

INDIAN NURSING COUNCIL

F.No.3-29/2026-INC

Dated: 24/09/2026

Sub.: Tender for rate contract for hiring of taxis on monthly basis/as and when required basis

Dear Sir/Madam,

Indian Nursing Council (INC), Okhla, Phase-1, New Delhi, invites bids from taxi operators (Based in Delhi/New Delhi Only) for empaneling three bidders on rate contract basis for a period of three years for hiring of commercial taxis (Swift Dzire / Amaze / Etios / Xcent / Innova Crysta/Hycross, Honda City / Maruti Ciaz / Verna) for Officers / Official Guests or other specific requirement for local / outstation journeys and on monthly basis for as and when required basis.

The tender will be a two part bid i.e. Part-I: Technical Bid to ensure soundness of the bidder and Part-II: Financial Bid to achieve most competitive offer from the qualified bidders after techno-commercial evaluation.

You are requested to submit your most competitive offer bids physically for the rate contract which is available on GeM-Central Public Procurement Portal (CPPP) as per the requirement and terms & conditions of the tender.

Bid submission start dated	: <u>19/10/2026 at 11:00 AM</u>
Last date of submission	: <u>23/10/2026 at 12.30 PM</u>
Opening of Tender	: <u>23/10/2026 at 3.00 PM</u>
Tender Cost	: NIL
Earnest Money Deposit	: Rs.1,00,000=00
Tender Submission	: The bids have to be submitted physically at Indian Nursing Council, 8th Floor, NBCC Centre, Plot No.2, Community Centre, Okhla Phase-1, NEW DELHI – 110 020

INC reserves the right to accept or reject the bid or cancel or withdraw the invitation of tender without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such action by INC.

In case of any clarification, the bidder can contact the undersigned over Telephone No.011-66616800/66616821/66616822 or at email: secy.inc@gov.in

Sd/-
COL (DR) SARVJEET KAUR
SECRETARY

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Instructions to bidders

1. Bidders must go through tender documents carefully before submitting the bid.
 - Annexure I – Technical Bid (Details of Business).
 - Annexure II – Financial Bid ((Table 1 & Table 2: Sample format of BOQ)
 - Annexure III – Acceptance Letter/No Deviation Certificate
 - Annexure IV – Declaration.
 - Annexure V – Technical/Financial details
 - Annexure VI – Bidders details
 - Annexure VII – Details of commercial vehicles owned.
 - Annexure VIII – Vehicle Duty Slip
 - Annexure IX – Check List
2. Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh Only) to be submitted through Demand Draft/Pay Order in favour of “Secretary, Indian Nursing Council”, payable at New Delhi. Bids without EMD will not be accepted and shall not be considered for further evaluation.

No interest shall be payable on EMD amount.

The EMD shall be forfeited in case of:

- i. After opening the tender, the bidder revokes his bid within the validity period or increases his earlier quoted rates.
 - ii. The successful bidder does not commence the work within the period as per contract. In case the contract is silent in this regard then within 15 days after the award of contract.
3. EMD of unsuccessful bidders shall be returned within 15 days from the date of acceptance of work by the successful bidders or the cancellation of tender.
4. The offer shall be submitted as per the instructions of tender document. Tenderer should note specifically that all the pages of tender document, shall be submitted by them (after signing / stamping on each page) as a part of their offer. In case of any clarification, bidder may contact this office.
5. The tenderer should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions shall be rejected.
6. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, INC’s interpretation shall prevail and shall be binding on the tenderer.
7. No overwriting / correction in tender documents by tenderer shall be allowed.

8. Price bid shall be submitted as follows:
 - a. **Segment Rates for A, B & C shall be quoted in Financial Bid (Sample of BOQ). Financial Bid format is placed as Annexure II (Table 1: Sample of BOQ).**
9. The Service Provider should have garage located within the Road distance of INC, Okhla, Phase-1, New Delhi **within 12 KMs.**
10. It will be responsibility of the bidders to ensure timely submission of their complete tender bids.
11. Validity of offer shall be **80 days** from the date of opening of tender.
12. INC reserves the right to accept or reject the bid or cancel or withdraw the invitation of tender without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such action by INC.
13. Tender evaluation shall be carried out on the basis of documents required and terms & conditions specified in tender documents.

