

National Health Systems Resource Centre
NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110067
Tel-+ 91-11-26108984, 92, 93, FAX +91-11-26108994
NHSRC WEBSITE: www.nhsrcindia.org

Tender Ref: NHSRC/Admin-Gen/0075/Vol-III

Date: 29 Jan 2025

HIRING LIGHT MOTOR VEHICLES FOR OFFICIAL USE

TENDER NOTICE

1. On behalf of the Executive Director, NHSRC, the Indenter, Tenders are invited for hiring in a TWO BID SYSTEM for light Motor vehicles Hatch Back / Sedan / Ciaz/ SUV type vehicle or equivalent not older than 2020 year model, commercially registered with Licensed Drivers from the prospective reputed and experienced contractors/agency, recognized by the Department of Tourism, Govt. of India / State Govt./ Any other reputed public Institution/ Body in Delhi/ NCR subject to the Terms and Conditions of the Contract as notified in the tender document available on the official NHSRC website www.nhsrcindia.com NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi-110067. Eligible and interested organisations may send their Tenders by 1700 Hrs. on 18/02/2025 to **The Principal Administrative Officer, National Health Systems Resource Centre, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi – 110067**

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

i	Tender document download date/time	:	1000 Hrs. On 29/01/2025
ii	Pre-bid meeting	:	1500 Hs. On 04/02/2025
iii	Tender document download end date/time	:	1700 Hrs. On 18/02/2025
iv	Last date and time for receipt of bids	:	1700 Hrs. On 18/02/2025
v	Date and time for opening of Prequalification-cum-technical bid	:	1500 Hrs. 19/02/2025
vi	Financial bid opening	:	1500 Hrs. 27/02/2025
vii	Service to be provided	:	Hiring of Light Commercial vehicles in very good running condition not older than 2020 model i.e; (a) Petrol – BS-IV and above (b) Diesel - BS-VI
viii	PERIOD/EXTENSION OF CONTRACT	:	Till 31.03.2026 from the date of Award of contract with an option of extension for a further period of maximum of two years at the same rate, terms and conditions subject to providing of satisfactory services on year-to-year basis at the sole discretion of NHSRC.
ix	Validity of tender offers	:	180 days from date of opening of prequalification-cum-technical bid
x	Performance Guarantee total cost of Bid (for Finalised Vendor only)	:	3% of the estimated annual contract value ie, Rs 3,50,000/-

3. The Vendor must read the prescribed terms & conditions and accept the same to proceed further by 1700.00 hrs 18/02/2025 and before submitting the bids.

4. Purchase after/ downloading / getting the tender schedules, the Vendor should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
5. Vendor must unconditionally accept all terms and conditions stipulated in the original/downloaded tender document and submit/ the entire signed and stamped document.
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 documents submitted should be self-attested with seal of the Vendor.
8. 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 Vendor or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
9. Vendors are requested to see the tender site www.nhsrcindia.org regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.
10. The Tender document can also be downloaded from the website www.nhsrcindia.org and 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 1700 Hrs. on 18/02/2025. NHSRC shall not be responsible for any postal delays.
11. Tenders shall be opened in the presence of tenderers or their authorised representatives if they wish to attend. (only 1 representative is allowed).
12. **SERVICES TO BE PROVIDED : JOB SPECIFICATIONS.** The Taxis will be required by NHSRC at Munirka office or at any other place in Delhi/ NCR. Services to be provided along with responsibilities and obligations of the vendors are given as per **Appendix-A** attached.

