

CHECK-LIST
(SUMMARY OF COMPLIANCE TO THE REQUIREMENT OF THE TENDER)

Sr.No.	Description of requirement	Yes/No	Page/AnnNo.of Enclosed Tender
1.	DD of Rs. 500/- as Tender document fee (In case tender document downloaded from website)		
2.	Whether the applicant is an individual/Firm/Company Attach Prof. <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> (Tick applicable)	Yes/No	
3.	R.C. Book*	Yes/No	
4.	Certificate of the Valid Insurance Policy	Yes/No	
5.	Valid driving License for the category of the vehicle quoted*	Yes/No	
6.	Valid Pollution Certificate (PUC)*	Yes/No	
7.	Details of other organizations where such contracts are undertaken (attach supportive documents)	Yes/No	
8.	Technical Bid sealed in the separate envelope	Yes/No	
9.	Financial Bid Performa completed and sealed in a separate envelope	Yes/No	
10.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No	
11.	In case the vehicle is yet to be purchased, undertaking attached.	Yes/No	
12.	Address proof of the owner of vehicle/proprietor or partner of a firm, company etc.	Yes/No	

*Attach self-attested photocopies

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Name:
Place:
Date:

Seal
Office Address:

FORM OF BID

- a. I/we, M/s_____ hereby undertake to provide hiring of vehicles strictly as per the terms of the Tender Document and to the complete satisfaction and the terms and condition are acceptable to me/us without any deviation.
- b. I/We shall be charging lump sum cash consideration at the rate mentioned in Annexure-iii in the event my/ourbid is accepted by the Deputy Commissioner State Tax, Patiala Division, Patiala. I/We have carefully read and understood the Terms and Conditions of the Tender and accordingly confirm that the aforesaid rate quoted by us is inclusive of all taxes.

Place:

Dated:

Signature_____

Name_____

Bidder_____

Address_____

TECHNICAL BID-TECHNICAL INFORMATION AND UNDERTAKING**Sub;- Tender For "Hiring of Vehicles ranging from 5 lacs to 8 lacs"**

1.	Name of the Tenderer/Agency;	
2.	Office Address (with Tel.&Mob.No.)	
3.	Service Tax/GST Registration No. along with proof thereof, if any, required.	
4.	Nature of the firm/agency; (i.e. Sole Proprietor or partnership firm or a company or a government department or a Public Sector Organization)-Copy of Registration Certificate be furnished.	
5.	Working experience of the Firm (in years)	
6.	PAN NO.	
7.	Nos./Age in Years/Model/Make of the vehicles offered by the firm (in Case the vehicle is yet to be purchased the same be mentioned in this column.	Total Nos. of vehicles offered(____) in words(_____) 1.----- 2.----- 3.----- 4.----- 5.-----
8.	Availability of Cell phones with the Drivers is mandatory (Tick Yes)	<input type="checkbox"/> Yes
9.	Remakrs (if any)	

Date**Sign.**-----**Name**-----**Seal.**-----

Financial Bid Performa

Sr. No.	Name of Office	Type/Variant of Vehicles	Rate 2000 KM/ Month	GST (if any)	Total (D+E)	Rate for extra KMs more than 2000 KM (Not more than Rs. 12 per KM)
A	B	C	D	E	F	G
1						
2						
3						
4						
5						
6						

Note:

- Rates per month per each vehicle in Rupees be quotedtaking into consideration all Taxes.**
- Toll and parking charges shall be paid by the Govt.**

(Signature)

Place:**Name:**_____**Date:****Address:-** _____**Contact No.:** _____

Undertaking (In case the vehicle is yet to be purchased)

- a. I/we, M/s_____ hereby declare I have gone through the terms & conditions of the tender document. In case I/We are given a supply order by the department of Excise & Taxation, Punjab, I/We undertake to purchase a new vehicle to be supplied to the.
- b. I/We am/are very much aware of the fact that:
- i) If I/We fail to supply a new vehicle within 30 days from the issuance of supply order, my Earnest Money Deposit and Security Deposit are liable to be forfeited. I have no objection in case the contract is given to other tender.
- ii) After supplying a new vehicle purchased, I/We shall only be paid for the monthly bills of the aforesaid vehicle, after submission of the all necessary documents required as per terms & conditions of the tender document.

Place:

Dated:

Signature_____

Name_____

Address_____