14. Pre-bid Meeting

A pre-bid meeting is scheduled on **06/10/2026** at **11.00 AM** at INC, New Delhi. Any intender bidder may attend the pre-bid meeting for any clarification about the Tender's Terms and Conditions.

Pre-Qualifying Requirements (PQR)

1. The bidder has to submit copies of their PAN and GST Registration Certificate.
2. The Annual Average Turnover (AAT) of the bidder during the last three financial years ending 31.03.2026 should be at least Rs. 100.00 Lakhs. Bidder needs to submit copies of audited balance sheets and Profit and Loss Account Statements of last three financial years i.e. FY 2023-2024, 2024-2025 and 2025-2026. The AAT should be only through Car/Taxi hiring services on contract basis.
3. In case of non-availability of audited balance sheets, bidder needs to submit the CA certificate certifying the Turnover of last three financial years i.e. FY 2023-2024, 2024-2025 and 2025-2026.

4. The bidder has to submit experience of having successfully completed similar Job/ services during last 3 years ending on 31/03/2026 should be either of the following:

a. Three similar completed jobs / services with value not less than Rs.32.20 Lakhs each per year.

OR

b. Two similar completed jobs / services with value not less than Rs.40.25 Lakhs each per year.

OR

c. One similar completed job / service with value not less than Rs.64.40 Lakhs per year.

“Similar Job / services” refers to “Providing taxi services”.

“Completed similar job/services refers to completed work order only”

5. The bidder should own at least 20 nos. of commercial vehicles with year of first registration of 2023 or later at least one vehicle from each Segment as per Annexure VII.

6. Service Provider should have garage located within the road distance of 12 KM or less from INC, Okhla, Phase-1, New Delhi.

SCOPE OF WORK

1. The service provider shall provide AC commercial taxi vehicles of first registration of 2024 or later as per the categorization mentioned in Annexure VII.
The vehicles shall be provided at our office premises at INC, Okhla, Phase-1, New Delhi or at any other place intimated to the Service Provider for travel within or outside Delhi/NCR as and when required and on monthly basis.
2. INC expects that the service provider shall have all types of vehicles as per the details in Annexure VII in ready/good working condition for providing services.
3. **The anticipated business volume during the contract period of three years towards hiring of vehicles shall be approx. Rs. 90.00 lakhs for three years i.e. Rs.30.00 lakhs per year approx. (Exclusive of GST) in respect of INC, Okhla, Phase-1, New Delhi.**
4. The above figure (Rs. 90.00 Lakhs) is indicative for tender purposes only and does not guarantee the business volume for the contract period of three years. This may increase or decrease depending upon actual requirements.
5. The Service Provider shall provide drivers holding **valid driving license** and adequate knowledge of reading, writing and spoken English / Hindi. The drivers should have knowledge of different routes and should be able to carry out minor repair work in vehicles, if required. The reporting time, place, address etc. should be strictly followed by the Service Provider.
6. **Uniform:** Drivers should be neatly dressed in the taxi driver uniform along with shoes.
7. **Conduct:** The drivers deputed for duty should be polite, well behaved and must possess positive attitude in discharging their duty. Chewing of tobacco, smoking and drinking while on duty will not be tolerated and will be treated as misconduct and any liability arising due to this will be borne by the Service Provider.
8. The vehicle provided by the Service Provider must be in excellent condition and must have proper and complete documents. The vehicles should comply strictly with the provision of pollution control in line with the directions of Supreme Court from time to time and should also comply with statutory regulations issued by respective State Transport Authorities / Central Govt. INC shall in no way be responsible for any liability arising due to non-compliance of statutory requirements / regulations w.r.t. the vehicle as well as the driver.
9. The Service Provider must ensure that the driver of the vehicle sent for duty is provided with a mobile phone.
10. In case of non-availability of requisitioned vehicle, it will be the responsibility of the Service Provider to provide equivalent or higher segment vehicle (model not older than 2024 at the same rates).

