



H.P. Forest Department
INTEGRATED DEVELOPMENT PROJECT (IDP)

For
Source Sustainability And Climate Resilient Rain-fed Agriculture
District Project Officer, IDP Una
Mobile No 01975-292077 email-dpoidpuna@gmail.com



REQUEST FOR QUOTATIONS FOR WORKS UNDER NATIONAL SHOPPING PROCEDURE.

No 2400

Dated 14-02-2024

Government of India has received a credit from the International Bank for Reconstruction and Development (IBRD) equivalent to USD 100 million towards the cost of the integrated Development project for source sustainability and climate resilient rain fed agriculture, HP. The Project Management Unit, IDP, Solan (H.P.) intends to apply a part of the proceeds of this credit to eligible payments under the contract for which this Invitation for Bids is issued.

1. Quotations are invited from an individual, registered taxi union, registered firm, registered tour & travelling agency and registered company having PAN and GST registration for **“HIRING OF VEHICLE (BOLERO) ON MONTHLY BASIS FOR USE IN THE DPO, IDP Una.** Vehicles shall be hired on monthly basis along with drivers and operation and maintenance of the vehicle to be placed under the, DPO, IDP, Una.
2. The quotation document can be obtained from the office of the undersigned after depositing the tender fee amounting to Rs/500 as cash payment or in the shape of Demand Draft in favour of undersigned or can be downloaded from website www.hpidsolan.org.in.
3. Vehicle to be provided by the successful Bidder should preferably be not older than **Model/Make of 2022 and total mileage covered should not be exceed 30000 Kms.**
4. Bidders are advised to read the Quotation Documents carefully before submitting the Quotations, in order to avoid any further disputes. It shall be presumed that the Bidders have considered and accepted all the terms and conditions of this Quotation.

5. For any clarifications in respect of the Quotation, DPO, IDP -Una, Santoshgarh Road Opposite KVK, Rampur, Una Tehsil & District Una(HP) office may be contacted on any working day during office hours or on Tel. No. 01975-292077.
6. The Quotation Document is non-transferable.
7. Interested Bidders may inspect the Quotation Document and obtain further information from office of the District Project Officer, IDP, Una address given below:-
8. Quotations on standard E-5 proforma should reach in the office of undersigned on or before 26.02.2024 by 11.00 am . Late Quotations shall be rejected. Quotations will be opened on same day at 11.30 am after the deadline for Quotation Submission in the presence of the interested Bidders' or their authorized representatives who wish to be present.
9. District Project Officer, IDP, Una will not be responsible for any costs or expenses incurred by Bidders in connection with the preparation or delivery of Bids. District Project Officer, IDP, Una reserves the right to accept or reject any / all Bids, and to annul the bidding process at any time prior to Contract Award for any reason whatsoever, without thereby incurring any liability to Bidders.


**District Project Officer,
Integrated Development Project,
Una, Distt. Una (H.P.)**



H.P. Forest Department
INTEGRATED DEVELOPMENT PROJECT (IDP)

For
Source Sustainability And Climate Resilient Rain-fed Agriculture
District Project Officer, IDP Una
Mobile No 94182-11476 email-dpoidpuna@gmail.com



REQUEST FOR QUOTATIONS FOR SUPPLY OF GOODS UNDER NATIONAL SHOPPING PROCEDURE.

QUOTATION DOCUMENT FOR

HIRING OF VEHICLE ON MONTHLY BASIS FOR DISTRICT PROJECT OFFICER, IDP UNA (H.P.)

