

NATIONAL LAW UNIVERSITY DELHI
SECTOR-14, DWARKA, NEW DELHI-110078

Ref no. NLU/Ambulance/Tender/2025

Date: 07.08.2025

TENDER NOTICE
FOR PROVIDING AMBULANCE ON CONTRACTUAL BASIS

Tenders are invited by the Registrar National Law University Delhi (NLU Delhi) under two bid system from the interested and eligible agencies for providing round the clock Ambulance Services in National Law University Delhi, Sector-14, Dwarka, New Delhi-110078 for **Two years** extendable further for the period of one year subject to satisfactory services/performance and with mutual consent on the same rates, terms and conditions of the contract.

Type of Ambulance	Qty	Timing	Earnest Money Deposit	Last date of submission of e-tender online	Tender Opening Date and Time
Advance Life Support Ambulance (Cardiac ambulance)	1	24*7*365	Rs.72,000/-	22.08.2025 03:00PM	25.08.2025 02:30PM

Tender Documents along with all terms and conditions may be downloaded by the bidder from the website-<https://www.nludelhi.ac.in>. All bidders are requested to check further notifications/updates if any, on the above-mentioned web sites.

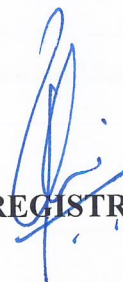
The bidders should submit the tender in a double bid system in the prescribed Performa. Tenders alongwith Declaration as per Annexure-II and EMD shall be submitted physically in hard copy alongwith Financial Bidding in separate envelop. As Financial Bids for those bidders will be open once qualified in technical evaluation.

Declaration as per Annexure-II and EMD and Financial Bid in separate envelop are to be dropped in the Tender Box captioned "**Tender for providing Ambulance service**" placed at the reception of Academic Block building in the campus of National Law University Delhi, by 3.00 PM on or before 22.08.2025. If the declaration as per annexure-II and EMD are sent by speed post, it should reach the office at the latest by 12:00 noon on the closing date

It is mandatory for all bidders to mention their email id for the correspondence purpose for this tender.

- Tenders received after the closing date and time shall not be considered. If any information furnished by the applicant is found to be false at any stage, the application shall be cancelled, and applicant shall be liable to be debarred from tender.
- NLU Delhi reserves the right to reject any or all applications without assigning any reason. Selection of the successful bidder will be at the sole discretion of the NLU Delhi, who reserves the right to accept or reject any or all proposals without assigning any reasons thereof.
- Any corrigendum to this tender will be notified through the aforesaid websites only. Tenders complete in all respects will only be considered for evaluation.

The Registrar National Law University Delhi reserves the right to accept or reject any/ all Tenders without assigning any reason whatsoever.



REGISTRAR

ANNEXURE – I

TECHNICAL BID

TECHNICAL BID FOR ADVANCE LIFE SUPPORT AMBULANCE (CARDIAC AMBULANCE)

1	Name of Agency	
2	Ownership Status Proprietorship/Pvt. Ltd. Company etc. Provide documents in this regard	
3	Name of proprietor/Managing Partner/Managing Director	
4	Office address Provide documents for ownership/lease agreement	
5	Residential Address of proprietor/Managing Partner/ Managing Director	
6	Contact Details	
	a. Office Land Line Phone Number (attach copy of bill)	
	b. Mobile Number	
	c. Email ID	
	d. Fax Number	
7	Registration Details of Agency	
	a. PAN Number (attach copy)	
	b. Goods and Service Tax (GST) Registration No.	
	c. ESIC & EPF Registration No. (if applicable)	

	d.	Labour License No.(if applicable)	
8	Registration details of vehicle (attach copy of registration No.)		
	a.	Type Make/Model	
	b.	Vehicle Registration No.	
	c.	License for Ambulance Service	
	d.	Valid road permit for Madhya Pradesh	
	e.	Pollution control certificate	
	f.	Comprehensive Insurance Certificate	
	g.	Fitness certificate	
9	Audited balance sheet/Certificate from C.A./self declaration certificate (last 3 financial years)		
		Period	Turnover Profit
	a.	2023-2024	
	b.	2022-2023	
	c.	2021-2022	
10	Details of bank (provide original cancelled cheque)		
	a.	Name of Bank	
	b.	Address of Bank	
	c.	Account Number & Type	
	d.	IFSC Code	

Signature of Authorized Person

Full Name:

Company's Seal:

Date:

Place:
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DECLARATION

I, Son /
Daughter of Shri

..... Authorized
signatory of

..... is / am competent
to sign this declaration and execute this tender document.

I have carefully read and understand all the terms and conditions of the tender and hereby convey my acceptance of the same.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage and forfeit of EMD/Performance Security besides liabilities towards prosecution under appropriate law.