11. The Service Provider shall maintain a duty slip / log book (for vehicles deployed, on monthly basis / as and when required basis) as per Performa enclosed (refer Annexure VIII). The driver should get the duty slip/log book signed by the user at the end of each journey which would indicate the details such as starting and the closing meter reading, point of start / end of the journey, places visited, date and time of reporting / release of vehicle etc.
25 hard copies and a soft copy of Duty Slip along with the letter of award of contract and log book will be provided by INC. However further duplication of those duty slips will be the responsibility of the Service Provider.
12. Before replacing either the monthly vehicle or driver, prior permission for the same may be obtained from INC.
13. Generally, a prior notice of two hours will be given to the Service Providers for providing / arranging the vehicle.
14. At times, when the hiring of the vehicle is for official of INC/VIP Guest, INC reserves the right to inspect the vehicle prior to confirming the booking.
15. Charges on the principle of “Garage-to-Garage” basis as per actual distance will be permissible in respect of the journeys starting from places, other than INC, Okhla, Phase-1, New Delhi.
However, for journeys starting from and up to INC, Okhla, Phase-1, New Delhi, garage-to-garage KMs for each would be restricted to maximum of 12 KMs or the actual distance between INC, Okhla, Phase-1, New Delhi and the garage of the Service Provider, whichever is lower.
16. In respect of hiring of vehicle on as and when required basis, the computation of duty hours shall be from the time of reporting and the time of its release, duly signed by the user. The requirement is mandatory for processing the bill for payment. However, in respect of hiring of vehicle on monthly basis duty hours shall be calculated on garage-to-garage basis.
17. Vendor shall ensure at all times, proper hygiene, cleanliness and periodic maintenance of vehicle.
18. Vendor’s driver will be responsible to obey traffic rules and INC in no way will own any responsibility in this regard.
19. An up-to-date First Aid Kit should always be available in the vehicle for use in case of requirement. With regard to safety, vendor shall ensure that a suitable Fire Extinguisher shall remain in vehicle for any emergency.
20. It should be the sole responsibility of Vendor to ensure that the vehicle is/are always and exclusively driven by a person appropriately qualified and licensed under the Motor Vehicle Act.

21. Vendor shall ensure that the vehicle should always have sufficient fuel in tank for running of during the day. Refueling trip shall not be permitted during the duty unless agreed by INC.
22. The vendor shall maintain all necessary records of the drivers deployed for the work in proper format with necessary proof. The records shall be maintained with relevant details of domicile, education, residential address, mobile no., recent passport size photograph, police verification certificate etc.
23. Vendor shall ensure that the driver has sufficient money enabling him to pay for fuel, EV charging, parking, toll tax & other sundry expenses.

Special Conditions of Contract

1. Rate & price variation:

In case of award of contract, the hiring charges shall remain firm for a **period of three years** i.e. the **ENTIRE PERIOD OF CONTRACT** except price variation due to increase / decrease in the price of fuel (normal Diesel/CNG as available at Petrol Pumps in Delhi) which shall be calculated based on variation in the price of Diesel/CNG as per formula given below. INC would allow price variation due to increase / decrease in Diesel/CNG rates (40% component) as per below mentioned formula:

% Increase / decrease in hiring charges =

[Revised rate of Diesel/CNG/ -base rate of Diesel/CNG on the last date of original tender submission] x 0.40 x 100

DIVIDED BY

Base rate of Diesel/CNG on the last date of original tender submission

The revision of price of hiring of taxis shall be made effective from 1st day of the month subsequent to the month in which fuel prices have been revised by Govt.

Note: the price of Diesel/CNG as on last date of original tender submission will be considered as base price for PVC.

2. Validity of offers:

The offers submitted by the parties shall be valid for 80 days from the date of opening of Part-I bid. Price bid opening shall be limited to techno-commercially acceptable bidders only. Further, INC reserves the right to reject the offer of bidder(s) without assigning any reason.

3. Validity of Contract:

The contract will be valid for a period of three years. The same may however be extended further for a period of one year with mutual agreement, in writing, on the same Rates, Terms and Conditions etc.

4. Quantity Variation:

The quantity of business volume mentioned in the tender is indicative only and may vary as per actual requirement.