(Ref. No. _____)

Table1: Tender Related Information

Period of Contract	One year
Issue/downloaded of Quotation Document	Date: 12 th February, 2024
Deadline for Obtaining of Quotation Document	Date: 24 th February, 2024; Time: 05:00 PM (IST)
Deadline for Submission of Quotations	Date: 26 th February, 2024 Time: 11:00 AM (IST) and will be opened at 11:30 AM In case this date is declared holiday than this event shall take place on next working day.
Opening of Quotations	30 minutes after the deadline for Quotation Submission
Quotation Validity	60 days from the Quotation Submission date
Earnest Money	Rs. 10,000/- (Rs. Ten thousand) only
Performance Security:	10 % of the Contract Price as per FIN I
QUOTATION DOCUMENT CAN BE SEEN & DOWNLOADED at www.hpmdp.org.in	

**QUOTATION DOCUMENT FOR HIRING OF VEHICLE ON MONTHLY BASIS
FOR DISTRICT PROJECT OFFICER, IDP UNA (H.P.)**

1. SCOPE OF QUOTATION

In connection with the Invitation for Quotations, DISTRICT PROJECT OFFICER, IDP UNA (H.P.) issues this Quotation Document for Hiring of vehicles on Monthly Basis as specified below.

S r . N o .	Job No	Type of Vehicle	No. of Vehi cle requ ired	Place of reporting	Remarks
1	Services/ Vehicle/1/ Una/2023- 24	Bolero	1 No.	Una	Vehicle should not be older than Model/Make of 2022 and total mileage covered not exceeding 30000 Kms

2. SOURCE OFFUNDS

2.1 Government of India has received a credit from the International Bank for Reconstruction and Development (IBRD) equivalent to USD 100 million towards the cost of the Integrated Development Project for Source Sustainability and Climate Resilient Rain Fed Agriculture, H.P. District Project Officer, IDP Una intends to apply a part of the proceeds of this credit to eligible payments under the contract for which this Invitation for Quotations is issued. Payments by the Bank will be made only at the request of the Borrower and upon approval by the Bank, and will be subject, in all respects, to the terms and conditions of the financing agreement. The financing agreement prohibits a withdrawal from the credit account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the financing agreement or have any claims to the proceeds of the credit.

3. Eligibility Criteria (Who is eligible to participate)

- 3.1 Any individual, registered taxi union, registered firm, registered tour & travelling agency and registered company having PAN and GST registration.
- 3.2 In case of registered taxi union, registered firm, registered tour & travelling agency and registered company should have (5) five registered taxis or consent of equivalent taxi owners to ply their taxis exclusively for this purpose.

4. PROCEDURE FOR SUBMISSION OF BIDS

There shall be a Two-envelope system followed in this Tender. The Bids shall be submitted in the following manner:

4.1 Technical Bid in one envelope and should contain the followings:-

- 4.1.1 General information and checklist as per PERFORMA-I.
- 4.1.2 EMD of Rs. 10,000/- (Rs. Ten thousand) only towards Earnest Money in the shape of FDR favoring District Project Officer, IDP Una payable at Una.
- 4.1.3 Certificate of Authorized Signatory as per PERFORMA "II".

- 4.1.4 Undertaking as per PERFORMA "III".
- 4.1.5 The bidder shall submit copy of experience certificate of minimum one year for providing vehicles (Taxi) to Central Govt./State Govt./Semi Govt./Autonomous Bodies.
- 4.1.6 The bidder shall submit documentary evidence to the effect that offered vehicle(s) are registered as commercial vehicle(s) with taxi permit as per format-IV.
- 4.1.7 The bidder shall submit copy of PAN.
- 4.1.8 The bidder shall submit copy of GST registration.
- 4.1.9 The bidder shall submit the copies of Income Tax Returns for the financial year 2021-22 & 2022-23.
- 4.2.0 in case of bidder is not an individual copy of registration of firm should be attached.

4.2 Financial Bid in the second envelope and should contain FIN-I

- 4.2.1 The Technical Bid in the prescribed format (PERFORMA I) should be filled in original, and along with all attachments should be sealed in one envelope, super scribed as "Technical Bid". The Bidder should put his seal and sign on all pages (serially numbered) of the Pre-qualification cum Technical Bid.
- 4.2.2 The Financial Bid in the prescribed format (FIN-I) should be filled in original and sealed in another envelope, super scribed as "Financial Bid". The Bidder should put his seal and sign on all page(s) thus enclosed.
- 4.2.3 Both the Technical & Financial Bid sealed envelopes should then be enclosed in a single envelope and addressed to DPO, IDP, Una , which should bear the name of the Bidder and should be super scribed as "Technical & Financial Bid for the Supply of Vehicles on monthly basis" to be opened on 26.02.2024 at 11:30 Am..
- 4.2.4 The main envelope thus prepared should also indicate clearly the name, address and telephone no. of the Bidder, in order for the Bid to be returned unopened to the Bidder, for any reason whatsoever.
- 4.2.5 Pre-qualification cum Technical Bids will be opened on the prescribed date and time and checked for submission of EMD and other documents, as specified.
- 4.2.6 Bids received after the due date and times are liable to be rejected straight away, and shall be returned unopened to the Bidder.

