**HOMI BHABHA CANCER HOSPITAL & RESEARCH CENTRE**

a unit of

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|  | **(TATA MEMORIAL CENTRE)**  **A grant-in-aid Institute under the Department of Atomic Energy, Govt. of India** |  |

**HOMI BHABHA CANCER HOSPITAL & RESEARCH CENTRE**

**SKMCH CAMPUS, UMANAGAR, MUZAFFARPUR, BIHAR-842002**

website: [www.tmc.gov.in](http://www.tmc.gov.in)

Tender No.: HBCH&RC/NHM/Transport/2022-2023/OT/001 Dated: 07.11.2022

# **TENDER FOR RUNNING TRANSPORT SERVICES FOR CANCER STRENGTHENING & PALATIVE CARE SERVICES UNDER NHM FOR STAFF/GUESTS & PATIENTS IN 38 (Thirty-Eight) DISTRICTS OF BIHAR UNDER THE CONTROL OF HBCH & RC (U NIT OF TATA MEMORIAL CENTRE), MUZAFFARPUR**

ON CONTRACT BASIS

**FOR THE PERIOD OF 06 MONTHS**

**(EXTENDABLE IN BLOCKS OF 06 (Six) MONTHS SUBJECT TO SATISFACTORY PERFORMANCE/ REQUIREMENT)**

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| **Ref. No.** | **HBCH&RC/NHM/Transport/2022-2023/OT/001** |
| **EMD** | **Rs. 3,84,000/-** |
| **Subject** | **TENDER FOR RUNNING TRANSPORT SERVICES FOR CANCER STRENGTHENING & PALATIVE CARE SERVICES UNDER NHM FOR STAFF/GUESTS & PATIENTS IN 38(Thirty-Eight) DISTRICTS OF BIHAR UNDER THE CONTROL OF HBCH & RC (UNIT OF TATA MEMORIAL CENTRE), MUZAFFARPUR** |
| **NAME OF DISTRICTS FOR TRANSPORTAION SERVICES** | Araria, Arwal, Aurangabad, Banka, Begusarai, Bhagalpur, Bhojpur, Buxar, Darbhanga, East Champaran, Gaya, Gopalganj, Jamui, Jehanabad, Khagaria, Kishanganj, Kaimur, Katihar, Lakhisarai, Madhubani, Munger, Madhepura, Muzaffarpur, Nalanda, Nawada, Patna, Purnia, Rohtas, Saharsa, Samastipur, Sheohar, Sheikhpura, Saran, Sitamarhi, Supaul, Siwan, Vaishali, West Champaran |
| **Pre-Bid Meeting** | **18.11.2022 at 11:00 AM**  **(at conference room HBCH & RC, MUZAFFARPUR)** |
| **Closing Date & Time for receipt of bids** | **28.11.2022 upto 13:00 Hrs.** |
| **Date, Time & Venue for opening of Technical Bids** | **28.11.2022 from 14:30 Hrs. At**  **HOMI BHABHA CANCER HOSPITAL & RESEARCH CENTRE**  **SKMCH CAMPUS, UMANAGAR, MUZAFFARPUR, BIHAR-842002** |

**TENDER NOTICE FOR CONTRACT FOR PASSENGER TRANSPORT SERVICES FOR CANCER STRENGTHENING & PALATIVE CARE SERVICES**

**Ref. No.** HBCH&RC/NHM/Transport/2022-2023/OT/001

1. Sealed tenders are invited by HBCH & RC for Passenger Transport Vehicle Services for cancer screening and cancer care services in the 38 districts of Bihar (Araria, Arwal, Aurangabad, Banka, Begusarai, Bhagalpur, Bhojpur, Buxar, Darbhanga, East Champaran, Gaya, Gopalganj, Jamui, Jehanabad, Khagaria, Kishanganj, Kaimur, Katihar, Lakhisarai, Madhubani, Munger, Madhepura, Muzaffarpur, Nalanda, Nawada, Patna, Purnia, Rohtas, Saharsa, Samastipur, Sheohar, Sheikhpura, Saran, Sitamarhi, Supaul, Siwan, Vaishali, West Champaran) for commuting, Doctors, patients and other staff from nodal point(district headquarter) in the above mentioned district to various sites in the districts & vice versa and any other identified points in the above mentioned districts initially for a period of 06 (Six) months and extendable in the blocks of 06 (Six) months for a period of 01 (One) year & further extendable for 01(one) more year based on satisfactory performance/requirement.
2. **Pre-bid meeting against tender for running transportation services will be held on 18.11.2022 at 11:00 AM in the Conference Room of HOMI BHABHA CANCER HOSPITAL & RESEARCH CENTRE, SKMCH CAMPUS, UMANAGAR, MUZAFFARPUR, BIHAR-842002**.
3. The said tender should be submitted **in two parts i.e. ‘Part I-Technical Bid’ and ‘Part II- Price Bid’ each to be submitted in separate envelopes &** Sealed Envelopes of Both Part – I and Part – II tenders are to be sealed in separate envelope of suitable size & super-scribed ‘**Ref. No. HBCH&RC/NHM/Transport/2022-2023/OT/001** and addressed to the **“Officer-In-Charge (HBCH & RC, MUZAFFARPUR), HOMI BHABHA CANCER HOSPITAL & RESEARCH CENTRE, SKMCH CAMPUS, UMANAGAR, MUZAFFARPUR, BIHAR-842002**.**”** should reach Purchase Department on or before **28.11.2022 up to 13:00 Hrs.**
4. **The Part I- Technical Bid shall be opened at 15:00 hrs. on the same day i.e. on 28.11.2022.**
5. If required, After opening the technical bid, based on the documents submitted an inspection may be carried out of vehicles, facilities, etc. of the tenderer to determine the technical capability of the tenderer and financial bid will be opened only of technically qualified tenderers. The time and date will be intimated to such tenderers.
6. Time and date of opening of **Part II- Price Bid** will be intimated only to the tenderers who are qualified after evaluation of Part I- (Technical Bid) i.e. Part II of the tenders will be opened on a date to be intimated later, only if Part I of the bid is technically accepted.
7. No tender will be accepted unless the full amount Ernest Money Deposit of **₹ 3,84,000/- (Rs. Three Lakh Eighty Four Thousand Only)** paid. The Earnest Money Deposit must be paid by Demand Draft/Bankers Cheque drawn in favour of “HOMI BHABHA CANCER HOSPITAL & RESEARCH CENTRE” payable at Muzaffarpur, to be attached alongwith Technical-Bid or submit the EMD amount at cash counter of HBCH&RC & obtain receipt from cash counter. **Original EMD** receipt must be enclosed along with the tender document (Technical-Bid Part-I). The EMD Receipt number/DD No. and date should be mentioned on the envelopes (i.e. Technical-Bid Part-I & Price-Bid Part-II). The copy of the EMD receipt/DD No. must be kept with the vendor and to be shown at the time of tender submission.

