



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

TENDER DOCUMENT

**For hiring vehicles with services under
RBSK and Supportive Supervision
In the State of Punjab**

(Tender fee = Rs. 500/-)

Year-2022

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

PUBLIC NOTICE:

**HIRING OF VEHICLES WITH SERVICES UNDER
RBSK AND SUPPORTIVE SUPERVISION PROGRAMMES**

1. 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. Under its Rashtriya Bal Swasthya Karyakram (RBSK), children from 0 to 18 years of age are screened for 33 diseases, 4Ds-Defects at Birth, Diseases, Deficiencies and Developmental Delays including Disabilities for free treatment. The Department of Health & Family Welfare has constituted Medical teams comprising of AYUSH Medical Officer (Male & Female) and Para-medical staff to visit various schools & Anganwadi centres for screening of children for these diseases. Presently, there are 233 such Mobile Medical Teams which are provided a vehicle to facilitate their visits to schools, Anganwadi centres etc. in the area allocated to them.
2. In addition, a Supportive Supervision Programme is also being implemented by NHM, Punjab, wherein the senior officers visit field level health institutions and community areas to oversee the implementation of different health programmes and medical services. These Officers are provided with a vehicle for carrying out such visits.

National Health Mission, Punjab hereby invites district wise bids for hiring vehicles along with consequential services / charges (Driver, Maintenance, insurance, road tax & hiring charges etc.) - 233 under RBSK programme and 48 under Supportive Supervision Programme for all 23 districts and State HQ.

These vehicles are being hired on the basis of instructions **“Fixation of rates for hiring of private vehicles”** issued by the Transport Department (Transport-2 Branch), Government of Punjab vide its letter no. 2/10/9I-4T2/752-757 dated 18-6-21 and the terms and conditions contained therein read with the additional guidelines and selection criteria specified by Department of Health & FW, Punjab. The district wise requirement and other terms and conditions are available in the tender document.

Bids shall be submitted in the Civil Surgeon office of the concerned district. The detailed tender document can be downloaded from the department's website www.nhm.punjab.gov.in . A tender document fee of Rs. 500/- must 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. Bids not fulfilling the specified criteria shall be rejected straightaway.

1. The schedule of Key activities/Important timelines is as under :-

Date of issue of tender	20-09-2022
Date & time of pre-bid conference in O/o Civil Surgeon of the respective districts (for vehicles at district level) & State HQ (for vehicles at State HQ)*.	23-09-2022 at 10:00 am.
Last date & time for Submission of Bids Venue- Office of Civil Surgeon of the respective districts (for vehicles at district level) & PO-Transport at State HQ (for vehicles at State HQ)*.	04-10-2022 by 11.00 am
Time & date of final evaluation of Bids Venue O/o Civil Surgeon of respective districts (for vehicles at district level) & PO-Transport at State HQ (for vehicles at State HQ)*.	04-10-2022 at 11.30 am onwards

* NHM, Office, Punjab, Prayaas Building, Sector-38-B, Chandigarh

- 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.
- 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.

II. SCOPE OF WORK

a. Hiring of vehicles with services under RBSK:

Under Rashtriya Bal Swasthya Karyakram (RBSK) program of NHM, children from 0-18 years of age, children born in public health institutions, at home and enrolled in Anganwadi centres, Government/ Government aided schools are screened for 33 diseases which are categorized under 4Ds- Defects at Birth, Diseases, Deficiencies and Developmental Delays including Disabilities identified by Government of India for free treatment. There are approximately 19,671 Government and Government aided schools and 26,966 Anganwadi Centers (AWC) in Punjab. Mobile Medical Teams comprising AYUSH Medical Officers (AMO), Pharmacist, and Staff Nurse have been formed to visit all schools at least once in a year & the Anganwadi Centers twice in a year. As per the mandate of the programme, vehicles with services (driver, maintenance, insurance, road tax & hiring with 1500 KMs monthly limit) are to be provided to each of these Mobile Medical Teams to visit the Schools and Anganwadi Centers. At present, there are around 233 vehicles for Mobile Medical Teams functional in the state. The number of teams may increase up to 15-20% in the current financial year as more team may be deployed to further enhance the coverage

of the programme. The extant district wise 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. 2/10/9I-4T2/752-757 dated 18-6-21, the vehicles in this component are Group-I, i.e. cost of the vehicles should range from Rs. 5-8 lakhs along with other conditions given therein.

b. 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, sedan vehicles (2000 KM monthly limit) with services are required. At present the requirement is 23 Vehicles to be attached with Civil Surgeons (CMOs) at district level and 25 vehicles with Senior Officers / Programme Officers at State HQ Chandigarh. The district wise 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. 2/10/9I-4T2/752-757 dated 18-6-21, 47 vehicles in this component are Group-I, i.e. cost of the vehicles should range from Rs. 5-8 lakhs along with other conditions given therein, while 1 vehicle is in Group Toyota, Innova Crysta, GX/VX.

