

MISSION DIRECTOR,
NATIONAL HEALTH MISSION,
SWASTHYA BHAWAN,SDA COMPLEX,
KASUMPTI,SHIMLA-171009.
Phone No. 0177-2624505,2621476 Fax No. 2624505
Website:<http://www.nrhmhp.gov.in>
Email id: md-hp-nrhm@nic.in,
ddhsproc@gmail.com

SHORT TERM TENDER NOTICE

Sealed Tenders are invited for hiring of Taxi Services (INNOVA) for office use of Mission Director, National Health Mission, Shimla, H.P. The detailed tender document can be downloaded from website: <http://www.nrhmhp.gov.in> from 24.01.2018 to 15.02.2018. The Last date for submission of filled in tender documents in the aforesaid office is 15.02.2018 at 12.30 PM. The Tender will be opened on 15.02.2018 at 3:00 PM. The undersigned reserves the right to reject any or all the tender offers without assigning any reason.

(Pankaj Rai) H.A.S
Mission Director,
National Health Mission,
Himachal Pradesh,
Shimla-9

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SHORT TERM TENDER FOR HIRING OF TAXI SERVICES(INNOVA)

Schedule of Tender

Date of Publication of Tender	<u>24.02.2018.</u>
Sale/downloading of tender Document From	<u>24.02.2018 to 15.02.2018</u>
Last Date and time for sale /downloading of tender document	<u>15.02.2018 at 11.00 AM</u>
Last date for receipt of duly filled in tenders	<u>15.02.2018 at 12.30 PM</u>
Date & Time for opening of Technical Bid of Tenders	<u>15.02.2018 at 3.00 PM</u>

Cost of the tender document : Rs. 1,000/- (Bank Draft (Non Refundable))

Earnest Money Deposit : Rs. 25,000/- (Bank Draft)

Mission Director, National Health Mission, Kasumpti, Shimla-171009 invites tenders for hiring of Taxi services for office use for a period of one year after award of contract.

The running rate contract will be governed by the conditions laid down in the tender document. The tender document can be downloaded directly from website <http://www.nrhmhp.gov.in> and cost of tender document; Earnest Money Deposit should be submitted in the shape of bank drafts in the envelope containing Technical Bid. Separate bank drafts should be prepared and submitted in respect of cost of tender document, Earnest Money Deposit.

The sealed tenders received in time shall be opened on the date and time mentioned in the tender notice. If the date fixed for opening of the tender is declared a holiday, the tenders shall be opened on the next working day at the same time and venue as fixed for the original date for this purpose.

Please submit tender in an envelope duly sealed and super scribed as “Tender for hiring of Taxis to be opened on **15.02.2018** at 3:00 PM”. This superscription should be in bold capital letters. Complete name of the bidder with full postal address, mobile No. shall be mentioned on the left-hand side corner of the envelope containing tender documents. The tenderers are required to submit the tender documents in two envelopes contained in one big envelope as under:-

- a) One envelope to be marked as COVER -I shall contain Form –“A “and Form “B” along-with cost of tender document, Earnest Money Deposit and all requisite documents ,certificates as specified in Form “A” and Form “B” duly filled in signed and stamped.
- b) The other envelope to be marked as COVER -II shall contain only financial bid duly signed and stamped only.

Both the above envelopes i.e. COVER-I and COVER-II duly sealed be contained in big envelope in the manner as laid down above. The respective envelopes i.e COVER-I and COVER-II should be marked boldly for distinction and name of the tenderer should also be mentioned on left hand side corner of the envelopes.

In the absence of this superscription tender documents are likely to be inadvertently opened in the receipt branch of the Mission Director, National Health Mission, Kasumpti, Shimla-171009 for which no liability shall rest on the said office and such tenders shall be rejected.

**Mission Director,
National Health Mission,
Himachal Pradesh**

FORM -A

**MISSION DIRECTOR
NATIONAL HEALTH MISSION,
SWASTHYA BHAWAN, SDA COMPLEX,
KASUMPTI, SHIMLA-171009.
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[ddhsproc@gmail](mailto:ddhsproc@gmail.com).**

FORMAT FOR FURNISHIN INFORMATION BY THE BIDDER FOR PROVIDING TAXI SERVICES

Sr. No.	Description	Relevant details /documents to be submitted by the Bidder
1.	Name of the Bidder with complete Postal Address & Pin Code	
2.	Name of contact Person	
3.	Phone No. with STD Code	
4.	Mobile No.	
5.	Email ID	
6.	PAN No.	
7.	e-mail id/ Telephone No.	
8.	Cost of Tender Document	Rs..... Bank Draft No..... Date Name of issuing bank branch.....
9.	Earnest Money Deposit.	Rs..... Bank Draft No..... Date Name of issuing bank branch.....

The information and documents provided by me/us along with Tender document and enclosures are true and correct to the best of my knowledge and belief..

(Signature of Bidder)

Name of the Person signing Tender Documents

Capacity in which signing Tender Document

Aadhar No.

MISSION DIRECTOR
NATIONAL HEALTH MISSION, SWASTHYA BHAWAN, SDA
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Website: <http://www.nrhmhp.gov.in>
Email id: md-hp-nrhm@nic.in, ddhsproc@gmail.com
Terms and conditions for providing Taxi Services

TENDER FOR HIRING OF TAXI SERVICES

Sealed tenders are invited from Service Providers for hiring of taxi service (INNOVA) for a period of one year from the date of issue of award letter. The Service Provider shall provide Taxis of models not older than January, 2016 and vehicles shall not have covered 30000 Kms. The vehicles should be in excellent condition. The firms, Companies, Corporations, Cooperative Institutions, individuals etc. can participate in the tender and should be registered under any applicable Act of the State of HP.

Requirement of vehicles for providing Taxi services:-

Sr. No	Name of office	Type of vehicle Required	Quantity of Vehicles Required
1.	Mission Director, National Health Mission, Shimla- 171009.	INNOVA	1(One)

Bidders may also quote the rates for hiring of Innova on per day basis as per Annexure- "C" for which successful bidders may be required to sign a separate agreement to provide vehicles as and when required. This successful bidder for providing vehicles on day to basis as per requirement may be different from the L-1 bidder, who is going to provide regular vehicles.

1. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

1. The Bidder shall submit Demand Draft of Rs.1000/- (Rupees Five Hundred Only) towards cost of Tender form downloaded from website or written application in favour of Mission Director National Health Mission, Shimla.
2. The bidder shall submit Demand Draft of Rs. 25,000/- (Rupees Twenty Five Thousand Only) towards Earnest Money and should be in favour Mission Director, National Health Mission, H.P, Shimla-9.
3. The bidder shall submit Copy of Experience Certificate of minimum one year for providing taxis to Central Govt. /State Govt. / PSUs of the State/ urban Local Bodies and Societies etc.
4. The bidder shall submit a certificate that offered vehicle has not covered 30000Kms.
5. The bidder shall submit documentary evidence to the effect that offered vehicle(s) are registered as commercial Vehicle(s) with Taxi permit.
6. The tenderer shall provide vehicles with AC & Heater duly registered as Taxis with the Department of Transport H.P., to the Tender Inviting Authority.
7. The bidder shall submit copy of PAN card.
8. The tender document (all pages duly signed& stamped) should clearly indicate the name and designation of the person signing the tender document. All the pages in the tender documents must be serially numbered and duly signed and stamped. Form "A" and Form "B" of the tender document should also be signed and stamped along with requisite documents , certificates and enclosed in the envelop marked as technical bid.
9. **Then successful bidder will also furnish a performance security in shape of FDR for a sum of Rs.50, 000/- for Innova duly pledged in favour of Mission Director, National Health Mission, H.P,Shimla-9. The same shall be furnished at the time of signing of Agreement / contract.**
10. Individual signing the tender document or other documents in connection with the tender must specify whether he signed the tender document as:
 - a) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - b) A partner of the firm if it is a partnership concern and should submit letter regarding authority to execute contracts on behalf of the firm.
 - c) Director or Principal Officer duly authorized by the Board of Directors of the Company.
11. Either the offered vehicle (s) should be registered in the name of the bidder or the bidder should have Power of Attorney to operate the offered vehicle(s).

12. Tenders received after last date & Time for submission of tenders shall be out rightly rejected.
13. Tenders received without Cost of tender document, Earnest Money Deposit, requisite documents, certificates shall be summarily rejected. However, Tender Inviting Authority reserves the right to waive minor infirmity.
14. The rates must be quoted in both words and figures so that interpolation is not possible. The figures should be clearly written and if there is variation in rates between figures and in words only the rates quoted in words shall be taken as final and the rates quoted in figures will not be considered.
15. The bidder will be required to keep the offer open for acceptance for a period of 90 days from the date of opening of Technical bid.
16. In case mileage covered in a month 2500 Km in respect of INNOVA in a particular month, the saving will be carried over to the next month till the completion of one year. The Extra Km after 2500Km/month in respect of INNOVA will be paid @ Rs.17/- per kms at the end of the contract period.
17. The drivers of the Firm should possess sound health and be free from diseases, especially contagious and frequently occurring diseases.
18. All the drivers engaged by the Service Provider for carrying out tasks under this contract, shall be deemed to be the employees of the Service Provider, wages and allowances as per Minimum Wages Act of State Govt. and all statutory dues to the persons employed by him. The Agency shall be solely responsible for their wages, fringe benefits etc.
19. All the drivers should have valid Commercial Driving License issued by the Regional Transport Officer and also should have minimum experience of driving commercial vehicles for a period of three years.
20. The contract shall remain valid for a period of One year from the date of its award / signing of contract and can be extended on year to year basis on the performance of the Service Provider and after mutual consent on the same terms & conditions. Tender Inviting Authority may terminate the contract in case the approved bidder commits breach of any of terms and conditions of the contract. However, Service Provider will be bound to provide services at least for further 3 (three) months on the same terms & conditions stipulated in the already signed agreement/ contract after issuing of the notice.
21. The rates quoted shall be considered inclusive of all taxes & Levis.
22. The successful bidder shall be liable with regard to compliance of all the laws, regulation, rule and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of H.P.

23. The firm shall at all times indemnify and keep indemnified the owner and its officers, servants and agents for and against all third party claims whatsoever (including claim not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the Firm any sub-firm(s) and or the owner and the Firm shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
24. Parking charges at Airports/ Railway station will be borne by tender inviting authority on production of original bills/slips.
25. All Challans / Transport Authority payments will be borne by the Service Provider.
26. The Service Provider will maintain monthly payment data.
27. The log book for supply of the taxis to Tender Inviting Authority will be maintained by the contractor. Driver must get it signed from the Officers/officials using the vehicles on daily basis.
28. The meter readings at the start and close will be entered in the log book. Any cheating in both the readings will be treated as violation of the agreement and will invite penalty @Rs.500/- per case. Tender Inviting Authority reserves the right to decide the violation and will not be challenged by the Service Provider. The log book will be certified on monthly basis by the concerned officer of Tender Inviting Authority. A copy of the log book should be submitted along with the bill.
 - i). If the odometer/ speedometer is not in working order then that must be brought into the notice of Tender inviting authority and get it rectified within 48 hours otherwise tours will not be validated.
29. The Service Provider shall be responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. No child labourers shall be permitted by the Tender Inviting Authority under this contract. Further the Service Provider shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding Tender Inviting Authority the personnel/ labour, the Service Provider shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against the Tender Inviting Authority, the Service Provider shall be required to reimburse to Tender Inviting Authority any payment made under such orders or judgements of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. Tender Inviting Authority shall also have the right to deduct these amounts from the payment due to the Service Provider while settling the payments.

30. The payment shall be released on monthly basis on submission of bill in duplicate by the Service Provider/firm within 15 days. The bills should be accompanied with (i) monthly log book and a copy of logbook.
31. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.
32. The service tax as applicable will be deposited by the service provider. For that bidder must give the copy of GST registration certificate.
33. All type of Taxes, route permits Fee etc. as applicable shall be borne by the service provider.
34. All the charges on repairs including spares, labour, fuel, lubricants and drivers wage and any other charges towards the maintenance of the vehicle shall be borne by the tenderer and in case of break-down of the vehicle in the middle of the journey the Standby vehicle of the same category without extra charges shall be within one hour of the breakdown by the successful bidder otherwise Officer/ Official on tour will be at liberty to hire any other vehicle on the cost of successful bidder. In such case, the Tender Inviting Authority shall deduct expenditure incurred on hiring of alternative vehicle from the dues payable to the successful bidder. In case Service Provider is regular defaulter his contract will be terminated and the security deposit will be forfeited as per decision of the Tender Inviting Authority.
35. In case of failure of vehicle or non-availability of the vehicles (rental and additional vehicles) for any reason during any working days, the Service Provider will have to arrange for the substitute vehicle, the rental charges paid by the Tender Inviting Authority will be deducted/ adjusted from the monthly bill of the Service Provider. If on any day the vehicle does not report, on the specified time and place, a penalty of Rs.1000/- shall be imposed.
36. The Driver of the vehicles provided by the Service Provider shall observe all the etiquette and protocol while performing his duty. The driver(s) of the vehicles shall be required to wear uniform and neatly dressed and must carry a mobile phone in working condition, for which no separate payment will be made by the Tender Inviting Authority.
37. In the event of the award of the tender and prior to execution of the contract, the contractor shall be required to submit the copies of the Registration Certificate, fitness certificate and Comprehensive Insurance Policies of the vehicles being offered for hire and particulars with photograph of the driver(s) dedicated to the vehicle(s). He may also be required to physically produce the vehicle(s) in the office of Mission Director, National Health Mission, Shimla-171009 for inspection.
38. The Service Provider shall engage Driver(s) who is/are medically fit & hold valid Commercial driving license issued by the competent authority. The Service Provider shall ensure that the antecedents of the driver are verified by the Police to the satisfaction of the Tender Inviting Authority.

39. The Service Provider shall provide alternate vehicle/ taxi in case the hired taxi is out of order on any day/ days.
40. The driver and vehicle provided shall not be changed without prior permission. If either the vehicle or the driver is not found suitable by the Tender Inviting Authority in such case the vehicle/driver shall be changed immediately on receiving a request from the office of Tender Inviting Authority.
41. The journeys performed by the driver/owner on account of filling of fuel, repairs, services, halt at outstation/headquarter, journey from place of residence to place of duty/place of parking shall not be paid by the Tender Inviting Authority.
42. Besides normal working hours on all working days, the vehicle should be made available at any time within half an hour call during 24 hrs a day.
43. The vehicle may need to be plied on all kind of roads within Himachal Pradesh including rough and Kachha roads and may also go out of the State .It will be the responsibility of the contractor to pay due taxes of vehicles to be plied in other States. Toll tax during out of State tours will be reimbursed by Tender Inviting Authority (NHM) to the contractor. The night halts on account of Journey/ tour out of State Headquarter i.e. Shimla will be paid by Tender Inviting Authority to the Service Provider @ Rs.300/- per night halt. However, Tender Inviting Authority will not provide any boarding and lodging to the Driver while the vehicle is on tour.
44. Financial Bid shall be submitted in Annexure –A, B. The L1 bidder shall be decided on the basis of minimum rates quoted for hiring of ETIOS or Innova vehicle. The L1 bidder will be determined on the basis of minimum rate quoted for Innova.

UNDERTAKING

I/WE have gone through the aforementioned Terms and conditions of the tender for providing Taxi Services to Mission Director, National Health Mission, H.P. Shimla-171009 (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.....

Aadhar No.....

Date :.....

Place:.....

Annexure- "A"

**FORM FOR FINANCIAL BID FOR PROVIDING TAXI SERVICE TO MISSION DIRECTOR
NATIONAL HEALTH MISSION, H.P**

NAME & ADDRESS OF THE BIDDER-----

Sr. No.	Particulars	Single composite rate inclusive of all taxes and levis to be quoted for Innova,
1.	Monthly Fixed charges upto 2500 Kms for INNOVA	Rs.....(Please mention rate in figures and words.

NOTE:

- 1. Vehicle should be with Power Break, Power Steering, Air conditioner**
- 2 The rate quoted should be inclusive of Driver Cost.**
- 3 The quoted rate should be inclusive all taxes (including services tax) , No other charges shall be paid extra.**

(Signature of Tenderer with seal/stamp)

Date :

Place :

Name

Designation

Aadhar No.

Annexure – “B”

**FORM FOR FINANCIAL BID FOR PROVIDING TAXI SERVICE TO MISSION DIRECTOR
NATIONAL HEALTH MISSION, HIMACHAL PRADESH**

NAME & ADDRESS OF THE BIDDER-----

Sr. No.	Particulars	Single composite rate inclusive of all taxes and levis to be quoted for Innova, ETIOS
1.	Per day Minimum rates for 200 Km per day for hiring of ETIOS	Rs..... (Please mention rate in figures and words.
2.	Per day Minimum rates for 200 Km per day for hiring of Innova	Rs.....(Please mention rate in figures and words.

NOTE:

- 1) Vehicle should be with Power Break, Power Steering, Air conditioner**
- 2) The rate quoted should be inclusive of Driver Cost.**
- 3) The quoted rate should be inclusive all taxes (including services tax) , No other charges shall be paid extra**
- 4) The Extra Km after 200 Km/per day in respect of ETIOS will be paid Rs.10/- per kms and the extra km after 200Km/per day in respect of INNOVA will be paid @ Rs.17/- per kms**

(Signature of Tenderer with seal/stamp)

Date :

Place :

Name

Designation

Aadhar No.