

**National Health Systems Resource Centre**  
**NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110067**  
**Tel-+ 91-11-26108982, 83, 84, 92, 93, FAX +91-11-26108994**  
**WEBSITE: [www.nhsrindia.org](http://www.nhsrindia.org)**

**File Ref: NHSRC/2014-15/TAXI HIRING**

**Date: 14 February 2014**

**TENDER NOTICE**

Tender Fee –Rs. 200/-

1. On behalf of the Executive Director, National Health Systems Resource Centre (NHSRC), the Indenter, Tenders are invited from the prospective reputed and experienced contractors through TWO BID SYSTEM for hiring of light Motor vehicles Tata Indica type vehicle or equivalent not older than 2011 year model, commercially registered with Licensed Drivers. The bidders should be recognized by the Department of Tourism, Govt. of India / State Govt./ Any other reputed public Institution/ Body in Delhi/NCR strictly subject to the Terms and Conditions of the Contract notified in the tender document available on the official NHSRC website [www.nhsrindia.org](http://www.nhsrindia.org) for use by the NHSRC, NIHFW Campus.

**2. Schedule to the Invitation of Tender**

1.	Tender document download/Sale date/time	:	1000 Hrs on 14 February 2014
2.	Tender document download/sale end date/time	:	1000 Hrs. on 14 February 2014
3.	Last date and time for receipt of bids	:	1200 Hrs. on 10 March 2014
4.	Date and time for opening of Prequalification- cum-technical bid	:	1400 Hrs. on 10 March 2014
5.	Service to be provided	:	Hiring of Light vehicles /models in very good running condition not older than 2011 (TATA Indica type).
6.	PERIOD/EXTENSION OF CONTRACT	:	Upto 31 <sup>st</sup> March 2015 from the date of Award of contract with an option of extension for a further period two years on the same rate, terms and conditions subject to providing of satisfactory services at the sole discretion of NHSRC.
7.	Validity of tender offers	:	180 days from date of opening of prequalification-cum-technical bid
8.	Bid Security (EMD) total estimated value	:	INR - 25,000/-
9.	Performance Security total cost of Bid (for selected Bidder only)	:	INR – 1,00,000/-

3. The bidder must read the prescribed terms & conditions and accept the same to proceed further to submit the bids.

4. After Purchase / downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
5. Bidder must unconditionally accept all terms and conditions stipulated in the original/downloaded tender document and submit the entire.
6. In case the date of opening of tenders is declared a holiday for unexpected reasons, the tenders shall be opened at the same time on the next working day.
7. All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
8. Bidders are requested to see the tender site [www.nhsrcindia.org](http://www.nhsrcindia.org) regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.
9. The Tender Bids containing terms and conditions can be obtained from the AO, NHSRC, NIHFV Campus, Munirka, New Delhi on a payment of non-refundable Rs. 200/ (Rupees two hundred only) in cash during working hours of working days. The Tender document can also be downloaded from the website [www.nhsrcindia.org](http://www.nhsrcindia.org) and when submitted should be accompanied by a DD in favour of **“National Health Systems Resource Centre”**, payable at Delhi of an amount of Rs. 200/-. Tenders may be sent by registered post/or may be dropped in Tender Box in this office, held at the Reception so as to reach before 1200 hrs on 10 March 2014. NHSRC shall not be responsible for any postal delays.
11. The service provider shall be responsible for keeping the vehicle insured in compliance of the provisions of Motor Vehicle Act.
12. The service provider shall also be responsible for compliance of the legal provision in respect of the vehicle and shall indemnify the NHSRC against any damages/claims arising out of the contract.
13. The vehicles will have to be fitted /provided with the following mandatory additional accessories/utilities:-
  - i. Clean seat covers
  - ii. Good quality radio music system
  - iii. Tissue paper box
  - iv. Car perfume
  - v. Mobile charger
  - vi. Seat Belts (Front & Rear)
  - vii. Umbrella during Monsoon.
  - viii. Clean floor mats.
  - ix. First Aid Box.

14. Service Provider should have drivers having experience of driving in Delhi and in NCR areas of Ghaziabad, NOIDA/Greater Noida, Faridabad and Gurgaon.