5. Termination of Contract:

If at any time the Service Provider defaults in proceeding with the work with due diligence and continues to do so or commit any default in complying any of the tender terms and conditions even after the notice in writing is given, INC may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to INC, terminate the contract by giving 30 days' notice in writing. The notice will be deemed to have been served as and when sent to the address/email given in the tender.

INC also reserves the right to terminate the contract at any point of time without assigning any reason thereof.

6. Recovery from Contractor:

Whenever under the contract, any sum of money shall be recoverable from or payable by the contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with INC or from his security deposit, or the contractor shall pay the claim on demand without any terms & conditions.

7. Performance Security:

The successful bidder will have to submit performance security to ensure due performance of Contract to an amount of Rs.1,00,000=00 (Rupees One Lakh Only) in the form of Performance Bank Guarantee (PBG) from a commercial bank within seven days from the date of award of work or before start of contract whichever is earlier. The EMD of successful tenderer shall be returned after the Contract with INC is signed and performance guarantee of Rs.1,00,000/- is furnished. The performance security should be valid for a period of 30 days beyond the date of completion of the Contract obligation. If the successful tenderer fails to furnish the performance guarantee on the terms and conditions laid down by the INC, the tender will be rejected and the EMD shall be forfeited.

8. Submission of Bids:

The bids are invited in two parts i.e. **Technical Bid and Financial Bid**. The Technical Bid should consist of all technical/financial details as per the proforma at **Annexure I**. The financial bid indicating item-wise prices for the items mentioned in proforma at **Annexure II**.

- i. The Technical Bid i.e. **Annexure I** should be (alongwith Annexure III to Annexure IX all annexures duly signed by the bidder should be enclosed) put in sealed envelope and superscribed “Technical Bid for Tender for rate contract for hiring of Taxis”.
- ii. The Financial Bid i.e. Annexure II should be (alongwith Table 2 duly signed by the bidder) put in sealed envelope and superscribed “Financial Bid for Tender for rate contract for hiring of Taxis”.

Both these sealed covers are to be put in a bigger cover should also be sealed and duly superscribed ‘**Tender for rate contract for hiring of taxis**’ and should be addressed to **The Secretary, Indian Nursing Council (INC)**, 8th Floor, NBCC Centre, Plot No.2, Community Centre, Okhla Phase-1, New Delhi-110020 on or before **23/10/2026** till **12.30 PM** along with the Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lakh Only) in the form of a crossed Demand Draft/Pay Order drawn in favour of “**The Secretary, Indian Nursing Council, New Delhi**”.

9. Evaluation Criteria:

- a. The Qualifying/Technical Bid shall be opened in the first instance in the presence of the tenderers or their representatives. Only one authorized representative per tenderer, will be permitted to be present at the time of opening of tender.
- b. Bidders are requested to read the “Notes” provided in Financial Bid very carefully before filling up the financial bid format. Offer containing incomplete financial bid shall be rejected and will not be considered for further evaluation.

- c. Lowest bidder shall be identified on the basis of quoted value in Financial Price Bid Format.
- d. For identification of overall L1, L2, L3 bidders, the evaluation will be done on the basis of the following formula.
- e. **Value to derive = $[0.43 \times (A6 \times a) + (B6 \times b) + (C6 \times c)]$ (A6, B6 & C6 are from Financial Bid – Annexure II)**

First **0.43** indicates that 43% of the expenditure shall be incurred for taxis hired on “**as and when required**’ basis.

Among the taxis hired on as and when required basis

- i. **a = 0.59** indicates that 59% of the total taxis shall be middle segment taxis like Swift Dzire, Etios etc.
- ii. **b = 0.31** indicates that 31% of the total taxis shall be deluxe segment taxis like Ciaz, Honda City, Verna etc.
- iii. **c = 0.10** indicates that 10% of the total taxis shall be 6-8 seater taxis like Innova Crysta, etc.

The value of status will be considered up to three decimal places to arrive at distinct statuses of all bidders.

- f. Lowest bidder i.e. L-1 will be decided based on the lowest value as per 9(e).
- g. **Accordingly, the Service Contract will be awarded to L1 bidder. In case L1 bidder refuses to accept the offer, L1 EMD will be forfeited and L2 bidder will be asked to match the L1 price and same is accepted by L2, the Service Contract will be awarded L2 on L1 price and so on.**

General Conditions of Contract

1. Arbitration:

- a) In case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by INC.

