



**NATIONAL INSTITUTE OF MENTAL HEALTH AND NEUROSCIENCES INSTITUTE OF  
NATIONAL IMPORTANCE, BENGALURU – 560 029**

**No.NIMH/PARKING CONTRACT/PRO/2022-23**

**Dated: 08.06.2022**

**TENDER NOTIFICATION**

The Director, NIMHANS invites Sealed Tenders from eligible tenderers under two-bid system for '**Parking of Vehicles Contract**' in NIMHANS premises on monthly rental basis.

**Tender Schedule**

<b>Downloading of Tender documents from NIMHANS website</b>	<a href="https://nimhans.ac.in">https://nimhans.ac.in</a>
<b>Last date for tender enquiry</b>	22.06.2022
<b>Tender submission last date and time</b>	08.07.2022 upto 4.00 P.M
<b>Technical bids will be opened by the authorized officer on</b>	11.07.2022 at 11.00 A.M

**Sd/-,  
Director**

**TERMS & CONDITIONS**

1. The sealed tender should be submitted in a two-bid system on or before the **due date** .
2. The tender bid should be valid for **120 days** from the due date. **NIMHANS, Bengaluru will not take any responsibility for any technical issues.**
3. NIMHANS intending to award Parking of Vehicles Contract to the experienced Contractors to run/maintain Cycle / Scooter / Motor Cycle / Car parking in NIMHANS premises on monthly rental basis by collecting the specified fee as prescribed by the Institute for parking the vehicles in parking areas in NIMHANS. The contract is for a period of **two years** from the date of handing over of the parking areas. **Tender processing fee is Rs. 5000/- (Rupees FIVE thousand only) shall be payable along with technical bid.** Tenders without processing fee shall be rejected.
4. **TENDERS:** Sealed Tenders are invited from the contractors / Firms / Companies / Societies who / which are having experience not less than **three years** in running Cycle / Scooter / Motor Cycle / Car parking at Medical Institutions / Hospitals or in any other major Organizations / Institutions. The bidder should have a turnover of **Rs.50,00,000/- (Rupees Fifty lakhs only) per annum** during any one of the three Financial Years 2018- 19, 2019- 2020 & 2020-2021 in running parking contract which shall be supported by audited financial statements.

5. Tender schedule may be downloaded from [www.nimhans.ac.in](http://www.nimhans.ac.in). The last date for receipt of tender is up to **4.00 P.M on 08.07.2022**. The prospective bidders are advised to regularly scan through above website as corrigendum/amendments etc. if any will be notified on the above website and separate advertisement will not be made in this regard. The bidders are requested to enclose a Demand Draft obtained from any Nationalized Bank for Rs.5000/- (Rupees Five Thousand Only) payable at Bengaluru and drawn in- favour of Director, NIMHANS or Cash Receipt of NIMHANS for Rs.5000/- and enclose the same to the Tender Forms towards Tender processing fee. The validity of tender is for a period of 120 days from the date of opening tender.
  
6. The Tenderer should submit separate sealed covers addressed to “**THE REGISTRAR, NIMHANS, HOSUR ROAD, BENGALURU – 560 029**” superscribing “**Tender for Contract for Parking of Vehicles at NIMHANS- Technical Bid**” and “**Tender for Contract for Parking of Vehicles at NIMHANS- Financial Bid**”. Both the covers are to be put in a single cover labeled “**Tender for Contract for Parking of Vehicles at NIMHANS -**” and should be sealed and filed/dropped in the Tender Box kept in the Purchase Section, NIMHANS, Bengaluru- 560 029, on or before the due date and time as stipulated. The tenderer should write his/or firm's name and address on all the above covers. (Left down side of the cover).
  
7. **SUBMISSION OF TECHNICAL BID:** The Tenderers to submit Technical bid.
 

