

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

**Date: 07 August 2025**

**TENDER NOTICE: HIRING OF LIGHT MOTOR VEHICLES FOR OFFICIAL USE**

**Introduction**

1. On behalf of the Executive Director, NHSRC, the Indenter (hereinafter referred as **Centre**), Tenders are invited for hiring of Light Motor Vehicles for use in pool of NHSRC/MoHFW official as per details as under: -

- (a) Tender are invited on **TWO BID SYSTEM** as per **Para 163 of GFR 2017** and on '**Quality and Cost Based Selection (QCBS) as per Para 192 of GFR 2017**'.
- (b) Type of Light Motor vehicles viz **Hatch Back / Sedan / Ciaz / SUV** or equivalent not **older than 2020-year model**.
- (c) To be 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.nhsrccindia.com](http://www.nhsrccindia.com).
- (d) Eligible and interested agencies may send their Tenders latest by **1700 Hrs. on 29/08/2025** to **The Principal Administrative Officer, National Health Systems Resource Centre, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi – 110067**.

2. **General Terms & Conditions.**

- (a) Telegraphic/ Telex/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
- (b) 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 canvas for the work will prejudice the contractor's quotation summarily rejected.
- (c) NHSRC has right to reject, withdraw/ revoke/ cancel whole or any part of tender at any stage without assigning any reason.
- (d) Conditional Bids shall not be accepted for evaluation and summarily rejected.

(e) Offer will be accepted in Two Separate Sealed envelopes superscribed: -

(i) Technical Bid containing relevant documents.

(ii) Financial Bid containing Price Schedule, respectively.

(f) Both the envelope should be enclosed in a single sealed envelope, which is superscribed, as "TECHNICAL & FINANCIAL PROPOSALS FOR VEHICLE HIRING" ADDRESSED to PAO, NHSRC, NIHFV Campus, Baba Gang Nath Marg, Munirka, New Delhi-110067.

3. **Timeline for Tender process:** -

(a)	Tender documents download date/time with effect from	:	1000 Hrs. on 07/08/2025
(b)	Pre-bid meeting	:	1500 Hs. on 13/08/2025
(c)	Tender documents download end date/time	:	1700 Hrs. on 27/08/2025
(d)	Last date and time for receipt of bids	:	1700 Hrs. on 29/08/2025
(e)	Date and time for opening of Technical Bid	:	1500 Hrs. on 02/09/2025
(f)	Date and time for opening of Financial Bid	:	Will be intimated separately to the qualified bidders

4. **Period / Extension of Contract.** The initial contract shall be for a period of one year from the date of signing the agreement. Any further extension to the contract shall be subject to the rules and regulations stipulated in **General Financial Rules (GFR) - 2017** and **Manual for Procurement of Consultancy and Other Services - Jun 2022.**

5. Validity of tender offers shall be for 180 days from the opening of technical bid.

6. **Services to be Provided / Job Specifications.**

(a) The vehicles will be required by NHSRC at Munirka Office or in and around Delhi/ NCR. Services to be provided along with responsibilities and obligations of the vendors are given as per **Appendix-A** attached.

(b) Types of vehicles to be provided: -

(i) Light Commercial Vehicles in very good running condition not older than 2020 model.

(ii) Petrol - BS-IV and above

(iii) Diesel - BS-VI

7. **Submission of Tender Documents.**

- (a) The Vendor should go through all the terms & conditions laid down in the bid documents latest by 1700 hrs 27/08/2025.
- (b) The vendor should read and agreed the terms & conditions as laid down in the bid documents before submitting the bids.
- (c) Submission of the bids shall be treated as acceptance of all terms and conditions stipulated in the original / downloaded tender document.
- (d) Original/downloaded tender document shall be duly filled in, signed and stamped by the Vendor or his authorized representative. All documents submitted should be self-attested with seal of the Vendor.
- (e) Any deviations in submission of the laid down documents mentioned in the bid documents will lead to disqualification of the bid.
- (f) 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.
- (g) 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.
- (h) The Tender document can be downloaded from the website [www.nhsrccindia.org](http://www.nhsrccindia.org) and may be sent by registered post or may be dropped in Tender Box in this office kept at the reception desk latest by 1700 Hrs. on 29/08/2025. No bids shall be accepted after that.
- (j) Vendors are requested to see the tender site [www.nhsrccindia.org](http://www.nhsrccindia.org) regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender. The responsibility of keeping themselves updated in terms of corrigendum if any, rely with the vendor.
- (k) NHSRC shall not be responsible for any postal delays.
- (l) Technical Bids shall be opened at the given date and time in the presence of tenderers or their authorised representatives, if they wish to attend. (only 1 representative is allowed).

