



**National Health Mission,
Department of Health & Family Welfare
Government of Punjab**

TENDER DOCUMENT

**For hiring of vehicles with services under
Supportive Supervision in the State of Punjab**

(Tender fee = Rs. 500/-)

Year-2024



**NATIONAL HEALTH MISSION
DEPARTMENT OF HEALTH & FAMILY WELFARE
GOVERNMENT OF PUNJAB**

**PUBLIC NOTICE FOR HIRING OF 25 SEDAN VEHICLES WITH
SERVICES UNDER SUPPORTIVE SUPERVISION**

National Health Mission (NHM) is a flagship programme focusing on affordable and accessible health care services for community through smooth implementation of various Health Programmes. A Supportive Supervision initiative is being implemented by NHM, Punjab, wherein the senior officers visit field level health institutions and community areas to supervise the implementation of different health programmes and medical services. These officers are provided with a vehicle to facilitate these visits.

National Health Mission, Punjab hereby invites bids for hiring tentatively 25 No(s) of vehicles (1 Innova Crysta and 24 Sedan vehicles of Group-1) along with consequential services/charges (driver, maintenance, insurance, road tax & hiring charges etc.). These vehicles are being hired on the basis of instructions **issued by the Transport Department (Transport-2 Branch), Government of Punjab vide its letter no. 2/10/91-4T2/432 dated 02.03.2023 regarding “Fixation of rates for hiring of private vehicles” and the terms and conditions contained therein read** with the additional guidelines and selection criteria specified by Department of Health & Family Welfare, Punjab.

The detailed tender document can be downloaded from the department’s website **www.nhm.punjab.gov.in** . A tender document fee of Rs. 500/- has to be deposited in shape of demand draft in favor of State Health Society Punjab payable at Chandigarh or the same may be added with the EMD deposit amount. Bids not fulfilling the specified criteria shall be rejected straightaway.

The schedule of Important timelines is as mentioned below:-

| | |
|---|---------------------------------|
| Date of issue of tender | 19 /02/24 |
| Last Date & time for submission of Bids (Bids to be submitted to Director NHM, Punjab, Room No 12, NHM Punjab Office, Prayaas Building, Sector-38-B, Chandigarh) | 01/03/2024 up to 11.30 am |
| Time & date of final evaluation of Bids | 01/03/2024 (12:00 Noon onwards) |

1. The Department reserves the right to increase/ decrease the number of vehicles and accept/reject any or all the bid(s) without assigning any reason.
2. Any Addendum/Corrigendum will be published only at department’s website

www.nhm.punjab.gov.in

**Sd/-
MISSION DIRECTOR**

I. INTRODUCTION

National Rural Health Mission (NRHM) was launched in April 2005 for addressing the health needs of the rural areas specifically focusing on 18 States having weak public health indicators with the aim of providing affordable and accessible health care services for all. In the year 2012, the NRHM was strengthened as National Health Mission by expanding the health coverage to urban areas and including the Non Communicable Diseases Programme. In 2013, Government of India launched National Urban Health Mission as a Sub Mission of National Health Mission. Both the Urban and Rural sub-missions are now being implemented under the umbrella programme, National Health Mission (NHM). NHM, Punjab is being implemented on a funding pattern of 60:40 ratio between Government of India and Government of Punjab, respectively.

a. Hiring of vehicles with services under Supportive Supervision initiative:

The senior officers at state and district levels carry out the supervision of various health programmes & health facilities, for which they need to travel frequently to the field areas across the district/state as well as to attend meetings; workshops etc. at State headquarter at Chandigarh and National Headquarter, NCT Delhi. To facilitate their travel, 1 Innova vehicle and 24 sedan vehicles (2000 KM monthly limit) in the range of Rs. 7.5-10 lakhs (ex-showroom price (Group-1)) with services are required. At present the requirement is 25 vehicles with Senior Officers / Programme Officers at State HQ Chandigarh. The list of requirement of the vehicles with services, under this component, has been tabulated at **Annexure-1.**

In terms of instructions issued by the Department of Transport (Transport-2 branch), vide its **letter no. 2/10/91-4T2/432 dated 02.03.2023**, in which the monthly rates are fixed at Rs. 60,000/- per unit (2000 Kms) for Innova vehicle and Rs. 45000/- per unit (2000 Kms) for the vehicles in Group-1 to be hired on reverse bidding process from technically eligible bidders.