**The technical bid cover to contain: (copies to be enclosed)**

  - a. Completed filled in original technical bid form with the following mandatory documents.
  - b. Demand Draft for **Rs.5,00,000/-** (Rupees Five Lakhs only ) drawn from any Nationalized Bank in favour of the Director, NIMHANS, Bengaluru, towards Earnest Money Deposit.
  - c. Attested copies of documents relating to the Registration of the firm, partnership deed, Articles of Association in case the tenderer is a Registered Legal Proprietorship Firm/ a company registered under the Companies Act/ a Society Registered under Societies Act.
  - d. Copy of experience certificate showing that the bidder is having at least **three years** experience in running two & four wheeler parking at Medical Institutions or in any other major organizations/ institutions.
  - e. Audited Financial Statements in support of turnover of Rs.50,00,000/- (Rupees Fifty lakhs only) in maintaining parking areas during any one of the financial years 2018- 19, 2019- 20 & 2020-21.

- f. Copy of Permanent Account Number of Income Tax
- g. Income Tax Returns for the last three years i.e. 2018-19, 2019-20, 2020-21.
- h. EPF Registration certificate with code number and its latest copy of challan deposited
- i. ESI Registration certificate with code number and its latest copy of challan deposited
- j. List of present assignments with addresses and the latest phone numbers.
- k. ICR sheet filled by the tenderer with proof of at least one photo identification issued by the Govt. authorities (copy of Aadhar card, driving license, pass port or election voter I.D. Card).
- l. No Dues certificate from NIMHANS if the Tenderer is previously / currently doing any kind of business in NIMHANS as an individual or as a partner.
- m. Copy of the Cash receipt for Rs. 5,000/- paid in NIMHANS cash counter OR Demand Draft towards processing fee which is not refundable.
- n. The bidders should have got registered under GST.

**The financial bid cover should contain:** Financial bid form duly quoting the monthly rent both in figures & words. The Financial bids of those who are qualified in Technical bids evaluation shall be opened.

#### 8. **Earnest Money Deposit**

The intended tenderer shall pay an amount of Rs.5,00,000/- (Rupees Five Lakhs only) towards Earnest Money Deposit by way of Demand Draft issued by any Nationalized Bank in favour of the Director, National Institute of Mental Health and Neurosciences, Hosur Road, Bengaluru. The Tenderer shall enclose the Demand Draft to the Technical Bid. The Tenders without E.M.D shall be summarily rejected.

- a. The EMD shall not bear any interest and will be refunded to
  - i. Successful tenderer on receipt of Security Deposit.
  - ii. Unsuccessful tenderer upon finalization of the contract and award of contract to successful bidder.
  - iii. All the tenderers if the tendered item is cancelled or retendered.

#### 9. **Security Deposit:**

The successful bidder has to deposit (10) Ten months rent in advance towards Security Deposit within 15 days from the date of awarding the contract failing which EMD will be forfeited and necessary penal action will be taken against the firm. No interest will be paid on the EMD or on Security Deposit.

10. The Security deposit of the successful bidder will be refunded only after successful completion of the contract period. In case of failure to run the contract or any breach of the terms and conditions of the Agreement, the Security Deposit shall be forfeited along with EMD. The Institute reserves the right to recover the amount from the Security Deposit in case of any damages caused to the vehicles kept in the custody of the contractor and also due to premature termination of the contract by the contractor. The contractor has to compensate for any theft/loss/damages caused to the vehicles kept under the custody of the contractor. The Director's decision in this regard is final and binding on the contractor.
11. **Agreement:** The successful Tenderer has to enter into an agreement with NIMHANS on Non Judicial stamp paper worth of Rs.200/- on payment of Security Deposit within 15 days from the date of award of Contract.
12. **Term of Contract:** The term of the contract starts on **1<sup>st</sup> August, 2022** and will continue as a month to month basis for a period of one year or until such time terminated by either party by giving a month's notice. The term of the contract is extendable with mutual written consent of both the parties.
13. **Places of Parking:** List enclosed at Annexure.  