15. Tenders shall be opened in the presence of tenderers or their authorised representatives if they wish to attend (only one representative is permitted).

#### **PROCEDURE FOR SUBMITTING TENDERS**

##### **Pre-Qualification cum Technical Bid**

The documents listed in Annexure I are required to be submitted in the **Pre-Qualification cum Technical Bid**. In case of non- submission of requisite document(s) or providing of incomplete details by the bidder, the bid is liable to be rejected during the evaluation without any further reference, whatsoever.

- a. Covering letter clearly indicating the list of enclosures.
- b. Original/downloaded tender document duly filled in, signed and stamped by the bidder or authorized representative of the bidder. In case the tender document has been downloaded, a DD of Rs. 200/- for **National Health Systems Resource Centre** payable at Delhi needs to be attached.
- c. Additional Information of the Bidder duly signed by the bidder or authorized representative of the bidder in the Performa and format as given in **Appendix - I**.
- d. Bid Security (EMD) **Appendix - II**
- e. Attested Copy of Income Tax Return for the last three years, PAN No., Certificate of Service Tax Registration No., latest copy of challan of Sevice Tax, relevant certificate from State Transport Authority of the bidder as per Appendix - III.
- f. Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any Govt./Public Sector Institutions or reputed private organization in Delhi/NCR in during past three year along-with endorsement from the concerned Institution. **Appendix - IV**
- g. Undertaking on Non-Judicial stamp paper of Rs. 50/- duly notarized and signed by the bidder or authorized representative of the bidder for accepting the Terms and Conditions of the Tender document and to comply with them as per **Appendix - V**.
- h. Have good financial standing with average turnover of more than Rs.50 Lakh based on last three years balance sheets.
- i. He should never been black listed from any of the Government agencies/State Government/PSUs. This to be notarised.

#### **FINANCIAL BID:**

The Financial Bids must be submitted in the prescribed format in the (**Annexure-II**) in consideration with the following points and nowhere else.

1. Monthly rates to be provided for 3000 kms and 300 hrs per month per vehicle (Air conditioned) for TATA Indica type vehicle.
2. The Financial Bid should be submitted as per Annexure VII in a separate sealed cover kept inside the main cover. The Commercial Bids of those tenderers who are found technically compliant will be opened on a specified date and time to be intimated to the eligible tenderer only. A duly constituted Tender Evaluation Committee will evaluate the Commercial Bids.
3. Travel locations are Delhi NCR of Ghaziabad, Noida, Greater Noida, Gurgaon and Faridabad on daily/ monthly basis. Travel beyond Delhi & NCR of Ghaziabad, Noida, Greater Noida, Gurgaon and Faridabad shall be considered as outstation.
4. Maximum dead mileage of 10 Kms only admissible to agency. All mileage to be completed from office premises only.

5. No Night charges will be paid.

### **SERVICES TO BE PROVIDED: JOB SPECIFICATIONS**

The vehicles will be required by NHSRC at Munirka office or at any other place in New Delhi /NCR of Ghaziabad, Noida, Greater Noida, Gurgaon and Faridabad.

a. The Vehicle being offered for hiring should be registered within the NCT of Delhi/Haryana/UP.

b. The successful Bidder will have to provide vehicles (Car/Vehicles), which are at least four seater (excluding driver seat) and are in conformity with directives of Hon'ble Supreme Court & Motor Vehicle Act and other standards set by Transport Deptt. , Govt. of NCT of Delhi or as per satisfaction of NHSRC.

c. It is expected that four Indica class (Air-conditioned) vehicle would be required by NHSRC. However, exact number of required vehicles may change in a month.

d. In addition, NHSRC may requisition the vehicles for short duration and/or for full day (10 hours). The payable rate would be on pro-rata basis i.e.

