



अखिल भारतीय आयुर्विज्ञान संस्थान, गोरखपुर All India Institute of Medical Sciences, Gorakhpur

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय भारत सरकार द्वारा स्थापित एक स्वायत्त निकाय)
(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

Quotation No.: AIIMS/GKP/COMP-3215/2026-27/ 1198

Date: 15 /07/2026

Quotation Notice for providing Vehicle Services for project related activities under externally funded project, AIIMS Gorakhpur

Quotations are invited from intending registered stockiest /Distributors/ Suppliers/ OEMs having GST and relevant documents providing Vehicle Services at AIIMS, Gorakhpur. The quotation should be dropped in the Quotation Box located at Ground Floor of **Administrative Block, Medical College Building, AIIMS, Gorakhpur, U.P.** latest by **22 July 2026 till 16:00 pm**. Any quotation received through e-mail or after the last date will not be entertained.

Detail of the items: -

S. No.	Name of the Items	Quantity Required
1.	<u>Providing Vehicle Services for project related activities under externally funded project (For Specification- See Annexure 1) for 6 monthy</u>	1

Terms & Condition

- 1- Firm to mention Make/Brand name in their quotation along with price.
- 2- Prices should be clearly mentioned in the offer.
- 3- The sealed envelope should bear quotations number and the subject of quotation.
- 4- Supply should be made within 15 days from the date of purchase order.
- 5- Price should be inclusive of freight on road charges.
- 6- Quotation will be evaluated on total value basis.
- 7- Order will be placed to the L-1 vendor on total value basis.
- 8- Validity of the quotation should be 30 days from the date of opening and validity period should be clearly mentioned in the quotation.
- 9- Sample to be submitted as and when asked for.
- 10- Selected Supplier must have Valid License for supply the demand items.
- 11- Firm to submit documentary evidence in support of claim of GST at the time of submission of bills.
- 12- Following quotations will be summarily rejected:
 - a. Quotations not received in sealed envelope quotations without quotation enquiry number.
 - b. Quotations received without mentioning of Subject at the top of envelope
 - c. Quotations received without mentioning of Name of the firm on envelope
 - d. Quotations without GSTIN Number, Quotations without Date.
 - e. Quotations without validity period. Quotations without mentioning of GST amount.
 - f. Quotations without price quoted against each item
- 13- Short-life items (with a shelf-life period of 18 months or less) shall not have exceeded 5/6th of their total shelf life at the time of supply. For imported drugs, the shelf life at the time of supply shall not be less than 50%.
- 14- For items not covered under clause (1) above, the supplied stock shall not be older than one year from the date of manufacture at the time of supply.
- 15- If the supplied items are not utilized before the expiry date, the supplier shall undertake to replace them with fresh stock as and when required.



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- 16- The supplier shall arrange for free replacement of any quantity that may deteriorate in potency, strength, or approach expiry (or has expired) before the expiry date marked on the labels.
- 17- The quotation should be submitted only during Working Days & Office hours i.e. Monday to Friday (9 AM to 5 PM) & Saturday (9 AM to 2 PM)
- 18- For any clarifications, kindly contact at email address: procurementcell@aiimsgorakhpur.edu.in

S/d

Administrative officer
AIIMS Gorakhpur

Annexure-I

Common Vehicle Specifications and Terms for Interim LPC and Rate Contract/GeM Bid/Tender

1. Vehicle should be **AC SUV/MUV** category, preferably **Maruti Ertiga or equivalent/similar**.
2. Vehicle must have valid **commercial/yellow board registration**.
3. Vehicle should be suitable for project-related field visits, including rural/community field movement.
4. Vehicle should be clean, roadworthy, well-maintained, and preferably not more than **5 years old**.
5. Vehicle must be provided with a trained driver having a valid driving licence.
6. Functional AC is mandatory.
7. Vendor must ensure availability of valid vehicle documents throughout the service period, including:
 - Registration Certificate
 - Commercial permit
 - Insurance
8. Vendor should have valid **GST registration**, if applicable, and submit GST compliance invoices.
9. Vehicle will be required on a **need-based basis for project field activities**.
10. The normal duty requirement shall be **8 hours per day and up to 100 km per day**.
11. Charges for use beyond **100 km per day** shall be paid as per the approved **extra kilometre rate**.
12. If duty exceeds the approved daily duty hours, extra hour charges, if applicable, shall be paid only as per approved rate and with proper justification/record.
13. Payment shall be made on the basis of **actual kilometres travelled and duty hours**, as recorded in the daily logbook/duty slip.
14. Daily duty slip/logbook shall be maintained mandatorily and must record:
 - Date of duty
 - Reporting time and release time

- Opening and closing kilometre reading
 - Total kilometres travelled
 - Place/site visited
 - Purpose of visit
 - Signature of driver
 - Signature of authorized project staff
15. Fuel, driver salary, maintenance, repair, insurance, permit, taxes, and all statutory compliances shall be the responsibility of the vendor.
16. Vehicle shall be used for project-related field visits, monitoring, supervision, data collection, coordination, and other approved project activities.
17. Payment shall be made only after submission of bill/invoice, certified duty slips/logbook, and satisfactory service certificate.
18. In case of breakdown, the vendor must provide a suitable replacement vehicle without delay and without additional burden to the project/institute.
19. No additional payment shall be made without prior approval of the competent authority.
20. The Institute/project reserves the right to discontinue the service in case of unsatisfactory service, non-compliance, misconduct, or failure to provide vehicle as per approved terms.
- 21 The Institute/PI reserves the right to discontinue the vehicle services, in whole or in part, at any time during the contract period, if deemed necessary, without assigning any reason.
22. The duration of the vehicle hiring service shall be **six (6) months** from the date of commencement of the contract or from the date of issue of the work order, whichever is applicable.

U. Venkatesh
15/08/26

Dr. U Venkatesh / डॉ० यू वेंकटेश MD
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AIIMS Gorakhpur / एम्स गोरखपुर