5. **TENDER EVALUATION**

- 5.1 The Pre-qualification cum Technical Bid will be opened and evaluated on 3rd May, 2023 at 11:30 am in the chamber of the District Project Officer, IDP Una, H.P. in the presence of the Bidders or their Authorized Representatives, whosoever would like to be present.
- 5.1.2 Following scrutiny, Financial Bids of technically qualified Bidders will be opened on the same day in the chamber of the District Project Officer, IDP Una in the presence of the Bidders or their Authorized Representatives, whosoever would like to be present,

5.1.3 After technical scrutiny, analysis, evaluation and comparison a comparative statement shall be drawn to find out the lowest and outmost advantageous bid. The successful Bidder i.e. Supplier shall be then issued the acceptance letter for execution of agreement. On execution of agreement award letter shall be issued to successful bidder after depositing performance security.

5.1.4 Bidders are expected to carefully examine all instructions, PERFORMA's, terms & conditions and specifications in the Tender Document. Failure to furnish all information required in the Tender Document, or submission of a Bid not substantially responsive to the Tender Document in every respect, will be at the Bidder's own risk and may result in the rejection of the Bid.

5.1.5 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified.

6 CLARIFICATION OF QUOTATION DOCUMENT

6.1 A prospective Bidder requiring any clarification of the Quotation Document shall contact District Project Officer, IDP Una in writing at the address indicated below or mobile no. 01975-292077. District Project Officer, IDP Una will respond in writing to any request for clarification, provided that such request is received two days prior to the deadline for submission of Quotations. District Project Officer, IDP Una shall forward copies of its response to all Bidders. Should District Project Officer, IDP Una deem it necessary to amend the Quotation Document as a result of a request for clarification, it shall do so following the procedure.

7 AMENDMENT OF QUOTATION DOCUMENT

7.1 At any time prior to the deadline for submission of Quotations, District Project Officer, IDP Una may amend the Quotation Document by issuing addenda.

7.2 Any addendum issued shall be part of the Quotation Document and shall be communicated in writing to all who have obtained the Quotation Document from District Project Officer, IDP Una or downloaded from the website of the project.

7.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, District Project Officer, IDP Una may, at its discretion, extend the deadline for the submission of Quotations, pursuant to para. 5.1.

8 COST OF QUOTATION

8.1 The Bidder shall bear all costs associated with the preparation and submission of Quotation, and District Project Officer, IDP Una shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

9 LANGUAGE OF QUOTATION

9.1 The Quotation, as well as all correspondence and documents relating to the Quotation exchanged by the Bidder and District Project Officer, IDP Una, shall be written in the English language. Supporting documents and printed literature that are part of the Quotation may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Quotation, such translation shall govern.

10 ALTERNATIVE QUOTATIONS

10.1 Alternative Quotations shall not be considered.

11 PERIOD OF VALIDITY OF QUOTATIONS

11.1 Quotations shall remain valid for the period stated in Table 1. A Quotation valid for a shorter period shall be rejected by District Project Officer, IDP Una as non responsive.

11.2 In exceptional circumstances, prior to the expiration of the Quotation validity period, District Project Officer, IDP Una may request Bidders to extend the period of validity of their Quotations. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Quotation.

12 DEADLINE FOR SUBMISSION OF QUOTATIONS

12.1 Quotations must be received by District Project Officer, IDP Una at the address and no later than the date and time indicated in Table 1.