III. TERMS & CONDITIONS OF HIRING :-

The Government of Punjab in the Department of Transport (Transport-2 Branch) issued instructions vide No. 2/10/9I-4T2/752-757 dated 16-6-21 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/Civil Surgeons under intimation to the office of MD NHM. They shall report each day on the specified tome to the concerned officer.
- v. Vehicles being hired under RBSK along with services are to be placed at the disposal of the Team In charge of RBSK/Block Team under intimation to the concerned Civil Surgeon (CMO) of the district and the SPO of RBSK/ Programme. They shall report each day on the specified time to the Team In charge, who shall allocate the daily duty roster etc. of the vehicle and driver. The overall supervisory control will lay with the SMO of the concerned block and administrative control shall lay with Civil Surgeon of the respective District.
- vi. 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.
- vii. 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) :

- viii. 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.
- ix. 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.

- x. 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.
- xi. 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 will be the sole responsibility of the bidder /second party.
- xii. **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.**
- xiii. **The bidder can apply for any no. of districts (depending upon their eligibility) but will have to apply for the entire requirement of vehicles with services of a particular district.**
- xiv. 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.
- xv. 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):

- xvi. 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.
- xvii. **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.

- xviii. **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.**
- xix. 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.
- xx. The bidder/second party shall ensure that driver of a particular vehicle provided by it should not be frequently changed except in unavoidable circumstances.
- xxi. 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.
- xxii. The bidder/second party shall fulfil the various conditions stipulated by law, Government orders/notifications etc. in respect of hiring and safety of vehicle.
- xxiii. A log book shall be maintained by the driver which will be duly certified by the controlling officer.
- xxiv. 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.
- xxv. The bidder/second party shall ensure that the driver provided by it shall not do any private work other than the assigned duties.
- xxvi. The bidder/second party shall ensure that peace and order is maintained in the premise of the department by his employees/driver.
- xxvii. 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 :

- xxviii. 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. The first party shall not be responsible for any such loss/ damage.
- xxix. The successful bidder shall be required **to produce the vehicles as early as possible but not later than 7 days, consequent to the approval of contract** in the office of respective Civil Surgeon for the physical verification/ **inspection** before deployment for the vehicles to be hired at district levels. In case of vehicles to be hired at the level of State HQ, the vehicles shall be produced for verification/ inspection before the Programme Officer, Transport, NHM, Office. Thereafter, 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.
- xxx. All RBSK vehicles are required to be branded. Soft copy of branding attached. (as per file attached **Annexure-V**). These stickers should be fixed on vehicles by service provider in vinyl printing in the proportion specified by the department and as per instructions. No extra cost shall be paid for branding.
- xxxi. The requirement of the vehicle can be increased or decreased without assigning any reason.

IV. BID 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.20.00 lakh in any one of the last 3 financial years for applying in any single district. This turnover criteria shall be multiple to the total no. of districts being applied by the bidder (e.g. no. of districts quoted x Rs.20.00 Lakh). The turnover should be of a same or similar nature of work. 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 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 concerned District Health Society payable at respective district HQ, along with his /her bid. 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 will 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 violates the terms & conditions 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 service provider should have a minimum of 1 year of experience in providing same or similar services (outsourced vehicles) to any Govt. Department/Board/Corporation/PSU/Society or any other Govt. undertaking. The service provider shall submit proof of providing such services along-with satisfactory performance report/certified from the Organization/Department to which the services were rendered.
7. The bidder should 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 IV)**.

8. The bidder should also submit particulars of driver name/Date of Birth/Address/Aadhar No./Police verification along-with the bid.
9. 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.
10. 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**.
11. 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-III. These guidelines must be adhered to in letter & spirit. The certificate of due compliance of these instructions along with the declaration of 'No near Relative' as per Annexure II & II-A should be submitted with the bid.
12. 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 upto 5 years.

V. BID EVALUATION CRITERIA :

Sr. no.	Particular	Minimum Requirement	Numbers
1	The bidder must have at least One Year experience of providing vehicle on hiring basis to any Government Department/Board/Corporation/Society/PSU/ or any other Government undertaking.	1 year	<ul style="list-style-type: none"> • Less than 1 year of experience ineligible. • 2 Marks for every completed year of experience subject to a maximum of 10 numbers.
2	The Turnover of bidder in any one of the last three previous financial years i.e. 2019-20, 2020-21 and 2021-22 should not be less than Rs. 20 lacs.	20 Lacs	<ul style="list-style-type: none"> • 2 Marks for Rs. 20 lacs in any one of the last three financial years i.e. 2019-20 to 2021-22. • 2 Marks for every additional Rs. 5 lakh turnover for any one of previous three years subject to maximum of 10 numbers.