**Quoted rate for month/30 days.** For short duration requirement, NHSRC would pay on per kilometre basis (Ex garage) and per kilometre rate would be calculated on basis of **Quoted rate per month/3000 Kms.** Service tax would be paid extra. However, no Night charges would be payable.

e. The documentary evidence in respect of the fitness certificate should be produced as and when demanded. The vehicle should be in excellent running conditions with new tyres, excellent shockers, separate wheel, toolbox, first aid box and fire extinguisher etc. The overall look of the vehicle i.e exterior as well as interior with seat covers upholstery and other accessories must be in excellent condition. The Vehicle should have been purchased on or after 01 Jan 2011. In case of AC Vehicles, the A.C. should be on excellent cooling conditions.

f. The time and mileage duty will commence and terminate from Office to Office. However, maximum mileage @10 kms included either side for journeys from Garage to the place of duty and vice versa will be allowed.

g. The Executive Director, NHSRC, or his nominees shall have the right to inspect the vehicles to be made available for hiring before accepting the tender and bidder shall bring the vehicles for inspection at the Head Quarter at NHSRC, NIHFV Campus, Baba Gang Nath Marg, Munirka, New Delhi at specified date and time without claiming any payment in this regard.

h. The rates quoted in the tender shall be valid up to one year and should be firm and final. In case of hike in prices of fuel such as diesel/petrol/CNG, wages/taxes during contract period, no further increase in the rate shall be considered. However, increase/decrease in service tax shall be reviewed/considered w.e.f. last date of submission of bids.

i. The Successful Bidder shall be responsible in respect of all the legal and statutory obligations and also ensure that all taxes such as Permit tax, Road tax, Octroi, State tax, etc. stand fully paid to the appropriate authority and all permits/fitness certificate and other related document duly revalidated in respect of the vehicle and kept with the driver of the vehicle.

j. Drivers provided by the successful bidder should have valid commercial license and should be well mannered, medically fit, polite, sober in habit and neatly dressed in uniform prescribed as per **Hon'ble Supreme Court's decision**. They must abide by all provision of the

Motor Vehicle Act and other rules and regulations set by Transport Deptt., Govt. of NCT of Delhi. The driver should carry a mobile phone and its number shall be available with NHSRC authorities. The character and antecedents of the drivers should be verified from the police.

k Drivers should know/follow all traffic rules and regulation. In case of any violation of rules/challan the Bidder shall have to face the financial, legal and other consequences.

l. Drivers should be well versed with routes and in case/they follow wrong routes or overrule the instructions; the Institute will not pay extra km or extra time.

m. The speedometer and Km recorder must be maintained at high standard accuracy. Any defect noticed shall have to be rectified forthwith by the bidder. **Until such rectifications, Kms calculated by the centre shall be final and binding to bidder for purpose of billing.**

n. The Safety, security, maintenance, insurance etc of the vehicle are the sole responsibility of the Bidder. NHSRC shall not be responsible for any accident, loss or damage etc to his vehicle or manpower provided during the course of deployment of vehicles. In no circumstance the Bidder may claim for compensation due to accident, theft, any untoward incident like riots etc. or other eventuality.

o. **It would be the sole responsibility of the Successful Bidder to pay compensation to the victim/victims family as the case may be for any injury/death caused in the event of accident during the service hours and to face the legal proceedings.**

p. The Successful bidder shall be paid charges for the vehicles actually taken on hire and for the period, the vehicles have been used.

q. NHSRC shall make Income Tax deduction as applicable at source as per provisions of the Income Tax Act.

r. The Executive Director reserves the right to terminate the contract at any time during the course of contract without assigning any reasons thereof.

s. NHSRC reserves the right to award tender to one or more than one bidder in part or full as and when felt necessary to any other agency, who may not be a bidder without assigning any reason, at the same rate, terms & conditions to which this tender shall be finalized. The bidder to whom the tender has been awarded against this tender shall not be entitled to any compensation or consideration in any of such events.

t. The Contract/Agreement on a non judicial stamp paper of Rs. 100/-, if required, will be signed by the successful bidder within 15 days from the date of issue of the **'Acceptance of Bid' or Work Order.**

u. The bidder must have telephone connections available at their Premises/Garage/Stand from where such taxis are to be operated and can be requisitioned by NHSRC. Drivers should be in possession of mobile phones for regular contact at their own expense.

v. The successful bidder shall be required to maintain a complaint register/book with every vehicle, to be produced at the time when asked for. This will be accompanied with the bills produced for payment to check for suitable penalties, if any.

w. No Frequent Change of driver/ OR VEHICLE without prior intimation to the concerned officer of the Institute.

x. Payment to the driver / staff should not be co- related with the payment by the NHSRC and they should be paid in time before 10th of every month.

w. The Successful Bidder must pay the applicable/revised minimum Wages in time to its Driver and Staff as per the Minimum Wages Act and satisfy all other applicable statutory requirements, for which a certificate should be attached every month with the monthly bills.

