

## Minutes of Pre-Bid Meeting - Hiring of Light Motor Vehicles for Official Use

1. The tender for Hiring of Light Motor Vehicles for Official Use has been floated by NHSRC on 07 Aug 2025. A pre-bid meeting was held NHSRC (NDC Basement) on 13 Aug 2025 at 3 PM.

The Pre-bid meeting was chaired by Brig. Sanjay Baweja (Principal Administrative Officer – NHSRC).

The Technical Evaluation Committee members who attended the pre-bid meeting are: -

- (a) Thakur Sen Negi (Sr. Consultant – Admin)
- (b) Dr. Naveen Kumar (Consultant – QPS)
- (c) Mr. Pankaj Grover (Consultant CP-CPHC)
- (d) Ms. Pallavi Behera (Consultant HCF)

2. The following agencies have participated in the pre-bid meeting: -

Sl. No.	Name and Address of Organisation/ Firm / Company	Name of Representative
(a)	M/s Sansawal Travels, Katwaria Sarai New Delhi - 110016	Mr. Dinesh Sansanwal Mr. John Beritto
(b)	M/S IP Travel Lines 10-11 Rakeshdeep Building Yusuf Sarai Commercial Complex New Delhi – 110049	Mr. Pardeep Singh

3. During the pre-bid meeting, the queries raised by the agencies and Technical Evaluation Committee responses are provided below: -

S/No	Point Raised by Agencies	Response of TEC/Admin
(a)	<b>M/s Sansanwal Travels</b> - The agency has asked that in the bid document the rates for extra km and extra hour of the vehicle are not given.	The extra km and extra hour will be calculated on pro-rata basis and is clearly mentioned at Para-3 of Appendix D (page No.24) of the bid document
(b)	<b>M/s IP Travel Lines</b> - The agency has asked that is the vehicles are required only on call basis.	The vehicles are required on monthly basis as well as on daily basis. The same has been mentioned at Para 3 of Appendix -A (Page no. 13) of the bid document.
(c)	<b>M/s IP Travel Lines</b> - Is NHSRC is going to onboard 3 different agencies to provide the services?	No, through the tender process, only 1 bidder will be identified to provide the services.
(d)	<b>M/s Sansanwal Travels</b> - Criteria of NCR has not been defined in the bid document	Noida, Greater Noida, Ghaziabad, Faridabad, Gurugram, Bahadurgarh shall be treated as NCR. However, the updated list of the NCR may be obtained from the Govt. website. This has also been clarified that for any extra km travelled the payment shall be made as per Para-3 of Appendix D (page no.24) of the bid document

*Signature*  
13/8/25

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14/8/25

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14/8/25

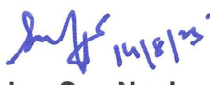
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14/8/25


S/No	Point Raised by Agencies	Response of TEC/Admin
(e)	<b>M/s IP Travel Lines-</b> Requested to clear the abbreviation of PAO.	PAO stands for PRINCIPAL ADMINISTRATIVE OFFICER. The same has been mentioned at Para 1(d) of the bid document.
(f)	<b>M/s IP Travel Lines -</b> Do we need to submit the tender documents physically?	Yes. All the documents asked in the bid needs to be submitted physically duly signed and stamped by the agency.
(g)	<b>M/s IP Travel Lines -</b> The Vehicles are to be registered in the name of Company or in the name of proprietor?	As per Para 8(g) of page 4, 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)	<b>M/s IP Travel Lines -</b> Is physical verification of the documents along with vehicles to be done while submitting bid?	Physical verification will be done in respect of the selected bidder only.

4. The Technical Evaluation Committee also reiterated the following:

- (a) There should be no record of blacklisting or any previous faults. Any accident, damage, or incidental expenses caused by a driver shall be borne entirely by the Agency or any Insurance to driver also to be covered by Agency.
- (b) All cabs must possess a valid fitness certificate, which should be submitted along with the tender. Drivers must be properly dressed and regularly monitored for compliance.
- (c) Vehicle PUC and insurance coverage should be ensured by the vendor along with indemnity for any accidental damage to vehicle and integrity/behaviour of staff/driver.
- (d) Tax filings for the last three years must be duly signed by a Chartered Accountant.

**Committee:**

  
Thakur Sen Negi  
Sr. Consultant  
(Admin)

  
Dr. Naveen Kumar  
Consultant  
(QPS)

  
Pankaj Grover  
Consultant  
(CP-CPHC)

  
Pallavi Behera  
Consultant  
(HCF)