13. **PROCEDURE FOR SUBMITTING TENDERS.**

Pre-Qualification cum Technical Bid

Documents are required to be submitted in the **Pre-Qualification cum Technical Bid (Refer: Annexure- I)**. In case of non- submission of requisite document(s) or providing of incomplete details by the Vendor, 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 Vendor or authorized representative of the Vendor.
- (c) Additional Information of the Vendor duly signed by the Vendor or authorized representative of the Vendor in the Proforma and format as given in **Appendix-B**.
- (d) Attested Copy of Income Tax Return along with audited documents for the last three years, PAN number, GST Registration Certificate with latest copy of challan of Service Tax/GST of the Vendor as per **Appendix-C**.
- (e) Undertaking on Non-Judicial stamp paper of Rs.50/- duly notarized and signed by the Vendor or authorized representative of the Vendor for accepting the Terms and Conditions of the Tender document and to comply with them as per **Appendix-D**.
- (f) The agency should submit copy of driver's police verification report or police verification application submitted in various police stations of Delhi along with technical bid of at least 30 (Thirty) Drivers (Not older than 12 months). Any new driver who has to be included will come with the appropriate police verification.
- (g) The Vendor should own or possess on lease 30 vehicles (CNG/ Petrol/ Diesel/ Electrical) of model not older than year 2020 registered in their company's/ firm's name. The proof of ownership or lease holding should be produced along with the qualifying bid documents.

- (h) The Vendor shall also submit full details of 30 (Thirty) vehicles that can be assigned to NHSRC and give a clear declaration that the firm will be able to supply vehicles in very good running conditions not older than 2020 model **Appendix-E**.
- (i) Insurance and Pollution Under Control Certificate of vehicles will be the sole responsibility of the Vendor.
- (j) He/she should have good financial standing with an average turnover of Rs. 1 crore per year based on last three years balance sheet. Last three years proof of turnover required to be submitted.
- (k) He/she should never be blacklisted from any of the Government agencies/state Government/PSUs. In this regard a certificate duly authenticated by the company owner should be attached.
- (l) The Vendor shall give proof of successfully providing of the similar services i.e. certified copies of the work order for any other Govt. Organisations/Institutions of repute private institutions in Delhi/ NCR in the last three years along-with endorsement from the concerned Institution.
- (m) The Vendor should have registered office in Delhi.
- (n) Technical Scoring Sheet is attached at **Appendix-F**.

14. **FINANCIAL BID:**

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

- (a) The Financial Bid should be submitted as per **Annexure II & III** 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 tenderers only. A duly constituted Tender Evaluation Committee will evaluate the Technical/ Commercial Bids.
- (b) Night charges if any will be considered after 11:00 PM and upto 05:00 AM (garage to garage) for hiring vehicles.
- (c) Travel locations are Delhi & NCR on daily basis. Travel beyond Delhi & NCR shall be considered as outstation.
- (d) Rates for pick up and drop from respective residence/office/Railway station/Airport.
- (e) Maximum dead mileage of 10 Kms only admissible to agency from Garage to NHSRC Office to and fro. All mileage to be completed from office premises only. It's drivers responsibility to get signature on trip slip from appropriate passenger.
- (f) Revision of rates shall not be entertained during the period of the contract.
- (g) Lowest vendor would be identified solely on basis of quoted rates on column No. 2 in Annexure II & III of Financial Bid.
- (h) For monthly hiring 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 after clubbing all vehicles hired during the month and 300 hrs for individual vehicles.

15. **PENALTY CLAUSE**

- (a) NHSRC intends to hire vehicles daily as on required basis during working. The detention period may be anywhere between 7 A.M. to 09 P.M and the same will be intimated to successful Vendor from time to time and Vendor shall have to provide the vehicle as per requirement failing which, a uniform penalty of Rs.1000/- per vehicle per day shall be levied in addition to no payment for the date.
- (b) 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 st instance	2 nd instance in a month	3 rd & Subsequent instances in a month		
1.	Non-functioning of AC in Car	20%	700	1000		On each occasion.
2.	Failure to provide alternative arrangement within one hour of vehicle breakdown	700	1000	1500		Rental charges for that of the day will also not be paid or paid pro-rata.
3.	Change of driver without prior intimation to NHSRC & officers of division to whom vehicle is attached.	500	700	1000		On each occasion. Minimum of 2 hours intimation will be given.
4.	Noncompliance of any other terms and conditions	500	700	1000		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.