II. TERMS & CONDITIONS OF HIRING:-

The Government of Punjab in the Department of Transport (Transport-2 Branch) issued instructions vide No. **letter no. 2/10/91-4T2/432 dated 02.03.2023** laying down the terms & conditions of hiring, which are as under:

GENERAL :

- i. The hiring of vehicle with services shall be for 3 years extendable, on mutual consent of both the parties, to 5 years.
- ii. The vehicles shall be **in excellent working condition and shall not be later than the previous year of manufacture at the time of hiring and should be of BS-VI. The vehicle should be kept neat and clean and in perfect running condition with clean interiors and the vehicle should have seat covers, audio system and foot mats etc.**
- iii. The bidder/second party shall provide dedicated vehicle(s) along with driver to the department /first party. Any change in vehicle and/or driver should be made in exceptional circumstances and with the prior intimation to and approval of the first party.
- iv. Vehicles being hired under Supportive Supervision along-with services are to be placed at the disposal of State Officers under intimation to the office of MD NHM. They shall report each day on the specified tome to the concerned officer.
- v. The service provider will ensure timely disbursement of salary/allowance of drivers (latest by 5th date of each month) and shall comply with all mandatory requirements for staff like EPF/ESI etc. as applicable and submit a proof of the same to the office, whenever asked for, in order to cross check that all mandatory provisions under various laws are being adhered-to by the service provider.
- vi. The bidder/second party shall provide his consent, by executing these terms & conditions, to upload detail(s) of vehicles being offered by it/him on any App/Software developed by department in the format desired, at any point of time, during period of contract.

VEHICLES & SERVICES (EXCEPT DRIVER) :

- vii. The vehicle shall be for the exclusive use of this Department during the period of the contract with the department and the vehicle shall not be used by the bidder/owner for any other purpose, such as plying for other parties or for personal use etc. during the period of contract.
- viii. The vehicle, during the period of contract, can be called at any time. The vehicle would remain at the disposal of the department for all seven days in a week during the entire contract period. The vehicle should not be used by

the bidder/ second party for any other organization or individual either during day or night during the entire contract period.

- ix. **The vehicle must have a valid permit for running on hiring basis.** It should be insured as per the existing laws and rules at all times. The insurance charges, license charges for running on hire, road tax etc. will be borne by the bidder and shall not be borne or reimbursed by the first party. However, toll taxes, if any, will be duly reimbursed to the successful bidder on production of vouchers which shall be duly verified by the team/officials using the vehicle.
- x. All legal obligations in respect of the vehicles i.e. Insurance, Road Tax, Permit/registration and permission etc. and salary etc. in respect of the driver / staff etc. will be the sole responsibility of the bidder /second party.
- xi. **The bidder/second party shall submit copies of the Registration Certificate and insurance policies etc. of the vehicle being offered for hiring with the department.**
- xii. The vehicles will be required for the district offices of the Department/first party situated through-out Punjab and at State Headquarter in Chandigarh. The tentative district wise requirement of the vehicles is given at **Annexure 1** of this document.
- xiii. The time and distance shall be calculated to and from the time and starting place of reporting to the time and place of ending point. The same shall be got duly verified in the log book to be maintained by the driver from the Controlling officer of the vehicle.

