated time of 30 working days.
5. Performance Bank Guarantee: Selected L1 bidder has to furnish a PBG for 3.5% of value of order as per EMRI GHS standard PBG format within 25 working days of tender closing date. The PBG shall be valid for two years. Failure of selected bidder to furnish PBG with in stipulated time will automatically result in forfeiture of EMD without any further notice.

Rental Vehicle Service

A) JOB DETAILS : Rental basis vehicle to EMRI GHS , Goa

- 1) Bidder has to provide vehicle on rental basis for minimum 2 years
- 2) Vehicle details:
 - a) Vehicle will be with minimum 5 seater capacity
 - b) Vehicle registration, insurance & necessary document copy to be submitted to EMRI GHS. Yearly insurance and other statutory payments to be borne by the bidder.
 - c) Quoted vehicle should be less than 3 years old and running km not crossed more than 40,000 km, mention vehicle model of procured
 - d) Provided vehicle should be in good running condition-engines, tyres, seats & other necessary mechanical accessories etc. which will be examined by EMRI GHS
- 3) Once vehicle provided by bidder, necessary repair & maintenance will be under EMRI GHS scope
- 4) In case of any fatal accident of vehicle, bidder will need to cover up third party insurance cost.
 - a) In case of the above scenario an alternate vehicle will be provided by bidder till the accidental matter is settled down in order to avoid any delays in the service.
- 5) EMRI GHS will do exterior stickering work which can be removed once contract period is over

ANNEXURE-A: PRE – QUALIFICATION

- 1) The contractors are required to enclose copies of following documents, failing which their bids may be summarily/over-rightly rejected and will not be considered any further:
 - a) Copy of PAN card
 - b) Copy of Service tax Registration / GST certificate
 - c) Appropriate List of Clients or Purchase order or Work order or customer feedback
 - d) Bidder should have average 20 lakh turnover in last two financial year
 - e) Inspection of vehicles will be done by EMRI GHS , Inspection as per A) Job Details , pt.no. 2,a),b),c),d)
 - f) Preferably bidder should have prior experience working with Government of Goa in the last 03 years (relevant documents to be submitted).

ANNEXURE-B : Quotation Format

Sr.no	Description	Total Qty (P)	Basic Rate (A)	GST Rate (B)	Total Cost (C = A+B)	Total cost for 4 vehicle (P*C)	Model of vehicle with Procured Year	Present Running km
1.	Rate Per Month Per vehicle	4 nos						

ANNEXURE C : Terms & conditions :

- i. This contract or agreement is valid for min.2 year , however its EMRI GHS sole responsibility to extend further with same bidder based on satisfactory of service with same rate & terms-conditions applicable
- ii. Penalty on bills :
In absence of vehicle on duty and if no alternate arrangement is made by the Service Provider, actual amount paid by EMRI GHS to make alternate arrangement will be recovered from the bill of the service provider
- iii. The contractor shall not sub contract to any other party without our prior permission and any breach of this condition shall result in forfeiture of Performance Bank Guaranty and contract will be terminated without notice

Annexure D : Duties & Responsibilities

- iv. The vehicle rental services Contractor shall be responsible for providing Vehicle Services on all days as per the roaster at the office of EMRI GHS.
- v. The Contractor shall at all times indemnify the Company against all claims for compensation under the provisions of any law.
- vi. The contractor shall be responsible for payment of all/any Central Government/State Government taxes. He has to produce evidence that he has cleared all/any Governments dues. In case, the contractor fail to produce necessary documentary evidence regarding payment of Government dues the amount shall be deduced from the bill
- vii. In case of any incident pertaining to the period for which service of contractor where engaged and whenever. The contractor or their staff is called as witnesses in any proceedings, the contractor shall arrange to attend the court or the office at which the proceedings are being held and otherwise render all assistances to the Unit in respect of such incidents.
- viii. The Successful contractor has to strictly follow safety norms.

B) REMOVAL OF THE AGENCY FROM THE CONTRACT:

The Concerned Officer of EMRI GHS may recommend the removal of the Agency from the service, where:

- a) Such contractor was found to be involved in any corrupt practice in conducting its business
- b) In the opinion of the Concerned Officer of EMRI GHS it would not be safe to engage such agency for Vehicle rental service s to the Companies.
- c) Agency has been declared insolvent or bankrupt.
- d) It is found that the declaration(s) made by the contractor at the time of submitting Offer was not correct.
- e) It is found that the Agency is no longer in a position to provide the services for which it was hired.
- f) During the period of the Contract the Company shall have the right to terminate this agreement by giving 30 days notice in writing to the Contractor and the Contractor shall not be entitled to any compensation whatsoever arising out of the termination. The decision of the Company shall be final and binding on the Contractor and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered from Deposit or pending bill or by raising a separate claim.
- g) In the event of unsatisfactory service despite being formally warned, the Company reserves the right to terminate the contract at any time with one week notice. In this case Company will pay the dues as on that date less recoveries as applicable

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- h) The concerned Officer of EMRI GHS GOA shall, in the event of breach of any of the terms and conditions of this agreement or if the services provided by the EMRI GHS GOA is generally considered to be unsatisfactory by the concerned Officer of EMRI GHS GOA or for any other reason considered by concerned Officer of EMRI GHS GOA sufficient to terminate this agreement, may terminate the agreement by giving one month's notice in writing.
 - i) In case of any difference or disputes arising hereunder whether during the currency of agreement or afterwards the matter will be referred to a committee appointed by the State Head ,Goa EMRI GHS & subject to Goa Jurisdiction. The proceeding shall be held at Goa.
 - j) All levies, duties, outgoings including any penalties that may be levied by any competent / appropriate authorities or in relation to or arising out contract, shall be borne by the Contractor and the EMRI GHS GOA shall not be called upon to pay any of them. In the event the EMRI GHS GOA is so called upon to pay any monies, the Contractor shall reimburse the same to the EMRI GHS GOA and/or the EMRI GHS GOA may deduct the same from any dues/outstanding payable to the Contractor, whether in present or in future
 - k) The EMRI GHS GOA shall also be entitled to deduct from the outstanding of the Contractor any money which may be payable in respect of rental vehicle service and as Principal Employer, may deposit the same with the authorities concerned.
 - l) In case of any difference or disputes arising hereunder whether during the currency of agreement or afterwards the matter will be referred to a committee appointed by the State Head , EMRI GHS GOA& subject to Goa Jurisdiction.The proceeding shall be held at Goa.

