



H.P. Forest Department

## INTEGRATED DEVELOPMENT PROJECT (IDP)

For

Source Sustainability And Climate Resilient Rain-fed Agriculture

Phone/Fax:01905-235055 email ID: idpdpomandi@gmail.com

No. /IDP/ 31/24-25/

Dated: 7 / 10 / 2024

### Invitation for Quotation

Government of India has received a credit from the International Development Association (IDA) towards the cost of the Integrated Development Project for Source Sustainability and Climate Resilient Rainfed Agriculture and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations 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 ON MONTHLY BASIS FOR DPO, IDP Mandi**. Vehicles shall be hired on monthly basis alongwith drivers including operation & maintenance of the vehicle to be placed under the services of DPO, IDP, Mandi.
2. The interested Individual / Firm / Taxi Union / Agency pay the non-refundable tender fee (INR 500/-) in form of demand draft or through e-Challan to District Project Officer, Integrated Development Project, Mandi D.D. Code 982 Treasury Code : MD100 in the revenue Head 0070-60-800-17-EPROUREMENT OF TENDER FEE & the original copies shall be submitted enclosed with the bids. The tender / quotation documents can also be downloaded from the project website [www.hpdp.org](http://www.hpdp.org) or can be obtain from this office after depositing the tender form fee. and have to be enclosed with the bids.
3. Vehicle to be provided by the successful Bidder should preferably be not older than Model/Make of January, 2024 (to be counted on the date of opening bids).
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-Mandi office may be contacted on any working day during office hours or Contact on Phone no. 01905-235055.
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-Mandi.
8. Quotations must be delivered to the address below. Late Quotations shall be rejected. Quotations will be opened on 15<sup>th</sup> October, 2024 at 12:30 hours in the presence of the Bidders' representatives who wish to attend the bid opening process on the scheduled date & place.
9. The District Project Officer, IDP Mandi will not be responsible for any costs or expenses incurred by Bidders in connection with the preparation or delivery of Bids. The DPO, IDP Mandi reserves the right to accept or reject any /all Bids, and to annule 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 Dev. Project  
Mandi Distt. Mandi (H.P.)

Endst. No. 1441-47

Dated Mandi the, 14/10/24

Copy is forwarded to :

1. Pr. CCF-cum-Chief Project Director, IDP, Solan
2. All APOs for information and wide publicity.
3. Shri Charanjeet Singh, Prop: Awasthi Holiday Tours VPO Naggār Distt. Kullu (HP)
4. Shri Hitesh Gupta, Prop: Maa Koyalā Tour & Travels, Shop No. 2 Zila Bachat Samiti, Bassa PO Gohar Distt. Mandi (HP)
5. Sh. Nikhil Sen S/O Shri Dharam Singh r/o Village Kansa Chowk PO Dhaban Teh. Balh Distt. Mandi (HP)
6. Taxi Union, Mandi (HP)
7. Notice Board for wide publicity/Uploaded on project website: <http://www.hpdp.org/Tenders.htm>.

  
District Project Officer,  
Integrated Dev. Project  
Mandi Distt. Mandi (H.P.)

**GOVERNMENT OF HIMACHAL PRADESH  
INTEGRATED DEVELOPMENT PROJECT (IDP)  
FOR  
SOURCE SUSTAINABILITY AND CLIMATE RESILIENT TRAIN FED AGRICULTURE,  
MANDI**

Website: <https://hpidp.org>

Phone No. 1905-235055 Email ID: iddpomandi@gmail.com

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**QUOTATION DOCUMENT FOR  
HIRING OF VEHICLE ON MONTHLY BASIS FOR DISTRICT PROJECT  
OFFICER, INTEGRATED DEVELOPMENT PROJECT, MANDI (H.P.)**

**Table1: Tender Related Information**

Period of Contract	One Financial Year (Extendable on performance basis)
Issue/downloaded of Quotation Document	Date: 7.10.2024
Deadline for Obtaining of Quotation Document	Date: 14 <sup>th</sup> October, 2024; Time: 17.00 hours (IST)
Deadline for Submission of Quotations	Date: 15 <sup>th</sup> October, 2024; Time: 1200 hours (IST) In case this date is declared holiday then this event shall take place on next working day.
Opening of Quotations	Date: 15 <sup>th</sup> October, 2024; Time: 12:30 hours (IST)
Quotation Validity	60 days from the Quotation opening date
Earnest Money	Rs. 10,000/- (Rs. Ten thousand ) only
Performance Security:	5 % of the Contract Price as per FIN 1 for Twelve Months
QUOTATION DOCUMENT CAN BE SEEN & DOWNLOADED at <a href="http://www.hpidp.org">www.hpidp.org</a>	