## **Necessary Documents Required for Technical Bid & Financial Bid Qualification**

8. **Technical Bid.** The following documents are required to be submitted in the **Technical Bid Qualification** as per **Appendix-B**. 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 (**as per sample attached as Annexure-I**).
- (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 format as given in **Annexure-II**.
- (d) Attested Copy of Income Tax Return along with audited documents for the last three financial years, PAN number, GST Registration Certificate with latest copy of challan of Service Tax/GST of the Vendor as per **Annexure-III**.
- (e) Undertaking on non-judicial stamp paper of Rs.100/- 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 **Annexure-IV**.
- (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 **Annexure-V**.
- (j) Insurance and Pollution Under Control Certificate of vehicles will be the sole responsibility of the Vendor.
- (k) 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 in the form of Income Tax Return and certified copy of Chartered Accountant.

(l) He/she should never be blacklisted from any of the Government agencies/state Government/PSUs/Private Agencies. In this regard an affidavit duly authenticated by the company owner should be attached as per **Annexure - VI**.

(m) 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.

(n) The Vendor should have registered office in Delhi/NCR. The proof of the same shall be submitted in the form of Electricity Bill/Rent Agreement/Property Tax etc.

(o) Technical Scoring Sheet is attached at **Appendix-C**.

9. **Financial Bid**. The Financial Bids must be submitted in the prescribed format as given at **Appendix-D** in consideration with the following points and nowhere else: -

(a) Night charges if any will be considered after 11:00 PM and upto 05:00 AM (garage to garage) for hiring vehicles.

(b) Travel locations are Delhi & NCR on daily basis. Travel beyond Delhi & NCR shall be considered as outstation.

(c) Maximum dead mileage of 15 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 official.

(d) Revision of rates shall not be entertained during the period of the contract.

(e) Lowest vendor would be identified solely on basis of lowest bid quoted by any agency on column No. 2 in **Appendix-D** of Financial Bid.

(f) 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 or 300 hrs for individual vehicles.

## **Evaluation Process**

10. **Evaluation Criteria and Final Selection.** A duly constituted Tender Evaluation Committee will evaluate the Technical & Commercial Bids. **The Evaluation Criteria and Final Selection shall be based on Quality and Cost Based Selection (QCBS) as under: -**

(a) **Evaluation of Technical Bid**

(i) **The score of technical evaluation will be allotted a weightage of 60%.** The evaluation shall consist of the following stages as mentioned at **Appendix-C.**

(ii) **Bidders with Technical Proposal Marks (TPM) of 70 out of 100 or scoring of 42 and above out of 60 will qualify for the evaluation in the commercial process / Financial Evaluation. These “Qualified Agencies/ Companies” will be considered further for Financial/Commercial Evaluation”. The Proposal shall be rejected if it does not achieve the minimum Technical Proposal Marks of 70 or scoring of 42.**

(iii) **Technical Proposal Marks (TPM) = (Technical Proposal under consideration/Highest Technical bid) x 100** The Technical Proposal with the highest marks will be given a technical mark of 100 and other proposals will be given technical marks that are inversely proportional to their marks.

**Illustration for Technical Proposal Marks**

Bidder	Technical marks	Technical Proposal Marks (TPM)	Status
Bidder 1	60	$(60/60) * 100 = 100$	Qualified
Bidder 2	50	$(50/60) * 100 = 83.33$	Qualified
Bidder 3	42	$(42/60) * 100 = 70.00$	Qualified
Bidder 4	41	$(41/60) * 100 = 68.33$	Not Qualified

**The bidders' QCBS technical Marks shall be declared and notified for the opening of their financial bids.**

(b) **Evaluation of Financial bids.** The Financial Bid should be submitted as per **Appendix-D** 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.

(i) **The score of financial evaluation will be allotted a weightage of 40%.**

(ii) **Financial Bids of only those bidders, whose Technical Proposal Marks (TPM) are 70 or scored at least 42 in the Technical Evaluation, in addition to fulfilling qualification criteria mentioned in their BID, will be opened.**

(iii) **Financial Proposal Marks (FPM) = (Lowest Financial Bid / Financial Bid under consideration) x 100.** Proposal with the lowest cost will be given a financial score of 100 and other proposals will be given financial scores that are inversely proportional to their prices.