16. **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.

17. **Criteria for evaluation of Tender:**

The evaluation of tenders will be made first on basis of Technical information (**Annexure-I**) and then on the basis of Commercial/financial information (**Annexure – II & III** in case of monthly and daily basis respectively). The commercial bid of such firms should valid based on technical parameters will only be opened on the date/time and venue to be announced after opening of the technical bid. Vendors have to separately submit financial bids for Taxi hiring services subject to rates quoted.

- (a) NHSRC shall carry out detailed evaluation of the substantially responsive bids. The Vendors shall check the bid to determine whether they are complete in all respect.
- (b) Arithmetical errors shall be rectified on the following basis:
- (i) If there is discrepancy between the Unit price and quantity, the unit price shall prevail, and the total price shall be corrected by the NHSRC.

- (ii) If there is a discrepancy between words and figures, the amount in words shall prevail.
- (c) A bid determined as substantially non-responsive shall be rejected by the NHSRC.
- (d) NHSRC may waive any minor infirmity or non-conformity or irregularities in the bid which does not constitute a material deviation.
- (e) NHSRC shall evaluate in detail and compare the bids which are substantially responsive.
- (f) The evaluation of the ranking shall be carried out solely on the basis of above quoted rates for Column no. 2 of **Annexure-II & III** in case of monthly and daily hiring basis respectively.
- (g) The distribution of tendered quantity amongst the technically and commercially compliant Vendors shall be based on merits of each case.

18. **TAX DEDUCTION AT SOURCE**

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

19. **General Terms & Conditions.**

- (a) Original/downloaded tender document shall be duly filled in, signed and stamped by the Vendor or his authorized representative.
- (b) Telegraphic/ Telex/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
- (c) It shall be presumed that the terms & conditions mentioned in the tender document have been duly accepted by Vendor while submitting the bid. The Vendor 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 canvass for the work will prejudice the contractor's quotation summarily rejected.
- (d) NHSRC has right to reject, withdraw/ revoke/ cancel whole or any part of tender at any stage without assigning any reason.
- (e) Conditional Bids shall not be accepted for evaluation and summarily rejected.
- (f) Offer will be accepted in Two Separate Sealed envelopes super scribed (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 super scribed, is "TECHNICAL & FINANCIAL PROPOSALS FOR VEHICLE HIRING" ADDRESSED to PAO, NHSRC, NIHFV Campus, Baba Gang Nath Marg, Munirka, New Delhi-110067 on the bottom left-Hand Cover.
- (g) Any vehicle (hired on daily basis) runs beyond 10 hrs or 100 kms will be informed through email to NHSRC. If firm fail to intimate, then NHSRC will restrict the bills within 10 hrs and 100 Kms.

20. **Bid Security (EMD):** - Not applicable.

21. **PERFORMANCE Guarantee:**

- (a) Successful Vendor shall have to furnish the Performance Guarantee (PG) of Rs 3,50,000/-, (as required under the Rule 171, General Financial Rules, 2017) if the vendors fail to deposit PG within the prescribed period. Performance Guarantee will be refunded after completion of term of engagement plus two months without any interest.
- (b) The successful Vendor shall furnish Performance Guarantee for an amount as indicated above to ensure due performance of the contract within fifteen days (15) or earlier from the date of receipt of communication from NHSRC informing 'Acceptance of Bid'.

- (c) The Performance Guarantee shall be furnished in form of a Demand draft/ Pay order /Bank Guarantee/Fixed Deposit Receipt (FDR) in favour of “National Health Systems Resource Centre”
- (d) In case the Performance Guarantee is submitted in the form of Bank Guarantee/Fixed Deposit Receipt (FDR) shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the work order.
- (e) Failure of the Vendor to submit the above-mentioned Performance Guarantee shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.
- (f) The Performance Guarantee as mentioned in the sub-para (a) above shall be released on satisfactory completion of all contractual obligation.