# QUOTATION DOCUMENT FOR HIRING OF VEHICLE ON MONTHLY BASIS FOR DISTRICT PROJECT OFFICER, INTEGRATED DEVELOPMENT PROJECT, MANDI

## 1. SCOPE OF QUOTATION

In connection with the Request for Quotations, the District Project Officer, IDP Mandi, (HP) issues this Quotation Document for Hiring of vehicles on Monthly Basis as specified below.

Sr. No.	Type of Vehicle	No. of Vehicle required	Place of reporting	Remarks
1	Mahindra Bolero V6	1 No.	Mandi	Vehicle should preferably be not older than Model/Make of January, 2024 (to be counted on the date of opening bids )

## 2. SOURCE OF FUNDS

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. The DPO, IDP-Mandi intends to apply a part of the proceeds of this credit to eligible payments under the contract for which this Request for Quotations is issued. Payments by the Bank will be made only at their quest of the Borrower and up on 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 Tender / Quotation document Fee related document.
  - 4.1.3 Certificate of Authorized Signatory as per PERFORMA "II".
  - 4.1.4 Undertaking as per PERFORMA "III".
  - 4.1.5 Demand draft of Rs.10,000/- (Rs. Ten Thousand) only towards Earnest Money in the shape of Demand Draft pledged in favour of District Project Officer, IDP, Mandi
  - 4.1.6 The bidder shall submit **Self Attested copy of PAN.**
  - 4.1.7 The bidder shall submit copy of **Self Attested GST registration.**
  - 4.1.8 In case of bidder is not an individual; copy of registration of Firm should be attached.
  - 4.1.9 Undertaking in case vehicle is yet to be purchased in a PERFORMA "V"

- 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 District Project Officer, Integrated Development Project, Mandi – 175001, which should bear the name of the Bidder and should be super scribed as “Technical & Financial Bids for the Hiring of Vehicle on monthly basis to be opened on 15/10/2024 at 12:30 PM”.**
  - 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**

- 5.1.1 The Pre-qualification cum Technical Bid will be opened and evaluated on 7<sup>th</sup> October 2024 at 12:30 PM in the chamber of the District Project Officer, IDP Mandi, 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 Mandi, H.P. 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 most advantageous bid. The Successful Bidder shall then be issued the **Acceptance Letter** for execution of the agreement. On execution of agreement award letter shall be issued to the successful bidder after depositing the performance security.
- 5.1.4 The Quotation will be awarded to the Bidder whose Quotation is the lowest and most advantageous in respect of amount furnished in column5 of the **FIN 1 Rate Schedule** and shall be the evaluation parameter while remaining rate of column 6 shall be negotiated accordingly.
- 5.1.5 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.
- 5.1.6 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified.

## 6 **CLARIFICATION OF QUOTATIONDOCUMENT**

- 6.1 A prospective Bidder requiring any clarification of the Quotation Document shall contact the District Project Office, IDP Mandi, H.P. on any working days or contact on the Phone No. 01905-235055.

## 7 **AMENDMENT OF QUOTATIONDOCUMENT**

- 7.1 At any time prior to the deadline for submission of Quotations, the DPO, IDP Mandi 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 the District Project Officer, IDP Mandi.

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

## **8 COST OF QUOTATION**

- 8.1 The Bidder shall bear all costs associated with the preparation, submission and delivery of Quotation, and the District Project Officer, IDP Mandi 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 the District Project Officer, IDP Mandi, 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 (except Hindi), 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 the District Project Officer, IDP Mandi as non-responsive.
- 11.2 In exceptional circumstances, prior to the expiration of the Quotation validity period, the District Project Officer, IDP Mandi 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 the District Project Officer, IDP Mandi at the address and no later than the date and time indicated in Table 1.
- 12.2 The District Project Officer, IDP Mandi may, at its discretion, extend the deadline for the submission of Quotations by amending the Quotation Document in accordance with para.7 in which case all rights and obligations of the District Project Officer, IDP Mandi and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

## **13 LATE QUOTATIONS**

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

## 14 AWARD OF CONTRACT

The District Project Officer, IDP Mandi shall award the Contract to the Bidder whose offer has been determined to be the most advantageous 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, the District Project Officer, IDP Mandi shall notify the successful Bidder, in writing in the form of **Acceptance Letter** that its Quotation has been accepted.

