



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

Phone : 0385-2414729
0385-2414750
e-mail : rims@rims.edu.in
website : www.rims.edu.in

TENDER NOTICE

No. PUR/VEHI/1/2025-PurSec: E-Tenders in the prescribed form are invited from genuine and capable vehicle owner/firm/agency for hiring of Vehicles (Good Condition), for use of Regional Institute of Medical Sciences, Imphal, for a period of 2 (two) years, extendable upto 1 (one) year, in Two Stage Bids System (Technical Bids and Financial Bids). Tender documents containing detailed specifications of the vehicles along with terms and conditions of supply can be had from the Institute's website i.e. www.rims.edu.in or CPP Portal website i.e. www.eprocure.gov.in on or after **12:30** p.m. of **20-08-25**. Tender documents can be obtained upto **04:00 PM** of **15-09-25**, and last date for submitting the bids will be **15-09-25** till **04:00 PM**. Tender (technical bids) will be opened on **17-09-25** at **10:00 AM**.


19/08/25

(R.K. Mecoll Singh)
Deputy Director (Admn),

Copy to:-

- (i) The System Administrator, IT Cell, RIMS, Imphal for uploading the Tender Notice with other documents to RIMS website.



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Phone : 0385-2414720
0385-2414730
e-mail : rims@rims.edu.in
website : www.rims.edu.in

Rate Quotation of vehicles

Subject:- Submission of Rate Quotation (Two Stage Bids System) for Hiring of Vehicles (Good Condition) for use of Regional Institute of Medical Sciences, Imphal.

Online bids are invited on two bids system for Hiring of Vehicles (Good Condition) for a period of 2 (two) years, extendable for 1 (one) year, for use of Regional Institute of Medical Sciences, Imphal. Manual bids shall not be accepted. Earnest Money Deposit (EMD) should be drawn within the bids end date and should be submitted by post/courier/hand post, within 5 days of the bids submission date.

The following Details should be furnished:-

1. The price quoted in words and figures should be indicated clearly. GST rate should be mentioned clearly, as per BOQ format provided.
2. Request for change/addition in quoted price/GST rates will not be entertained. If GST is not quoted, it will be assumed that GST is included in the quoted rate. If bidder fails to give service after being awarded as the LL firm, the firm will be blacklisted.

3. Details of Vehicles for hiring:-

Sl No.	Type of vehicle	Quantity Required	Manufacturing year limit
i)	Maruti EECO Van	3 (three)	2020 or later
ii)	Car (Maruti Suzuki Dzire)	2 (two)	2020 or later
iii)	Sedan Car	1 (one)	2020 or later
iv)	Mahindra Thar (Soft top)	4 (four)	2020 or later
v)	Winger	1 (one)	2020 or later
vi)	SUV	2 (two)	2020 or later
vii)	Bus	4 (four)	2020 or later

4. The Driver and fuel for all the vehicles are to be provided by the successful Bidder.
5. RIMS authority reserves the right to reject any or all the tenders or cancel/withdraw the invitation of bids, without assigning any reasons cancel/withdraw the invitation of tender without assigning any reasons whatsoever and in such cases no Bidder shall have any claim arising out of such actions. More than one Bidder may be considered for award of the services.
6. The vehicles will be required to be brought in the premises of the RIMS, Imphal, on the date of opening of the technical bid for inspection by the RIMS authority.
7. A photocopy of the valid Registration Certificate (RC) book and valid insurance, duly attested by a Gazetted Officer, should be submitted along with the completed tender form.
8. Earnest Money of Rs. 10,000/- (Rupees Ten thousand only) for each of the vehicle quoted should be submitted in the form of Bank Draft from any Nationalized Bank/Schedule Bank, in favor of "Director RIMS, Imphal", payable at Imphal for each vehicle separately. Interest on such Earnest Money will not be

borne by the Institute. The earnest money of unsuccessful firms will be refunded on demand. For the successful bidder, it will be retained as security deposit, which shall be refundable after satisfactory completion of Service. In the event of failure to provide service to RIMS, the Security Deposit shall be forfeited without any prior notice.