3	Date/Month of Vehicle Manufacturing	Should not be earlier than 1/1/2021	<ul style="list-style-type: none"> • Vehicle manufacturing date between 1.1.2021 to 30.6.2021 : 5 Marks • Vehicle manufacturing date between 1.7.2021 to 31.12.2021 : 10 Marks. • Vehicle manufacturing date between 1.1.2022 to 30.6.2022 : 15 Marks • Vehicle Manufacturing date between 1.7.2022 onwards : 20 Marks. • Note- Number will be calculated for every individual vehicle offered for hiring. Thereafter numbers scored will be added to arrive at the total scores for all the vehicles offered. This clarified by the following illustrations:- <p>Firm X</p> <table border="1" data-bbox="975 723 1474 1290"> <thead> <tr> <th>Sr. No.</th> <th>Vehicle</th> <th>Date of Manufacturing</th> <th>Numbers scored</th> </tr> </thead> <tbody> <tr><td>1</td><td>A</td><td>28.1.2021</td><td>5</td></tr> <tr><td>2</td><td>B</td><td>12.3.2021</td><td>5</td></tr> <tr><td>3</td><td>C</td><td>15.7.2021</td><td>10</td></tr> <tr><td>4</td><td>D</td><td>31.8.2021</td><td>10</td></tr> <tr><td>5</td><td>E</td><td>28.1.2022</td><td>15</td></tr> <tr><td>6</td><td>F</td><td>27.6.2022</td><td>15</td></tr> <tr><td>7</td><td>G</td><td>28.7.2022</td><td>20</td></tr> <tr><td>8</td><td>H</td><td>31.8.2022</td><td>20</td></tr> <tr> <td></td> <td></td> <td>Total numbers scored</td> <td>100</td> </tr> </tbody> </table> <p>Firm Y</p> <table border="1" data-bbox="975 1350 1474 1760"> <thead> <tr> <th>Sr. No.</th> <th>Vehicle</th> <th>Date of Manufacturing</th> <th>Numbers scored</th> </tr> </thead> <tbody> <tr><td>1</td><td>A1</td><td>28.1.2021</td><td>5</td></tr> <tr><td>2</td><td>B1</td><td>12.3.2021</td><td>5</td></tr> <tr><td>3</td><td>C1</td><td>15.6.2021</td><td>5</td></tr> <tr><td>4</td><td>D1</td><td>31.8.2021</td><td>10</td></tr> <tr><td>5</td><td>E1</td><td>31.10.2021</td><td>10</td></tr> <tr><td>6</td><td>F1</td><td>15.12.2021</td><td>10</td></tr> <tr><td>7</td><td>G1</td><td>20.2.2022</td><td>15</td></tr> <tr><td>8</td><td>H1</td><td>15.6.2022</td><td>15</td></tr> <tr> <td></td> <td></td> <td>Total numbers scored</td> <td>75</td> </tr> </tbody> </table> <p>Firm X scored highest numbers-100 numbers Firm Y scored the lowest numbers-75 numbers.</p>	Sr. No.	Vehicle	Date of Manufacturing	Numbers scored	1	A	28.1.2021	5	2	B	12.3.2021	5	3	C	15.7.2021	10	4	D	31.8.2021	10	5	E	28.1.2022	15	6	F	27.6.2022	15	7	G	28.7.2022	20	8	H	31.8.2022	20			Total numbers scored	100	Sr. No.	Vehicle	Date of Manufacturing	Numbers scored	1	A1	28.1.2021	5	2	B1	12.3.2021	5	3	C1	15.6.2021	5	4	D1	31.8.2021	10	5	E1	31.10.2021	10	6	F1	15.12.2021	10	7	G1	20.2.2022	15	8	H1	15.6.2022	15			Total numbers scored	75
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4	Cost of Vehicle	Ex-Show Room Price	<ul style="list-style-type: none"> • 5 Marks for price ranging between Rs.5 lacs to Rs.6 lacs. • 10 Marks for price ranging between Rs.6 lacs to Rs.7 lacs. • 15 Marks for price ranging between Rs.7 to Rs.8 lacs. 																																																																																

VI. PAYMENT-

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

Group - 1 Cost of the vehicles ranging from Rs. 5 Lacs to 8 Lacs (Gem prices/ex-show room prices)	Monthly rates (2000 KM per month) Applicable on vehicle with services required under Supportive Supervision (In Rs.)			Charges for extra KMS (over 2000) (In Rs.)	Night Halting charges (In Rs.)
	Fuel Charges (2000 Kms)	Other charges (Driver, Maintenance, Insurance, Road Tax and License Charges etc.)	Total		
	10000	23000	33000	10	200
	Monthly rates (1500 KM per month) Applicable on vehicle with services required under RBSK (In Rs.)			Charges for extra KMS (over 1500)	
	Fuel Charges	Other charges	Total		
	7500	23000	30500	10	200
Group	Monthly rates (2000 KM per month)			Charges for extra KMS (over 2000 Km per month) in Rs. Per Km (in Rs.)	Night Halting charges (in Rs.)
	Fuel Charges (2000 Kms) (in Rs)	Other charges (Driver, Maintenance, Insurance, Road Tax and License Charges etc) (in Rs.)	Total (in Rs.)		
Innova Crysta GX/VX	15000	45000	60000	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 unutilised mileage kilometres.