12.2 District Project Officer, IDP Una may, at its discretion, extend the deadline for the submission of Quotations by amending the Quotation Document in accordance with para. 6, in which case all rights and obligations of District Project Officer, IDP Una and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

13 LATE QUOTATIONS

13.1 District Project Officer, IDP Una shall not consider any Quotations that arrive after the deadline for submission of Quotations, in accordance with Table 1. Any Quotation received by District Project Officer, IDP Una after the deadline for submission of Quotations shall be declared late, rejected, and returned unopened to the Bidder.

14 AWARD OF CONTRACT

District Project Officer, IDP Una shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Quotation and is substantially responsive to the Quotation Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

Prior to the expiration of the period of Quotation validity, District Project Officer, IDP Una shall notify the successful Bidder, in writing, that its Quotation has been accepted.

At the same time, District Project Officer, IDP Una shall also notify all other Bidders of the results of the bidding. District Project Officer, IDP Una will publish in its Notice Board and website the results identifying the Quotation and lot numbers and the following information: (i) name of each Bidder who submitted a Quotation; (ii) Quotation prices as read out at Quotation opening; (iii) name and evaluated prices of each Quotation that was evaluated; (iv) name of Bidders whose Quotations were rejected and the reasons for their rejection; and (v) name of the winning Bidder, and the price it offered, as well as the duration and summary scope of the contract awarded. After publication of the award, unsuccessful Bidders may request in writing to District Project Officer, IDP Una for a debriefing seeking explanations on the grounds on which their Quotations were not selected. District Project Officer, IDP Una shall promptly respond in writing to any unsuccessful Bidder who, after Publication of contract award, requests a debriefing.

Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.

Promptly after notification, District Project Officer, IDP Una shall send the successful Bidder the Contract Agreement.

Within twenty-eight (28) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to District Project Officer, IDP Una.

Within twenty-eight (28) days of the receipt of notification of award District Project Officer, IDP Una, the successful Bidder shall furnish the performance security of 10% of the Contract Price corresponding to FIN 1A, in the form of Fixed Deposit, in original form, from any nationalized bank or scheduled bank in India but not debarred by Reserve Bank of India / Government of Himachal Pradesh and drawn in favour of District Project Officer, IDP Una.

15 TERMS AND CONDITIONS

- 15.1 The bidder should quote monthly rates inclusive of all charges i.e. fuel, repair, driver charges etc. The bidder shall quote the fixed rates for 1500 kms. Per month and rate per km. beyond 1500 kms.
- 15.2 The vehicle will be required on 24 hour basis/on call basis and no extra charge will be paid for late journey and night halt with in state or outside headquarter.
- 15.3 All type of repair shall be carried out by the Contractor at his own cost for which the vehicle will be spared for three days in a year.
- 15.4 The contractor shall keep and maintain a log book with the vehicle after getting it authenticated from project authority. The Project staff will verify the journey in the log book. The logbook has to be verified from DPO, IDP, Una on monthly basis on the abstract prepared. The logbook will be the property of project and shall has to be deposited in the o/o undersigned in case of completion/cancellation/termination of contact.
- 15.5 The vehicle shall be treated as an official vehicle of the Project. No private journey/use as taxi will be allowed during the contract period.
- 15.6 In case of any breakdown, the contractor will provide substitute vehicle immediately, otherwise a penalty of Rs. 1000/- per day will be imposed and the recovery of the same will be made from the monthly running bill of the vehicle.
- 15.7 Project will not pay for lubricants/ coolants/ grease/ POL etc.
- 15.8 All the journey performed, covered on account of filling of fuel/ repair and cost incurred by the driver during his halt at out station/ at headquarter from his residence/ place of parking to place of duty shall not be paid by Project.
- 15.9 Project shall have the right to deduct taxes/TDS/Bank charges etc. at source as applicable as per rules in force from time to time.
- 15.10 The contractor of the vehicle shall be responsible for compensation payable arising out of accident payment to third party, if warranted. No compensation in case of accident/ damage