9. The envelope containing the Earnest Money Deposit (EMD) should be submitted by post/courier/hand post, within 5 days of the bids submission completion date and should be drawn within the bids end date. EMD should be superscribed as "EMD for tender of hiring of vehicle for RIMS, Imphal".

10. While uploading the technical specification, bidder should ensure that all entries given in **Annexure - I**, are complete in all respect. Incomplete forms shall be summarily rejected.

11. Details of services to be provided is at **Annexure II**.

Signed by R K Mecolt

Singh

Date: 19-08-2025 13:53:47

(R.K. Mecolt Singh)

Deputy Director (Admin.)

Copy to :-

(i) System Administrator, RIMS, Imphal, is requested to upload the above notice on the RIMS website.

(Annexure -I)
NON-TRANSFERABLE TENDER

- a. DD No. & Date :-
b. Amount :-
c. Bank in the case of D.D. :-
1. Vehicle registered in the Name of :-
(As recorded in the R.C. Book
or the name of the Association/Agency)
2. Address of Bidder with Contact No. :-
3. GST No. of the Firm/Agency/Person:-
4. Insurance for the vehicle
a. Name of the Insurance Firm/Company :-
b. Name of the person insured :-
c. Period of insurance :-
5. Date of Issue :-

UNDERTAKING

I, hereby declare that the items specified in the Written Memorandum at the rate specified therein in accordance in all respect with the specification and instructions.

Signature:

Name in Block letter:

Place:

Date:

MEMORANDUM

(a) General Description: For hiring of Vehicles (Good Condition) 3 nos. of Maruti Eeco Van; 2 no. of Car (Maruti Suzuki Dzire); 1 no. of Sedan Car; 4 nos. of Mahindra Thar (Soft top); 1 no. of Winger; 2 nos. of SUV; and 4 (four) nos. of Bus. All the vehicles should be commercially registered and have valid insurance. The manufacturing year criteria of the different vehicles should be as mentioned in the Tender Notice.

(b) Model of Maruti Eeco Van (1st) and :
Year of Manufacture

(c) Model of Maruti Eeco Van (2nd) and :
Year of Manufacture

(d) Model of Maruti Eeco Van (3rd) and :
Year of Manufacture

(e) Model of Car 1st (Maruti Suzuki Dzire) :
and Year of Manufacture

(f) Model of Car 1st (Maruti Suzuki Dzire) :
and Year of Manufacture

(g) Model of Sedan Car :
and Year of Manufacture

(h) Model of 1st Mahindra Thar (Soft top) :
and Year of Manufacture

(i) Model of 2nd Mahindra Thar (Soft top) :
and Year of Manufacture

(j) Model of 3rd Mahindra Thar (Soft top) :
and Year of Manufacture

(k) Model of 4th Mahindra Thar (Soft top) :
and Year of Manufacture

(k) Model of Winger :
and Year of Manufacture

(l) Model of 1st SUV :
and Year of Manufacture

(m) Model of 2nd SUV :
and Year of Manufacture

(n) Model of 1st Bus :
and Year of Manufacture

(o) Model of 2nd Bus :
and Year of Manufacture

(p) Model of 3rd Bus :
and Year of Manufacture

(q) Model of 4th Bus :
and Year of Manufacture

(l) GST No. :

(m) Earnest Money (for each Vehicle separately):

Should this tender be accepted, I hereby agree to abide by and fulfil all the terms and provisions of the said conditions annexed hereto and all the terms and provisions contained in the Notice inviting tender, so far applicable and/or in default thereof, to be forfeited and pay to the Director, RIMS, Imphal, the sum of money mentioned in the said condition. A sum of Rs. (Rupees only is hereby enclosed in Bank DD as earnest money. If I fail to start or give service within the stipulated time, I agree to the cancellation of the Order and forfeiture of the earnest money absolutely and shall have no right to make any further claim/objection in taking up any step which the RIMS authority think deem fit and proper.