## **PENALTY CLAUSE**

i. NHSRC intends to hire 4 car/Indica type vehicles on monthly basis (may increase or decrease) and such other nos. on daily/as required basis working days with detention period of 10 hours for 100 Kms. The detention period of 10 hours or more may be anywhere between 7A.M. to 9 P.M and the same will be intimated to successful bidder from time to time and bidder shall have to provide the vehicle as per requirement failing which, a uniform penalty of Rs.1000/- per vehicle per day shall be levied.

li Penalty will be levied for the violation of terms and conditions of the contract in the following manner.

Sl. No.	Violations	Penal amount per month per car			Amount deducted per day per car	Remarks
		1 <sup>st</sup> instance	2 <sup>nd</sup> instance in a month	3 <sup>rd</sup> & Subsequent instances in a month		
1.	Non functioning of AC in Car	NIL	500	500		On each occasion.
2.	Failure to provide alternative arrangement within one hour of vehicle breakdown	500	1000	1500		Rental charges for the day will also not be paid
3.	Changes of driver without prior intimation of NHSRC & officers to whom vehicle is attached.	500	500	500		On each occasion
4.	Non compliance of any other terms and conditions	500	500	500		On each occasion

**In case serious misconduct the contract shall be terminated without serving any notice. In other cases one month notice shall be applicable for seeking to withdraw of services.**

### **Subletting of Work:**

The firm shall not assign or subject the work or any part of it to any other person or party. The tender is not transferable only one tender shall be submitted by one tenderer.

### **Criteria for Evaluation of Tender:**

The Evaluation of the Tenders will be made first on the basis of Technical Information (**Annex I**) and then on the basis of Commercial/Financial Information (**Annex II**). The

Commercial Bid of such firms found valid based on technical parameters will only be opened on the date/time and venue to be announced after opening of the Technical Bid.

Bidders have to separately submit financial bids for TAXI HIRING services subject to rates quoted.

- (i) The NHSRC shall evaluate the bids in respect to the substantive responsiveness of the bid or otherwise. The NHSRC shall carry out detailed evaluation of the substantially responsive bids. The Purchaser shall check the bid to determine whether they are complete, whether any computational errors have been made or required sureties have been furnished.
- (ii) Arithmetical error shall be rectified on the following basis:-
  - (a) If there is a discrepancy between the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the NHSRC.
  - (b) In case of discrepancy between words and figures, the amount in words shall prevail.
- (iii) A bid determined as substantially non-responsive shall be rejected by the NHSRC.
- (iv) The NHSRC may waive any minor infirmity or non-conformity or irregularity in the bid which does not constitute a material deviation.
- (v) The NHSRC shall evaluate in detail and compare the bids which are substantially responsive.
- (vi) The evaluation of the ranking shall be carried out on the solely on basis of above quoted rates for column no. 2 of Annexure II.
- (vii) The distribution of tendered quantity amongst the technically and commercially complied bidders shall be based on merits of each case.

### **TAX DEDUCTION AT SOURCE**

Tax deduction at source shall be governed as per prevailing rules.

### **General Terms & Conditions:**

- i. Original/downloaded tender document shall be duly filled in, signed and stamped by the bidder or his authorized representative.
- ii. Telegraphic/ Telex/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
- iii. It shall be presumed that the terms & conditions mentioned in the tender document have been duly accepted by bidder while submitting the bid. The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the contractor's quotation.
- iv. NHSRC has right to reject, withdraw/ revoke/ cancel whole or any part of tender at any stage without assigning any reason.
- v. Conditional Bids shall not be accepted.
- vi. Offer will be accepted in Two Separate Sealed envelopes superscribed (a) FINANCIAL BID containing Price Schedule, and (b) Technical Bid containing EMD and other documents



respectively. Both the envelope should be enclosed in a separate sealed envelope, which is superscribed, is "TECHNICAL & FINANCIAL PROPOSALS FOR VEHICLE HIRING" ADDRESSED to PAO, NHSRC, NIHFV Campus, Baba Gangnath Marg, Munirka, New Delhi-110067 on the bottom left Hand Cover.