### Illustration for Financial Proposal Marks

Bidder	Financial Bid Amount (Rs.)	Financial Proposal Marks (FPM)
Bidder 1	110	$(100/110) * 100 = 90.90$
Bidder 2	120	$(100/120) * 100 = 83.33$
Bidder 3	125	$(100/125) * 100 = 80.00$
Bidder 4	100	100

#### (c) Final Evaluation

(i) The final evaluation will be made on the basis of the following: -

- **Weightage for the Technical Proposal: 0.6**
- **Weightage for the Financial Proposal: 0.4**

(ii) **Combined Technical and Financial marks =  $(0.6 \times \text{Technical Proposal Marks (TPM)}) + (0.4 \times \text{Financial Proposal Marks (FPM)})$**

(iii) **Highest Marks basis:** On the basis of the combined weighted marks for quality and cost, the bidder shall be ranked in terms of the total marks obtained. The proposal obtaining the highest total combined marks in the evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 shall be recommended for the award of the contract.

### Illustration for Final Evaluation

Bidder	Technical Proposal Marks (TPM)	Financial Proposal Marks (FPM)	Highest Marks (Considered up to two decimal points)	Rank
Bidder 1	100	90.90	$(0.6 * 100) + (0.4 * 90.90) = 96.36$	H1
Bidder 2	83.33	83.33	$(0.6 * 83.33) + (0.4 * 83.33) = 83.32$	H2
Bidder 3	70.00	80.00	$(0.6 * 70) + (0.4 * 80) = 74$	H3

#### (d) Award of the work

(i) The Bidder with the highest aggregate score/ Highest Marks and ranked H-1 on the merit of evaluation shall be recommended for award of contract.

(ii) **Tie-breaking Clause:** In case two or more bidder score equal marks in their Combined Technical and Financial marks, **then the ranking will be made based on their marks on “Proof of successfully providing similar services”** as mentioned at **Annexure-V**. If the tie remains further, **then the tie-breaking will be done based on proof of successfully providing similar services in Govt. institutions in New Delhi / NCR**, as decided by the duly constituted committee.

(e) **Other Additional Important Points for Evaluation.**

- (i) The evaluation of tenders will be made first on basis of technical information and then on the basis of Commercial/financial information.
- (ii) 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.
- (iii) Arithmetical errors shall be rectified on the following basis: -
  - 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.
  - If there is a discrepancy between words and figures, the amount in words shall prevail.
- (iv) A bid determined as substantially non-responsive shall be rejected by the NHSRC.
- (v) NHSRC shall evaluate in detail and compare the bids which are substantially responsive.
- (vi) The evaluation of the ranking shall be carried out solely on the basis of quoted rates in Column No. 2 of **Appendix-D**.
- (vii) The distribution of tendered quantity amongst the technically and commercially complied Vendors shall be based on merits of each case.

**Misc Points / Important Instructions**

11. **Performance Guarantee (PG)**. Successful Vendor shall have to furnish the Performance Guarantee @ 3% of the estimated annual contract value or Rs 3,50,000/- whichever is higher (as required under the Rule 171, General Financial Rules, 2017). The same is to be deposited in the form of Demand Draft only, in favour of National Health Systems Resource Centre within 7 working days from the day of signing of the contract. Delay in submission of Performance Guarantee shall attract a penalty of Rs. 200/- per working day from the date of signing of the contract. The Performance Guarantee shall be released post 60 days on satisfactory completion of all contractual obligation.

12. **Integrity Pact**. The vendor/agency applying is required to sign Integrity Pact as per Performa given at **Appendix-E**. The same is to be attached with the covering letter.



13. **Penalty Clause**

(a) NHSRC intends to hire vehicles daily or on required basis during working days. 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.1,000/- 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 <sup>st</sup> instance	2 <sup>nd</sup> instance in a month	3 <sup>rd</sup> & Subsequent instances in a month		
(i)	Non-functioning of AC in Car	20%	700	1000		On each occasion.
(ii)	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.
(iii)	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.
(iv)	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.**

14. **Subletting of work.** The firm shall not assign or sublet 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.

15. **Tax Deduction at Source.** Statutory deductions shall be governed as per prevailing Income Tax Rules.

16. **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.

17. **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.

18. **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.

(d) **NHSRC reserves the right to disqualify any agency found not suitable in their previous engagement with NHSRC.**

19. **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.

20. **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 10<sup>th</sup> 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.