SERVICES (DRIVER ONLY):

- xiv. The bidder/second party shall ensure that driver provided by it has a valid driving license with a minimum of three years of driving experience for the class of vehicle offered for hire.
- xv. The bidder/second party shall ensure that the driver provided by it is decent and well behaved. The driver should not have any criminal antecedents and it shall be responsibility of the bidder/second party to verify his background before deployment. The conduct of the driver will be sole responsibility of the bidder/second party and in this regard, the department/first party shall not be responsible in any manner, whatsoever. Work and conduct of the driver should be satisfactory and will also provide the particulars of drivers with photographs.
- xvi. The bidder/second party shall ensure that the driver provided by it for duty is duly provided with a mobile phone by it for easy communication.

- xvii. As a component of the hiring of the vehicle, the bidder / second party will provide the vehicle with the driver and all expenses related to salary and allowance(s) of the driver, over time payment, maintenance of vehicle, insurance, petrol, diesel oils, or any other expenditure related or incidental to the vehicle and the driver will be borne by the bidder/ second party. **The department / first party will pay only the hiring charges for the vehicle as defined in the payment section.**
- xviii. The bidder/second party shall ensure that driver of a particular vehicle provided by it should not be frequently changed except in unavoidable circumstances.
- xix. The bidder/second party shall be responsible for the suitability, medical fitness and police verifications of the character and antecedents of the manpower engaged by it for deployment and for satisfactory implementation of the services.
- xx. The bidder/second party shall fulfill the various conditions stipulated by law, Government orders/notifications etc. in respect of hiring and safety of vehicle.
- xxi. A log book shall be maintained by the driver which will be duly certified by the controlling officer.
- xxii. The second party and the driver provided by it shall be bound to carry out the instruction of the department/first party as well as of the controlling officer of the vehicle.
- xxiii. The bidder/second party shall ensure that the driver provided by it shall not do any private work other than the assigned duties.
- xxiv. The bidder/second party shall ensure that peace and order is maintained in the premise of the department by his employees/driver.
- xxv. The bidder/second party or his representative shall ensure that all his personnel/driver will behave courteously and decently with the officers/officials of the department and also ensure good manners.

MISCELLANEOUS:

- xxvi. **In case of any accident, all the claims/damages arising out of it shall be met by the bidder/ second party.** The second party shall be responsible for any loss/damage to property or life due to negligence of driver or poor maintenance of vehicle or due to an accident or any other reason thereof. The first party shall not be responsible in eventuality of any such loss/ damage etc.

xxvii. The successful bidder shall be required **to produce the vehicles as early as possible as but not later than 7 days, consequent to the approval of contract** for the **physical verification/ inspection**. Before deployment of vehicles hired at State HQ, all vehicles shall be produced for verification/ inspection before the State Programme Officer (Transport), NHM, Punjab and subsequently these vehicles will be inspected by a team of officers. The vehicles shall be brought into service only after satisfactory report for road worthiness by this team.

xxviii. The requirement of the vehicle can be increased or decreased without assigning any reason.

III. BID CRITERIA & EVALUATION:-

Technical Criteria:-

1. The bidder must have a valid PAN / Aadhar card (self-attested photocopy to be attached).
2. The bidder must have a valid GST registration number issued by the GST Department (self-attested photocopy to be attached).
3. The bidder must possess a minimum annual turnover of Rs.25.00 lakh in any one of the last 3 financial years for applying in the bidding. The turnover should be of a same or similar nature of work as group turnover will not be considered for determining the eligibility and any such tenders will be rejected summarily. The Bidder is required to provide copy of **Audited/C.A. Certified balance sheets and IT returns** filed by them under the respective Acts to corroborate the turnover.
4. The tender document fee of Rs. 500/- can be paid along with the Earnest Money Deposit (EMD) @ Rs.30,000/- (Rupees Thirty Thousand only) per vehicle which shall be submitted through Demand Draft/FDR/Bank Guarantee by the bidder in favour of the State Health Society, Punjab. Any bid without complete earnest money deposit will be summarily rejected. The amount of EMD shall be determined as (No. of vehicles quoted x Rs 30,000/-) + Tender document fee @ Rs. 500/-. EMD shall be returned to the unsuccessful bidders after the award of the tender. However, the EMD shall be forfeited in case a successful bidder rescinds from his bid or in case any detail furnished by such bidder is found to be incorrect/false during the tender selection process or thereafter. No interest shall be paid on the EMD's.
5. **The EMD deposit of successful bidder will be retained & converted into Performance Security.** This performance security amount will be refunded only