22. **COMMUNICATION OF ACCEPTANCE**

- (a) Acceptance of tender by the Indenter will be communicated by registered letter/ speed post/cable/ telex/ fax/e-mail or a formal letter of ‘Acceptance of Bid’ or ‘Work Order’. The award of work order, when issued to successful Vendor, 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 Vendor. Non-performance of any such obligations make the Vendor liable for consequential effects.
- (b) The name of successful Vendor will be published on NHSRC web site.
- (c) The CONTRACT/agreement on a non-judicial stamp paper of Rs. 100/- will be signed by the successful Vendor 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 offer be cancelled.

23. **ANNULMENT OF AWARD**

Failure of the successful Vendor to comply with the terms and conditions of the contract/work order shall constitute sufficient ground for the annulment of the award at any time during the period of contract and forfeiture of the PG. The PG is liable to be forfeited if the Vendor withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.

24. **DISCLAIMER**

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 or wife.

25. **INDEMNIFICATION**

- (a) The Vendor shall, at its own expense, defend and indemnify NHSRC against all third-party claims.

- (b) The Vendor shall expeditiously settle any such claims and shall have full rights to defend itself there from. NHSRC shall not pay any compensation to a third party resulting from **any** infringement and the Vendor shall be fully responsible for the same, including all expenses and court and legal fees.

26. **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.

- (a) All payments shall be made by cheque/bank transfer only at each stage preferably in the second week of following month in respect of previous month.
- (b) Payment of Bills would take 2 to 3 week time on an average after submission of bills. However, no interest or penalty would be paid by NHSRC in case of delay in payment due to official reasons.
- (c) No payment shall be made in advance or any loan from any bank or financial institutions shall be recommended on the basis of the order of Award of work.
- (d) The bills shall be submitted by 10th of following month to the authority specified in contract along with duty slips duly/log books signed by the user and other related reports/documents.
- (e) Bill should be supplied by clear vehicle number, toll tax and parking receipts.

27. **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 action 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 NCT of Delhi and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s). Prior to this effort may be made to settlement of dispute through the Commercial Courts, Commercial Division and Commercial Appellate Division of High Court.

28. **ARBITRATION**

All disputes and differences of any nature arising out of this agreement, whether during its terms or after expiry thereof or prior termination as the case will be resolved amicably in the first instance by both parties. Unresolved differences or disputes shall be settled by sole arbitrator to be appointed mutually. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996, any statutory modification thereof and rules made there under. The award of arbitration shall be final and binding to both parties. The decision of sole arbitration shall be final on every matter arising hereunder. The venue of the arbitration shall be New Delhi/Delhi only.

29. **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 Registered/speed post, email, or facsimile to such Party like the Indenter or Vendor.

30. **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 Organisation without assigning any reason and the same will be intimated to all concern.

Signature of the Vendor

Witnesses: -

1.

2.

Appendix-A
(Refer Para 12 of Tender)