I further declare that my Company/agency has never been blacklisted by any Government organization and no CBI/ or any criminal case is pending against me. I further declare that I have never been convicted for any criminal offence by any court of law.

Signature of Authorized Person Full Name:

Company's Seal:

Date:

Place:

N. B.: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

ACCEPTANCE OF REQUIREMENT AND SPECIFICATIONS

1. The Tenderer/firm/agency shall supply a well-equipped spacious ALS Ambulance along with driver and Emergency Medical Attendant for 24*7 service during the contact period as per terms and conditions detailed in Annexure-II.
 2. ALS Ambulance with General, Safety and Emergency Care Equipment; Medicines; First Aid and other items to be provided.
 3. Human Resource for providing the service in the Ambulance (Driver operator and an experienced medical attendant)
 4. Ambulance Vehicle: Any long high roof vehicle eg. Traveller (Force Motors) shall be owned in the name of the bidder (also called as Service Provider) and the vehicle should not older then 3 years along with the facilities mentioned above and should satisfy all the terms and conditions mentioned.
 5. The following conditions should also be fulfilled/provided for the Ambulance Vehicle deployed at National Law University Delhi, Sector-14 Dwarka, New Delhi-110078.
 6. Other Lifesaving equipment: Other Lifesaving equipment that should be available in the ambulance.
 - (1) Defibrillator,
 - (2) Multiparameter monitor (for monitoring SpO2, Pulse Rate, Blood Pressure, ECG),
 - (3) Accou-Check Active Glucometer with 25 strips and 25 nos of Lancets,
 - (4) Finger type Pulse Oximeter,
 - (5) Manual Mercurial BP apparatus,
 - (6) Head immobilizer set suitable and properly connectable to the Spine board provided in the Ambulance.
 - (7) Rigid Cervical Collar of all sizes.
 - (8) Nebulizer
 - (9) Scoop Stretcher fixed (but easily removable) to a suitable location.
 - (10) Foldable Wheel Chair
-
- 6 | 7a Roof top Red Blue Emergency Warning Signal light bar with Speaker and Siren should be available for the Ambulance vehicle.

8. Service provider to maintain proper vehicle logbook. For every vehicle movement driver need to enter the trip details/patient information with signature of on duty staff nurse and attendant of the patient.
9. Penalty:
 - a) Negligence found on emergency essential item and services 5% of the total value of contract.
 - b) Repetition of negligence – 10% of the total value of contract.
 - c) Repetition of negligence third time – termination of contract.

The National Law University Delhi reserves the right to terminate the contract without assigning any reason by giving a notice of three months.

I/We accept the requirements mentioned above.

Signature of the Tenderer with seal and date

GENERAL TERMS AND CONDITIONS

1. **Scope of work/service:** The following are the description of the scope of work to be performed by the Outsourced Ambulance Service provider:

1.1. Provision of one number of Ambulance Vehicle and Human Resources for the Ambulance and the various services as per the specifications, descriptions and the terms & conditions.

1.2. The ambulance van along with its driver will have to be stationed 24*7 basis at National Law University Delhi, Sector-14 Dwarka, New Delhi-110078 without break on all days of the month. Accordingly, the contractor should arrange for the replacement of vehicle in case of normal wear and tear/temporary out of service, a reliever driver and EMT (Emergency Medical Technician).

1.3. Nature of work:

1.3.1. Movement/Shifting of the sick, injured or accident victims and casualties into ambulance and transportation of them to hospitals.

1.3.2. First Aid to such cases moved into the ambulance and transportation of the victims to the hospital with Nursing care enroute (Nursing care to be provided by the EMT).

2. **Period of Contract:** The contract will be for a period of one (01) year initially. The Ministry may renew/extend the contract to such further period (s) at same rate and terms & conditions, as it may deem proper and in any case not exceeding three years from the date of commencement of work, having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.

3. **Termination of Contract:** The contract entered into pursuant to this tendering process can be prematurely terminated by either party after serving a notice of not less than three months, without assigning any reasons therefore except for non- performance by vendor.

4. **Validity of the Bids:** The tenders shall be valid for a period of 90 days from the date of their opening.

5. **PBG (Performance Bank Guarantee):**

The successful tenderer will have to furnish a security deposit of 5% of the value of the contract in the form of Bank Draft/Banker's cheque from a Nationalized Bank within 07 days of award of contract.

6. **Bid Submission Process:** The bid is to be submitted as per the format.

7. In case more than one bidder quotes the same rates, preference shall be given to the bidder having latest model vehicle. The decision of the Ministry shall be final & binding on all the concerned parties.