VII. AWARD OF CONTRACT:

- a) The tender/contract will be awarded to the bidder who scores maximum marks in bid evaluation criteria as defined in section V 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.

VIII. 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.

IX. 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 (upto 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.

X. ARBITRATION :-

- a) In case of any dispute between the parties at the district level, the matter shall be referred for arbitration to the Mission Director NHM, Punjab.
- b) In case of any dispute at State level, the matter shall be referred to the Administrative Secretary of the department.
- c) The award of arbitration shall be final and binding on both the parties to this contract.
- d) 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

List of vehicles required under RBSK and Supportive supervision

Sr. No.	District	No. of vehicles under RBSK (Monthly limit 1500 Kms)	No. of vehicles under Supportive Supervision (Monthly limit 2000 Kms)	Total Nos. of Vehicles
1	Amritsar	13	1	14
2	Barnala	5	1	6
3	Bathinda	13	1	14
4	Faridkot	5	1	6
5	Fatehgarh Sahib	5	1	6
6	Fazilka	9	1	10
7	Ferozepur	9	1	10
8	Gurdaspur	21	1	22
9	Hoshiarpur	19	1	20
10	Jalandhar	19	1	20
11	Kapurthala	9	1	10
12	Ludhiana	21	1	22
13	Mansa	4	1	5
14	Moga	7	1	8
15	Muktsar	5	1	6
16	SBS Nagar	11	1	12
17	Pathankot	8	1	9
18	Patiala	7	1	8
19	Ropar	9	1	10
20	Sangrur	11	1	12
21	SAS Nagar	7	1	8
22	TarnTaran	11	1	12
23	Malerkotla	4	1	5
24	State HQ (Chandigarh/Mohali)	1	25 *	26
	Total	233	48	281

NOTE- THE REQUIREMENT OF NUMBER OF VEHICLES MAY INCREASE / DECREASE.

* 24 vehicles in this component are Group-1(cost of vehicle ranging from Rs. 5-8 Lakhs), while 1 vehicle is in Group Toyota, Innova Crysta GX/VX.

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 / O 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
Declaration regarding No near Relative 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 relative(s) as defined in the Tender Document is/are employed 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

ANNEXURE IV

Summary sheet of vehicles & Drivers

Sr. No.	Vehicle No.	Make/Model	Ex-Showroom price	Reg. Certificate	Self attested copy of insurance policy	Particulars of Driver
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

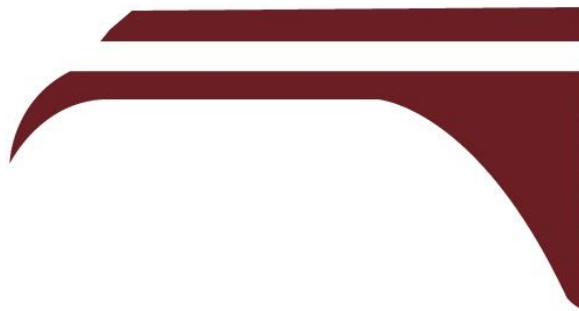
ANNEXURE V

Branding of RBSK Vehicles

Bonet area



Bonet side area



Above Front Area



Back door



**GET YOUR CHILD SCREENED TO IDENTIFY
HEALTH CONDITIONS AND FREE MANAGEMENT**

Above back door



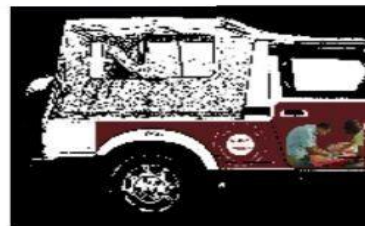
Drivers door



Passenger door



RBSK logo and tagline



(Above illustration is indicative only).

Language and designs proportion may vary as per the type of vehicle.

PROFORMA OF BANK DETAILS FOR PAYMENTS.

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) or Balance sheets of the firm duly certified by CA		
9.	Bank solvency certificate current equivalent to the prescribed turnover (copy must be attached)		
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 Near Relative 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		

Important Note: - In case bidder fails to submit any of aforesaid documents his/her bid shall be liable to be rejected.

Sign & Seal of Firm