

अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान (विश्वविद्यालय समतुल्य)*

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन
गोवंदी स्टेशन रोड, देवनार, मुम्बई- 400 088, भारत



(स्थापना/ Established in 1956)
बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

International Institute for Population Sciences (Deemed University)*

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India
Govandi Station Road, Deonar, Mumbai -400 088, INDIA

Tender No: IIPS/Proj.SAHELI/01/2025

Date: 24 May, 2025

Tender Invitation for Transport Vendors from Punjab State

Name of the work	:	Hiring of Transport Vehicles from Punjab
Earnest Money Deposit	:	Rs. 2500/- in form of Demand Draft in favour of The Director, IIPS, Mumbai payable at Mumbai
Date & Time of Closing of Tender	:	01st July, 2025 at 11:00 a.m.
Date & Time for Opening of Tender - (Technical Bid)	:	01st July, 2025 at 2:00 p.m.(tentative)
Address for submission of Tender	:	International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai – 88
Place of opening the Tender	:	International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai – 88

Note:

1. **This Tender Document contains 11 pages and bidder is requested to sign on all the pages. Tender Document in any other form will be rejected. And 3 pages of list of selected districts for SAHELI field survey, 3 pages of map showing Tentative Field Movement in Punjab and 3 pages of detailed movement along with approximate distance to the nearest town that would be covered, in all 20 pages are available in this Tender Document.**
2. **This Tender Document can be downloaded from the website: www.iipsindia.org**
3. **The Technical Bid and Financial Bid should be sealed by the bidder in TWO SEPARATE ENVELOPES duly superscribed & both these sealed cover to be put in a bigger envelope which should be sealed and superscribed “TENDER DOCUMENT FOR HIRING OF TRASPOT VEHICLES FROM [NAME OF THE STATE - PUNJAB]”**
4. **One agency can apply for more than one state.**
5. **The Technical Bid and Financial Bid should be submitted SEPERATELY for each state.**

International Institute for Population Sciences (IIPS) Mumbai is a premier institute of training and research under the aegis of Ministry of Health and Family Welfare (MoHFW).

Apart from the teaching activities, the Institute also conducts a large number of research projects on various aspects of population. The Institute also undertakes evaluative studies and large-scale surveys. Emphasis is given on studies related to inter-relationship of various social and economic variables of the components of population change such as Fertility, Mortality and Migration. The research projects of the Institute are mostly funded by the Ministry of Health and Family Welfare, Government of India and also by the State Governments, World Bank, United Nations Population Fund, World Health Organization, International Labour Organization and other Government and Non-Government organizations.

The Study and Action on Hysterectomy: Evidence on women's health through the Life course in India (SAHELI) will examine women's health in India(i) individual, social, and health system determinants of early hysterectomy; (ii) treatment pathways that determine women's journeys from clinical diagnosis to hysterectomy; and (iii) the consequences of undergoing hysterectomy on women's physical, mental, economic, and social well-being across the life course. We aim to use these findings to inform feasible health system, clinical, and community interventions at the primary, secondary, and tertiary levels for better access to care in the Indian context.

For the said project, field work will be carried out tentatively from 7th May 2025 to 8th July, 2025 survey approx. 200 households from 52 SSUs (villages/wards) spread in 13 Sub-districts of each state. The details of field survey is as under:

Particulars	Punjab
Dates*	2.7.2025 - 31.8.2025
No. of days	65 days +/- 15 days
No. of Vehicles	2 (7 seaters)
No. of persons	12 (8+2+2)

No. of SSUs	52 SSUs (villages/ wards) located 13 Sub-Districts in (11 Districts of Punjab
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**dates are tentative*

Quotes are called from Transport Vendors from the state of **Punjab (SEPERATELY for Each State)** to provide TWO 7-seater vehicle to conduct the fieldwork for 60 days on the following Terms and Conditions:

Terms and Conditions:

- 1) The hiring charges shall be on the basis of Zero based mileage i.e. mileage starting/ending from/at the office located at the above mentioned place of use / reporting station
- 2) In case of any mishap/accident, all the claims arising out of it, shall be met by the vehicle provider.
- 3) Road worthiness of the vehicles is to be ensured at all times by the vehicle provider.
- 4) The vehicle should be registered with the concerned authority of Central/State Govt. The vehicle provided must be registered in the respective state (Bihar/Telangana/Punjab) and properly insured.
- 5) The agency should provide vehicle in good condition.
- 6) In case the condition of vehicles is found unsatisfactory, the same will be returned for immediate replacement. In case, no replacement is provided on time, we shall have the right to hire a vehicle from the market and additional cost incurred by us shall be borne by the vehicle provider.
- 7) The vehicle provider would ensure that the driver(s) employed possesses a valid driving license. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.
- 8) The driver(s) should be without any criminal record and shall observe all etiquette and protocol while performing duty and shall be neatly and properly dressed and must carry a mobile phone in working condition, which should be accessible at any time on 24x7 basis. No separate payment shall be made by this office, on this account
- 9) The driver should have at least 5 years of work experience.
- 10) Driver shall be provided with mobile phone for smooth communication and the cost shall be borne by agency
- 11) There will be separate log book for vehicle to be maintained by the driver. Entries to be made on daily basis. This is for keeping record of total kilometers travelled daily. All entries in the log book will verified/countersigned by the concerned officers.
- 12) The Agency will be solely responsible for any misconduct of the drivers.
- 13) TDS will be deducted at source from hiring bill/s as per the Income Tax Act.
- 14) In case of any loss, damage or accident, total responsibility lies with agency/firm and driver will be fully responsible in case unauthorized / illegal materials are found in the vehicle during the use of the officials of the IIPS.

- 15) Parking & toll taxes will be reimbursable on actual.
- 16) Vehicle model hired on daily basis should not be of earlier than January, 2022.
- 17) **Vehicle must have carrier on it for luggage.**
- 18) Payment shall be made preferably within 20 days following submission of invoices in duplicate by the Service Provider.
- 19) The vehicle(s) should be in good condition and should be provided on time. Replacement of vehicle shall be done immediately in case of repair, maintenance or any other condition with equally good condition vehicle. The

service provider shall be responsible for appropriate insurance coverage. In this regard, the service provider shall maintain workers compensation; provider shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damage to any property arising out of, or in connection with, the services which result from the fault of the service provider, or its staff/driver. The service provider shall provide IIPS with certification thereof upon request.

- 20) The service provider/contractor should have enough resources to repair their vehicles in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notice.
- 21) In case of failure to provide vehicle on time, IIPS will procure a vehicle from open market and the charges paid to such vehicle will be deducted from the bill of the service provider. In addition, a penalty of Rs. 1000/- per day till the date of default shall also be charged by IIPS from the service provider, which will be deducted from the bill.
- 22) The service provider/agency shall not provide any person as driver who has not completed 18 years of age. The agency shall comply with all statutory provisions as laid down under various Labour Laws like Minimum wages, Contract Labor Act etc. In case of violation of any such statutory provisions, the agency will be solely responsible.
- 23) The firms whose tender for monthly hiring are accepted shall deposit Performance Security of Rs. 50,000 (Rs. Fifty thousand only) within 5 days from the issue of offer of work order. It should be paid in the form of DD in favor of The Director, IIPS, Mumbai. The contract shall be signed only after furnishing of performance security. In case of breach of contract by the contractor, the performance security shall be forfeited by the IIPS and the firm/agency shall be blacklisted in addition to the termination of the contract.
- 24) The service provider/firm shall submit attested copies of owner book, insurance papers and other papers of the vehicle and attested copies of driver license.

Bidding Process, Evaluation of bids and Contract

- 25) Bids shall be submitted in two envelopes separately for technical and financial bids. These two envelopes shall be sealed in another large envelope and shall be submitted as described in the first part of this document.
- 26) The technical bid would be opened and evaluated first.

Financial bids of only those bidders who qualify in technical bid would be opened for evaluation. Technical bid should contain all the documents and testimonials as given in the eligibility condition.

- 27) Financial bid shall be submitted in the format as given below.
- 28) **For hiring of vehicle, L1 rates would be decided for each model of vehicle separately. Thereafter, the bidder with highest number of L1 rates will be the preferred service provider.**
- 29) The successful bidders will enter into contract with IIPS as per above terms and conditions within a week of finalization of the bidding process. Failure on the part of the bidder to do so may result in cancellation of its candidature.