- to vehicle or for death/ injury to the driver will be made by Project.
- 15.11 In case of loss of property of Project is caused due to the negligence on the part of the driver of the vehicle, such losses shall be borne by the contractor.
- 15.12 On all working day, the driver along with vehicle shall remain available in the office premises of DPO, IDP, Una or the place where duty is assigned. On all the remaining hours of the day and on non-working days too, the vehicle shall be made available within half hour of the call for all the 24 hours of the day.
- 15.13 Driver deployed on vehicle should have a mobile phone with a local number for better coordination. The cost/ expenditure on this account shall be borne by the contractor. Switching of mobile or non-response to phone call by driver (either on Mobile or on local number) would be treated as non-availability of vehicle and penalty of Rs. 1000/- per day would be imposed and recovery of the same will be made from the monthly running bill.
- 15.14 The driver with a valid driving license, for commercial vehicle, shall be provided by the owner of the vehicle and salary as well as other facilities to him shall be paid/ borne by the owner. In no case the driver will be allowed to be replaced without prior approval of the Project. As per office requirements the vehicle is required to ply within or outside the State. So all the paper formalities like tax deposit, insurance, pollution check, road permit, toll tax etc. should be cleared in all respects by the owner of the vehicle. The driver deployed should have appropriate character verification from the Police.
- 15.15 The vehicle shall have two sets of loose white seat covers for alternative use and shall be changed weekly. Cost of cleaning of the same will be borne by the contractor.
- 15.16 Photocopies of the documents i.e. Registration Certificate, valid insurance, tax clearance certificate and valid taxi number issued by the competent authority should be submitted along-with the Tenders and in case of award of contract the same may be got renewed from time to time.
- 15.17 The lowest bidder/ owner of the vehicle will have to furnish the Performance Security @ of 10% of the contract value in the shape of FDR duly pledged in the name of undersigned, which shall be released after the expiry of contract period of the year or on the termination of agreement whichever is earlier.
- 15.18 In case of failure to perform the duty satisfactory, the security deposit shall be forfeited and credited into Government accounts. Besides this the contract shall also be terminated straightway.
- 15.19 The contract for hiring a vehicle can be terminated by serving one month notice from either side without assigning any reason.
- 15.20 If the mileage covered is less than 1500 Kms. (as the case may be) in a particular month, the saving will be carried over to the next month till the completion of one year after which the saving will lapse.
- 15.21 The DPO, IDP, Una reserves the right to reject any one of the Tenders or all without assigning any reasons.
- 15.22 Any dispute arising thereon shall be subject to the jurisdiction of Una only. In the event of

- dispute, the same shall be referred for arbitration to the Chief Project Director, IDP Solan. The award of the Arbitrator shall be final and binding on both the parties.
- 15.23 The Project reserves right to ask the driver to keep the keys and papers of the vehicle in the office at the end of the day.
- 15.24 The contract shall be for a period of one year initially from the date of award of the work. The contract with the firms can be extended for a further period of maximum of two years, one year at a time, upon satisfactory performance of the Agency and the requirement of the District Project Officer, IDP Una at the discretion of District Project Officer, IDP Una on same terms and conditions;
- 15.25 The Bids shall be rejected in the event of information found false or incorrect or incomplete at any stage, as prescribed in the Quotation or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever; if
- 15.26 if the work of the agency is not found satisfactory or any breach is noticed or any manipulation is reported or noticed by District Project Officer, IDP Una, District Project Officer, IDP Una reserves the right to cancel the contract /or forfeit performance security submitted by the agency/or to take legal action including black listing the agency at any point of time during the period of contract without prior notice.
- 15.27 in case the contract is terminated, District Project Officer, IDP Una would be entitled to get the work done from any other firm or person and the Bidder would be liable to pay the difference if any. However, if District Project Officer, IDP Una is not satisfied with the work of the agency so empanelled, the agreement will be liable to be terminated at any point of time at the sole discretion of District Project Officer, IDP Una.
- 15.28 During the period of contract, the rates will not be revised with the revision of any taxes by the Government of Himachal Pradesh or by the Government of India. GST as applicable from time to time shall be payable.
- 15.29 The Bidder shall not employ any person who has not completed eighteen years of age;
- 15.30 the Bidder shall comply with all the statutory provisions, if applicable, as laid down under various Labour Laws/Acts/Rules like Minimum Wages, EPF, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable upon the Bidder, there will not be any liability upon District Project Officer, IDP Una;
- 15.31 District Project Officer, IDP Una will be under no legal obligation to provide employment to any of the personnel of the Bidder during / expiry of agreement period and District Project Officer, IDP Una.
- 15.32 The prices quoted should be inclusive of all charges and excluding GST. The tax components shall be shown separately in the Rate Schedule.
- 15.33 The successful Bidder shall invariably ensure the confidentiality of the movement of manpower & material while providing its services;
- 15.34 Vehicle provided by the Bidder should preferably be not older than Model/Make of 2022 and not exceeding 30000 kms.