**Exemption against submission of EMD will be applicable as per prevailing rules of Government of India under GFR.**

1. **Bid Security Declaration:** The tenderer has to submit the “Bid Security Declaration” as per ANNEXURE ‘B’ attached in the tender document.
2. No tender will be accepted unless the Bid Security Declaration is enclosed along with **Part I- Technical Bid** of tender document.
3. **ELIGIBILITY FOR SUBMISSION OF TENDER:**
4. The bidder should own or have on lease minimum of 03 in SUV /TUV/ (07-Seater) [Mahindra Scorpio TUV / Xylo/ Marazzo, BOLERO, or equivalent] of model not older than January 2019 registered as commercial vehicles in their names or firm’s name for use as commercial vehicles. The proof of ownership or lease holding should be produced along with the qualifying bid documents.
5. The vehicles should be registered as a commercial vehicle and the model not older than Jan 2019. The lowest bidder shall make available the vehicle at the place, to be decided by the Hospital, for inspection. If the Hospital, is satisfied with the condition of the vehicles, only then, work order /contract shall be awarded to the lowest bidder. If the lowest bidder is not able to provide vehicle(s) in good condition resulting in non-issue of work order, the appropriate legal action will be initiated.
6. The bidder shall submit the proof of ownership in case of own vehicle or in case of leased/ hold vehicle’s power of attorney/affidavit, authorizing the bidder to use the vehicle for hiring, on stamp paper from Notary.
7. The Tender should have minimum 1 years’ experience in the related field i.e. The bidder shall have experience of providing services of vehicles to Central/State Govt. organization/PSU OR any reputed private Organization.
8. The tenderer/firm should be registered contractor/ having Trade license with Competent Authority to carry out the business.
9. The tenderer/firm should have PAN & GST Registration.
10. **INSTRUCTIONS FOR SUBMISSION OF TENDER**

The following documents duly stamped & verified shall be the submitted along with Technical Bid for qualifying criteria for Technical Scrutiny -

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| **1** | EMD INR (₹) 3,84,000/- in form of DD/banker cheque, in the favour of “Homi Bhabha Cancer Hospital & Research Centre” payable at Muzaffarpur / EMD Exemption Certificate |
| **2** | Tenderer has to submit the “Bid Security Declaration” as per ANNEXURE ‘D’ attached in the tender document. |
| **3** | Copy for registered contractor/ Trade license with Competent Authority |
| **4** | Copy of PAN No. |
| **5** | Copy of GST Registration Certificate & GST No. |
| **6** | Copy of ITR and Balance sheets of latest 02 years. |
| **7** | Copy of Registration Certificates of the respective vehicles (minimum 03 Nos.) |
| **8** | Copy of lease/vehicle’s power of attorney/affidavit, authorizing the bidder to use the vehicle for hiring on notarized stamp paper. |
| **9** | Copy of document showing current insurance of the respective vehicles (for which the RC is submitted) |
| **10** | Copy of Road Permit (if/as applicable for respective vehicles) |
| **11** | 01 years’ relevant experience in reputed institutions/ organizations (copies of work orders/Purchase orders/contracts/agreements & performance/work completion/experience certificates must be enclosed). |
| 12 | Notary Affidavit as per para D (Ref. Pg. 4) |
| 13 | Copy Contract Labour License (if Applicable) |
| 14 | Copy of EPFO Registration Certificate (if Applicable) |
| 15 | Copy of ESIC Registration Certificate (if Applicable) |

1. Tenderer shall offer their quotations in two bid system i.e. part I (Technical Bid) & Part II (Price Bid) the prescribed tender forms & the values to be quoted in figures as well as in words. Erasures or corrections in figures without Tenderer’s initials will render the tender liable for rejection. Amount in tenders expressed **in words** will be treated as correct even if the figures are incorrect or overwritten. Financial bid submitted with the technical bid will be rejected.
2. The Tenderer should visit the site at his own cost and expenses and get acquainted with the work load involved, facilities and other details. HBCH & RC, MUZAFFARPUR will not be responsible for any misunderstanding developed later on.
3. **REQUIREMENT OF VEHICLES:**

**The requirement of vehicles shall be as under:- Vehicles Working days 22 Days**

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| **Sr.** | **Vehicle type** | **Approx. Run per month (in KM)** | **Working days per month** | **Per Day Working Hours** | **Qty.** |
| 1 | **SUV/TUV (6+1-Seater) AC**  Mahindra Scropio TUV, BOLERO or equivalent | 2200 KM | 26 days for month | 11 Hrs.  (8:00 AM To 7:00 PM)  Or as directed by officials of Hospitals. | 40 |
| **The vehicles will be stationed & required at District Hospitals or as directed by officials of Hospitals** **respective districts on the prescribed timings and will be run within the district circle area and also against the requirement the vehicle will be run from one to another district.** | | | | | |