Dated: _____

Place: _____

Witness:-

Signature:-
Name in Block letter
Address
Occupation

Signature:-
Name in Block letter
Address
Occupation

ACCEPTANCE

The above tender which fulfills all the criteria is accepted by me on behalf of RIMS, Imphal.

Dated:

Place:

Signature:
Name in Block letter:
Designation:

TERMS AND CONDITIONS FOR MARUTI EECO VAN

1. A Photo copy of the valid Registration Certificate (RC) book (registered commercially) and valid insurance, duly attested by a Gazetted Officer, should be submitted along with the completed tender form.
2. The Ownership document cannot be substituted by the documents like affidavit, Power of Attorney.
3. The vehicle must be in a good condition, as to the satisfaction of the RIMS authority.
4. The van must have 4/7 seating capacity.
5. Fuel shall be provided by the successful Bidder.
6. Repairing and maintenance and the cost thereof, shall be the responsibility of the successful Bidder.
7. Driver shall be provided by the successful Bidder.
8. Credentials, if any, should be supported by attested Photo copies.
9. The vans must be parked at the place identified by RIMS authority.
10. All Bidders must possess a GST No.
11. The successful Bidder shall enter into a deed/agreement, which may be renewed after 2 (two) years or a shorter period, as decided by the RIMS authority.

TERMS AND CONDITIONS FOR CAR (MARUTI SWIFT DEZIRE)

1. A Photo copy of the valid Registration Certificate (RC) book (registered commercially) and valid insurance duly attested by a Gazetted Officer should be submitted along with the completed tender form.
2. The onwership document cannot be substituted by the documents like affidavit, Power of Attorney.
3. The vehicle must be in a good condition, as to the satisfaction of the RIMS authority.
4. Fuel shall be provided by the successful bidder of the car.
5. Repairing and maintenance and the cost thereof shall be the responsibility of the car successful Bidder.
6. Driver shall be provided by the successful Bidder.
7. Credentials, if any, should be supported by attested Photo copies.
8. The cars must be parked at the place identified by RIMS authority.
9. All Bidders must possess a GST no.
10. The successful Bidder shall enter into a deed/agreement, which may be renewed after 2 (two) years or a shorter period, as decided by the RIMS authority.

TERMS AND CONDITIONS FOR SEDAN CAR

1. A Photo copy of the valid Registration Certificate (RC) book (registered commercially) and valid insurance duly attested by gazetted officer should be submitted along with the completed tender form.
2. The Ownership document cannot be substituted by the documents like affidavit, Power of Attorney.
3. The vehicle must be in a good condition, as to the satisfaction of the RIMS authority.
4. Fuel shall be provided by the successful Bidder of the vehicle.
5. Repairing and maintenance and the cost thereof shall be the responsibility of the successful Bidder.
6. Driver shall be provided by the successful Bidder.
7. Credentials, if any, should be supported by attested Photo copies.
8. The vehicle must be parked at the place identified by RIMS authority.
9. The tenderer must possess a GST no.
10. The successful Bidder shall enter into a deed/agreement, which may be renewed after 2 (two) years or a shorter period, as decided by the RIMS authority.

TERMS AND CONDITIONS FOR MAHINDRA THAR (SOFT TOP)

1. A Photo copy of the valid Registration Certificate (RC) book (commercially registered) and valid insurance duly attested by gazetted officer should be submitted along with the completed tender form.
2. Ownership document cannot be substituted by the documents like affidavit, Power of Attorney.
3. The vehicle must be in a good condition, as to the satisfaction of the RIMS authority.
4. Fuel shall be provided by the successful Bidder of the vehicle.
5. Repairing and maintenance and the cost thereof shall be the responsibility of the Thar successful Bidder.
6. Driver shall be provided by the tenderer.
7. Credentials, if any, should be supported by attested Photo copies.
8. The vehicle must be parked at the place identified by RIMS authority.
9. All Bidders must possess a GST no.
10. The successful Bidder shall enter into a deed/agreement, which may be renewed after 2 (two) years or a shorter period, as decided by the RIMS authority.