Eligibility Conditions and Documents for Technical bids

- a. The firm/agency should have average turnover of at least Rs. 15 lakh per year in the past two financial years (2022-23 and 2023-24) or Rs. 30 lakh for both the years combined (self-attested copy of income tax return and audited accounts need to be enclosed or CA Certified Turnover Copy along with annual accounts, if no audit is applicable).
- b. The service provider/agency should be an income tax and GST (self-attested copies of PAN card, latest income tax return and GST return need to be enclosed)
- c. Earnest Money Deposit of Rs. 25,000 in the form of Demand Draft in favor of The Director, IIPS, Mumbai needs to be included with the technical bid. It will be refunded to the unsuccessful bidder(s) after completion of the bid.
- d. Experience of providing vehicle to government departments/PSU/ Universities would be desirable. Relevant documents should be submitted with the technical bids.
- e. Interested vehicle providers may submit details of organization(s) to which they have provided similar service in the recent past as well as of those organizations to which similar services are being provided at present. The vehicle providers must give their GST Registration No. in their tender documents in case they are liable to pay GST.

Format for Technical Bid-

(to be submitted in a separate envelope)

SI	Particular	Details	Remarks if any
1	Name of the Firm/Agency/Company		
2	Full Address of the Registered Office/Branch Office (if any)		
3	Telephone No		
4	Fax No :		
5	Email Address		
6	Website (if any)		
7	Status (whether firm is Proprietary/ Partnership Firm/Private Limited/Public Limited, Registered under Societies Registration Act Etc.		
8	Registration Number of the Organization (Please attach certificate of Registration/Incorporation)		
9	Name of the Director/Proprietor		

10	Designation		
11	Complete Address		
12	Phone No		
13	Mobile No		
14	Email :		
15	Annual Turn Over (Amount in Lakhs) (Please attach CA Certified Turnover copy along with annual accounts (B&S and P&L) for Each Financial Year)	2022-2023 :	
		2023-2024 :	
16	Details of Registration under various statutes		

SN	Registration Under	Registration NO.	Certificate Attached (Pls. mention YES/NO)
1	Shops & Establishment Act		
2	License Under the Contract Labour Act		
3	Provident Fund Registration Number		
4	Employee State Insurance Registration Number		
5	Service Tax Registration Number		
6	Permanent Account No. (PAN)		
7	GST Registration No.		

8	Certified extracts of the bank Current Account containing transaction during the last three years	1)Name of the Bank :	Attach certified copies
		Branch :	
		2)Name of the Bank :	

		Branch :	
9	Any other relevant document (if you wish to enclose – please give details – if the space provided is insufficient, a separate sheet may be attached duly signed and sealed		

Give details of the major similar contracts handled by the Bidder during the last two years with minimum turnover of Rs. 15 Lakhs and above per annum in the prescribed format along with work order copies and contract successfully completed order (if any) (if the space provided is insufficient please attach a separate sheet). **THE REQUIRED INFORMATION HAS TO BE IN FORMAT BELOW ONLY. PLEASE ATTACH THE WORK ORDER OF THE CURRENT CONTRACT AND ATTACH ATLEAST 3 SATISFACTORY WORK COMPLETION CERTIFICATE**

Sl. No.	Name of the client, Address, Telephone no. & Fax No. along with name & Designation of the contact person	Details of cars/vehicle (All AC) provided. If it is of other make pls specify			Amount of contract (in Lakhs)	Duration of the contract	
		Scorpio / Xylo/Bolero	Innova/Ertega	Tavera / Enjoy / Invicta		From	To

Details of Demand Draft :

DD No : Date :

..... Amount : Name of

Bank : Address :