1. The present requirement TUV/SUV/BOLERO, 07-Seater for respective districts on monthly basis (Working days 26 Days – as applicable for respective month/s) for approx. run of 2200 KM of each for commuting, Doctors, patients and other staff from nodal point (district headquarter) in the respective mentioned districts to various sites in the districts & vice versa and any other identified points in the districts. HBCH&RC may increase/decrease and change the route & number of vehicles during the period of contract on the approved rates, terms and conditions**.**
2. The contractor, every time during the currency of contract shall provide only good conditioned SUVs/TUVs/BOLERO preferably model of 2018 or later model Vehicles.
3. It is mandatory to having GPS System in working condition in the vehicles.
4. The contractor shall supply the vehicles properly cleaned from outside and properly cleaned & totally dust free inside. Also, driver should be properly dressed & well behaved. vehicles to be provided by the Contractor should be in perfectly sound working condition and suitable for use. Engine of the supplied vehicle should be noise-free.
5. The drivers employed for the vehicles should be non-tobacco chewer/non-smoker/non gutka & pan masala chewer and should have sound physical and mental health.
6. The vehicles should be registered in the name of firm. The necessary papers of the TUV/SUV/Bolero and authorized driving license should be with the driver while operating the vehicle as per rules.
7. The contractor shall produce the vehicles for physical inspection before HBCH & RC, MUZAFFARPUR authorities along with original documents of the vehicles viz. RC books, Insurance policies (Comprehensive), Pollution Certificate (PUC), Passenger Permit, Road Permit etc. for verification prior to deployment on the specified dates. If the Contractor fails to produce the Vehicles & documents for inspection/verification on the specified date, the work order for supply of Vehicles will not be issued in his favour and suitable action/s will be initiated.
8. The contractor shall make the TUVs/SUVs/Boleros available for transportation of Doctors, Trainees, Observers & Patients on all working days. Place, route and timing of plying the vehicles will be provided and shall be subject to changes at the discretion of authorities to meet with the requirements.
9. The vehicles SUV/TUVs/Boleros should be in road-worthy good conditions, in all respect, for operation in accordance with Motor Vehicle Act and rules made there under by the State and existing laws as may be applicable and amended from time to time. Valid documents viz. Registration Certificate, Insurance Certificate, Pollution Certificate (PUC), Road/Route Permit, Fitness Certificate etc. as applicable) should be available in the respective Vehicles with the driver during operation of the asked Vehicles. Responsibility for any lapses in this regard shall be that of contractor.
10. The Vehicles should be neat and clean from inside and outside, in perfect mechanical condition and the general get-up of the vehicles such as body, paint, upholstery, tin work, windows panes appearance, etc. should be good commensurate with the image of HBCH & RC, MUZAFFARPUR. The Vehicles will be inspected periodically for road worthiness and any defect pointed out by HBCH & RC, MUZAFFARPUR should be rectified immediately and contractor shall provide another vehicle/s not earlier than 2018 in good condition, as replacement, during the period of repair.
11. The Contractor shall provide and maintain First Aid Box and Fire Extinguisher, one each in every vehicle as per the prescribed norms.
12. The contractor shall not use outlived retreated tyres for the vehicles i.e. TUV/SUVs/Bolero. He shall also observe the safety and maintenance provisions indicated in Motor Vehicle Act which is in force, and be responsible for ensuring safety transport of passengers through the drivers employed by him, and further undertake that the requisite insurance is always valid during the term of this contract.
13. The Tenderer/Contractor should furnish along with tender a **Notary affidavit on Non-judicial stamp paper of appropriate value stating their in as under:**
    1. Tenderer should not be blacklisted in any of the Organization in any of the previous years. No criminal cases filed on Tenderer regarding Transportation & related matters, harassments, etc.
    2. That no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.
    3. That the firm is never being blacklisted/penalized/defaulted by any government institution/Hospitals with in last 5 years.
    4. That the firm has deposited up to date Sales Tax and Income Tax (Attach copy of clearance/Return certificate).
    5. That the rates quoted by the firm are the lowest and not higher than the quoted in any other Institution or Hospitals. Rates have been checked by me/us and if approved shall provide the services.

**N.B. The affidavit must be as per the details mentioned above. Any changes in the text matter are not accepted & HBCH & RC, MUZAFFARPUR reserves the right to reject such offers**