The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be DELHI.

The cost of arbitration shall be borne as per the award of the Arbitrator.

Notwithstanding the existence or any dispute of differences and/or reference for the arbitration, the Contractor shall proceed with an continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.

- b) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt, the following clause shall be applicable: -

In the event of any dispute or difference relating to the interpretation and application and execution of the Contract, such dispute or difference shall be resolved amicably by mutual discussions. In case of disputes not resolved by mutual discussions, these shall be referred by either parties for resolution of CPSES Disputes (AMRCD) as mentioned for in Department of Public Enterprises (DPE) Office Memorandum Ref. No. F. No. 4 (1)2013-DPE(GM)/FTS-1835 dated 22.05.2018 as amended.

- 2. Laws governing the Contract:** The Order/Contract shall be executed and governed by the laws of India and the Courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with Order/Contract.
- 3. Jurisdiction of Court:** Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the Contract(s) to which these conditions are applicable.

4. BREACH OF CONTRACT, REMEDIES AND TERMINATION:

Definition of Breach of Contract

- a. Contractor/supplier's poor progress of the work vis-à-vis execution timeline as stipulated in the Contract, backlog attributable to contractor/supplier including unexecuted portion of work/ supply does not appear to be executable within balance available period considering its performance of execution.
- b. Withdrawal from or abandonment of the work by contractor before completion of the work as per contract.
- c. Non-completion of work/ Non-supply by the Contractor/ supplier within scheduled completion/ delivery period as per Contract or as extended from time to time, for the reasons attributable to the contractor/supplier.
- d. Termination of Contract on account of any other reason (s) attributable to Contractor/Supplier. If at any time the service provider defaults in proceeding with the work with due diligence and continues to do so or commit any default in complying any of the tender terms and conditions even after the notice in writing is given, INC may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to INC, to terminate the contract by giving 15 days' notice in writing. The notice will be deemed to have been served as and when sent to the address given in the tender.
- e. Assignment, transfer, subletting of Contract without INC's written permission resulting in termination of Contract or part thereof by INC. The Contractor is solely responsible to INC for the work awarded to him.
- f. Non-compliance to any contractual condition or any other default attributable to Contractor/Supplier.

Recovery in case of Breach of Contract

In case of breach of Contract, Security Deposit will be forfeited.

5. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant INC guidelines, shall be initiated by INC and INC, on its discretion, may scrap the tender or disqualify the bidder from the tender.

Payment Terms

1. In case of award of the work, the payment will be made after receipt of the computerized/manual bill in duplicate and verification by user and certification by Officer-in-Charge. No advance money will be paid under any circumstances. In addition, no interest shall be paid for delay in payment processing.
The bills in duplicate along with duty slips duly signed by the user of the vehicle or his representative should be sent to INC for payment. It should be ensured that there is no overwriting in the duty slip. Duty slip without signature of the user at the specified places shall not be accepted for payment.
2. The maintenance cost, charges of fuel, road tax, challans, salary of the driver, the overtime of driver etc. are the responsibility of the Service Provider and will be borne by the Service Provider. INC will, however, reimburse State levies / taxes for outstation journeys (for single entry only) at actual on submission of receipts in original along with the bill.
3. Parking charges, Toll tax and GST, as applicable from time to time shall be extra and borne as per actual by INC on submission of original receipts along with the bill. Taxi contractors can also get the state taxes for local journeys reimburse by INC but only on producing original tax receipts.
4. **Insurance:** The vehicle provided must be fully and comprehensively insured (latest copy of insurance cover to be enclosed.)
5. **Regulation of Payments:** Table 1 (Financial Bid) & Table 2 (Criteria for Other Charges)
 - a. For journeys up to 40 KMs within 4 hours: The payment to be made will be calculated as per the rates finalized for Sl. No.2 of Table 2 (**Criteria for Other Charges**).
 - b. For journeys up to 40 KMs and duration between 4 hours to 8 hours: The payment for the journeys will be calculated as per the rates finalized for Sl. No.2 of Table 2 and payment for extra hours will be made as per Sl. No. 4b of Table 2. If the total amount calculated exceeds the rate finalized for Sl. No.2 of Table 2 then the payment to be made will be restricted to rates finalized for Sl. No.1 of Table 2.
 - c. For journeys with duration up to 4 hours and distance up to 80 KMs: The payment for the journeys will be calculated as per the rates finalized for Sl. No.2 of Table 2 and payment for extra KMs will be made as per Sl. No.3 of Table 2 of the Price Bid. If the total amount calculated exceeds the rate finalized for Sl. No.1 of Table 2 then the payment to be made will be restricted to rates finalized for Sl. No.1 of Table 2.