- 15.35 The vehicle and driver provided by the Bidder shall work under the overall supervision of District Project Officer, IDP Una. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission;
- 15.36 The vehicle should conform to the Pollution norms prescribed, if any, by the Transport Project of Government of Himachal Pradesh. The Bidder shall also provide names and addresses of the drivers along with their driving license number and copies within one day of placing the order for supply of requisite number of vehicle;
- 15.37 That the vehicle provided to DPO, IDP Una should be in good road worthy condition and having valid documents/licenses from Project and Insurance policy of the Driver & Vehicle with Pollution Certificate. The Bidder shall be responsible for total maintenance of the vehicle provided by him/
- 15.38 Operation and function of the vehicle and Driver shall be governed by the Central Motor Vehicle Act/Motor Vehicle Rules and Himachal Pradesh Motor Vehicles Rules and these shall be the responsibility of the Bidder;
- 15.39 In case of breakdown of any vehicle or vehicle is sent for repair, the Bidder shall replace the vehicle under both situations within one hour failing which District Project Officer, IDP Una has the right to hire vehicle from any other sources at the expense of the Bidder and the recovery for the same would be recover from the monthly running bill of the contractor.
- 15.40 District Project Officer, IDP Una has the right to ask the Bidder for removal of driver, who is not found to be competent, orderly or disciplined;
- 15.41 The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the contractor, the hiring authority has no responsibility of whatsoever and will not entertain any claim in this regard under the provision of the law; all the disputes shall be subject to Una, Himachal Pradesh jurisdiction. Vehicle is liable to plied over both meteled/ unmetaled roads within state/ adjoining state(Utttharkhhand, Haryana ,Punjab & UT Chandigarh).

16 PAYMENT TERMS

16.1 The payment shall be made on submission of the bills (in triplicate) by the Bidder after the satisfactorily completion of the work assigned, at approved rates, after deducting penalties if any. No advance payment will be made. The Bidder while raising the bill should clearly mention full vehicle number.

16.2 District Project Officer, IDP Una will deduct Income Tax at source under Section 194-C of Income Tax Act and Section 51 of CGST Act, 2017 from the Bidder at the prevailing rates.

17 JURISDICTION OF COURT

The courts of Una, H.P shall have the exclusive jurisdiction to settle all disputes, if any, arising out of this agreement between the parties.

PERFORMA- "I"

GENERAL INFORMATION

Nature of the Company/ Firm/ Organization (Govt./Public/Private/Partnership/ Proprietorship)	
Address	
Telephone No.	
Fax No.	
E-Mail ID	

CHECK LIST (ATTACHMENTS with TECHNICAL BID)

No.	ATTACHMENT	YES / NO	PAGE No.(s)
1	FDR of Rs. 10,000/- (Rs. Ten thousand) only towards Earnest Money.		
2	In case of bidder is not an individual, copy of registration certificate of bidding entity should be attached.		
3	Certificate of Authorized Signatory as per Performa "II".(in case of firm)		
4	Undertaking as per Performa "III".		
5	Bid /tender cost document(i.e. DD, e-challan or receipt received from o/o DPO, IDP Una for tender issuing document		
6	The bidder shall submit copy of PAN.		
7	The bidder shall submit copy of GST registration.		
8	undertaking in case vehicle is yet to be purchased as "Performa-V"		

CHECK LIST (ATTACHMENTS with FINANCIAL BID)

No.	ATTACHMENT	YES / NO
1	Net Price, as per PERFORMA "IV".	