1. **GENRAL TERMS AND CONDITONS**
2. The contractor entered into will be for a period of Seven Months post completion of tender formalities (from the date of award of Work Order). HBCH & RC, MUZAFFARPUR may, if required increase or reduce the number of vehicles with an advance notice of 07 days. If service found satisfactory then the competent authority reserves the right to extend the Rate Contract upto the requirement of the project.
3. The contractor may withdraw the contract by giving 90 days’ notice in writing. The contract can be terminated by HBCH & RC, MUZAFFARPUR by giving 07 Days’ notice without assigning any reason thereof in case of transport services are no more required.
4. The contractor should declare and warrant that they are legally entitled to do the business of providing transport and hold the requisite license and/or permit for the same from the appropriate authorities.
5. The contractor should produce all documents issued by RTA relating to the respective Vehicles for verification. If vehicles are not registered in the name of valid contractor, it will not be accepted.
6. Once the vehicles are fixed on a particular route, shall not be changed by the driver/contractor in the normal course. However, HBCH & RC, MUZAFFARPUR may direct to change the vehicles on any route if it is found to be not meeting with requirements.
7. Driver and vehicle should not be changed frequently. If in most unavoidable circumstances the change of driver/vehicle is required, prior intimation should be given to the user concerned.
8. In Case the Hospital is not satisfied with the quality/condition of the vehicle the contractor shall change the vehicle / make necessary repairs to the satisfaction of the department.
9. No hike in rate will be allowed if there is a hike in the price of Fuel and or spare parts of vehicle.
10. The Tender Inviting authority reserves the right to counter offer price against the price quoted by the contractor.
11. In case of change of vehicle by the contractor during the currency of the contract, the proof of ownership in case of own vehicle or in case of leased/ hold vehicles a copy of power of attorney/affidavit should be submitted within 7 (seven) days of such change for such changed vehicles.
12. All repairs including major overhaul and maintenance, servicing and other expenses for the up-keep of the vehicle, running expenses such as diesel, oil, tyres, batteries etc. shall be borne by the contractor at its cost.
13. The vehicles shall follow the routes and rallying points as specified in the Annexure-I, II and III and no deviation will be allowed unless it is due to some unforeseen reasons such as traffic jam or diversion of the route by the Traffic Police or Municipal Authorities. However, HBCH & RC, MUZAFFARPUR reserves the right to change the schedule / route at any time.
14. The contractor shall display signboard of (HBCH &RC) name, destination, route number and route name prominently on the front and rear side of the vehicles /SUV while (HBCH &RC) duty. The contractor shall not display (HBCH &RC) signboard when the vehicles are not on HBCH & RC duty.
15. All payment as may be required for obtaining different permits and license in contractor’s line of business will be obtained by the contractor at his cost.
16. The contractor shall not carry any other person other than employees/patients of HBCH & RC situated nodal points/sites at Hospital while on HBCH & RC duty.
17. The contractor shall make the vehicles available 15 minutes in advance before their actual departure timings on both sides on allocated routes.
18. The contractor shall ensure that driver deployed on the vehicles are qualified and competent, possess valid professional Vehicle License with badge and is always in uniform, wearing black shoes and also well-disciplined. He should behave properly with the officials, well conversant with the route/roads and its surroundings and should not report for duty under influence of alcohol or any narcotics, etc.
19. No person engaged or involved in this contract should disclose any matter pertaining to the Department to any third party in particular any information identified as proprietary in nature shall be kept strictly confidential and shall not be disclosed to any third party without written consent of the original disclosing party.
20. The Contractor or the employees engaged by the contractor shall not use HBCH & RC name for any publicity purpose through any public media like Press, Radio, Television or internet, without the prior written approval of HBCH & RC.
21. The contractor shall not sublet, transfer or assign the contract to any other party.
22. The contractor shall produce the original documents of the vehicles and drivers under contract for verification as and when called for by concerned HBCH & RC authorities.
23. If the contract is terminated on the basis of non-compliance of terms and conditions of the contract, security deposit shall stand forfeited.
24. The contractor shall furnish agreement on non-judicial stamp paper of appropriate value of Rs.100/- accepting all the terms and conditions mentioned in the tender document at the time of award of the contract for supply of vehicles.
25. **COMPLIANCE OF LABOUR LAWS AND SAFETY RULES**
26. The contractor shall declare and warrant that they are legally entitled to do the business of providing transport and hold the requisite license and/ or permit for the same from the appropriate authorities.
27. The vehicles should comprehensively be insured to cover the risk of injury to any loss of life of the passengers and driver and third parties by law including damages to property belonging to them, and such insurance policy shall always be kept valid during the term of this agreement.
28. The contractor shall employ his own driver, cleaner during the period of contract and shall pay their wages and comply with the statutory provisions and HBCH&RC shall not, in any manner, be responsible for the same. The contractor shall make payment of wages to the workmen employed by him in the presence of representative of (HBCH&RC by 7th of every month, in fulfillment of payment of wages act

and minimum wages act and maintain the register of wages paid to workmen and shall produce the same to HBCH & RC authorities or any statutory authorities for verification as and when called for.