### **Bid Security (EMD):**

- i. Each tender must be accompanied by Bid Security / EMD "in original" for amounts as specified above in the form of a Demand Draft/ Pay Order favouring "**National Health Systems Resource Centre**" payable at New Delhi and duly discharged in his favour in advance. EMD should be valid upto 3 months starting from the submission of Tender.
- ii. The Bid Security shall be valid and remain deposited with the Indenter for the period of 60 days beyond the final bid validity period.
- iii. In case of non-submission of Bid Security, the tender would be rejected without assigning any reason.
- iv. No interest shall be payable by the Indenter on the Bid Security.
- v. Bid Security shall be refunded to the unsuccessful bidders on finalization of the tender and to the successful bidder on furnishing of Performance Security in terms of Clause VII below.
- vi. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.
- vii. If the successful Bidder fails to furnish the Performance Security (as required under Rule 158, General Financial Rules, 2005) then the Bid Security (EMD) shall be liable to be forfeited.

### **PERFORMANCE SECURITY:**

- i. The successful bidder shall furnish Performance Security for an amount as indicated above to ensure due performance of the contract within fifteen (15) days or earlier from the date of receipt of communication from NHSRC informing "Acceptance of Bid".
- ii. The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Work Order.
- iii. The Performance Security shall be furnished in the form of a Demand Draft/Pay Order favouring "**National Health Systems Resource Centre**".
- iv. Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
- v. The Performance Security as mentioned in the sub-para (i) above shall be released on satisfactory completion of all contractual obligations.

### **COMMUNICATION OF ACCEPTANCE**

Acceptance of tender by the Indenter will be communicated by registered letter/ speed post/ fax/e-mail or a formal letter of 'Acceptance of Bid' or 'Work Order' informing amount of Performance Security to be deposited. The award of work order, when issued to successful bidder, constitutes the contract with collateral supports from terms and

conditions of the tender limitation notices as well as formal agreement on non-judicial stamp paper if any, all of which finally form the contractual obligations to be adhered to / performed by the bidder.

### **DISCLAIMER**

- (i) The near relatives of employees of NHSRC are prohibited from participation in this tender. The near relatives for this purpose are defined as:
  - (a) Members of a Hindu Undivided Family.
  - (b) The one is related to the other in the manner as father, mother, sons(s), son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother (s) and brother's wife, sister(s) and sister's husband (brother-in-law)
  - (c) Their husband and wife.
- (ii) The CONTRACT/agreement on a non judicial stamp paper of Rs. 100/-, will be signed by the successful bidder within 15 days from the date of issue of the 'Acceptance of Bid' or Work Order failing which the Bid Security (EMD) is liable to be forfeited and the bidder may be blacklisted.

### **ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the terms and conditions of the contract/work order shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which NHSRC may make the award to any other bidder at the discretion of the Institute or call for new bids. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.

### **INDEMNIFICATION:**

The Bidder/Supplier shall, at its own expense, defend and indemnify the owner against all third party claims.

The Bidder/Supplier shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. The Indenter shall not pay any compensation to a third party resulting from such infringement and the Bidder/Supplier shall be fully responsible for the same, including all expenses and court and legal fees.

The Indenter will give notice to the Bidder/Supplier of any such claim without delay, shall provide reasonable assistance to the Bidder/Supplier in disposing of the claim, and shall at no time admit any liability for or express any intent to settle the claim.

Final payment to the Bidder/Supplier by the Indenter will not be made while any such suit or claim remains unsettled.

#### **PAYMENT TERMS AND CONDITIONS:**

The term 'payment' mentioned in this part includes all types of payment due to the contractor arising on of this contract excluding Earnest Money and Security Deposit governed by separate clauses of the contract.