21. **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.

22. **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.

23. **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.

24. **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.

**SERVICES TO BE PROVIDED: JOB SPECIFICATIONS**

1. 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.
2. The Vehicle being offered for hiring should be registered within the NCT of Delhi and NCR.
3. The Vehicle may be hired on monthly & daily basis. The requirement of monthly basis vehicles is approximately 20 subject to revision and on daily basis 05 to 15 vehicles on an average. During the events of NHSRC 15 to 18 vehicles (including SUVs) may also be required. The same will be requisitioned for short duration of (05 hrs) / full day (10 hrs) on pro-rata basis. (Refer **Appendix-D**).
4. 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, spare 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).
5. 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.
6. The time and mileage duty will commence and terminate from Office to Office. However, maximum mileage @15 kms included to and fro from Garage to the place of duty and vice versa will be allowed.
7. 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 Headquarter Office at NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi at specified date and time without claiming any payment in this regard.
8. **Rate.** 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 / Statutory Taxes shall be reviewed/considered.

9. 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.
10. 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 character and antecedents of the drivers should be verified from the police.
11. 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.
12. 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.
13. When receiving ED, Advisor, Lead Consultant, Senior Consultant, Consultant and NHSRC Official Guest at Domestic/International Airport, the vehicle should be parked and Consultants or Official Guest received at the arrival gate.
14. 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.**
15. 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.
16. In no circumstance the Vendor may claim for compensation due to accident, theft, any untoward incident like riots etc. or other eventuality.
17. 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.
18. The Successful Vendor shall be paid charges for the vehicles actually taken on hire and for the period, the vehicles have been used.
19. NHSRC shall make statutory deduction as applicable and as per the provisions of the Income Tax Act.

20. 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**'. The Executive Director reserves the right to terminate the contract at any time during the course of contract without assigning any reasons thereof.
21. The Vendor must have telephone connections available at their Premises/Garage/Stand from where such vehicles 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/smart phone of the drivers will be that of vendor. NHSRC will not be responsible for any reimbursement in this regard.
22. 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.
23. The successful Vendor shall detail dedicated Relationship Manager to look after the drivers, vehicles and complaints of NHSRC.
24. All the vehicles should have minimum recharge of Rs 2,500/- available in *FASTag* account.
25. Any change of the Vehicles/Driver is subject to the provisions of providing suitable Vehicles/Driver with prior intimation/approval of the NHSRC.
26. Payment to the driver / staff should not be co-related with the payment by the NHSRC and they should be paid in time before 07<sup>th</sup> of every month. Further, payment to the driver/staff will be the sole responsibility of the vendor.
27. Proof of statutory compliance may be asked by NHSRC at any point of time. The vendor will be bound to submit the documents asked to NHSRC.
28. 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.
29. Vehicles will be provided within 30 minutes after intimation received from NHSRC on each occasion.
30. The vehicle/driver engaged for duties with NHSRC should not have been involved in any police case under the Motor Vehicle Act or any other penal code of the country.
31. Periodic maintenance of all the vehicles deployed at the NHSRC will be undertaken on monthly basis by the agency or as and when indicated by the NHSRC.

**Appendix-B**  
**(Refer Para 8 of Tender)**

**Checklist for 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"**

<b>S. No.</b>	<b>Items to be submitted</b>	<b>Remarks</b>
1.	Covering letter indicating the list of all enclosures ( <b>Annexure – I</b> ).	
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 <b>Annexure - II</b>	
4.	Latest /Valid Authorization from the Principal Company/Manufacturer to the Vendor for its brands/products;	
5.	Attested Copies of following <b>Annexure-III</b> 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 <b>Annexure-IV</b> (on Non-Judicial stamp paper of denomination of Rs. 100/-)	
7.	Details of vehicles that can be assigned on award of contract <b>Annexure-V</b>	
8.	Affidavit Certifying that the Bidder is Not Blacklisted/Debarred or Not Indulged in Corrupt or Fraudulent Practices as per <b>Annexure-VI</b>	
9.	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.....)**



**SPECIMEN OF COVERING LETTER**

To,

The Principal Administrative Officer  
National Health systems Resource Centre  
NIFHW Campus, Baba Gangnath Marg, Munirka,  
New Delhi 110067