8. The bidders shall declare in writing on their letterheads duly signed with requisite stamps and seals that neither he nor any of them nor their firm has ever been blacklisted or involved in any police or vigilance case, failing which the bids are liable to disqualification.
9. The bidder should have an office in Delhi, provide complete postal address /Telephone No./Fax/E-mail Address etc. of this office, and submit a documentary proof of the same along with his/her Technical Bid.
10. The bidder while submitting their tender form shall enclose self-attested copies of Experience certificates, Trade License essential for carrying out the activities under reference. Service Tax/GST Registration shall be submitted.
11. The ambulance provided must be registered as an ambulance by the appropriate authority with all the valid licenses/permits/Govt. permissions, and it should have all the sophisticated equipment/items (ACLS) with latest prescribed specifications of a fully furnished ALS Ambulance.
12. The vehicle offered should have seats in the patient's cabin for an attendant as well as one para medico official.
13. The bidder should deploy an ambulance in good running condition which is not older than 5 years. It should have valid registration / insurance coverage (including the driver) road Tax payment certificate/fitness/ pollution free certificate from competent authorities.
14. During the service periods/vehicle maintenance, a substitute vehicle must be provided, and the substituted ambulance should not be more than three years old under any circumstances.
15. The vehicle offered should be free from litigation and should possess no past history of rash driving and violation of traffic rules etc.
16. The drivers engaged to drive the Ambulance must have a valid driving license, minimum of five years of experience of driving similar vehicles and should be below the age of 50 Years.
17. Boarding and lodging of the driver will not be permitted within the University Campus.
18. The Drivers and EMTS should not have any past history of criminal records. alcoholism or drug addiction. At no time he should be under the influence of intoxication while on duty.
19. The Drivers and EMTS allocated to the University should be disciplined, should maintain hygiene and have good communication skills in English, Hindi and knowledgeable of vehicle maintenance skills, roads and areas across the Delhi city, and basic knowledge of using personal protective equipment in shifting a patient.
20. The Driver and EMT and the Ambulance should be under Insurance cover of Accident Policy for loss of life, injury etc. & Compensation, if any, in this regard, if awarded, will be the responsibility of the Tenderer /Firm/Agency.
21. The Contractor as well as the Driver of the ambulance van to be deployed must always be carrying activated mobile phone to facilitate easy/instant contact with them. Mobile No. of contact person/nodal point during day time should also be provided.

22. The bidder shall manage duty shifts of drivers/Emergency Medical Technician in such a manner that the services should not be interrupted. The tenderer has to furnish the list of drivers/EMTS for shift duty immediately after award of contract. The management of shift duty chart of the drivers and EMTS is the responsibility of the successful tenderer.

23. The rate of hire charges quoted should be inclusive of wages of the driver and Emergency Medical Technician/Cost of maintenance of the Ambulance Van along with its amenities and the cost of fuel/lubricants/coolants etc. as required for running an Ambulance van.

24. All statutory compliances as per law (eg. PF, Minimum wages, and all the applicable labour laws etc.) to be complied about the Human resource deployed. Payment of wages & statutory obligations such as Minimum Wages etc. are to be observed by the successful bidder. Statutory Liability viz. ESI/EPF etc. would be solely borne by the Tenderer & no extra payment would be made on this account. Any expenditure towards wear & tear, repairing would be borne by the successful bidder.

25. The University or officials would not be liable for any damage/loss caused to the/by the Ambulance Van or its driver either due to accident or otherwise during deployment of the Ambulance.

26. The successful bidder providing the Ambulance Van will be liable for any damages/loss caused by him/driver of the Ambulance Van/EMT including loss of life of any of University Staff/patient/any other person occurring for the fault of him / Driver of Ambulance.

27. Log book regarding the movement of Ambulance would be maintained by the Service provider. All entries regarding movement of Ambulance will be made in the log book with due authentication by the Driver, EMT and patient's attendant under their dated signatures, mobile no. against the entries regarding the movement as per the columns to be specified later to the successful bidder from the date of execution of agreement for deployment of the Ambulance. The driver, EMT and patient's attendant at the relevant time must ensure that entries in the log book have been made correctly. Any entry regarding movement of Ambulance without authentication as above would not be considered for payment of hire charges.

28. Payment of the hire charges of the Ambulance Van would be made to the Contractor on monthly basis within 15 (fifteen) days of receipt of the bill, directly into the bank account of the Tenderer/firm/agency. The bill should be submitted in triplicate within first week of the succeeding month. Income Tax will be deducted as per rules from the monthly bills.

29. In case of breakdown or non-supply of Vehicle, the loss suffered or expenditure incurred by the University will be recovered from the Contractor.

30. The University reserves the right to reject any or all bids at any time before or after opening of the bids without assigning any reason.

31. National Law University Delhi also reserves the right to physically verify the ambulance and also to verify the original documents regarding Registration, Road Worthiness, Pollution free status, Insurance, license of driver etc. in connection with the ambulance van.

32. The terms and conditions of contract & instructions to bidders contained herein shall form part and parcel of and shall be taken as if they were included in contract agreement to be entered into by the successful Tenderer.