1. It will be the sole responsibility of the Contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
   1. Employment of Children Act
   2. Workmen Compensation Act
   3. Employment of Labour / Contract Labour Act
   4. Industrial Employment Act
   5. Contract Labour Abolition and Regulation Act 1970
   6. Minimum Wages Act
   7. Employee Provident Fund Act
   8. Any other act or legislation which may govern the nature of the contract.
   9. Any other law or act or rule as may be in forced and made applicable to the workmen / supervisor /other persons as may be deployed by the Contractor for carrying out the assigned jobs involving use of skilled, semi-skilled or unskilled workers.
2. Payment of GST shall be as per Govt. order from time to time. Relevant documents and GST Registration number shall be submitted before execution of work.
3. All payment as may be required for obtaining different permits and license in contractor’s line of business will be obtained by the contractors at their cost.
4. In order to avoid mishap / accident, contractor shall ensure that only skilled driver (having appropriate driving license to drive respective LMV/ Heavy Vehicles /Passenger Vehicles) with sufficient experience in the trade is deployed on vehicles and he observe all rules / precautions in this regard.
5. The contractor shall maintain such documents as may be necessary by law and as instructed by HBCH & RC (TMC) from time to time. These should be available for inspection at any time.
6. If the vehicles are involved in any accident or mishap and as a result thereof alone any employee or employees of HBCH & RC (TMC) suffer any injury or death then the contractor shall be liable to pay compensation or damages as may be assessed by the competent authority and HBCH & RC (TMC)will not be liable for any criminal or civil consequences.
7. If the contractor at any stage refuses or is unable to provide the Vehicles for any reasons whatsoever or his performance is found to be otherwise unsatisfactory, HBCH & RC (TMC) will have the right to terminate the contract and recover from the contractor, the amount of losses and liquidated damages suffered by the HBCH & RC (TMC)due to termination of the contract. This will be in addition to the recovery of losses which shall have to be reimbursed to the authorized commuters for to and fro journey (coming / going) from their respective places.
8. All letters posted through postal authorities (P&T) to Contractor on the address given by him will be considered to have been delivered in time.
9. **RESOLUTION OF DISPUTES:** Notwithstanding anything contained, all questions, disputes or differences whatsoever, between the parties to the Contract, arising out of or relating to the construction, meaning and operation or interpretation of provision of the contract or matters related thereto, whether during the currency of the Contract, or its failure or after the completion of the Contract, shall be settled by sole arbitrator to be nominated and appointed by the Director, HBCH & RC (TMC). It will be no objection that the arbitrator is an employee of HBCH & RC (TMC)and that he had to deal with matters related to the Contract or that in the course of his duties as an employee of HBCH & RC (TMC)had expressed views on all or any other matters in question dispute or difference. The award of the arbitrator shall be final and binding on the parties to the Contract. In an arbitration invoked at the instance of either party to the contract, the arbitrator would be free to consider the counter claim of the other party even though they are not mentioned in the reference to arbitration. The provisions of the Arbitration and Conciliation Act, 1996, and Rules made there under and/or any statutory modifications or re-enactment thereof for the time being in force shall apply to such arbitration proceedings. Notwithstanding the commencement or continuance of the arbitration, the parties shall continue performance of the Contract with due diligence.
10. **COMPLIANCE WITH RTO RULES**
11. The contractor shall ensure that the driver carry valid Professional driving license while on duty. They shall posses’ good credentials with working knowledge of Hindi.
12. The contractor shall ensure that the driver do not carry any inflammable / contraband material in the Vehicles.
13. Entire expenditure towards maintenance of vehicles, taxes, insurance, POL, consumables, driver’s wages etc. shall be borne by you. HBCH & RC (TMC)shall have no liability other than monthly charges towards use of the vehicle.
14. Contractor shall ensure that the drivers employed behave themselves in a temperate and courteous manner, besides attending duties in good attire.
15. Contractor is required to adhere the statutory obligations of Motor Vehicles Act and to produce receipts of payments of road tax and all the original/ photo-stat copies of document. The same shall be kept with the driver, facilitating production to RTO whenever demanded.
16. Prevailing statutory requirements such as minimum wages, Provident fund and ESI shall be made applicable to the personnel being deployed.
17. The contractor shall be liable to bear all taxes, charges, levies, fines, penalties, etc. payable in respect of the aforesaid Vehicles. The contractor shall be liable and responsible for non-fulfillment / compliance of all or any of the statutory requirements under the Motor Vehicle Act, 1988 or any other Act for the time being in force.
18. **SAFETY AND SECURITY**
19. In order to avoid any Mishap/Accident, Contractor shall ensure that only skilled drivers (having driving license to drive heavy vehicles/ passenger vehicles/LMV as applicable for respective vehicle) with sufficient experience in the trade are deployed on Vehicles and they observe all rules/ precautions in this regard. Contractor shall ensure that driver do not exceed normal speed limit and shall further ensure that his crew is deployed on duty after adequate rest to avoid accidents due to over fatigue. The contractor shall be solely responsible for violation of the above stipulations.
20. The agreed charges shall remain firm and fixed during the contract.
21. The contractor shall engage the drivers for HBCH & RC (TMC)duty whose character and antecedent verification has been done by the Police Department, possess valid driving license, having adequate driving experience on passenger Vehicles, having thorough knowledge of traffic rules / road safety precautions, aware with the routes and its surroundings.
22. The driver of the vehicles should follow the traffic rules prominently.
23. The contractor shall make his own arrangement for parking the vehicles after closing the duties. No parking will be allowed in the Hospital premises after closing the duties.
24. The contractor shall always abide by the rules and regulations of Hospital pertaining to Security & Safety
25. The Contractor or his representative shall not divulge to any one, any confidential information obtained during the course of work.
26. The Contractor shall be responsible for the safety and security of vehicles.
27. The Contractor shall be responsible for any damages to the Vehicles or any death or injury to the driver or any other person travelling in the vehicle in case of any accident.
28. Any indiscipline by the contractor’s workmen within the premises, while on duty, will make them liable for penalty and HBCH & RC (TMC) will also be entitled to terminate the contract. The security rules as framed from time to time shall be strictly complied with by them.
29. The contractor will make arrangement to fix jalis to side both windows, back and front side windows and to the door if needed or as per need of the situation at his own cost to ensure safety of the persons travelling in the vehicles.
30. **SPECIAL CONSENT**

With regards to passengers, we may have to inform categorically that it is their own volition and option to avail the transport service, on their risk and consequences.

1. **SET- OFF CLAUSE**

Whenever any claim or claims for payment of a sum of money arise(s) out of or under this contract against the contractor, HBCH & RC (TMC)shall be entitled to withhold and retain such sum or sums in whole or in part from the security deposit of the contractor pending finalization or adjudication of any such claim, in the event of the security deposit being insufficient to cover the claimed amount or if no security deposit has been taken from the contractor, HBCH & RC (TMC)shall be entitled to withhold and have a lien to retain the extent or the such claimed amount or amounts referred to supra from any sum or sums found payable or which at any time thereafter may become payable to the contractor under the contract or any other contract with HBCH & RC (TMC)or Government or any person contracting through HBCH & RC (TMC)pending finalization or adjudication of any such claim. During the period of this contract any sum of money or moneys so withheld or retained by HBCH & RC (TMC)will be kept, withheld or retained as such by HBCH & RC (TMC), till the claim arising out of or under the contract is determined by HBCH & RC (TMC)or Arbitrator or by the Competent Authority, as the case may be and that the contractor will have no claim for interest or damages whatsoever on any account in respect of such sums.