after satisfactory completion of contract including warranty obligations, if any. However, if provided in shape of Bank Guarantee the validity of Bank Guarantee should be valid for 42 months to be extended, to cover additional 6 months beyond the period of contract, in case of extension in the duration of contract. The Bank Guarantee valid for a shorter period will be considered as major deviation and could lead to disqualification/ termination of contract and forfeiture of EMD. The performance security shall be forfeited in case the successful bidder fails to provide the services in the stipulated time or if the bidder violates any term & condition of the tender on more than 3 occasions or in case of termination of contract by default or insolvency or in case the information furnished by the bidder is found to be false/ incorrect at any stage.

6. The bidder has to submit self-attested copies of ex-showroom cost of vehicle (Sale Certificate), Registration Certificates, insurance policies of all the vehicles offered with his bid along with the summary sheet of vehicles offered in the specimen provided (**Annexure I**). **No deviation, what so ever the case may be, will be allowed from the original detail submitted by the bidder in the Annexure I** at the time of bid evaluation. However, in cases such as accident of the vehicle, major break-down, offer of higher model in terms of price etc., the permission to change the vehicle may be given with the prior approval of competent authority.
7. The bidder should also submit particulars of driver name/date of Birth/Address/Aadhar No./Police verification along-with the bid.
8. The bidder should submit the physically signed copy of the tender document, signed on each page, as a proof of his consent to various terms & conditions laid in this document, along with the bid.
9. The bidder should have never been blacklisted/debarred/de-registered by any Government /Government undertaking. The bidder should submit a Notarized Undertaking/affidavit certifying that their firm has never been blacklisted/debarred/de-registered by any Government department/ Government undertaking in the sample format provided at **Annexure III**.
10. On the advice of Central Vigilance Commission, the Department of Revenue, Ministry of Finance has issued instructions vide Circular No.13011/50/2016- Vig dated 23rd September 2016 to Government Offices to prevent corrupt/undesirable practices in awarding contracts for hiring of vehicles. Instructions have been enclosed at **Annexure-II**. These guidelines must be adhered to in letter & spirit. The certificate of due compliance of these instructions along with the declaration of ‘**No Family Member**’ as per **Annexure II & II-A** should be submitted with the

bid. The term “**Family**” is defined as below:

"Family" means a group of two or more persons living together and having a shared commitment to a domestic relationship or related through blood, marriage or legal adoption or unrelated persons who jointly occupy and have equal access to all areas of a dwelling unit and who function together as an integrated economic unit.

- Provided that the onus on any person claiming himself/herself as not to be part of the family lies upon him/ her to prove his/her separate residence and economic independence.
- Provided further that spouse(s) of the above person(s) would be included in the family unless legally separated by way of divorce duly registered with the competent authority.

11. In case of any misconduct or non-compliance of conditions by the service provider the hiring office may impose a penalty for deficient service and/or cease the contract at any point of time and blacklist the service provider for a period of up to 5 years.

FINANCIAL CRITERIA:-

THE BIDDER WHO FULFILLS THE ELIGIBILITY CONDITIONS OF THE TENDER, AND OFFERS A MAXIMUM DISCOUNT ON THE RATE OF Rs. 45,000/- (RUPEES FORTY FIVE THOUSAND ONLY) (GROUP-1) PER VEHICLE PER MONTH AS FIXED BY PUNJAB GOVERNMENT (TRANSPORT DEPARTMENT) FOR HIRING OF PRIVATE VEHICLES (ISSUED VIDE LETTER NO. LETTER NO. 2/10/91-4T2/432 DATED 02.03.2023) SHALL BE DECLARED THE L-1 BIDDER AND ELIGIBLE FOR AWARD OF TENDER.