**Subject: Submission of Bid for “HIRING OF LIGHT MOTOR VEHICLES FOR OFFICIAL USE”**

Sir/Madam,

1. With reference to the above-mentioned tender, I/we hereby submit our bid for **“HIRING OF LIGHT MOTOR VEHICLES FOR OFFICIAL USE”** as per the terms and conditions laid down in the tender document.
2. We have thoroughly examined and understood all the instructions, terms and conditions mentioned in the bid document and hereby agree to abide by the same.
3. Please find below the list of enclosures submitted along with this covering letter for your kind perusal: -
  - (a) Bid Covering Letter (this letter) as per **Annexure-I**.
  - (b) Original/downloaded tender document duly filled in, signed and stamped by the Vendor or authorized representative of the Vendor.
  - (c) Additional Information as per **Annexure-II**.
  - (d) Attested Copy of Statutory Documents as per **Annexure-III**.
  - (e) Undertaking on non-judicial stamp paper of Rs.100/- as per **Annexure-IV**.
  - (f) Copy of driver's police verification report
  - (g) Submit full details of vehicles as per **Annexure-V**.
  - (h) 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**.
  - (j) An affidavit regarding non blacklisting as per **Annexure-VI**.
  - (k) Integrity Pact as per **Appendix-E**.
  - (l) Any other documents as required in the bid.
  - (m) Details of the all Appendix & Annexures as per bid.
4. Kindly consider our bid for further evaluation.  
Thanking you,

Yours faithfully,

Signature:  
Full Name:  
Designation:  
Company/Firm Name:  
Address:  
Contact No. & Email ID:  
Date:

**Annexure-II**  
**(Refer Para 8 (c) of Tender)**

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

**(To be submitted to PAO, NHSRC, NIHFWS 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
  - (a) The Indian Companies Act, 1956
  - (b) The Indian Partnership Act, 1932
  - (c) Any other act,
  - (d) 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: -
  - (a) 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.
  - (b) 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 have been banned by any Central/State Government Organization/Private Organisation. 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.

**Annexure-III**  
**(Refer Para 8 (d) 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: -

<b>Description</b>	<b>Remarks</b>
Copies of Income Tax Returns along with audited documents for the Assessment for last three years (FY 2022-23, 2023-24 & 2024-25).	
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**

**Annexure-IV**  
**(Refer Para 8 (e) of Tender)**

**UNDERTAKING**

(To be submitted on Rs. 100/- 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 effect 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/engaged with NHSRC.

**SIGNATURE OF VENDOR**

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

**Annexure-V**  
**(Refer Para 8 (h) of Tender)**

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

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. (a) 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	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) It yes, furnish full details \_\_\_\_\_

**Note:** (a) Fitness certificate of the vehicle from Transport Authority is to be produced by the firm at the time of deployment.

(b) Mandatory before award of contract to the finalised Vendor. Failure will lead to forfeited of EMD.

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

**Affidavit Certifying That the Bidder is Not Blacklisted/Debarred or Not Indulged in Corrupt or Fraudulent Practices**

**(On Rs.100 Non-Judicial Stamp Paper)**

1. **Non-Blacklisting Declaration.** I/We have not been debarred, blacklisted, suspended, or otherwise barred from participating in any tendering or procurement process by any department of the Central Government/ State Government/ PSU/ Semi-Government Organization/ Private Sector Organization, either at present or in the past.
2. **Integrity Declaration.** I/We have not directly, indirectly, or through any agent engaged in or indulged in any corrupt, fraudulent, coercive, undesirable, or restrictive practices in connection with any tender, Request for Proposal (RFP), or agreement issued by or entered into with any government department, authority, or public sector enterprise (Central or State).
3. **Criminal Record Declaration.** I/We hereby confirm that no criminal case is pending against the bidder, and none of the proprietors/partners/directors/key personnel of the bidding entity have ever been convicted or are currently under investigation for any criminal offence by any court of law or enforcement agency in India or abroad.
4. **Legal Proceedings Declaration.** I/We further confirm that there are no legal proceedings or cases pending or filed against us, either in the past or at present, in any court of law, tribunal, or any other competent authority, which may affect our ability to perform or fulfil contractual obligations.
5. I/We understand that if any of the above declarations are found to be false, misleading, or violated at any stage, it shall lead to immediate termination of the contract without any liability on the part of the purchaser/client, in addition to any other legal action deemed appropriate.