- d. For journeys with duration between 4 hours to 8 hours and distance between 40 KMs to 80KMs: The payment for the journeys will be calculated as per the rates finalized for Sl. No.2 of Table 2 and payment for extra hours and extra distance will be calculated as per Sl. No.3 and 4a of Table 2 of the Price Bid. If the total amount calculated exceeds the rate finalized for Sl. No.1 of Table 2 then the payment to be made will be restricted to rates finalized for Sl. No.1 of Table 2.
 - e. For journeys with distance equal to or more than 80 KMs or duration equal to or more than 8 hours: The payment to be made for first 80 KMs / 8 hours will be calculated as per the rates finalized for Sl. No.1 of Table 2 of the Price Bid. The amount payable for extra KMs and extra hours will be calculated as per Sl. No.3 and 4a of Table 2 of the Price Bid.
 - f. For payment of extra Hours: Payment for extra hours (after 10 hours of duty per day), if any, shall be calculated as per Sl. No.4 of the Table 2 of the Price Bid.
6. Service Provider shall be solely responsible for payment of wages / salaries and allowances to his personnel that might become applicable under any act or order of Govt. from time to time during the validity of the contract. INC shall have no liability whatsoever on this account (i.e. Statutory compliance with regard to vehicle and also the driver deployed including the wages, allowances, and extra hours charges etc.).
 7. INC reserves the right to reject any or all offers without assigning any reason whatsoever.
 8. **Tax deduction at source**: Tax shall be deducted at source from the running bills as per applicable Income Tax & GST and other statutory requirements.
- 9. Tax and Duties**
- i. Service provider shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit (as per Terms of Payment) in the name of respective INC Office.
 - ii. If INC is liable to discharge tax liability under the Reverse Charge Mechanism, the service provider shall provide all necessary documents within 10 days from date of completion of service to enable INC to meet the GST liability. Any implications arising from a delay shall be the responsibility of the service provider and will be charged to the service provider's account.
 - iii. The service provider has to submit their GST registration certificate along with a declaration regarding applicability of GST Reverse (if applicable) to respective INC along with the bid.
 - iv. Any statutory changes as and when made applicable by the Government shall become applicable against documentary evidence.

- v. Payment to the service provider will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act and GST as applicable, as amended from time to time and a certificate to this effect shall be provided to the service provider by INC.

Service Provider shall issue GST compliant invoice for entire fare under his GSTIN.

Penalty Clause

1. **Penalty in case of driver not wearing uniform:** In such a case, a penalty of Rs.50.00 per day will be imposed on the Service Provider and the same shall be deducted from the bill.
2. **Penalty in case of non-availability of monthly vehicle:** In case of non-availability of the vehicle, the charges on pro-rata basis + Rs.200.00 per day shall be deducted from monthly bill.
3. **Penalty in case of non-reporting of required vehicle on time:** An amount of Rs.100/Hour shall be deducted from the bill for the period of delay.
4. **Penalty in case of AC of Vehicle Not Working:** An amount of Rs.200/- per day shall be deducted from the bill if the AC of vehicle is not working/not effective.
5. Generally, a prior notice of two hours will be given to the Service Providers for providing / arranging the vehicle. Repeated refusals by the party will be viewed seriously and appropriate action (i.e. imposing a fine of Rs.500/- on every 3rd refusal in a month) will be taken against such defaulting party. INC's decision in this regard shall be final.

TECHNICAL BID
Details of Business

The Service Provider shall furnish the following information along with Part-1 bid for Rate Contract for hiring of commercially Registered Taxis.