SERVICES TO BE PROVIDED : JOB SPECIFICATIONS

1. The Vehicle being offered for hiring should be registered within the NCT of Delhi/Haryana/UP.
2. The successful Vendor will have to provide vehicles, which are at least four seaters (excluding driver seat) and are in conformity with directives of Hon'ble Supreme Court & Motor Vehicle Act and other standards set by Transport Department, Govt. of NCT of Delhi or as per satisfaction of NHSRC.
3. The documentary evidence in respect of the fitness certificate should be produced on placement of vehicle at NHSRC and then as and when demanded. The vehicle should be in excellent running conditions with new tyres, excellent shockers, separate wheel, toolbox, first aid box, umbrella 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. All Vehicles should have A.C. and be in excellent conditions (with Vehicle Fitness Certificate).
4. The Vehicle may be hired on daily basis. The same will be requisitioned for short duration of (05 hrs) / full day (10 hrs) on pro-rata basis. GST will be paid extra (Refer **Annexure-III**).
5. The time and mileage duty will commence and terminate from Office to Office. However, maximum mileage @10 kms included to and fro from Garage to the place of duty and vice versa will be allowed.
6. The Executive Director, NHSRC, or his/her nominees shall have the right to inspect the vehicles to be made available for hiring before accepting the tender and Vendor shall bring the vehicles for inspection at the Head Quarter Office at NHSRC, NIHFV Campus, Baba Gang Nath Marg, Munirka, New Delhi at specified date and time without claiming any payment in this regard.
7. 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/Electrical wages/taxes during contract period, no further increase in the rate shall be considered. However, increase/decrease in Good and Service Tax shall be reviewed/considered w.e.f. last date of submission of bids.
8. The Successful Vendor shall be responsible in respect of all the legal and statutory obligations and 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.
9. Drivers provided by the successful Vendor 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 the Motor Vehicle Act and other rules and regulations set by Transport Department, Govt. of NCT of Delhi. The driver should carry a mobile phone where number shall be available with NHSRC authorities. The character and antecedents of the drivers should be verified from the police.
10. Drivers should know and follow all traffic rules and regulation including speed limit. In case of any violation of rules/challan the Vendor shall have to face the financial, legal and other consequences.
11. 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.
12. When receiving ED, Advisor, Senior Consultant, Consultant and NHSRC Official Guest at T3, T2, T1 at airport the vehicle should be parked and Consultants or Official Guest received at the arrival gate.

13. The speedometer and Km recorder must be maintained at high standard accuracy. Any defect noticed shall have to be rectified forthwith by the Vendor. **Until such rectifications, Kms calculated by the centre shall be final and binding to Vendor for purpose of billing.**
14. The Safety, security, maintenance, insurance etc of the vehicle are the sole responsibility of the Vendor. NHSRC shall not be responsible for any accident, loss or damage etc to his vehicle or manpower provided during deployment of vehicles. In no circumstance the Vendor may claim for compensation due to accident, theft, any untoward incident like riots etc. or other eventuality.
15. It would be the sole responsibility of the Successful Vendor to pay compensation to the victim/victim's 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.
16. The Successful Vendor shall be paid charges for the vehicles actually taken on hire and for the period, the vehicles have been used.
17. NHSRC shall make Income Tax deduction as applicable at source as per provisions of the Income Tax Act. Payment will be made for Hatchback / Sedan/ Ciaz/ SUV as requirement.
18. The Executive Director reserves the right to terminate the contract at any time during the course of contract without assigning any reasons thereof.
19. The Contract/Agreement on a non-judicial stamp paper of Rs. 100/- will be signed by the successful Vendor within 15 days from the date of issue of the **'Acceptance of Bid' or Work Order.**
20. The Vendor 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. Responsibility for mobile phone of the drivers will be that of vendor. NHSRC will not be responsible for any reimbursement in this regard.
21. The successful Vendor 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.
22. The successful Vendor shall detail dedicated Relationship Manager to look after the drivers, vehicles and complaints of NHSRC.
23. All the vehicles should have minimum recharge of Rs 2500/- available in *FASTag* account.
24. Frequent **Change of driver or Vehicle** without prior intimation to NHSRC and concerned officer of the Institute will not be accepted.
25. Payment to the driver / staff should not be co-related with the payment by the NHSRC and they should be paid in time before 07th of every month.
26. GST as applicable will be reimbursed only on production of requisite proof.
27. The Successful Vendor 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 bills.
28. Vehicles will be provided within 30 minutes after intimation received from NHSRC on each occasion.
29. The vehicle/driver engaged for duties with NHSRC should not have been or be involved in police case under the Motor Vehicle Act or any other penal code of the country.