1. **CORRUPT PRACTICES**

The contractor shall not offer or agree to give any person in the employment of HBCH & RC (TMC)any gift or consideration of any kind as “Inducement” or “Reward” for doing or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the contracts. Any breach of the aforesaid condition by the contractors or any one employed by them or acting on their behalf (whether with or without the knowledge of the contractors) or the commission of any offence by the contractors or by any one employed by them or acting on their behalf which shall be punishable under the Indian Penal Code, 1880 or the Prevention of Corruption by Public Servants, shall entitle HBCH & RC (TMC)to cancel the contracts and all or any other contracts and then to recover from the contractor the amounts of any loss arising from such cancellation of contract.

1. **PENALTIES**
2. Vehicles should be made available on call any day in the week at any hour. In case of failure to supply/arrange the vehicle, a penalty of Rs.1000/= will be imposed on each occasion, in addition to the pro-rata deduction of rental in the monthly bill.
3. The vehicle should report at the specified reporting time. In case of delay in reporting, acceptance of the vehicle will be at the discretion of the controlling officer subject to following conditions:
4. If vehicle is accepted after delayed reporting, a penalty of Rs.300/= will be imposed for that day.
5. If the vehicle is not accepted, a penalty as per clause (a) above will be imposed.
6. In case of breakdown, if the vehicle is not replaced within one hour, penalty of Rs.200/= per occasion will be imposed, in addition to the pro-rata deduction of rental in the monthly bill.
7. Department reserves the right to call the vehicles before stipulated duty hour and beyond duty hour. Vehicles should be made available on call basis beyond the office hours in the week days as well as holidays, failing which the penalty of Rs. 500/= will be imposed on each occasion.
8. The vehicles are required to ply on specified routes and any failure to operate the vehicles as per the above schedule the contractor is required to bear actual expenses incurred by HBCH & RC(TMC)in transportation of the employees. In addition, a penalty of one-day charge will be deducted from the monthly bill of that period. The decision of the HBCH & RC (TMC) regarding the amount of actual expenses incurred will be final and binding on the contractor and contractor shall not challenge the same.
9. In case of breakdown, substitute Vehicles of the same or later model in good condition shall be deployed within half an hour. If the contractor does not provide a substitute vehicle within half an hour, he shall be liable to pay HBCH & RC (TMC) the charges and expenses that may be incurred by HBCH & RC (TMC), for hiring Vehicles or for arranging other mode of transport for its employees.
10. The Vehicles will be inspected by HBCH & RC (TMC)authorities periodically for road-worthiness and if any defect is pointed out the contractor shall provide a substitute vehicle of the same or later model in good road-worthy condition till its rectification.
11. **VALIDITY:** The quotation should remain valid for 180 days from the date of opening of price quotations
12. **SECURITY DEPOSITS**

If the tender is accepted, the contractor will have to deposit an amount equivalent to 3% of the total contract value as Security Deposit which will not bear any interest. The security Deposit is to be paid by a demand draft or in the form of bank guarantee from a bank, within 30 days from the date of intimation of acceptance of the tender for a period after 60 days beyond the completion of contractual obligation to the contractor.

1. **Rate of hire charges:**
2. Rates quoted for 22 days per month charges (up to 2200 KM), Extra KM (after 2200 KM) & Extra Hours (after 11 Hours per day) should be inclusive all taxes except Goods Service Tax (GST). Goods Service Tax (GST) will be paid extra as per Govt. rates applicable from time to time. Proof of deposit of Goods Service Tax (GST) to appropriate authority should be submitted quarterly to respective HBCH & RC (TMC)for the vehicles under their respective control.
3. Duty hours will be calculated on the basis of the difference between reporting time and releasing time on each day as noted on the duly slip/log book by the user.
4. Calculation of distance: From reporting place to relieving place.
5. Extra Kilometer & Hours will be rounded off to lower side, no decimal value shall be taken.
6. **BILLING AND PAYMENT**
7. No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.
8. The bill shall be submitted for each calendar month duly completed in all respects by first week of succeeding month so as to enable the HBCH & RC (TMC)for arranging payment at the earliest possible. The bill will be supported by a statement showing the details of date wise run of the Vehicles, Extra Mileage KM (if applicable for respective month), Extra Hours (if any), receipt of toll charges (If any) & parking charges, if any.
9. The payment to the contractor shall be made by HBCH & RC (TMC)by online transaction (NEFT/ RTGS) OR account payee cheque only within 30 days from the date of receipt of the bill and the contractor shall not be entitled to claim any interest for delay in payment due to unforeseen reasons.
10. Payment will be made by way of RTGS/NEFT/IMPS against the submission of monthly bills (in triplicate) with Log Book duly signed by the designated user(s). Bill shall be prepared as per clause (P) below. The monthly bill shall be paid only after tax deduction at source (TDS) as applicable from time to time
11. If the bills are sent back for any correction to the contractor, the date of re-submission of the bill after correction will be considered the date of actual submission of the bill.
12. The bills will be raised once in a month in the format prescribed by HBCH & RC (TMC) (the succeeding month for the operation performed in the previous month) and as such the payment will be made by cheque against the bill.
13. Recoveries towards Income-Tax plus applicable surcharge on Income-Tax will be made as per Government Orders in this respect and certificate to that effect will be issued by the HBCH & RC.
14. The rates offered in the schedule of rates (Annexure-I) includes all the expenses of POL, salary payable of driver, road tax, passenger permit charges, insurance of vehicles, maintenance charges for monthly hiring TUV/SUVs/Bolero.
15. **BID Evaluation:**

**The technically acceptable & lowest offer for each respective District against the Price Bid (Annexure –II) will be considered for award of contract.**

1. **FORCE MAJEURE**

Force Majeure is herein defined as any cause which is beyond the control of the contractor and the HBCH & RC, MUZAFFARPUR, as the case may be, which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affects the performance of the contract, such as Natural Phenomena, including but not limited to floods, droughts, earthquakes and epidemics. Other phenomena including but not limited to hostilities, riots, civil commotion and declared lockout in contractor’s works.