NOTE:-

- **THE QUOTED PRICE, AFTER DISCOUNT, SHALL BE INCLUSIVE OF ALL TAXES INCLUDING GST & THE BIDS WILL BE EVALUATED ACCORDINGLY.**
- **THE ONUS TO PAY THE GST TO THE GST AUTHORITIES AT THE RATE APPLICABLE ON HIM/HER SHALL BE ON THE BIDDER ONLY.**

- i. **PAYMENT-** The hiring charges payable to the bidder/second party is tabulated as below:

| Group | Monthly rates (2000 Km per month, per vehicle) (in Rs.) | Charges for extra Kms (2000 Km per month) in Rs. Per Km | Night Halting Charges (in Rs.) |
|--------------------------------|--|--|---|
| Group-1 (Rs. 7.5 -10 lakhs) | 45,000 minus the Discount offered | 10 | 200 |
| Toyota Innova Crysta | 60,000 Fixed Price | 14 | 200 |

- ii. The bidder/second party shall submit the monthly bill in triplicate with the concerned hiring office, enclosing the summary sheet within three days after the end of the month, which should be duly verified by the controlling officer. Payment will be released after making necessary verification.
- iii. The department/first party shall release due amount after making recoveries, if any during the month, subject to deduction of tax at source.
- iv. The department/first party shall not make any payment other than the agreed hire charges as laid down in this document. The fuel charges, which are part of hiring charges, for which the average of the 1st month of hiring will be compared with the last month of hiring i.e. 12th month. Any increase/decrease in %age shall be reflected in the fuel charges to arrive at the final hiring charges for the next 12 months.
- v. The unutilized mileage kilometres will be carried forward to the next month and thus will be continued till the end of one year from the date of execution of contract/ first day of actual hiring, whichever is later & any excess running beyond the specific limit, with the prior approval of the reporting officer, shall be adjusted against the unutilized mileage kilometres.

AWARD OF CONTRACT:

- a) **The tender/contract will be awarded to the bidder who offers a maximum discount as defined in section IV of this document.**
- b) In case 2 or more bidders get same marks in the bid evaluation criteria, then there shall be a draw of lots under proper videography.

I. CONTRACT:

- c) The bidder/second party shall submit the entire set of tender document duly signed in ink along with his/her bid, in the concerned office before the

stipulated due date. The signed tender document shall be a sufficient proof of acceptance of the terms & conditions of hiring of vehicles with services as laid in this document and shall constitute a valid contract with successful bidder allotted the tender. The tender document shall be considered as the contract document after acceptance of all the conditions laid therein and duly been signed & stamped by the successful bidder and no separate agreement shall be entered into between the parties.

- d) **Contract amendments:-** That no variation in or modification of the term of the contract shall be made except by written amendment mutually agreed to and signed by both the parties.

II. EVENTS OF NON-COMPLIANCE & DEFAULT

- a) In the events of non-compliance of the conditions of contract, a penalty may be levied on the bidder by the hiring office on the basis of a certificate signed by the Controlling officer. The penalty for some of the defaults is as under:-

| Nature of Default | Penalty |
|---|------------------------|
| Late Reporting of vehicle/driver (up to 30 minutes of scheduled time) | Rs.500/- per day |
| Late Reporting of vehicle/driver (if more than 30 minutes after the scheduled time) | Rs.1000/- per day |
| Non reporting of vehicle/driver | Rs.1000/- per day |
| Refusal of a driver to carry out the duty | Rs.1000/- per instance |
| Change of vehicle driver without prior intimation | Rs.200/- per instance |

- b) In the event of emergency breakdown of a vehicle or absence of driver, **the bidder/ second party shall make alternative arrangement by providing a substitute vehicle of current year model and driver within 6 hours.** In case of failure to do so, the first party would have a right to hire another vehicle from the market at the risk & cost of the successful bidder & any payments thereto shall be duly adjusted from the hiring charges payable to bidder as mentioned in the contract.