Place:

Signature of the Authorized Signatory

Date:

(Name, Designation, and Company Seal)

**Appendix-C**  
**(Refer Para 8 (o) of Tender)**

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

Sl No	Name of Agency	Covering Letter (1)	Signed Tender document (1)	Undertaking on Rs. 100/- Stamp Paper (2)	GST/PAN registration (2)	Drivers police verification report (30 Nos) (10) <30 - 0 >30 - 10	Self-Attested Copy of IT Return last three years (05) <3 yrs -0 3 yrs & above - 5	Annual turnover (Min 1 Crore in each year) (15) Upto 1 Cr-05 1 to 2 Cr - 07 2 to 5 Cr - 10 >5 Cr - 15	Agency declaration regarding not black-listing (02)	Proof of successful providing similar services (12) Upto 2 - 04 2 to 5 - 08 >5 - 12	List of vehicles with undertaking (30 Nos) (10) Upto 30 - 5 30 to 50 - 07 Above 50 - 10	Total (60)	Remarks

***Note: Non submission of any of the above-mentioned documents along with the bid will lead to disqualification of the bid.***

***No correspondence in this regard shall be entertained.***

**Appendix-D**  
**(Refer Para 9 of Tender)**

**FINANCIAL BID**

\* To be submitted in a Separate Sealed Envelope superscribed as “FINANCIAL BID”

**RATES FOR HIRING OF VEHICLES ON MONTHLY BASIS**

**SCHEDULE: Delhi / New Delhi/ NCR Areas**

1. Rates (excluding all taxes except parking and toll charges) of vehicles on monthly basis.

Vehicle Type	Monthly Rate (For 3000 km or 300 hrs per month)
(1)	(2)
Hatchback (AC)	
Sedan (AC)	
Ciaz (AC)	
SUV (AC)	

2. The criteria for evaluating the lowest Vendor will be as per rates given per vehicle for Minimum hiring of 3000 kms / 300 hrs per month on an average of Hatch back, Sedan, Ciaz and SUV (Column No 2).

3. The rates for Extra Kms / Extra Hours will have to be in proportionate to the Monthly rates given in Column No 2 or less.

4. Night Charges (if any) (11:00 PM to 05:00 AM): ₹ \_\_\_\_\_ /trip

5. Daily (Full day) / Half Day rates shall be calculated as per calculation given below: -

**Calculations (Pro-rata Daily Charges): -**

- **Daily rate (for 100 km/10 hrs)** = Monthly rate ÷ 26 working days.
- **Half-day rate (50 km/5 hrs)** = 50% of full-day rate.

6. Payment for use of the vehicles will be made on a monthly basis, which would be determined on a clubbing basis i.e. 3000 kms per vehicle per month for number of vehicles hired during the month or 300 hrs per individual vehicle.

7. For the purpose of billing, total kilometre of all the 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 vehicle.

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

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



**INTEGRITY PACT**

**between**

**National Health Systems Resource Centre (NHSRC) and \_\_\_\_\_**

1. It is hereby agreed between NHSRC and \_\_\_\_\_ that both parties will adhere to the following guidelines of this Integrity Pact: -

- (a) As the Principal (NHSRC/ its representative) will promise not to seek or accept any benefit, which is not legally available.
- (b) The bidder will promise not to offer any benefit to the employees of the principal (NHSRC) not available legally.
- (c) NHSRC (Principal) will treat all bidders with equity and reason.
- (d) Bidders will not enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contract etc.
- (e) Bidders will not pass any information provided by NHSRC (Principal) as part of business relationships to others and will not commit any offence under PC/ IPC Acts.
- (f) Foreign bidders will disclose the name and address of agents and representatives in India and Indian bidders to disclose their foreign principals or associates.
- (g) Bidders will disclose the payments to be made by them to agents/ brokers or any other intermediary.
- (h) Bidders will disclose any transgressions with any other public/ govt organization that may impinge on the anti-corruption principle. The date of such transgression, for the purpose of disclosure by the bidders in this regard, would be the date on which cognizance of the said transgression was taken by the competent authority. The period for which such transgression(s) is/ are to be reported by the bidders shall be the last three years to be reckoned from date of bid submission. The transgression(s) for which cognizance was taken even before the said period of three years, but are pending conclusion, shall also be reported by the bidders.

2. Any violation of the Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings, as per the existing provisions of GFR 2017, PC Act 1998 and other Financial Rules/ Guidelines etc. as may be applicable to the organization concerned.

3. A person/ bidder signing the Integrity Pact shall not approach the Courts while representing the matters to Independent External Monitors and he/ she will await their decision on the matter.

**Signature of the Bidder**

**(Name & Address of Agency)**

**Authorised Signatory**

**NHSRC**