1. **COMPLIANCE WITH THE TERMS AND CONDITIONS**

The contractor shall comply with all the laws applicable including the minimum wages act, payment of wages, contract labour act, and the rules made there under, EPF act, ESI act and shall indemnify HBCH & RC (TMC)against any action brought against it for any violations / non-compliance of any of the act, rules etc. The performance of the contract shall be monitored periodically and in case services are found unsatisfactory i.e. the condition of Vehicles deteriorates, frequent break-down, improper maintenance, use of retreated tyres, unavailability of fuel in the vehicle, non-displaying of HBCH & RC (TMC)sign board, misuse of HBCH & RC (TMC) board, non-availability of documents of the vehicle, license etc. with the driver, non-availability of spare wheel and tools, non-availability of first aid box and medicine therein, unpunctuality in duty, non-wearing of uniform by the driver / cleaner, misbehavior of the driver / cleaner with the employees, driver / cleaner under influence of alcohol, disobey of the transport staff / traffic rules and other violations covered explicitly and implicitly under this contract. HBCH & RC (TMC)reserves the right to terminate the contract at any time without assigning any reason by giving 07 Days’ notice in writing and the contractor shall not be entitled to any compensation, whatsoever by reason of such termination and security deposit will be forfeited.

1. **Termination of Contract:**

Competent authority, without prejudice to any other remedy, for breach of contract, may terminate the contract in whole or in parts.

1. If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by competent authority.
2. If the contractor fails to perform any other obligation (s) under the General & special conditions of the contract and all clauses of this tender which are integral part of this tender.
3. Competent authority may without prejudice, to other rights under law or the contract provided get the hiring of vehicles done at the risk and cost of the contractor, in above circumstances.
4. **Termination for Insolvency**: The competent authority may at any time terminate the Contract by giving written notice to the contractor, without compensation to the contractor. If the contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued.
5. **HBCH & RC (TMC)reserves the right to accept or reject any or all tenders without assigning any reason whatsoever thereof, HBCH & RC (TMC)reserves the right to cancel the contract even after acceptance without assigning any reason whatsoever thereof. HBCH & RC (TMC)is not bound to accept the lowest tender. HBCH & RC (TMC) also reserves the right to extend the validity of the Rate Contract for more than 02 years as mutually agreed upon.**

Notwithstanding with affiliation or association if any, with any political organizations/ bodies, the contractors and their drivers shall ensure and undertake that there shall be no inconvenience, disturbance, etc. in any manner, to the Tata Memorial Centre (HBCH & RC, Muzaffarpur), or its employees and or the **HBCH & RC** staff transported in the vehicles deployed by the contract.

**ACCEPTANCE**

I have read the general and Special Terms and Conditions of the contract given above. I agree to abide by them.

**Signature of the Bidder and Seal**

Name of authorized person

**Name of the firm**

**Address for correspondence**

**Date:**

**Annexure-A**

Details of the Vendor for Company: M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vendor Capability Proforma**

|  |
| --- |
| Vendor Name: |
| Address (Reg) Office:  Address Factory: |
| Telephone No: Fax No: |
| Email: |
| Contact Person Name:  Designation:  Mobile No: |
| Types of establishment: Manufacturer/Distributor/Dealer/Trader/Agent |
| Constitution of company: Proprietary/Partnership/Limited/Other |
| Year of Establishment: |
| Items/Services proposed to be supplied to the hospital: |
| Name and address of Bankers & Account No.: |
| Credit limit: |
| PAN No: |
| Sales Tax registration No. |
| FDA license No. (if required) |
| Factory Act License/SSI Registration/Shops and establishment license No.: |

### 

### **Commercial Information**

|  |  |  |
| --- | --- | --- |
| Are you in Rate Contract with DGS & D?  Railway/MCGB/BPT/ Any other hospital:- | | |
| **Principal customers**  **Name and address** | **Product**  **supplied** | **Value in**  **Rs. Lacs/ year** |
|  |  |  |

### **Other information**

|  |
| --- |
| **Please enclosed the following:** |
| 1 Balance sheet and P&L A/c for last three years |
| 2 Latest Income Tax clearance Certificate |
| 3 Copy of Sales Tax Licence if required |
| 4 Copy of FDA License if required |
| 1. Factories ACT License/SSI Registration/Shops   And establishment License |

Signature of the Vendor: Date:

# For TMH office use only

|  |
| --- |
| Inspection carried out by : |
| Inspection date: |
| Vendor Code: |
| Signature of inspector: |
| Approved / Rejected by: |