TERMS AND CONDITIONS FOR WINGER

1. A Photo copy of the valid Registration Certificate (RC) book (commercially registered) and valid insurance duly attested by the Gazetted Officer should be submitted along with the completed tender form.
2. The onwership document cannot be substituted by the documents like affidavit, Power of Attorney.
3. The vehicle must be in a good condition, as to the satisfaction of the RIMS authority.
4. Fuel shall be provided by the successful Bidder of the vehicle.
5. Repairing and maintenance and the cost thereof shall be the responsibility of the vehicle successful Bidder.
6. Driver shall be provided by the successful Bidder.
7. Credentials, if any, should be supported by attested Photo copies.
8. The vehicle must be parked at the place identified by RIMS authority.
9. All Bidders must possess a GST no.
10. The successful Bidder shall enter into a deed/agreement, which may be renewed after 2 (two) years or a shorter period, as decided by the RIMS authority.

TERMS AND CONDITIONS FOR SUV

1. A Photo copy of the valid Registration Certificate (RC) book (commercially registered) and valid insurance duly attested by gazetted officer should be submitted along with the completed tender form.
2. Onwership document cannot be substituted by the documents like affidavit, Power of Attorney.
3. The vehicle must be in a good condition, as to the satisfaction of the RIMS authority.
4. Fuel shall be provided by the successful Bidder of the car.
5. Repairing and maintenance and the cost thereof shall be the responsibility of the SUV tenderer.
6. Driver shall be provided by the successful Bidder.
7. Credentials, if any, should be supported by attested Photo copies.
8. The cars must be parked at the place identified by RIMS authority.
9. All Bidders must possess a GST no.
10. The successful Bidder shall enter into a deed/agreement, which may be renewed after 2 (two) years or a shorter period, as decided by the RIMS authority.

TERMS AND CONDITIONS FOR BUS

1. A Photo copy of the valid Registration Certificate (RC) book (commercially registered) and valid insurance duly attested by gazetted officer should be submitted along with the completed tender form.
2. Onwership document cannot be substituted by the documents like affidavit, Power of Attorney.
3. The vehicle must be in a good condition, as to the satisfaction of the RIMS authority.
4. The bus must have 45 - 50 seating capacity
4. Fuel shall be provided by the successful Bidder of the bus.
5. Repairing and maintenance and the cost thereof shall be the responsibility of the SUV tenderer.
6. Driver shall be provided by the successful Bidder.
7. Credentials, if any, should be supported by attested Photo copies.
8. The buses must be parked at the place identified by RIMS authority.
9. All Bidders must possess a GST no.
10. The successful Bidder shall enter into a deed/agreement, which may be renewed after 2 (two) years or a shorter period, as decided by the RIMS authority.

Annexure II

Details of services to be provided

Service	Provision of commercially registered vehicle with a licensed driver, on hiring basis, for running in Manipur state.
Period	The contract shall be valid for a period of 2 years from the issue of work order. However, contract may be extended for a further period upto a maximum of 1 years if mutually agreed by the successful Bidder and RIMS, Imphal, on the same rate, terms and conditions.
Duty Hours	8 hrs per day and all days of a month, except Sundays and holidays. However, actual hours to be deployed shall be specified by users of the vehicles.
Reporting Place	Actual place of reporting shall be specified by the users of the vehicles.
Penalties	In case of breakdown or any eventuality of vehicles, it has to be replaced by another vehicle immediately. In case of unavailability of vehicles, a penalty of Rs.500/- per day may be imposed, in addition to deduction of hiring charges on pro-rata basis, for the period. If the number of breakdowns exceeds 3 times a month, a penalty of Rs.1000/- per breakdown, shall be imposed.
Others	a. Payment of any tax or duty for plying the vehicle in Manipur state will be the liability of the successful Bidder. b. Parking and toll charge, if any, may be claimed by producing valid parking/toll slips.