1	Name of the Firm/Company	
2	Address for communication:	
3	Registered Office, if any:	
4	Location of Garage (s):	
	Telephone No. (Office) (Residence) (Garage) (Mobile) (Fax)	
5	Name of proprietor / partner / Director	
6	Name of Banker(s)	
7	Date / year of commencement of Business	
8	Whether registered with any Govt. Institution / Undertaking/ large corporates of repute. If so, furnish particulars with supporting documents	
9	ITR acknowledgement for AY 2023-24, 2024-25 & 2025-26	
10	Last 3 years audited balance sheet along with Profit & Loss Statement / CA Certificate of the Company/Firm	
11	Experience Certificates with Govt./Public Sector Undertaking / large Corporate of repute.	
12	GST – Registration No.	
13	PAN Card No.	
14	Any other information	

(Signature & seal of the Service Provider)

FINANCIAL BID
Table 1: Sample format for BOQ

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Item Description	Qty.	Units	Unit Rate excluding GST (In Rs.)	GST Amount (In Rs.)	Total Amount including GST in figure (In Rs.)	Total Amount in Words
	1	2	3	4	5	6	7
1.	Swift Dzire, Amaze, Etios, Xcent (or equivalent) (80 KMs or 08 Hours) (A)	1.00	1.00				
2.	Maruti Ciaz, Honda City, Verna (80 KMs or 08 Hours) (B)	1.00	1.00				
3.	Innova Crysta/ Hycross (80 KMs or 08 Hours) (C)	1.00	1.00				

Notes:

1. Bidders are required to quote only for Unit rate in INR & GST rate in Nos. of BOQ format in price bid document.
2. L1 will be derived from the total value of BOQ sheet, based on the rates quoted in Unit rate in INR & GST rate in Nos. in price bid document.
3. Incomplete Price Bids shall be rejected and will not be considered for further evaluation.

(Signature & seal of the Service Provider)

Table 2: Criteria for Other Charges (Not to be filled by bidder)

Sl. No.	Particulars	Segment 1	Segment 2	Segment 3
		Swift Dzire, Amaze, Etios, Xcent (or equivalent)	Maruti Ciaz, Honda City, Verna (or equivalent)	Innova Crysta/ Hycross
		In Rupees	In Rupees	In Rupees
1.	80 KMs or 08 Hours	A6=	B6=	C6=
2.	40 KMs or 04 Hours	50% of A6 of Table 1	50% of B6 of Table 1	50% of C6 of Table 1
3.	Extra Charges per KM	1% of A6 of Table 1	1% of B6 of Table 1	1% of C6 of Table 1
4a.	Extra Charges per Hour	125	150	250
4b.	Extra Charges per Hour*	250.00*	250.00*	250.00*

*Applicable only if distance covered is less than 40 Kms and time of journey is between 4 hours to 8 hours.

Applicable GST of _____% shall be payable extra under reverse charge mechanism.

Note:

1. The above Table No.2 is only for reference of other charges and nothing is required to be filled in this table.
2. Sl. No.2 & 3 shall be calculated as per the formulae indicated in the Table 2.
3. Sl. No.4a & 4b have been standardized by INC and shall remain for the period of contract.
4. The price of fuel/CNG as on the date of original tender submission will be considered as base price for PVC.

(Signature & seal of the Service Provider)

Annexure III

Acceptance Letter / No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender.

Signature

With name, Designation & seal of the firm

Annexure IV

Declaration

I/We hereby declare that I / we have not been banned or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the police / court against our firm / partner or the company.

Signature

With name, Designation & seal of the firm

Technical / Financial Details

TURNOVER (F.Y.)	2023-24	2024-25	2025-26
Rupees (in Lakhs)			

Work Experience fulfilling PQR Criteria (As per work orders and work completion certificate submitted in Part-I Bid)

EXPERIENCE	No. of Work	Value	Customer's Name	Work Order completion Date
1.				
2.				
3.				