- All payments shall be made by account payee/ Bank Transfer cheque at each stage preferably on monthly basis in the second week of following month in respect of previous month (in case of month by payments)
- Payment of Bills would take 2 to 3 weeks time on an average. However, no interest or penalty would be paid by NHSRC in case of delay in payment due to official reasons.
- No payment shall be made in advance nor that any loan from any bank or financial institutions shall be recommended on the basis of the order of Award of work.
- **Monthly bills shall be submitted by 10<sup>th</sup> of following month to the authority specified in contract along with duty slips /log books duly signed by the user and other related reports/documents.**

#### **JURISDICTION**

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceeding arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the Court of Competent Civil jurisdiction in this behalf at Delhi/New Delhi and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

#### **ARBITRATION**

All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, herein before provided for) shall be referred for sole arbitration by any person to be nominated by the Executive Director, NHSRC. The award of the arbitrator so appointed shall be final and binding on both the parties.

#### **NOTICES**

Any notice, request, or consent sought pursuant to the tender shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by speed post, email, or facsimile to such Party i.e. the Indenter or Bidder.

#### **EXCLUSIVE RIGHT OF THE EXECUTIVE DIRECTOR, NHSRC**

The Executive Director, NHSRC, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever

and does not bind itself to accept the lowest or any specific tenderer. The decisions of NHSRC shall be final and binding. NHSRC reserves the right to award the Tender to one or more than one vendor. NHSRC also reserves the right to amend, modify add or delete any terms and conditions of the Tender in the interest of the Centre without assigning any reason.

Signature of the Bidder

Witnesses: -

1.

2.

**Checklist for Pre-Qualification cum Technical Bid for Taxi Hiring**

Tender Refer No. \_\_\_\_\_ Due for opening on:  
Name of the Service provider \_\_\_\_\_

Following documents are required to be submitted in the Pre- Qualification cum Technical Bid in a Sealed Envelope. Superscribed **"TECHNICAL BID"**

<b>S. No.</b>	<b>Items to be submitted</b>	<b>Remarks</b>
1.	Covering letter indicating the list of all enclosures.	
2.	Original/downloaded tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder.	
3.	Additional Information of the Bidder duly signed by the bidder or authorized representative of the bidder in the Performa and format as given in <b>Appendix -I</b>	
4.	Bid Security (EMD) <b>Appendix -II (as per BID)</b>	
5.	Attested Copies of following <b>Appendix -III</b> i) Certificate of Registration of the firm/company. ii) Income Tax Return for the last three years, iii) PAN No., iv) Valid Service Tax registration certificate.	
6.	Undertaking to accept Terms and Conditions of the Tender document and to comply with them as per <b>Appendix -IV</b> (on Non-Judicial stamp paper of denomination of Rs. 50/-)	
7.	Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last three years) along-with endorsement from the concerned Institution . <b>Appendix -V</b>	

**SIGNATURE OF BIDDER**  
**(PROP. / Partner/ Authorized Signatory)**  
**Name & Address with Seal of the firm**

**TECHNICAL BID****Additional Information**

**(To be submitted to PAO, NHSRC, NIHFV Campus, Baba Gang Nath Marg, New Delhi, so as to reach before the last date and time of the closing of the bid )**

Tender Enquiry Reference no. \_\_\_\_\_

Due for Opening on (Time): \_\_\_\_\_

Item Name & ID Number: \_\_\_\_\_

1. Name & Address of Bidder/ Indian Agent:

2. Name & Address of Registered Office at Delhi:

3. Permanent Income Tax A/c No. of the bidder:

4. Name & Address of Banker of the Bidder:

5. Business Name and constitution of the Bidder firm.

Also state if the firm is registered under

(i) The Indian Companies Act, 1956

(ii) The Indian Partnership Act, 1932

(iii) Any act, if not, who are the owners.

(Please give full Names and Address)

6. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative, please state further:-

(i) Whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender.

(ii) If the answer to (i) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.

7. State whether business dealing with you has been banned by any Central/ State Government Organization? If so, give details.

**Signature of witness**

Full Name and Address of Witness

**Signature of Bidder**

1. Full name & address of the Person signing (BLOCK LETTER)
2. Whether signing as Proprietor / Partner / Constituted Attorney / duly authorized by company.

**Bid Security (EMD)**

Tender Reference No. \_\_\_\_\_ Due for opening on:

Name of the Service \_\_\_\_\_

Bid Security (EMD) as required by this Tender Enquiry Reference No. \_\_\_\_\_ is being submitted in the form of Demand Draft/ Pay order in original favouring the “**National Health Systems Resource Centre**” and duly discharged in his favour in advance.