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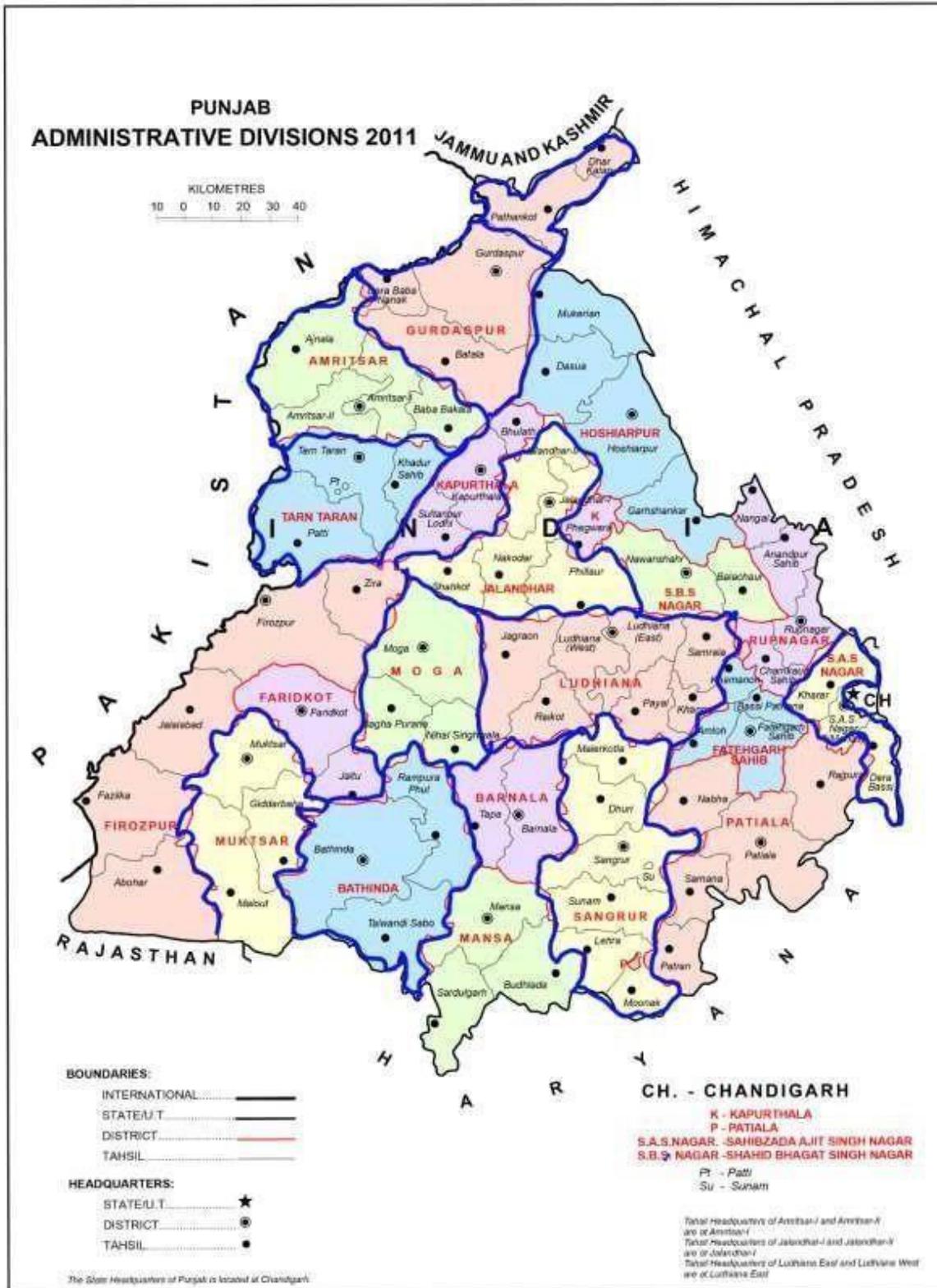
**Format for Financial bid for Daily hiring
of vehicle (to be submitted in a
separate envelope)**

Sr. No.	Type/Model of Vehicle (All models with AC)	Rate per day, including fuel, drivers payments etc.	
		Rate per day for upto 150 km running (Rs.)	Beyond 150 km, Rate per km (Rs)
1	Scorpio/Xylo/Bolero / equivalent		
2	Innova/Ertiga		
3	Tavera/Enjoy/Invicto		

List of districts in Punjab for SAHELI survey

District name
Bathinda
Sangrur
Amritsar
Gurdaspur
Jalandhar
Ludhiana
Moga
Muktsar
Sahibzada ajit singh nagar
Tarn taran
Pathankot

Punjab selected Districts



Punjab district movement plan - SAHELI survey

District Movement			
S.No	From	To	Distance (In KM)
1	Chandigarh	khanna	64.5
2	khanna	Ludhiana(east)	47.4
3	Ludhiana(east)	Phillaur	25.6
4	Phillaur	Jalandhar-I	45.5
5	Jalandhar-I	pathankot	113
6	pathankot	Gurdaspur	39.1
7	Gurdaspur	Baba bakala	64.1
8	Baba bakala	Patti	67.1
9	Patti	Moga	66.2
10	Moga	Giddarbaha	105
11	Giddarbaha	Bathinda	30.7
12	Bathinda	Sunam	100
13	Sunam	Dera Bassi	133
14	Dera Bassi	Chandigarh	17

*We need to travel approximately 30-60 km more to reach the exact location everyday