c) **Termination for Default:-**

The department/first party may, without prejudice to any other remedy for breach of contract, by 15 days written notice of default sent to the second party, terminate the contract in whole or in part:-

- i) If the second party fails to perform the maintenance service within a week of being notified in writing, or any extension thereof granted by first party; or
- ii) If the second party fails to perform its any other obligation(s) under the contract.
- iii) Any other valid reason conveyed by 1st Party.

d) **Termination for insolvency:-**

Department /first party may at any time terminate the contract by giving written notice to the second party, without compensation to the second party, if the bidder/ second party become bankrupt or otherwise, insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to first party. In case the second party wants to withdraw the contract, it will serve at least 3 months prior notice to first party.

III. ARBITRATION:-

- a) In case of any dispute at State level, the matter shall be referred to the Administrative Secretary of the department.
- b) The award of arbitration shall be final and binding on both the parties to this contract.
- c) In event of any dispute arising out of tender, such dispute would be subject to the jurisdictions of the civil courts within the city of Chandigarh only.

ANNEXURE I

Summary sheet of vehicles & Drivers etc.

| Sr. No. | Vehicle No. | Make/Model | Ex-Showroom price/ GeM Price | Registration Certificate Of vehicle (copy to be enclosed) | Self attested copy of insurance policy | Particulars of Driver |
|----------------|--------------------|-------------------|-------------------------------------|--|---|------------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
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| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |

(1 Toyota Innova Crysta and 24 Sedan vehicles of Group-1)

ANNEXURE II - CVO GUIDELINES

Systems improvement – Guidelines regarding hiring of vehicles by Government offices

1. The Commission has come across instances of hiring vehicles owned by near ones/relatives of Government servants, for operational/staff car purposes, either without following the due processes of tendering, or by following such procedure as an empty formality by getting three or more quotes from interested parties at pre-determined prices. It is further seen that majority of the vehicles so hired are not registered as taxi/transport vehicles but are registered as private vehicles. There are also allegations that some officers are buying high end expensive cars in the names of their relatives or persons known to them and are taking such vehicles on lease allegedly for official purposes.

2. The Commission is of the view that such a practice virtually amounts to carrying on private business by the officers which is a prohibited conduct. Accordingly, the Commission advised Ministry of Finance and DoPT on 12.08.2016 to prescribe guidelines and procedure to curb such undesirable practices in hiring vehicles and that an open, transparent procedure through which vehicles registered as taxi or public transport are hired to effect systemic improvements and prevent such undesirable practices.

3. As advised by the Commission, the Department of Revenue, Ministry of Finance vide Circular No. 13011/50/2016-Vig dated 23rd September, 2016 issued instructions to prevent corrupt/undesirable practices in awarding contracts for hiring of vehicles to Government offices. D / 0 Revenue advised all HoDs and concerned officers of the attached/subordinate offices of the Department to ensure that in addition to the existing provisions/rules for hiring of vehicles, the following instructions are duly complied with:

- (i) Only vehicles registered as taxi or public transport vehicle are hired;
- (ii) Log book is maintained as in case of Department vehicles.

Certified that our firm M/s.....
.....shall abide by the above said guidelines of CVO.

Signature of Authorized Signatory

Seal & Stamp of the firm

ANNEXURE II- A
No Family Member Working in Department Of
Health & Family Welfare, Punjab
(For participating in the NHM vehicle tender)

I.....S/o.....

.....R/o.....

hereby certify that none of my family member {family definition duly defined at Main Point IV (Bid Criteria) sub point 11} works in Department of Health & Family Welfare, Punjab as per detail given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, the department shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the Bidder

Witness with name and address: 1.

2.