Details of Demand Draft/Pay order/ attached:

Draft/Banker’s cheque No. \_\_\_\_\_ Dated \_\_\_\_\_

Drawn on (Bank) \_\_\_\_\_

Amount \_\_\_\_\_

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**Income Tax Return & PAN Number**

Tender Reference No. \_\_\_\_\_

Due for opening on:

Name of the Service \_\_\_\_\_

Self attested copies of IT Return & PAN Number, as required by this Tender Enquiry Reference No. \_\_\_\_\_ is being submitted along with this tender as per details given below: -

	Remarks
Certificate of Registration of the firm/company.	
Copies of acknowledgement of Income Tax Returns for last three years	
Copy of Permanent Account Number	
Copy of Service Tax Registration Number	

**SIGNATURE OF BIDDER  
(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**



**(TO BE FILLED IN BY THE BIDDER)**

Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last three years) along-with endorsement from the concerned Institution Whether any work of Govt. or Semi Govt. Deptt. or Reputed Private Organization has been done in previous year Yes/No\_\_\_\_\_

<b>Sl. No.</b>	<b>Institution/organisation name &amp; Address</b>	<b>Contact No.</b>	<b>Period of service provided</b>

**SIGNATURE OF BIDDER**  
**(PROP. / Partner/ Authorized Signatory)**  
**Name & Address with Seal of the firm**

**UNDERTAKING**

(To be submitted on Rs. 50/- stamp paper)

**Declaration by the Bidder**

I/We \_\_\_\_\_ hereby declare that:

1. I/We am/are the provider of light motor vehicles on hire basis duly recognized by the Department of Tourism, Govt. of India/State Govt./Any other reputed Public Institution/Body have examined the above-mentioned tender document including amendment/corrigendum (if any) the receipt of which is hereby confirmed.
2. I/We do hereby offer to provide the vehicles at the prices and rates mentioned in the price bid.
3. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
4. I/We have carefully read and understood all the Terms and Conditions of the tender and shall abide by them.
5. I/We agree for the all clauses and payment terms & conditions of this tender enquiry. In case any condition put forth by us is against the terms & conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.
6. I/We agree that in the event of any dispute or differences, the decision of the Executive Director, NHSRC New Delhi shall be final and binding on me/us.
7. The tender document has been downloaded from the official website i.e. [www.nhsrcindia.org](http://www.nhsrcindia.org) in for bidding purpose and is a true copy of the original.
8. I/we hereby undertake that none of my relative (s) as defined in Disclaimer Clause of Annexure I is/are employed in NHSRC.

**SIGNATURE OF BIDDER**

**(PROP. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**FINANCIAL BID**

**\* To be submitted in a Separate Sealed Envelope superscribed as “FINANCIAL BID”  
RATES FOR HIRING OF VEHICLES**

**SCHEDULE:** Delhi / New Delhi/ NCR areas of Ghaziabad, Noida/Greater Noida, Faridabad and Gurgaon

(1) Rates (including all taxes and levies except service tax, parking and toll charges) of taxis on monthly basis:

<b>Make</b>	<b>Rate per vehicle for Minimum hiring of 3000 kms and Upto 300 hrs (In Rs per month)</b>
1	2
TATA Indica Type vehicles (AC)	

2. The criteria for evaluating the lowest bidder will be Rate per vehicle for Minimum hiring of 3000 kms and Upto 300 hrs.

3. The rate per extra kilometre beyond the minimum monthly prescribed rate will be arrived at by dividing the quoted rate in column 2 by 3000 Km. (approx.) and 10 hr., per day.

4. The rate per extra hour beyond monthly usage of 300 hours would be the rate quoted in column 2 by 300

5. Payment for use of the vehicles will be made on a monthly basis, which would be determined on a clubbing basis i.e.3,000 kms per month per vehicle for 04 vehicles (approx) and 10 hours per day per vehicle. For the purposes of billing, the daily hours for individual vehicles will not be clubbed.

**6. If some additional vehicles are hired on daily basis, the applicable rate per day will be respective rate quoted in column 2 divided by 30**

**SIGNATURE OF BIDDER  
(PROP. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm**