PAN Card No. / Name on PAN Card	
GST No. / Taxable Services	

Income Tax Return Acknowledge (A.Y.) Submitted	2023-24	2024-25	2025-26
	Yes/No	Yes/No	Yes/No
Earnest Money Deposit Details	D.D. No.	Date	Amount in Lakhs

(Signature & seal of the Service Provider)

Annexure VI

Bidder's Details

Name of the Service Provider / Party / Firm	
Name of Authorized Representative	
Phone Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address (if any)	

(Signature & seal of the Service Provider)

Annexure VII

Details of Commercial Vehicles Owned

(Attach a separate sheet, if required, in the following format)

Sl. No.	Registration No.	Make	Date of Registration
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Note:

1. Please attach a copy of Registration Certificate of the Vehicles mentioned above.
2. The bidder has to provide details of at least 08 nos. commercial vehicles at least one from each segment (owned on Due date of Tender opening) with year of first registration of 2024 or later.
3. The Vehicle shall be registered in the name of Bidder/Firm.

List of Vehicles required:

Segment 1: Swift Dzire, Etios, Amaze, Xcent (or equivalent)

Segment 2: Maruti Ciaz, Honda City, Verna (or equivalent)

Segment 3: Innova Crysta/Hycross

(Signature & seal of the Service Provider)

Annexure VIII

Vehicle Duty Slip

To be invariably filled by the operator:

1.	Vehicle No:	2.	Vehicle Model:
3.	Driver Name:	4.	Driver Mobile No:
5.	Variant (Diesel/CNG/EV):	6.	Vehicle Regn. Month & Year:
7.	Issue date of Driver's License:		
8.	Name and mobile of user:	9.	Reporting date:
10.	Reporting time and address of the user:		
11.	Starting KM reading at Garage:	12.	Starting Time at Garage:
13.	Booked by (Name and Section):		

Signature of Operator

To be invariably filled by the user

1. KM reading at place of reporting: _____ 2. Reporting Time: _____ 3. Date: _____
4. Places Visited: _____
5. KM reading at place of release: _____ 6. Time of release: _____ 7. Date: _____
8. Total KMs: _____ 9. Total time (hours): _____
10. Total Parking and Taxes (if any): _____

Signature of the User

Remarks/Feedback of the user wrt vehicle and driver

Signature of User

Note:

1. User to ensure that all the columns of the duty slip are filled in and verify the places visited, usage, duty hours before the release of vehicle.
2. No over writing unless duly authorized / signed by the concerned shall be acceptable.
3. Driver deployed for duties should have at least 3 years of experience and should be well versed with NCR routes.

4. For all purposes, the distance from garage to place of duty and back to garage shall be considered on the basis of details given by the operator in their offer.
 5. Duty hours shall be from the time of reporting to the time of release of vehicle by the user (mandatory for the duties on daily basis).
 6. INC reserves the right to reject / cancel any incomplete duty slip.
 7. In case of any discrepancy, INC reserves the right to verify any details from the concerned user and the decision of INC in this regard shall be final and binding.
 8. Driver deployed should be properly dressed with shoes.
 9. All other terms and conditions should be as per tender document.
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Check-List

Sl. No.	Description of requirement	Yes/No/NA	Page No(s)
1	EMD amount of Rs.1,00,000.00 (Rupees One Lakh) is to be deposited only by way of Demand Draft in favour of “Secretary, Indian Nursing Council” and original demand draft of payment of EMD is to be enclosed in a separate envelope.		
2	Details of work experience, satisfactory work performance certificates.		
3	Copies of the Balance Sheet and Profit & Loss Account statement, duly certified by CA, of last three financial years i.e. FY 2023-24, 2024-25 and 2025-26.		
4	Acknowledgement of IT return of last three assessment years i.e. AY 2023-24, 2024-25 and 2025-26.		
5	Copy of the PAN Card		
6	Copy of GST Registration Certificate		
7	Technical Bid - Details of Business (Annexure I)		
8	Financial Bid – Table 1 (Annexure II)		
9	Acceptance Letter / No Deviation Certificate(Annexure III)		
10	Declaration (Annexure IV)		
11	Technical / Financial Details (Annexure V)		
12	Bidder’s Details (Annexure VI)		
13	Details of Commercial Vehicles Owned (Annexure VII)		
14	Vehicle Duty Slip (Annexure VIII)		
15	Check List (Annexure IX)		

(Signature & seal of the Service Provider)