ANNEXURE III

**AFFIDAVIT FOR NON-BLACKLISTING OF THE FIRM
(To be attested by Notary/ Magistrate)**

I,.....S/o Sh.....
R/o.....
.....

do hereby solemnly affirm and declare as under:

1. That I am the sole Proprietor/ authorized partner/ signatory of M/s.....
2. That I/my firm wants to participate in the process of hiring of vehicles for the RBSK / Supportive Supervision under the National Health Mission, Department of Health and Family Welfare, Punjab for the e-Tender ID:..... dated.....
3. That neither I, nor any of the Partners/Directors/Members in my Firm/Company/Society are blacklisted nor proceedings for blacklisting are under consideration by any Central/State/Government department/ Semi- Govt. Organization/Corporation or Co-operative institution.
4. That I and my Firm/Company/Society shall abide by the Terms & Conditions of this tender and instructions issued in this regard from time to time by National Health Mission, Punjab.

Dated:.....

Deponent

Verification:

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated:.....

Deponent

Please provide particulars of your BANK DETAILS as per following proforma on the letter head duly certified by your banker:-

| Sr. No. | Particulars | Remarks |
|----------------|-------------------------|----------------|
| 1. | Name as per Bank | |

| | | |
|----|-------------------------------------|--|
| 2. | Name and Address of the Bank | |
| 3. | Account No. | |
| 4. | IFSC Code | |
| 5. | RTGS Code | |
| 6. | PAN NO. | |
| 7. | Phone/Mobile No. | |

Date:

Place :

Authorized Signatory
(Banker)

DECLARATION FORM

I/We _____ have our
_____ office at
_____do declare that I/ We have carefully
read all the conditions of bid documents and hereby agree to all the conditions and to supply
the goods as per scheduled delivery period of the purchase orders and abide by all the
conditions set form therein, for the supply to Govt. Institutions.

I/we _____ have applied for _____no. of
districts the names of which are _____.

Signature:

Date:

Name of the Organization and Address:

Attested By Notary Public:

CHECKLIST OF ESSENTIAL DOCUMENTS FOR TECHNICAL BID

| Sr. No. | Description | Yes / No. | Remarks |
|----------------|--|------------------|----------------|
| 1. | Name, Address & Telephone No. of the bidder (Self attested copy of proof must be attached). | | |
| 2. | Copy of Earnest Money Deposit (EMD) Rs.30000/- per vehicle EMD (calculated as per total nos. of vehicles.) | | |
| 3. | Declaration regarding total nos. of districts applied for. | | |
| 4. | Permanent Account Number (PAN) of firm (Self-attested copy must be attached) | | |
| 5. | Firm should be registered (Notarized attested copy of registration certification to be attached) | | |
| 6. | ESI/EPF No. along-with latest paid challan copy must be attached (if applicable) | | |
| 7. | GST Registration Number (Self attested copy must be attached) | | |
| 8. | Copy of prescribed annual Turnover per district (duly certified by CA, copies must be attached) Balance sheets of the firm duly certified by CA | | |
| 9. | Bank solvency certificate current equivalent to the prescribed turnover (copy must be attached) (wherever applicable) | | |
| 10. | Notarized Undertaking/affidavit regarding the firm never been blacklisted/debarred/de-registered by any Govt./Semi Govt. Deptt. etc must be attached | | |
| 11. | Satisfactory Certificate of requisite work experience of one year in same field (attested proof copy must be attached) | | |
| 12. | Declaration Form (notarized attested) must be attached regarding acceptance of T&C. | | |
| 13. | RTGS Bank Detail/IFSC code (self attested copy) must be attached | | |
| 14. | CVO guidelines duly attested and declaration regarding No Family Member working in the department. | | |
| 15. | Documents required for evaluation of Bids - RC, Insurance, PUC, Road Tax and Billing (ex-showroom price) of each vehicle & summary sheet. | | |
| 16. | Particulars of Drivers | | |
| 17. | Any other document asked for in the above tender / guidelines | | |

Sign & Seal of Firm