The District Project Officer, IDP Mandi will publish in its Notice Board and website the results of the bidding process result.

Until a formal contract is prepared and executed, the notification of acceptance shall constitute a binding Contract. The earnest money deposited by the bidders shall be refunded to the unsuccessful bidders after issuance the acceptance letter to the successful bidders. The earnest money amount of the successful bidders shall either be adjusted in the performance security or be released after the contract agreement.

Promptly after notification of acceptance, the successful bidder shall execute **Contract Agreement** with District Project Officer, IDP Mandi within prescribed period. The successful bidder have to furnish **Performance Security** 5% of the **Contract Price** corresponding to **FIN 1 Rate Schedule** for the Twelve Months, 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 Mandi.

After the Contract Agreement, **Award Letter** shall be issued to the successful bidder for execution of the services as per Contract Agreement within 15 Days from the issuance of Award Letter.

## 15 TERMS AND CONDITIONS

- 15.1 The bidder should quote monthly rates inclusive of all charges i.e. fuel, repair, driving charges etc. both in figures and words. Where there is discrepancy between the rates in figures and in words, the rates in words will govern. The bidder shall quote the fixed rates for 1500 kms. Per month & Rate per km. beyond 1500 kms.
- 15.2 The vehicle will be required on call or 24 hours basis.
- 15.3 All type of services / repairs 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 the project authority. The Project staff will verify the journey in the log book day to day basis. The log book has to be verified from District Project Officer, IDP, Mandi on monthly basis on the abstract prepared.
- 15.5 The vehicle shall be treated as an official vehicle of the Project. No private journey/use of the vehicle 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. 1500/- 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, GST/TDS/Bank charges etc. at source as applicable as per rules in force from time to time.
- 15.10 The Owner / 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 days the driver shall remain with the vehicle in the office premises of District Project Officer, IDP, Mandi or the place where duty is assigned. On non-working days, the vehicle should be remained parked in the project premises and driver shall have to be available within half hour of the call during odd hour 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 not be borne by the Project. Switching off 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. 1500/- 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 Contractor. 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 Contractor. 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 from the date of providing the services. The successful bidder/ owner of the vehicle will have to furnish the Performance Security @ 5% 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.
- 15.17 In case of failure to perform the Contract satisfactorily, the Performance Security deposit shall be forfeited and credited into Government account. Besides this the contract shall also be terminated straightway.
- 15.18 The contract for hiring a vehicle can be terminated by serving one month notice from either side without assigning any reason.
- 15.19 If the mileage covered is less than 1500 Kms. (as the case may be) in a particular month, the saving will be carried forwarded to the next month till the completion of one year after which the saving will be lapsed.
- 15.20 The District Project Officer, IDP, Mandi reserves the right to reject one or any or all bids / quotations or even whole tender process without assigning any reasons.
- 15.21 In the event of dispute, between both the parties, 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 financial year initially. The contract with the firms can be extended for the further one year on the performance basis, at the discretion of the District Project Officer, IDP Mandi, on same terms and conditions.
- 15.25 The Bids / contract 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, what so ever; if
- 15.26 If the work of the agency / contractor is not found satisfactory or any breach is noticed or any manipulation is reported or noticed by the District Project Officer, IDP Mandi, the District Project Officer, IDP Mandi 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, the District Project Officer, IDP Mandi 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 the District Project Officer, IDP Mandi is not satisfied with the work of the agency/ contractor so empanelled, the agreement will be liable to be terminated at any point of time at the sole discretion of the District Project Officer, IDP Mandi.
- 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;