Annexure – I
(Refer Para 13 of Tender)

Checklist for Pre-Qualification cum Technical Bid

Tender reference No. _____ Due for opening on:
Name of the Service _____ No's: - _____

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

S. No.	Items to be submitted	Remarks
1.	Covering letter indicating the list of all enclosures.	
2.	Original/downloaded tender document duly filled in, signed and stamped by the Vendor or his authorized representative of the Vendor.	
3.	Additional Information of the Vendor duly signed by the Vendor or authorized representative of the Vendor in the Proformas and format as given in Appendix-B	
4.	Latest /Valid Authorization from the Principal Company/Manufacturer to the Vendor for its brands/products;	
5.	Attested Copies of following Appendix-C i) Income Tax Return for the last three years along with audited documents ii) PAN Card iii) Service Tax/ GST Registration Certificate and latest challan of Service Tax/GST	
6.	Undertaking to accept Terms and Conditions of the Tender document and to comply with them as per Appendix-D (on Non-Judicial stamp paper of denomination of Rs. 50/-)	
7.	Details of vehicles that can be assigned on award of contract Appendix-E	
8.	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.	

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

(FOR OFFICIAL USE ONLY)

Bid (PQB) Accepted for further processing.

*** Bid rejected (Reasons for rejection.....)**

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)

Due for Opening on (Time): _____

1. Name & Address of Vendor/ Indian Agent:

2. Name & Address of Local Service Station /
Maintenance branch of the Vendor:

3. Income Tax Permanent Accounts Number (PAN) of the Vendor:

4. Name & Address of Banker of the Vendor:

5. Business Name and constitution of the Vendor firm.

Also state if the firm is registered under

- i) The Indian Companies Act, 1956
- ii) The Indian Partnership Act, 1932
- iii) Any other act,
- iv) If not (privately owned) 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 Vendor

1. Full name & address of the
Person signing (In BLOCK
LETTER)

2. Whether signing as Proprietor/
Partner/Constituted Attorney /
duly authorized by company.

Appendix-C
(Refer Para 13 (f) of Tender)

Income Tax Return & PAN Number

Tender _____ Due for opening on:
Name of the Service Agency _____

Self-Attested Copies of IT Return & PAN Number, as required by this Tender Enquiry is being submitted along with this tender as per details given below: -

Description	Remarks
Copies of Income Tax Returns along with audited documents for the Assessment for last three years (FY 2021-22, 2022-23, 2023-24).	
Copy of Permanent Account Number (PAN)	
Copy of Service Tax / GST Registration Number	

SIGNATURE OF VENDOR
(PROP. / Partner/ Authorized Signatory)

Name & Address with Seal of the firm

UNDERTAKING

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

Declaration by the Vendor

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 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 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 VENDOR

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

Appendix-E
(Refer Para 13 (j) of Tender)

BID FOR HIRING OF VEHICLES
(TO BE FILLED IN BY THE VENDOR)

- A. 1. (a) Name of the Firm _____
(b) Address _____ of _____ the _____ Firm
2. Earnest money deposited vide Demand Draft/ pay order No. _____ dated _____
for Rs. _____/- is enclosed herewith.

3. Details of Vehicles proposed to be provided in respect of expected points for start of the Journey

Registration No. of vehicle	Make/Model & Year	Seating Capacity	A.C./Non A.C.	Remark

(b) Total No. of Vehicles can be supplied additionally at any time.

4. (a) Whether any work of Govt. or Semi Govt. Dep't. or Reputed Private Organization has been done in previous year Y/N _____
(b) If yes, furnish full details _____

Note:

1. Fitness certificate of the vehicle from Transport Authority is to be produced by the firm at the time of deployment.

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

***Note :- Mandatory before award of contract to the finalised Vendor. Failure will lead to forfeited of EMD.**

ANNEXURE-II
(Refer Para 14 of Tender)

FINANCIAL BID

* **To be submitted in a Separate Sealed Envelope super scribed as “FINANCIAL BID”**
A : RATES FOR HIRING OF VEHICLES ON MONTHLY BASIS

SCHEDULE: Delhi / New Delhi/ NCR areas

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

Make	Rate per vehicle for Minimum hiring of 3000 kms and Upto 300 hrs (In Rs per month)	Extra Rate (per km)	Extra Hours Rate (per hrs)
1	2	3	4
AC Hatch Back or equivalent Type vehicles			
A.C. Sedan type or equivalent type vehicles			
A.C. Ciaz type or equivalent type vehicles			
SUV type or equivalent type vehicles			

2. The criteria for evaluating the lowest Vendor will be Rate per vehicle for Minimum hiring of 3000 kms and upto 300 hrs on an average of hatch back, sedan, Ciaz and SUV (column 2).