Date:

Place

Signature of Authorized Signatory
Stamp of the Firm / Bidder

PERFORMA – “II”

(To be typed on Letter Head)

TO WHOMSOEVER IT MAY CONCERN

I.....Proprietor/ Partner/ Managing Director/ Director of
M/s.....do
hereby authorize Shri/ Smt.S/O, D/O,
W/O.....R/O.....to
sign the tender document for providing of vehicles on monthly rental basis on my/ our behalf.

It is further certified that the decision(s) taken by him/ her on the spot of the Tender and thereafter shall be final and binding upon us.

His/her three signatures are attested below:

Signature (1)

Signature (2)

Signature (3)

Attested by

Proprietor/Partner(s)/Managing Director/Director

PERFORMA – “III”

UNDERTAKING

I/WE have gone through the Terms and conditions of the tender for providing Taxi Services to District Project Officer, IDP Una, (Tender Inviting Authority). I/We agree to abide by all the Terms and conditions of the tender mentioned above. I/We have acquainted myself/ourself with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of above mentioned Terms and conditions.

(Signature of the Tenderer)

Capacity in which signing the tender document i.e. Sole Proprietor/ Partner/ Director etc. (Please specify).

Name of the Tenderer.....
Aadhaar No.....
Date :
Place :

"Performa-IV"

HIRING OF VEHICLE ON MONTHLY BASIS FOR DISTRICT PROJECT OFFICER, IDP UNA - HIMACHAL PRADESH

TECH 2: PARTICULARS OF THE VEHICLES AVAILABLE WITH THE BIDDER

Sr. No.	Vehicle Type	Month and year of Vehicle Make/Model	Vehicle Registration No. and Date	Vehicle Insurance No. and Date	Vehicle Insurance Period	Mileage covered in Km.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						

Date

signature of authorized Signatory

Place

Stamp of Firm/ Bidder

PERFORMA – “V”

UNDERTAKING

I/WE have gone through the Terms and conditions of the tender / bid for providing of vehicle on monthly basis to DPO, IDP Una (Tender Inviting Authority). I/We agree to abide by all the Terms and conditions of the tender mentioned above. I/We have acquainted myself/our self with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of above mentioned Terms and conditions and I do hereby solemnly affirm and undertake to purchase the vehicle and provide the service within 15 days of Contract Agreement with DPO, IDP, Una. I authorize DPO, IDP, Una to forfeit the performance security on sixteenth day from the date of Contract Agreement with DPO Una.

(Signature of the Tenderer)

Capacity in which signing the tender document i.e. Sole Proprietor/ Partner/ Director etc. (Please specify).

Name of the Tenderer / bidder
Aadhaar No.....
Date :
Place :

FIN 1: RATE SCHEDULE
(ON MONTHLY BASIS—1500 KILOMETRES A MONTH)

S. No.	Type of Vehicle	No. of Vehicle	Place of Reporting	Fixed Charge in INR Per. Month for 1500 Kms.in a Month		Running Charge in INR per km beyond 1500 Km. per Month	
				(5)	(6)	(5)	(6)
(1)	(2)	(3)	(4)	In Figure	In Words	In Figure	In Words
1	Bolero	1 No.	DPO, IDP-Una				

Above rates are inclusive of all charges.

Tax Component: GST@.....%

Note:

1. The Quotation shall be submitted in hard copy only.
2. The Quotation will be awarded to the Bidder whose Quotation is the lowest and most advantageous in respect of amount furnished in column 5 and shall be the evaluation parameter while remaining rate of column 6 shall be negotiated accordingly.
3. During the period of contract, the rates will not be revised with the revision of any taxes except GST by the Government of Himachal Pradesh or by the Government of India. The prospective Bidder may quote the rates accordingly taking into consideration of this aspect.
4. GST will be payable as applicable time to time.

Place:

Date:

Signature of the Bidder:

Name of the Signatory: Name of the Firm/agency: Seal of the Firm/Agency: