

# Model Tender Document for providing RBSK Vehicles



This document is intended for advisory purposes only. The Chief Medical Officer concerned may amend any of the clause(s) as per local need and requirement. The mode of floating the tender may also be decided at the level of Chief Medical Officer as per the instructions issued by the Government from time to time.



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OFFICE OF THE CHIEF MEDICAL OFFICER \_\_\_\_\_

**NOTICE INVITING TENDER**

1. The Chief Medical Officer, \_\_\_\_\_, HP invites sealed tenders from eligible & qualified bidders (as per terms of the tender) for providing vehicles per the terms of the tender.
2. The tender document may be downloaded from website \_\_\_\_\_ or can be collected between 10.30 AM to 04.30 PM w.e.f. \_\_\_\_\_ from the office of Chief Medical Officer, \_\_\_\_\_ against the payment of Rs. 500/- in shape of DD in favour of Chief Medical Officer, \_\_\_\_\_.
3. The various timelines as regarding the tender process are a part of tender document itself. However, the last date of submission of bids is \_\_\_\_\_ up to 17:00 hrs and any bid not received on or before scheduled date and time will not be accepted.
4. Each prospective bidder shall submit their bid, complete in all respects as per terms of this tender as per the guidelines specified in this tender document.
5. Any communication regarding the tender shall be made only and only on the address & contact details mentioned below.
6. The undersigned reserves the right to accept or reject any bid without assigning any reason thereof.

Chief Medical Officer, \_\_\_\_\_  
Himachal Pradesh

### **SECTION I – DATA SHEET**

Submissions required	<b>Qualification Bid:</b> Formats Qual-__ to Qual-__ as per Clause _____ of Section _____ of the Tender Document. <b>Financial Bid:</b> Form Fin-_____ as per Clause _____ of Section _____ of the Tender Document.
Pre-bid conference	Yes
Contact details for all queries	Name: Designation: Address:  Contact Number: Email:
Language of bid	English
Currency of bid	Indian National Rupees (INR)
Contract period	The contract shall be valid for an initial period of one year starting from the date of signing the agreement and extendable on year to year basis up to maximum of three years inclusive initial period of one year.
Validity of the bids	180 days from last date for submission of the bid documents, excluding the last date of submission.
<b>Important Dates:</b>	
Date of release of Tender Document	
Last date of receiving queries	
Issue of Addendum / revised Tender Document (if required)	On or before _____
Last date of bid submission	
Date and time of technical bid evaluation	_____ from _____ PM onwards Venue:
Date and time of Financial Bid opening	_____ at _____ Venue: _____

## **SECTION II – SCOPE OF WORK & GENERAL CONDITIONS OF CONTRACT**

1. The purpose of the tender document is to select the most competent and competitive company to provide the vehicles as provided for in the following clauses.
2. The specifications and number of the vehicles are as follows:

Type of Vehicle	Term of use	Number of vehicle required
The vehicle should be 6+1 seater – Bolero/ Sumo/ Xylo or its equivalent. The model of the vehicle should not be prior to 1-1-2019. Vehicle must be registered within the state of Himachal Pradesh and should have a commercial license to ply.	Average daily usage 9-12 hrs per day. Sunday and other gazette holidays shall remain as off days except in case of exigency.  Maximum of 1500 Kms/month	_____

3. There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The maximum Km can be utilized in any manner on monthly basis by RBSK Team/Block Medical Officer.
4. The vehicles should be fitted with GPS and Biometric devices and the report of the same should be made available to Chief Medical Officer and Block Medical Officer for monitoring and payment purposes.
5. The vehicles will be stickered and branded adequately for the RBSK programme per Annexure A.
6. The Chief Medical Officer, \_\_\_\_\_ shall be liable to pay the hiring charges as per the agreement only. Contract charges shall include monthly charges of driver, repair and maintenance of vehicle, comprehensive insurance, petrol, diesel, oil, road tax, Pollution certificate, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc. [except GST] and any other incidental expenses. However, toll and parking charges during duty hours will be reimbursed on monthly basis on production of bills subject to the condition that the same are incurred in discharge of the government duties performed by the Block Medical Officer/RBSK team.
7. Agreed rate as per agreement will not be revised during the agreement period.
8. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the selected bidder at all times.
9. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, Chief Medical Officer, \_\_\_\_\_ would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the selected bidder.
10. Generally, the average daily usage of the Vehicle shall be around 9-12 hours per day. Sunday and other gazette holidays shall remain as off days except in case of exigency. However, the vehicle will be utilized for preventive work or in case of urgency, continuously without any time limit. The vehicle must be available at any time on any day

- as desired by the concerned Block Medical Officer/RBSK team. The vehicle and the driver should not be changed unless requested by the Block Medical Officer/RBSK team.
11. The Selected Bidder would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The selected bidder shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. The vehicles should have valid Registration certificate, comprehensive insurance, Pollution certificate and all necessary documents to ply vehicles on commercial basis. The attested copies of these documents should be submitted to the Block Medical Officer of the concerned Block before plying.
  12. The selected bidder should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, must carry a mobile phone in working condition, for which no separate payment shall be made. Driver should be familiar with local routes and destinations.
  13. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel/repair, the same should be reimbursed by the selected bidder on production of the bill. The vehicle should be equipped with fire extinguisher.
  14. As regard vehicle timings, the selected bidder will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the vehicle-in-charge of RBSK Team/Block Medical Officer.
  15. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to vehicle-in-charge regularly for scrutiny.
  16. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the selected bidder to provide a substitute vehicle immediately.
  17. In case of failure of the selected bidder in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/ compensations or alternative arrangement with prior permission shall be made, and penalty shall be imposed and recovered from the contractor's bill at the rate of 10% of the total contract value per day for a particular vehicle. In case, the selected bidder fails to provide substitute/replacement vehicle for a continued stretch of 7 days or for a cumulative period of 10 days in a month, the Chief Medical Officer \_\_\_\_\_ shall reserve a right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the selected bidder in addition to the penalty levied as above. In addition, if the selected bidder fails to provide vehicle(s) for a continuous period of one month, the contract shall be liable for termination and the performance security shall be forfeited.
  18. The vehicle should be available/ be used for running in jurisdiction of District /H.P.
  19. The rates to be quoted by the bidder shall be on the basis of maximum of 1500 kms per vehicle per month. However, total number of kilometers covered by all the vehicles in a district will be cumulated for the purpose of payment. For example, if there are 10 number of vehicles in a district, total kilometers to be covered by all the vehicles for that district will be 1500 Kms X 10 Vehicles = 15000 kms./month. Additional payment shall be considered only if the number of kilometers covered by all the vehicles in the district (10 in this instance) exceed 15000 kms on a cumulative basis.

20. The billing will be done on monthly basis. Bills should be computer generated with GST/TDS numbers and should be submitted to this office in the 1st week of the following month.
21. In case of any accident, all the claims arising out of it shall be met by the selected bidder.
22. If any of the terms & conditions above is not found fulfilled during the period of agreement, \_\_\_\_\_ reserve the right to discontinue the contract without assigning any reasons thereof.
23. TDS and other taxes shall be deducted as per statutory compliance.
24. The contract shall be valid for an initial period of one year starting from the date of signing the agreement and extendable on year to year basis up to maximum of three years inclusive initial period of one year. In case extension is accorded, 5% enhancement on the base rate shall be admissible.
25. Chief Medical Officer \_\_\_\_\_ will do physical verification of vehicles and verify the documents before entering into the contract.
26. Performance Security
  - (i) The successful bidder shall furnish performance security to the Chief Medical Officer \_\_\_\_\_ to the tune of 5% of the value of contract in the shape of Bank Guarantee which shall be retained as performance security for the entire period of contract. The validity of performance security will be for a period up to Forty Five (45) days beyond the Contract period.
  - (ii) In the event of any failure/default of the bidder with or without any quantifiable loss to the department, the amount of the performance security shall be forfeited.
  - (iii) Subject to sub-clause mentioned above, the purchaser will release the Performance Security without any interest to the supplier on completion of the bidder's all contractual obligations including the warranty obligations.
27. Either party without prejudice to any other contractual rights and remedies available to it, may, by written notice of not less than one month duration terminate the contract.
28. Notwithstanding the provisions contained in GCC clauses pertaining to delay in supplier's performance, liquidated damages and termination or any other relevant clauses of this document, the supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.
29. If dispute or difference of any kind shall arise between the purchaser and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, such dispute or difference shall be referred to the Additional Chief Secretary (Health)/ Principal Secretary (Health) to the Govt. of H.P.
30. The contract shall be governed by and interpreted in accordance with the laws in force within the State of Himachal Pradesh. The Bidding Process, the Tender Documents and the Bids shall be governed by, and construed in accordance with, the laws in force within the State of Himachal Pradesh and the competent courts in the State shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Bidding Process.

### **SECTION III – ELIGIBILITY OF BIDDERS**

31. This invitation for bids is open to all registered Firms/Contractors/Vendors those fulfill the eligibility & qualification criteria specified hereunder.

1. The bidder must be a sole proprietary concern, a partnership concern or a company. It should be registered with the Registrar of Firms/Registrar of Companies, wherever applicable;
2. The bidder must be in existence for the last three years;
3. The bidder should not have been blacklisted/debarred/de-registered by any Government /Government undertaking in India.
4. The bidder should be profit making firm and have average annual turnover of Rs. _____ (5 lakhs X no of vehicles required for district) for the last three years.
5. The bidder should be an income-tax assessee having filed its income-tax return for the last three assessment years, until AY 2019-2020
6. The bidder should unconditionally accept the Terms & Conditions of this tender document
7. The bidder should have uploaded the EMD and cost of tender forms along with bids for prescribed amount and in the prescribed form.
8. The bidder should have a valid GST registration and valid PAN.
9. The bidder should have uploaded the complete set of documents as prescribed in this tender document.
10. The bidder should have at 10 least commercial LMV vehicles registered in the name of the business firm.

If any bidder fails to meet the minimum qualification criteria, his bid shall be summarily rejected.



#### **SECTION IV – INSTRUCTIONS TO BIDDERS**

32. The Chief Medical Officer \_\_\_\_\_ has the right to reject any Bid if it is found that during the evaluation or at any time before signing the Contract or after its execution and during the period of subsistence thereof, the Bidder, in the opinion of the Chief Medical Officer \_\_\_\_\_, has made a material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith.
33. The Chief Medical Officer \_\_\_\_\_ reserves the right to verify all statements, information and documents submitted by Bidders in response to the Tender Document. reserves the right to verify all statements, information and documents submitted by Bidders in response to the Tender Document.
34. If a Bidder requires any clarification on the Tender Document, it may notify the Chief Medical Officer \_\_\_\_\_ in writing. The Chief Medical Officer \_\_\_\_\_ reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken to be or read as compelling or requiring the Chief Medical Officer \_\_\_\_\_ to respond to any query or to provide any clarification. Verbal clarifications and information given by the Chief Medical Officer \_\_\_\_\_ or any other person for or on its behalf shall not in any way or manner be binding on the Chief Medical Officer \_\_\_\_\_.
35. Up until the date that is specified in the Data Sheet, the Chief Medical Officer \_\_\_\_\_ may, for any reason, whether at its own initiative or in response to a query raised or clarification requested by Bidder(s) till the last date of day of receiving queries as mentioned in the Data Sheet, amend the Tender Document by issuing an Addendum. Each Addendum shall be binding on the Bidders, whether or not the Bidders convey their acceptance of the Addendum.
36. Bid submission shall be a single stage exercise with 2 steps, the two being: **Qualification Bid and Financial Bid.**
- (i) **Qualification Bid**
- It shall contain copies of Annexure and all requisite documents, certificates etc. which establish the eligibility as specified in Tender document duly filled in and signed on each page. The documents should be legible and clear.
- i. Bidders shall only submit the Qualification Bid in the format set out below:

No.	Document	
1	Bid Application Cover Letter and undertakings	Qual-1
2	Power of Attorney	Qual-2
3	Annual Turnover Statement	Qual-3
4	Details of vehicles registered in the name of firm	Qual- 4
5	Certificate of incorporation under the Companies Act/Agreement/ partnership	Qual- 5-1

	deed (as applicable)	
6	Last three (3) years' Income Tax Returns	Qual- 5-2
7	GST Registration Certificate	Qual- 5-3
8	Permanent Account Number (PAN) of firm.	Qual- 5-4
9	EMD amounting to Rs. _____(Rs. 10,000/- X number of vehicles required in the district) in the shape of DD in favour of Chief Medical Officer _____, payable at _____.	Qual- 5-5
10	Tender Document Cost – Rs 500/-in the shape of DD in favour of Chief Medical Officer _____ payable at _____.	Qual- 5-6
11	Checklist for Qualification Bid	Qual-6

- ii. Bidders shall not include any other documents as part of the Qualification Bid except the documents specified above.

**(ii) Financial Bid Submission**

- i. The Bidders shall submit its financial bid in only in form Fin-1. Financial bid submitted in any other form shall make the bid non responsive and shall be rejected. Financial bid shall not be accepted in physical form.
- ii. No other document except the format set out at Form Fin-I shall be submitted at the time of submission of Financial Bid.
- iii. The currency in the financial bid shall be Indian National Rupees (INR). Bids, where prices are quoted in any other currency shall be treated as non -responsive and rejected.

37. The Bid shall be submitted on or before \_\_\_\_\_ on the last date of bid submission as specified in the Data Sheet.

38. Upon opening of the Financial Bids of the Eligible Bidders after technical scrutiny, they will first be evaluated for responsiveness to the Tender Documents. If: (i) any Financial Bid is not complete in all respects; or (ii) any Financial Bid is not duly signed by the authorized representative of the Bidder; or (iii) any Financial Bid is not in the prescribed formats; and (iv) any Financial Bid contains material alterations, conditions, deviations, omissions, overwriting, interlineations, then such Financial Bid shall be deemed to be substantially non-responsive. Such Financial Bid that is deemed to be substantially non-responsive shall be rejected.

**No change in the rates quoted or any change to substance of any Bid shall be sought, offered or permitted.**

39. In selecting the Successful Bidder, the objectives of the Chief Medical Officer \_\_\_\_\_ are to select a Bidder that:

- a) is an Eligible Bidder;

- b) has submitted a Financial Bid complete in all respects; and
- c) has quoted the lowest price for the fixed rate per month for 1500 kms. The rates quoted for additional kilometres (beyond 1500 kms) and night charges shall be negotiated with the L1 bidder and right to match shall be given to the L1 bidder (for fixed rate) to match the lowest rate of night charge and per kilometre additional charge quoted lowest by other bidders.

40. Rights of the Chief Medical Officer \_\_\_\_\_ - The Chief Medical Officer \_\_\_\_\_ reserves the right, in its sole discretion and without any liability to the Bidders, to:

- a) accept or reject any Bid or annul the Bidding Process or reject all Bids at any time prior to the award of the Contract, without thereby incurring any liability to the affected Bidder(s);
- b) suspend and/or cancel the Bidding Process and/or amend and/or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
- c) Independently verify, disqualify, reject and / or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- d) Chief Medical Officer \_\_\_\_\_ is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

## SECTION V – QUALIFICATION AND FINANCIAL BIDS

Qual-1: Bid Application Cover Letter and Undertakings  
[On the letterhead of the Bidder]

Date:

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To:

The Chief Medical Officer,  
District \_\_\_\_\_,  
Himachal Pradesh

Sir/Madam,

**Sub: Qualification Bid for ‘providing vehicles for RBSK in the District of \_\_\_\_\_’,**

With reference to your Tender Documents dated \_\_\_\_\_, we, \_\_\_\_\_, wish to submit our Qualification Bid for the award of the Contract(s) for providing vehicles for RBSK for the District \_\_\_\_\_.

We hereby submit our Qualification Bid, which is unconditional and unqualified. We have examined the Tender Documents issued by the Chief Medical Officer \_\_\_\_\_.

1. We acknowledge that the Chief Medical Officer \_\_\_\_\_ will be relying on the information provided in our Qualification Bid and the documents accompanying such Qualification Bid for selection of the Eligible Bidders for the evaluation of Financial Bids, and we certify that all information provided in the Qualification Bid is true and correct. Nothing has been omitted which renders such information misleading and all documents accompanying such Qualification Bid are true copies of their respective originals.
2. We shall make available to the Chief Medical Officer \_\_\_\_\_ any clarification that it may find necessary or require to supplement or authenticate our Qualification Bid.
3. We acknowledge the right of the Chief Medical Officer \_\_\_\_\_ to reject our Qualification Bid or not to declare us as the Eligible Bidder, without assigning any reason or otherwise and we hereby waive, our right to challenge the same on any account whatsoever.
4. Our details are as follows:
  - A. Details of the Entity:
    - a. Name:

- b. Address of the headquarters:
  - c. Identification Number of entity:
  - d. PAN
  - e. Date of incorporation:
  - f. Date of commencement of business:
  - g. Address and contact numbers of its branch office in the State/UT, if any:
  - h. Name and contact details of Branch Head in the State/UT:
- B. Details of the individual who will serve as the point of contact / communication for the \_\_\_\_\_ for the purposes of this tender:
- a. Name:
  - b. Designation:
  - c. Company:
  - d. Address:
  - e. Telephone Number:
  - f. Mobile number:
  - g. E-mail Address:
  - h. Fax Number:
- C. Particulars of the Authorised Signatory of the Bidder:
- a. Name:
  - b. Designation:
  - c. Company:
  - d. Address:
  - e. Telephone Number:
  - f. Mobile number:
  - g. E-mail Address:
  - h. Fax Number:
5. We undertake that:
- a. We satisfy the Qualification Criteria and meet all the requirements as specified in the Tender Documents.
  - b. We agree and release the Chief Medical Officer \_\_\_\_\_ and their employees, agents and advisors, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the Tender Documents and/or in connection with the Bidding

Process, and waive any and all rights and/or claims I/we may have in this respect, whether actual or contingent, whether present or in future.

6. We represent and warrant that:

- a. We have examined the Tender Documents and have no reservations to the same, including all Addenda issued by the Chief Medical Officer \_\_\_\_\_
- b. We unconditionally accept the terms of the Contract that will be signed after selection and shall seek no material deviation from or otherwise seek to materially negotiate the terms of the draft main Contract or the draft Supplementary Contract, if declared as the Successful Bidder.
- c. We hold valid certifications and approvals for execution of the project as on the date of submission of this Bid.
- d. We have not and will not undertake any canvassing in any manner to influence or to try to influence the process of selection of the Successful Bidder.
- e. The Tender Documents and all other documents and information that are provided by the Chief Medical Officer \_\_\_\_\_ to us are and shall remain the property of the Chief Medical Officer \_\_\_\_\_ and are provided to us solely for the purpose of preparation and the submission of this Bid in accordance with the Tender Documents. We undertake that we shall treat all information received from or on behalf of the Chief Medical Officer \_\_\_\_\_ as strictly confidential and we shall not use such information for any purpose other than for preparation and submission of this Bid.
- f. The Chief Medical Officer \_\_\_\_\_ shall not return the Qualification Bid or any part thereof or any information provided along with the Qualification Bid, other than in accordance with provisions set out in the Tender Documents.
- g. We have made a complete and careful examination of the Tender Documents and all other information made available by or on behalf of the Chief Medical Officer \_\_\_\_\_.
- h. We have satisfied ourselves about all things, matters and information, necessary and required for submitting an informed Bid and performance of our obligations under the Contract.
- i. Any inadequacy, lack of completeness or incorrectness of information provided in the Tender Documents or by or on behalf of the Chief Medical Officer \_\_\_\_\_ or ignorance of any matter related thereto shall not be a basis for any claim for compensation, damages, relief for non-performance of its obligations or loss of profits or revenue from Chief Medical Officer \_\_\_\_\_ or a ground for termination of the Contract.
- j. Our Bid shall be valid for a period of 180 days from the last date of bid submission, i.e., until \_\_\_\_\_.

7. We undertake that if there is any change in facts or circumstances during the Bidding Process, or if we become subject to disqualification in accordance with the terms of the

Tender Documents, we shall inform the Chief Medical Officer \_\_\_\_\_ of the same immediately.

8. We are submitting with this Letter, the documents that are listed in the checklist set out in Qual 6 of tender document.
9. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever arising to challenge the criteria for evaluation of the Qualification Bid or question any decision taken by the Chief Medical Officer \_\_\_\_\_ in connection with the evaluation of the Qualification Bid, declaration of the Eligible Bidders, or in connection with the Bidding Process itself, or in respect of the Contract(s) to execute the project in the State of Himachal Pradesh.
10. We hereby declare and undertake that we have read the Tender Documents for award of Contract for **providing vehicles for RBSK in the District of \_\_\_\_\_**. We hereby undertake and explicitly agree that if we are selected as the Successful Bidder, we shall adhere to and unconditionally comply with the terms as set out in the Tender Documents and the Contract.
11. We hereby declare and undertake that we have not been black-listed by any Government Organisation anywhere in India, by Central, any state or local Government.
12. We agree and undertake to abide by all the terms and conditions of the Tender Documents, including all Addenda, Annexures and Appendices.
13. This Bidding Process, the Tender Documents and the Bid shall be governed by and construed in all respects according to the laws for the time being in force in State of Himachal Pradesh.

We submit this Letter accompanying the Qualification Bid under and in accordance with the terms of the Tender Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_(Signature)

\_\_\_\_\_(Name of the authorized signatory)

In the capacity of \_\_\_\_\_[position]

Duly authorized to sign this Bid for and on behalf of [name of Bidder]

Qual-2: Power of Attorney for Signing of Bids  
(On Rs. 100 Stamp paper duly attested by Notary Public)

POWER OF ATTORNEY

Know all men by these present that we \_\_\_\_\_  
\_\_\_\_\_(name and address of the registered office) do hereby constitute,  
appoint and authorize Mr./Ms. \_\_\_\_\_(name and residential address)  
who is presently employed with us and holding the position of \_\_\_\_\_ as  
our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in  
connection with or incidental to submission of a bid pursuant to Tender Document No.....  
dated .....(insert Tender Document No. and date of issue) issued by the Chief Medical  
Officer, \_\_\_\_\_, for **providing vehicles for RBSK in the District of**  
\_\_\_\_\_, including signing and submission of all documents and providing  
information/responses to Chief Medical Officer, \_\_\_\_\_ in all matters in  
connection with our Bid.

We hereby declare that all acts, deeds and things done by our said attorney pursuant to this  
Power of Attorney shall always be deemed to have been ratified by us and done by us.

Dated this the \_\_\_\_\_ Day of \_\_\_\_\_

For \_\_\_\_\_

(Name, Designation and Address)



Qual – 3 Annual Turnover Statement

The annual Turnover of M/s..... for the past three financial years are given below and certified that the statement is true and correct.

Sr. No.	Financial Year	Turnover in Lakhs(Rs.)
1.	2016-17	
2.	2017-18	
3.	2018-19	

Total Rs. ....Lakhs.

Average turnover per annum Rs.....Lakhs

Signature of Chartered Accountant

(Name in Capital)  
Membership No.  
UDIN  
Date  
Seal

Signature of Bidder:

Name:

Designation:

Seal:

Qual-4: Details of vehicles registered in name of firm  
(On letterhead of bidder)

To,

Chief Medical Officer,  
District \_\_\_\_\_,  
Himachal Pradesh

Subject:- **Providing vehicles for RBSK in the District of \_\_\_\_\_ -  
Details of vehicles registered in the name of firm**

Sir/Madam,

We have the following vehicles registered in the name of the firm:

Sr. No.	Registration number of vehicle	Make/Model	Year of purchase

(Signature of the Bidder)  
Name & Designation  
Seal

Place:

Date :

Qual- 5-1 to 5- 6 Supporting documents to be submitted

- i. Certificate of incorporation under the Companies Act/Agreement/partnership deed (as applicable): marked as Annexure **Qual- 5-1**
- ii. Last three (3) years' Income Tax Returns: marked as Annexure **Qual- 5-2**
- iii. GST Registration Certificate. **Qual- 5-3**
- iv. Permanent Account Number (PAN) of firm. **Qual- 5-4**
- v. EMD amounting to Rs. \_\_\_\_\_ (Rs. 10,000/- X number of vehicles required in the district) in the shape of DD in favour of Chief Medical Officer, \_\_\_\_\_ , payable at \_\_\_\_\_. **Qual- 5-5**
- vi. Tender Document Cost - Rs 500/- in the shape of DD in favour of Chief Medical Officer, \_\_\_\_\_ , payable at \_\_\_\_\_. **Qual- 5-6**

**Qual-6: Checklist for Qualification Bid**  
[On letterhead of the Bidder]

We, ..... (insert name of the Bidder), hereby confirm that we are submitting the following documents as a part of our Qualification Bid in response to this Tender Document:

<b>No.</b>	<b>Document</b>	<b>Document No. (Reference no. to be provided in the Qualification Bid)</b>	<b>Submitted (Yes / No)</b>
1	Bid Application Cover Letter and undertakings	Qual-1	
2	Power of Attorney	Qual-2	
3	Annual Turnover Statement	Qual-3	
4	Details of vehicles registered in the name of firm	Qual- 4	
5	Certificate of incorporation under the Companies Act/Agreement/ partnership deed (as applicable)	Qual- 5-1	
6	Last three (3) years' Income Tax Returns	Qual- 5-2	
7	GST Registration Certificate	Qual- 5-3	
8	Permanent Account Number (PAN) of firm.	Qual- 5-4	
9	EMD amounting to Rs. _____(Rs. 10,000/- X number of vehicles required in the district) in the shape of DD in favour of Chief Medical Officer, _____, payable at _____	Qual- 5-5	
10	Tender Document Cost – Rs 500/-in the shape of DD in favour of Chief Medical Officer, _____, payable at _____	Qual- 5-6	
11	Checklist for Qualification Bid	Qual-6	

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Name of the authorized signatory)

In the capacity of \_\_\_\_\_[position]

Duly authorized to sign this Bid for and on behalf of [name of Bidder]

Fin-1 Financial bid  
[On the letterhead of the Bidder]

Date:

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To:

The Chief Medical Officer,  
District \_\_\_\_\_,  
Himachal Pradesh

Sir/Madam,

**Sub: Financial Bid for 'providing vehicles for RBSK in the District of \_\_\_\_\_',**

With reference to your Tender Documents dated \_\_\_\_\_, we, \_\_\_\_\_  
\_\_\_\_\_, wish to submit our Financial Bid for the award of the  
Contract(s) for providing vehicles for RBSK for the District \_\_\_\_\_ as follows:

Sr. No.	Description of vehicle	Model	Fixed rate for 1500 KM per Month	Rate per KM above 1500 KM	Night stay charges
1					
2					
3					
4					

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_(Signature)

\_\_\_\_\_(Name of the authorized signatory)

In the capacity of \_\_\_\_\_[position]

Duly authorized to sign this Bid for and on behalf of [name of Bidder]

ANNEXURE A – BRANDING AND  
STICKERING OF VEHICLES

Back door



Bonnet area



Bonnet side area



Passenger door



Above back door



Above Front Area



Drivers door