## Officer In-charge

**APPLICATION FORM FOR DEPOSITING PAYMENT AGAINST BILL IN BANK ACCOUNT BY NEFT**

**1. NAME OF THE VENDOR :**

**2. ADDRESS, TELEPHONE NO.**

**E-MAIL ID :**

**3. PARTICULARS OF BANK A/C :**

**4. BANK NAME :**

**5. BRANCH NAME :**

**6. 9 -DIGIT CODE NO OF THE BANK**

**AND BRANCH APPEARING ON THE MICR**

**CHEQUE ISSUED BY THE BANK :**

**7. NEFT / IFSC CODE :**

**8. ACCOUNT TYPE**

**(S.B.A/C – CURRENT A/C OR CASH CREDIT):**

**9. LEDGER NO. / LEDGER FOLIO NO :**

**10.ACCOUNT NUMBER :**

**(AS APPEARING ON THE CHEQUE BOOK)**

**11. PAN NO. :**

**I HEREBY DECLARE THAT THE PARTICULARS GIVEN ABOVE ARE CORRECT AND COMPLETE. IF THE TRANSACTION IS DELAYED OR NOT EFFECTED AT ALL FOR REASONS OF INCOMPLETE INFORMATION, I WOULD NOT HOLD THE USER INSTITUTION RESPONSIBLE. I HAVE READ THE OPTION INVITATION LETTER AND AGREE TO DISCHARGE THE RESPONSIBILITIES OF ME AS A PARTICIPANT UNDER THE SCHEME.**

**(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**SIGNATURE OF THE INVESTOR/ CUSTOMER**

**CERTIFIED THAT THE PARTICULARS FURNISHED ABOVE ARE CORRECT AS PER RECORDS.**

**(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**SIGNATURE OF THE AUTHORISED /**

**OFFICIAL FROM THE BANKNVESTOR/ CUSTOMER**

**BANK’S STAMP:**

**DATE:**

**Annexure-B**

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Tender / Work: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We have read the General and Special Terms and Conditions of the contract given above. I /We agree to abide by them.

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_\_\_ to \_\_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc..,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Signature of the bidder and seal

Name of authorized person

& Address for correspondence

**ANNEXURE ‘C’**

**Bid Security Declaration**

(On Letter Head of the Tenderer)

Tender No.

We hereby declare and accept that if we withdraw or modify our bid during the period of validity, or if we are awarded the contract and we fail to sign the contract, or fail to submit the performance security before the deadline defined in the NIT, we agree for suspension for a period of TWO years from participating in GeM and in any tender of your Institute which shall be binding on us and we shall not appeal against the same.

Date: Sign of Authorised Signatory

Name:

Designation:

Seal:

**Annexure-I**

**TECHNICAL BID (PART – I)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Vehicle type** | **District Name** | **Required Nos. of Vehicles** | **Approx. Run per month** | **Approx. Run per day** | **Per Day Working Hours** | **Services Offered/Quoted**  **(YES/No)** |
| 1 | **SUV/TUV (6+1-Seater) AC**  [Mahindra-Scorpio TUV/Xylo/Marazzo, Bolero or equivalent] | Araria | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 2 | Arwal | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 3 | Aurangabad | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 4 | Banka | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 5 | Begusarai | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 6 | Bhagalpur | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 7 | Bhojpur | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 8 | Buxar | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 9 | Darbhanga | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 10 | East Champaran | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 11 | Gaya | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 12 | Gopalganj | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 13 | Jamui | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 14 | Jehanabad | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 15 | Khagaria | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 16 | Kishanganj | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 17 | Kaimur | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 18 | Katihar | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 19 | Lakhisarai | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 20 | Madhubani | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 21 | Munger | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 22 | Madhepura | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 23 | Muzaffarpur | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 24 | Nalanda | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 25 | Nawada | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 26 | Patna | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 27 | Purnia | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 28 | Rohtas | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 29 | Saharsa | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 30 | Samastipur | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 31 | Sheohar | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 32 | Sheikhpura | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 33 | Saran | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 34 | Sitamarhi | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 35 | Supaul | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 36 | Siwan | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 37 | Vaishali | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| 38 | West Champaran | 01 No. | 2200 KM | 80 KM | 11 Hrs. |  |
| **39** | **Wherever Required** | **02 No.** | **2200 KM** | **80 KM** | **11 Hrs.** |  |
| **Working days: 26 Days – as applicable for respective month/s** | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Details** | **Details/documents**  **Submitted (Yes/No)** |
| **1** | Name of Tendering Company/ Firm / Agency/ Individual |  |
| **2** | Nature of the concern (i.e. Sole proprietor or partnership firm or a company under Company Act 1956) |  |
| **3** | Full Address of Office of the Company/ Firm / Agency/Individual:  a. Telephone/Mobile No:  b. FAX No (if any):  c. E-Mail Address |  |
| **4** | EMD INR (₹) 3,84,000/- in form of DD/banker cheque, in the favour of “Homi Bhabha Cancer Hospital & Research Centre” payable at Muzaffarpur / EMD Exemption Certificate |  |
| **5** | Bid Security Declaration” as per ANNEXURE ‘C’ attached in the tender document. |  |
| **6** | Year of Establishment of Firm/Agency/company |  |
| **7** | PAN No. of the Company/ Firm / Agency/ Individual  (Attach attested copy) |  |
| **8** | Goods and Service Tax (GST) Registration No.  (Attach attested copy). |  |
| **9** | Photocopy of income tax returns (ITR) for last two Financial Year (Attach attested copy) |  |
| **10** | Copy of Balance sheet for last 02 Financial year |  |
| **11** | Copy for registered contractor/ Trade license with Competent Authority |  |
| **12** | Copy of Registration Certificates of respective vehicles (minimum 03) |  |
| **13** | Copy of document showing current insurance of the respective vehicles |  |
| **14** | Copy of Pollution Certificates of respective vehicles. |  |
| **15** | Notary Affidavit as per para-D (Ref. Pg. 5) |  |
| **16** | 01 years’ relevant experience in reputed institutions/ organizations (copies of work orders/Purchase orders/contracts/agreements & performance/work completion/experience certificates must be enclosed). |  |
| **17** | Copy of EPFO Registration Certificate (if applicable) |  |
| **18** | Copy of ESIC Registration Certificate (if applicable) |  |
| **19** | Contract Labour License (if applicable) |  |

**Signature of the Bidder and Seal**