Institute reserves the right to reallocate the parking area during the contract period also. The parking areas mentioned at Annexure may be utilized by NIMHANS for any other purpose during the contract period, for the convenience of patients / public, by shifting the parking slot to some other place. The contractor shall be bound to accept the same.
14. **Supervision and Control:** The contractor should work to the satisfaction of the Institute for this purpose. The contract is terminable at one month notice in the event of any breach of terms and conditions of the agreement or impolite behavior of the contractor's employees. The Director NIMHANS has the right to terminate the contract and on such termination, the Deposits of the contractor shall be forfeited.
15. The contractor should employ experienced and healthy workers. The contractor should provide Uniform as approved by the Institute to his employees and they should put on badges bearing name and designation. In case not wearing the uniform and badge, the Director, reserve the right to impose a fine to an extent of Rs.500/- (Rupees five hundred only) for each occasion.
16. The contractor and his employees shall deal politely with the public and with the staff of NIMHANS. In case of any complaints about their misbehavior or over charging of Parking fee etc, the Director reserves the right to impose a fine to an extent of Rs.5000/- ( Rupees Five Thousand only) per each proved complaint after due enquiry. The decision of the Director in this matter shall be final and binding on the contractor.

17. **Termination:** Either party may terminate this contract by giving 30 days written notice to the other party. Any such notice shall be directed to a party at the party address as provided in the document.
18. **Rent to be offered:** The contractor should quote the rent per month payable to NIMHANS in maintaining the two & four wheeler parking areas in NIMHANS premises. This has to be mentioned both in words and in figures. In case of discrepancy between the figures and words, the later will prevail and tenders should not contain vague words like 'negotiable' and other such terms. Corrections and overwriting will disqualify the tender. **The Tenderer should quote monthly Rent over and above minimum expected rent of Rs.2,50,000/- (Rupees Two Lakhs and Fifty thousand only) per month with admissible GST extra.** The rent for each month shall be paid on or before 5<sup>th</sup> of every month for the previous month. Interest on delayed payment @ 12% per annum will be charged. The rental will be revised every year on mutual acceptable proportion from the second year onwards during annual renewal.
19. **Parking Rates & Tokens:** The contractor is authorized to collect parking charges from the public at the following rates fixed by the Institute:  
**Two Wheeler 0-8hrs; Rs.10/-, 8-12hrs; Rs.20/-, 12-16hrs; Rs.30/-, 24hrs; Rs.50/-**  
**Four wheeler 0-8hrs; Rs.30/-, 8-12hrs; Rs.50/-, 12-16hrs; Rs.70/-, 24hrs; Rs.100/-.**
20. In case of multiple entry passes which should be valid for 24 hours, Rs. 50/- for two wheeler, Rs.100/- for four wheeler. The pass should contain date and time of issue and the rate being charged for parking. Two wheeler Rs.50/- (first day)+ Rs.40/- every additional day and four wheeler Rs.100/- + Rs.80/- every additional day up to a maximum of 07 days only.
21. The Contractor has to display the parking rates prominently on boards indicating parking charges of various vehicles along with validity of hours / time, at his own cost.
22. The Contractor shall issue electronically printed tokens to the persons parking vehicles in the Parking showing the No. of vehicle, time of entry and date etc., The parking tokens for Single/Multiple entry category of vehicle should be different and identifiable by their colours. The boom barrier & other technological infrastructure should be initiated by the contractor at their own cost.
23. **Free parking for the Govt. Vehicles, Invitees, VIP's (IAS & IPS) & Staff of NIMHANS:**

The contractor should allow the parking of the vehicles belonging to the Govt. Departments / Invitees, VIP's (IAS & IPS) Public Representatives & Staff of the Institute who visit on official purpose, on free of charge as mentioned in the Annexure - parking places. Separate parking has been provided to the Faculty/ Non-

Faculty, Doctors/ Staff and students of NIMHANS for which NIMHANS will not pay any amount to the Contractor. But it is the responsibility of the Contractor to keep the safety of vehicles of the Staff at the area mentioned for Staff. The contractor should operate this parking area round the clock and should not collect any amount from the Staff and students of NIMHANS. The contractor has to take care of Staff Parking. If the vehicles or parts of the vehicle are lost/damaged while in the custody of contractor, the cost thereof should be paid by the contractor to the vehicle owner (NIMHANS Staff / student of NIMHANS).

24. The contractor or his employees should not use vehicles kept at parking areas.
25. **Contractor's liability regarding loss of vehicle or parts of vehicle:** If any Vehicle or parts of the vehicle parked in the parking area are lost from the custody of contractor or found missing the cost of it shall be payable by the contractor to the depositor of the vehicle, failing which the cost will be paid by NIMHANS from Security Deposit. The Director reserves the right to direct the contractor to reimburse the amount within a week failing which the Director will have the right to cancel the contract besides forfeiting the Security Deposit. Contractor may obtain proper Insurance coverage in this regard.
26. The Institute reserves the right to accept or reject any or all of the tenders and reasons therefor will not be communicated to the tenderers.
27. The successful Tenderer shall not award Sub-Contract to any other person nor create any 3<sup>rd</sup> party right whatsoever.
28. Any dispute with regard to this tenders shall be entertained by courts at Bengaluru only.
29. Any contractor or contractors who were black listed either by NIMHANS or by the State Government or by any organization of the Government of India in any manner shall not be considered for taking part in the contract and they shall be disqualified at the threshold.
30. If the NIMHANS comes to know suppression of tender related information or matter by the contractor either before or after the agreement is entered, the institute reserves the right to cancel the agreement and the Security & EMD/amount shall be forfeited by the Director, NIMHANS.
31. The bidder or bidders contractors who owes any amount to NIMHANS directly or indirectly or in any form, shall deposit to NIMHANS all the arrears of amount due by him to take part in the tender failing which he shall be disqualified to bid the contract in any manner. The decision of the Director NIMHANS in this aspect is final. The tenderers should enclose No Dues Certificate issued by NIMHANS to the Tender form, if they are presently doing any kind of business in NIMHANS and also if they have done any kind of business in NIMHANS in the past.

32. Smoking and taking of intoxicants are prohibited in the areas of parking as per the law and penalty will be levied.
33. The contractor shall report to Medical Superintendent/Public Relations Officer or any other officer designated by the Director for the purpose.
34. The contractor is responsible for strict observance of all Labour laws and all other laws pertaining to his employees such as Child Labour Abolition & Regulation Act, Employees Provident Fund Act, Shops and Establishment Act and ESI Act etc., The contractor has to pay minimum wages to the workers working under him as per the Act.
35. Canvassing in any form will disqualify the tenderer.
36. The successful tenderer has to take steps to provide a Signage System (Radium based) for the entire hospital parking area should be installed which includes parking signs on the Roads inside NIMHANS campus at his own cost.
37. It is the responsibility of the successful tenderer to see to park the vehicles in the areas mentioned / demarcated. If found any vehicles parked other than Parking areas, the Contractor is liable to pay fine to NIMHANS.
38. The successful contractor has to intimate / inform the authorities of NIMHANS / Police Station, Siddapura, Bengaluru, about unclaimed vehicles if any from time to time.
39. NIMHANS is in no way responsible for the liability of the contractor in regard to wages to its workers and in observing all laws relating to his employees.
40. Quoted price should be including of all Taxes including GST.
41. No Extra amount should be collected from the individual other than the amount mentioned in the Tender Schedule.
42. If the contractor intends / seeks to cancellation of the agreement in the middle he has to bear the loss if any caused to the NIMHANS in re-tendering the Parking areas besides forfeiting deposits i.e. EMD & Security deposit.
43. The Director of NIMHANS reserves the right to reject any or all the tenders without assigning any reasons and the Director's decision shall be final and binding on all the bidders.

**DIRECTOR**

**APPLICATION FORM NO. 1****STRUCTURE AND ORGANIZATION**

1. Name & address of the bidder:
2. Telephone No. / Telex No. / Fax No:
3. Legal status of the bidder (attach copies of original document defining the legal status)
  - (a) An individual.
  - (b) A proprietor firm.
  - (c) A firm in partnership.
  - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (attach attested photocopy)

Organization /Place of registration	Registration No.
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5. Name and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Had the applicant ever suspended the Contract for a period of more than six months continuously after commencement the Contract? If so, give the name of the project and reasons of suspension of work.
8. Had the applicant ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
9. Had the applicant ever been debarred / black listed for tendering in any organization at any time ? If so, give details.
10. Had the applicant ever been convicted by a court of law? If so, give details.
11. Any other information considered necessary but not included above.
12. The contractor has a right to take away all his Electronic Equipment and ticketing machines only on completion of his period of contract.
13. If the contractor intends / seeks to cancellation of the agreement in the middle he has to bear the loss if any caused to the NIMS in re-tendering the Parking areas besides forfeiting deposits i.e. EMD & Security deposit.

Authorized Signatory of bidder.



**APPLICATION FORM NO. 2****FINANCIAL CAPABILITIES****(Rs. In lakhs)**

Financial Year	Annual Turn Over in Indian Rupees ( or equivalent to Indian Rupees ) as per Audited Balance Sheet / Certificate from Chartered Accountant (CA).
2018-2019	Rs.
2019-2020	Rs.
2020-2021	Rs.

**NOTE : The above data is to be supported by audited balance sheets or Certificate from the Chartered Accountant (CA).**

1. Attach copies of audited balance sheets duly certified by the chartered accountant for all three years (2018-19, 2019-20 & 2020-21). Audited Balance sheet should mention the membership number of Chartered Accountant issued by ICAI along with full address.

**Authorized Signatory of bidder**

**NATIONAL INSTITUTE OF MENTAL HEALTH AND NEUROSCIENCES  
(Institute of National Importance) –  
Bengaluru 560 029.**

**TECHNICAL BID FOR TWO & FOUR WHEELER PARKING**

1. Name of bidder / Firm	
2. Complete address with Telephone No(s). _	
3. Name of Contact person with Telephone number	

4. EMD Particulars: D.D No.	dt.	
Amount Rs.	Name of the Bank & Branch:	

The tenderer should tick ( ) yes or no for the following points in the space provided and enclose relevant documents.

5.	<u>Qualification criteria: ( copies to be enclosed)</u>	
	a) Had the tenderer ever been declared insolvent	YES / NO
	b) Had the tenderer ever been convicted in any Court of Law <b>or</b> any case is pending before any court against the tenderer for the default in payment of rents etc. ( If yes the tenderer has to furnish the details in a separate sheet and should enclose with this form)	YES / NO
	c) Whether enclosed Demand Draft for Rs.5,00,000/- towards EMD.	YES / NO
	d) Whether enclosed the attested copies of documents relating to Registration of Firm, Partnership deed, Articles of Association (In case of the tenderer is a Registered proprietorship firm/ a company registered under the Companies Act/ a Society registered under the Societies Act.)	YES / NO
	e) Whether the tenderer is having <u>three years</u> experience in running two & four wheeler parking at Hospitals/Medical Institutions or in any other major organizations / Institutions. (copy to be enclosed)	YES / NO

	<p>f) Whether the tenderer is having annual turnover of Rs.50.00 lakhs (Rupees Fifty Lakhs only) in any one of the three of the following financial years i.e 2018-2019, 2019-2020, 2020-2021&amp; (2021-2022 optional) (Audited Financial Status should be enclosed in support of turnover)</p>	YES / NO
	<p>g) Whether enclosed the list of present assignments with their address and latest phone numbers ( Copy to be enclosed).</p>	YES / NO
	<p>h) Whether possessing EPF Registration number (Copy of Registration Certificate and latest challan copy to be enclosed)</p>	YES / NO
	<p>i) Whether possessing ESI Registration number (Copy of Registration Certificate and latest challan copy to be enclosed)</p>	YES / NO
	<p>j) Whether possessing PAN Card ( Copy to be enclosed)</p>	YES / NO
	<p>k) Whether filed Income Tax Returns for the last three years 2018-2019, 2019-2020 &amp; 2020-2021 (Copies to be enclosed)</p>	YES / NO
	<p>l) Whether doing any kind of business in NIMHANS presently or in the past ( If yes no dues certificate from NIMHANS has to be enclosed)</p>	YES / NO
	<p>m) Whether enclosed the filled in ICR Sheet.</p>	YES / NO
	<p>n) Demand Draft / Cash Receipt for Rs.5000/- (Rupees Five Thousand only) towards cost of Tender processing fee.</p>	YES / NO
	<p>o) Bid Security Declaration Form</p>	YES / NO
	<p>p) The bidders should have got to registered under GST.</p>	YES / NO

**SIGNATURE OF THE TENDERER**

**DECLARATION FORM**  
(To be enclosed with the tender)

I/we do hereby declare that I/we shall keep my/our offer open during validity period of contract in the event of my/our offer being accepted. I/we shall abide by the terms and conditions of the parking contract and any other condition as per the agreement to be entered by us. It is hereby declared that the information furnished is true to the best of my/our knowledge.

I/we hereby unconditionally give an undertaking that I/we have gone through the tender schedule conditions. In the event of any of the information furnished by me/us in this tender for providing Security services is found to be fabricated /false at the time of tender or at a later date, I/we may be disqualified.

In the event of such disqualification, I/we shall cease to be eligible to maintain Cycle, Scooter/Motor Cycle, Car parking in NIMHANS and our Deposits shall be forfeited.

**Signature of the Tenderer(s)**

Place:

Date:

(In case of trust/society/company/organization the resolution or the concerned document empowering and authorizing the individual to sign the tender schedule should be enclosed. In case of registered partnership firm, the tender documents have to be signed by the Managing partner).

**BID SECURITY DECLARATION FORM**

**Tender No.**  
**To,**

**Date:**

**The Director,**  
**National Institute of Mental Health & Neurosciences**  
**(Institute of National Importance)**  
**Post Box No. 2900,**  
**Hosur Road, Bengaluru – 560 029**

Sir / Madam,

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a BidSecurity Declaration.
2. I/We accept that I/We may be disqualified from bidding for any contract with you for a period of **one year from the date of notification** if I am / We are in a breach of any obligation under the bid conditions, because I/We
  - i. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
  - ii. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
    - a. Fail or reuse to execute the contract, if required or
    - b. Fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.
3. I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of
  - i. Completion of tender process; or
  - ii. Thirty days after the expiration of the tender validity.

**Signature of Tenderer along with seal**  
**(to be signed by all partners, in case**  
**of joint venture)**

NATIONAL INSTITUTE OF MENTAL HEALTH AND NEUROSCIENCES  
(Institute of National Importance)  
Bengaluru – 560 029

**TWO & FOUR WHEELER PARKING**

**FINANCIAL BID**

1.	Name of the Tenderer / Firm	
2.	Complete Address	
3	Monthly Rent Offered ( To be mentioned both in figures and words)	

I have gone through the terms and conditions mentioned in the tender schedule. I agree to abide by the rules and regulations mentioned therein.

SIGNATURE OF AUTHORISED  
REPRESENTATIVE OF BIDDER

National Institute of Mental Health and Neurosciences  
(Institute of National Importance)

ANNEXURE

Date: 02 /05/2022

**PAID PARKING AREA'S FOR VISITORS:**

<b>Sl.No.</b>	<b>TWO WHEELER'S</b>
1	Behind OPD
2	Near Casualty & Emergency

**PAID PARKING AREA'S FOR FOUR WHEELERS VISITORS:**

<b>Sl.No.</b>	<b>FOUR WHEELER'S</b>
1	Behind OPD
2	Near Casualty & Emergency

**STAFF TWO-WHEELER PARKING:**

<b>Sl.No.</b>	<b>TWO WHEELER'S</b>
1	Near Casualty & Emergency

**STAFF-FOUR WHEELER'S PARKING AREA'S**

<b>Sl.No.</b>	<b>FOUR WHEELER'S</b>
1	Near Casualty & Emergency

**Any other additional areas deemed fit may be included in future.**

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