3. 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 number of vehicles hired during the month and 300 hrs per individual vehicle.

For the purpose of totalling the overall kilometre of all vehicles hired during the month will be clubbed.

(3000 kms x Number of vehicles hired during the month) but hours will not be clubbed. Hour will be accounted for each vehicles.

4. The rate in columns 3 and 4 have to be commensurate or less than column 2.

5. Parking charges and Toll charges will be paid additionally but only on production of receipt, in the conduct of official duties only.

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

PLEASE PROVIDE RATES FOR THE FOLLOWING HEADS ALSO

* **To be submitted in a Separate Sealed Envelope super scribed as “FINANCIAL BID”**

B: RATE FOR HIRING OF VEHICLES ON DAILY OR PART OF DAY BASIS.

	Make/ Model	Charges for Local Journey of Max. 100 km or 10 hrs [#]	Charges for Local Journey of Max. 50 km or 05 hrs [#]	Night charges from 2200 hrs. to 0500 am (following day)	Extra (beyond 100 km or 10 hrs) or Out station rates		Pick and drop from ^{##}		NHSRC to respective residence. (Only Drop)
					Per Hours	Per KMs	Airport	Railway station	
	1	2	3	4	5	6	7	8	9
A/c	AC Hatch Backer equivalent Type vehicles								
A/C	A.C. Sedan type or equivalent type vehicles								
	A.C. Ciaz type or equivalent type vehicles								
	SUV type or equivalent type vehicles								

[#] Additional kilometre at pro-rata basis.

^{##} Distance will be calculated in terms of Pick-up and drop on the basis of distance between Airport /Railway Station to NHSRC’s empanelled Hotel

Please note:

- 1. Lowest vendor would be identified solely on basis of above quoted rates for column no. 2 above for average of 3 type of vehicles (Sedan, Ciaz & SUV) for L1. AC Hatchback rate will be compared separately to arrive L1. The Agency should have at least 03 types of vehicles and be paid as class of vehicle requisitioned.**
2. Taxes if any, shall be quoted separately.
3. Parking charges and Toll charges will be paid additionally but only on production of receipt, in the conduct of official duties only.
4. Any vehicle (hired on daily basis) runs beyond 10 hrs or 100 kms will be informed through email to NHSRC. If firm fail to intimate, then NHSRC will be restricted the bills within 10 hrs and 100 Kms.
5. Vehicles will be provided within 30 minutes after intimation received from NHSRC on each occasion.

SIGNATURE OF VENDOR

Appendix-F
(Refer Para 13 (p) of Tender)

SCORE SHEET OF TECHNICAL EVALUATION OF ANNUAL RATE CONTRACT FOR HIRING OF LIGHT VEHICLES

Sl No	Name of Agency	Covering Letter (2)	Signed Tender document with tender fee (5)	Undertaking on Rs. 50/- Stamp Paper (5)	GST/PAN / registration GST-5 PAN-5 (10)	Driver police verification report (30 Nos) (20)	Self-Attested Copy of IT Return last three years (20) 1yr-10 2 yr- 15 3 yr & > - 20	Annual turnover (Min 1 Crore in each year) (15) If > 1 Cr upto 1.15 Cr - 05 >1.15 Cr upto 1.30 Cr - 10 >1.30 cr - 15	Agency declaration regarding not black-listing (03)	Proof of successful providing similar services (10)	List of vehicles with undertaking (30 Nos) (10) 26-30 - 10 21-25 - 8 15-20 - 5 <15 - 0	Total (100)	Remarks