- 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 up on the Bidder, there will not be any liability upon the DPO, IDP, Mandi;
- 15.31 The District Project Officer, IDP Mandi will be under no legal obligation to provide employment to any of the personnel of the Contractor during/on expiry of agreement period.
- 15.32 The prices quoted should be inclusive of all charges and GST rate on the component should be shown separately in percentage but the same will be paid as per the GST rates applicable time to time.
- 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 Contractor should preferably be not older than Model/Make of 2024 or more than two year (to be counted on the date of opening bids )
- 15.35 The vehicle and driver provided by the Contractor shall work under the overall supervision of the District Project Officer, IDP Mandi. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave the place of duty without prior permission;
- 15.36 The vehicle should conform to the Pollution and other norms prescribed, if any, by the Department of Transport of Government of Himachal Pradesh. The Contractor shall also provide Names, Contact Number and addresses (Permanent and temporary) of the drivers along with their driving license copies before providing the services.
- 15.37 The contractor 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 contractor.
- 15.39 In case of breakdown of any vehicle or vehicle is sent for repair, the contractor shall replace the vehicle under both situations within one hour failing which the District Project Officer, IDP Mandi reserves the right to hire vehicle from any other sources at the expense of the contractor and the recovery for the same would be effected from the monthly running bill of the contractor.
- 15.40 The District Project Officer, IDP Mandi reserves the right to ask the contractor for replacement of driver, who is not found to be competent, obedient, punctual, orderly or disciplined;
- 15.41 The driver of the vehicle should be in proper uniform and have to abide by all the traffic rules and norms. Any violation in this regard shall be the responsibility of driver and contractor.
- 15.42 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 what so ever and will not entertain any claim in this regard under the provision of the law; all the disputes shall be subject to Mandi, Himachal Pradesh jurisdiction;



## 16 PAYMENT TERMS

- 16.1 The payment shall be made on submission of the bills (in triplicate) by the contractor after the satisfactorily completion of the work assigned, at approved rates, after deducting taxes and penalties if any. No advance payment will be made. The contractor while raising the bill should clearly mention full vehicle number.
- 16.2 The District Project Officer, IDP Mandi will deduct Income Tax at source under Section 194-C of Income Tax Act and Section 51 of CGST Act, 2017 or other if any from the contractor at the prevailing rates.

## 17 JURISDICTION OF COURT

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

**PERFORMA- "I"**  
**GENERAL INFORMATION**

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

**CHECK LIST (ATTACHMENTS with TECHNICAL BID)**

No.	ATTACHMENT	YES / NO	PAGE No.(s)
1	Demand draft of Rs. 10,000/- (Rs. Ten thousand) only towards Earnest Money.		
2	In case of bidder is not an individual, copy of registration of Firm should be attached.		
3	Certificate of Authorized Signatory as per Performa "II". (In case of authorization by the Firm, not in case of individual)		
4	Undertaking as per Performa "III".		
5	Bid / Tender Cost document (i.e Demand Draft, E_challan or Receipt received from O/o DPO, IDP, Mandi for tender issuing document		
6	The bidder shall submit Self attested copy of PAN.		
7	The bidder shall submit Self attested copy of GST registration.		
8	Undertaking in case vehicle is yet to be purchased as PERFORMA "V"		

**CHECK LIST (ATTACHMENTS with FINANICAL BID)**

No.	ATTACHMENT	YES / NO
1	Information on PERFORMA "IV" in case vehicle is available.	

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 / Individual 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 / bid for providing of vehicle on monthly basis to IDP Mandi (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 / bidder .....**

**Aadhaar No.....**

**Date : .....**

**Place : .....**

**“Performa-IV”**

**HIRING OF VEHICLE ON MONTHLY BASIS FOR DISTRICT PROJECT OFFICER – INTEGRATED  
DEVELOPMENT PROJECT, MANDI -HIMACHAL PRADESH**

**TECH 2: PARTICULARS OF THE VEHICLES AVAILABLE WITH THE BIDDER**

<b>S.No.</b>	<b>Vehicle Type</b>	<b>Month and year of vehicle Make / Model</b>	<b>Registration Number &amp; Date</b>	<b>Insurance Policy No. &amp; date</b>	<b>Mileage covered in Kms.</b>
1					
2					
3					
4					
5					

**Date:**  
**Place:**

**Signature of Authorized Signatory**  
**Stamp of the 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 Mandi (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, Mandi. I authorize DPO, IDP, Mandi to forfeit the performance security on sixteenth day from the date of Contract Agreement with DPO, Mandi.

**(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)	(7)	(8)
(1)	(2)	(3)	(4)	(5)		(6)	
1	Mahindra Bolero V6	1 No.	DPO, IDP-Mandi	In Figure	In Words	In Figure	In Words

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:

Signature of the Bidder:

Date:

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