33. Violation of any terms and conditions by the successful Contractor /his staff of Ambulance van will lead to termination of the contract agreement and will result in forfeiture of Security Deposit to the extent as would be decided by the University.

34. Notwithstanding any other provisions in this contract, the University reserves the absolute right to terminate the contract for which it is found that continuation of the contract is not in public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.

35. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the contractor shall be forfeited without any claim whatsoever on the University and the contractor is liable for action as appropriate under the extant laws.

36. The University reserves the right to terminate the contract without assigning any reason by giving a notice of three months. The contractor will also serve a notice of three months, if he wishes to terminate the contract.

37. **Force Majeure:** The University may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the Contract, is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

38. **PENALTY:** An appropriate penalty will be imposed on the contractor if any deficiencies are observed by the University officials about the services and equipment of the vehicle of the ambulance on each such occasion or happening. The penalty amount will be deducted from the monthly bill of the contractor.

a) Negligence found on emergency essential item and services - 5% of the total value of contract will be deducted.

b) Repetition of negligence - 10% of the total value of contract will be deducted. c) Repetition for third time-termination of contract

39. **COMMENCEMENT OF WORK:** The contractor is required to start the work with effect from the date mentioned in the work order. In case it is found that the work has not been taken up from the above date, the Ministry at its sole discretion may cancel the work order and the ~~EMD~~, Security Deposit shall be forfeited without any further reference to the Contractor. In the absence of any EMD/Security Deposit, the contractor will be blacklisted and debarred from participation in any future tendering process of the University.

40. FALL CLAUSE: If the vendor provides ALS Ambulance services with same specifications to any Government Organization at lower rates during the currency of the contract, the contract price will be automatically reduced to that price.

Signature of the Tenderer with seal and date

NATIONAL LAW UNIVERSITY DELHI
SECTOR-14, DWARKA, NEW DELHI-110078

FINANCIAL BID

Subject: Tender for hiring of Ambulance Vehicle at National Law University Delhi, Sector-14 Dwarka, New Delhi-110078.

Financial Bids

1. Charges on monthly basis for a contract of 01 year.

S. No.	Type of Vehicle	No. of Vehicle	Fixed monthly rates for stationing the ambulance 24*7 (covering charges for atleast 2000 kms) (including all consumables, GST, wages, taxes etc.)	Rate for extra Kms after completion of first 2000 Kms.
1.	ALS Ambulance any Long high roof vehicle eg., Traveller (Force Motors, alongwith driver and Emergency Medical Technician (EMT)	01		
Taxes:				
Amount in words				Total Amount (including Taxes)

Undertaking:- Notes

- (a) We have read and accept requirements and specification mentioned in Annexure I of the tender document
- 13 (b) We have read and accept Terms & Conditions as stipulated in Annexure II of this tender document and signed copy is attached.
- (c) No additional charges other than that mentioned above would be payable by the National Law University Delhi.

Signature of the Tenderer with seal and date

ELIGIBILITY CRITERIA

The agency should be registered under competent authority and must possess all relevant license(s) and documents applicable to perform the contract. (Registration Certificate / Deed of incorporation of Firm/Agency/Organization is to be submitted with the tender)

The Bidder should have an annual turnover of Rs. 5 Lakhs or more in the last three financial years. (Submit audited balance sheet/Certificate from C A/self-declaration certificate). This turnover should exclusively be for Ambulance operations/ services only. Income from other sources should not be included in the turnover and will not be considered for determining eligibility.

The Bidder should not have been blacklisted by any institution of Central or State Government and should not have been convicted for any criminal offence. (Affidavit as per Annexure II)

The bidder should have an office at Delhi-NCR and operate ambulance services from Delhi. Bidder should submit address with documentary evidence.

EMD of amount Rs. 72,000/- (Rupees Forty Thousand Only) is to be submitted only in the form of DD/Banker's Cheque from any scheduled/Nationalized bank in favor of "Registrar National Law University Delhi" PAYABLE AT Delhi. Tender without EMD, will be summarily rejected. However, exemption for depositing the Earnest Money will be allowed to Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME). Documents in support of the exemption of EMD must be submitted with the Tender to claim the exemption.

GENERAL INSTRUCTIONS TO THE BIDDERS

The Tenders to be submitted as per two bid system i.e. Technical and Financial Bid.

The technical bid should contain the documents to fulfil all the eligibility criteria,

Financial bid should contain the rates quoted for the services to be provided as per Performa attached (Annexure-III) in the tender document and uploaded in online Performa (BOQ).

The Earnest Money Deposit will be refunded to the unsuccessful bidders only after finalization of the tender. In case of a successful bidder EMD will be refunded after receipt of the performance security deposit. No interest will be paid on EMD/Performance Security.

The bid shall be valid for 180 days from the date of opening of the tender.