1. Period of Contract:

- a. The Contract period shall be for a period of two year starting from the date of Purchase Order / Work Order. The performance will be periodically reviewed by the EMRI GHS authorities.
- b. Its EMRI GHS, Goa sole responsibility to extend further rate contract with same rate & terms-up to 2 years, conditions based on entire history of satisfactory services.

2. Payment terms:

- a. Payments will be made within 10-15 days from the date of submission of Original Invoice bills.
- b. Contractor is required to submit the proof of payment, Job card / service report / Challans / Job card etc. to enable release of payment cheque by the EMRI GHS GOA.
- c. **Liability of EMRI GHS :** As the payment against the supplies under this agreement will be made by EMRI GHS GOA on behalf of and upon release of funds from respective State Government, It is expressly understood and agreed by, between the BIDDER and the EMRI GHS GOA that the EMRI GHS GOA is entering into this Agreement solely on behalf of respective State Government. In particular, it is expressly understood and agreed that the though respective State Governments / Government of India are not a party to this Agreement and have no liabilities, obligations or rights hereunder, any delay in the release of bidder payments, for the supplies made under this tender, solely depend on timely receipt of funds for the same from the respective state governments. The BIDDER expressly agrees, acknowledges and understands that the EMRI GHS GOA is not responsible for any delays in the release of funds from respective state governments for what so ever reason it may be and shall not hold EMRI GHS GOA responsible for delayed payments and EMRI GHS GOA shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the contract. Accordingly, the BIDDER hereby, expressly waives releases and foregoes any and all actions or claims, including cross claims, impleader claims or counterclaims against the EMRI GHS GOA arising out of this Agreement and not to sue EMRI GHS GOA for any reason, as to any manner, claim, cause of action or thing whatsoever arising of or under this Agreement. However, EMRI GHS GOA will persuade with respective State Government to enable the timely payment to respective Bidder .
3. **Dispute Redressal Committee:** All disputes can be addressed by amicable settlement by committee constituted by State Head EMRI GHS , GOA.
4. The jurisdiction of any dispute will be at EMRI GHS Bambolim , GOA office.
5. The courts in Goa alone shall have the jurisdiction to try to any suit or decide in respect of any matter arising out of the Transaction under this Tender or Purchase order

ANNEXURE -X :Declaration Certificate

Date:

To
Head – Supply Chain Management
EMRI GHS , Goa

Subject: Tender No: EMRI GHS /GOA/03/SCM/2024-25

Dated: 14.09.2024

Dear Sir,

We here by certify and declare that we have read and understood all the terms and conditions of the subject tender and all the terms and conditions are acceptable to us.

We further confirm that we accept to make supply and provision of Rental Vehicle Services as per terms and conditions of EMRI GHS and there are not deviations from the Terms and conditions asked for by EMRI GHS, Goa.

Thanking you,
Yours Sincerely,

(Authorized Signatory)
Name and Designation with company seal

ANNEXURE- Y :Anti-Collusion Certificate

I/ We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, I / we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

I / We hereby certify and confirm that in the preparation and submission of our Proposal, I / we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

I / We further confirm that we have not proposed nor will proposal any illegal gratification in cash or kind to any person or agency in connection with the instant Proposal.

Dated thisDay of, 2024

.....
(Name of the Bidder)

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(Signature of the Bidder / Authorized Person)

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ANNEXURE Z: Bidder Information Form

Bidder Information Form		
Sr.no	Particulars	Details
1	Firm Name & Address:	
2	Telephone/Mobile No.(s) of the firm:	
3	24 Hours contact No:	
4	Name & Address of Managing Director/Proprietor:	
	Contact No.(s):	
5	Name of the Supervisor/Field officer:	
	Contact No.(s):	
6	Mobile No.(s) of other operations persons:	
7	PAN card No:	
8	GST Registration No:	
9	Bank Details:	
	A/c No:	
	Branch:	
	location:	
	IFSC code:	
	Name of the account holder:	

Signature of bidder

Annexure Z1 : Checklist for Bidder

COVER -A , Prequalification		Compliance
1	Tender fees (as applicable)	
2	Check list as per –ANNEXURE Z1	
3	Declaration format as per ANNEXURE-X	
4	Earnest Money Deposit (EMD) (as applicable)	
5	IT returns and financial statements for last two financial years.	
6	Copy of registration of Firm	
7	GST registration and clearance certificate.	
8	Copy of PAN/TAN/TIN.	
9	Customer feedback/ satisfactory certificates with Purchase order copies	
10	Authorization letter for signing documents if applicable	
11	Signed and Stamped tender document on all pages	
12	Anti-Collusion certificate as per ANNEXURE-Y	
13	Bidder Information form as per ANNEXURE-Z	
COVER -B, Financial Evaluation		
1	Financial bid as per ANNEXURE-B	