



**UTTAR PRADESH MEDICAL SUPPLIES CORPORATION LTD.**  
(A Government of Uttar Pradesh Undertaking)

**Tender Notice**

**Tender Ref.No: UPMSCL/Admin- OS Taxi /26/03**

**Dated:-28/04/2026**

**e-TENDER FOR SERVICE OF TAXI OUTSTATION VISIT**

Online tenders are invited from licensed service provider for Rate contract for the hiring of requirement basis taxi services for UP Medical Supplies Corporation Limited (UPMSCL). The details of tender, list of vehicle and Tender Documents are made available on website <https://etender.up.nic.in> and [www.upmsc.in](http://www.upmsc.in). The last date/time of online submission of the tender documents **20/05/2026 up to 15:00 Hrs.**

**Managing Director**  
**UPMSCL Lucknow, Uttar Pradesh**



**UTTAR PRADESH MEDICAL SUPPLIES CORPORATION LIMITED**

**(A Government of Uttar Pradesh Undertaking)**

Regd. Office: SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension, Lucknow-226002

Website: <https://etender.up.nic.in>, [www.upmsc.in](http://www.upmsc.in)

Email: [gm.ahl@upmsc.in](mailto:gm.ahl@upmsc.in), Tel. no. 0522-2838102

**e-TENDER FOR, RATE CONTRACT FOR THE HIRING OF REQUIREMENT  
BASIS TAXI SERVICES FOR  
UTTAR PRADESH MEDICAL SUPPLIES CORPORATION LIMITED  
(AS PER SCHEDULE OF REQUIREMENT: ANNEXURE A)**

**RATE CONTRACT  
(24 Months)**

**LAST DATE FOR ONLINE SUBMISSION OF TENDER: 20 May, 2026**



**e-TENDER FOR, RATE CONTRACT FOR THE HIRING OF REQUIREMENT  
BASIS TAXI SERVICES FOR UTTAR PRADESH MEDICAL SUPPLIES  
CORPORATION LIMITED**

**e-TENDER SCHEDULE**

TENDER REFERENCE	:	Ref.: <b>UPMSCL/AHL-OS/Taxi/03</b> Dated:.. 28 April,2026
TENDER WEBSITE	:	<b><a href="http://etender.up.nic.in">http://etender.up.nic.in</a></b>
DATE AND TIME OF UPLOADING TENDER	:	28 April,2026 at 16:00 Hrs.
DATE AND TIME OF DOWNLOADING THE TENDER	:	28 April,2026 at 16:30 Hrs.
LAST DATE AND TIME FOR ONLINE SUBMISSION OF TENDER	:	20 May,2026 at 15:00 Hrs.
PRE-BID MEETING	:	05 May,2026 at 11:00 Hrs. at SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension, Lucknow-226002 0522-2838102
DATE AND TIME OF OPENING OF <b>TECHNICAL BID-COVER 'A'</b>	:	20 May,2026 at 15:30 Hrs. at UPMSCL office, Lucknow
DATE AND TIME OF OPENING OF <b>FINANCIAL BID- COVER 'B'</b> (PRICE/ BOQ)	:	Date shall be declared on website <a href="http://www.etender.up.nic.in">www.etender.up.nic.in</a> and <a href="http://www.upmsc.in">www.upmsc.in</a>
DATE OF COMPLETION OF EXAMINATION OF FINANCIAL BID (PRICE/BOQ)	:	Date shall be declared on website <a href="http://www.etender.up.nic.in">www.etender.up.nic.in</a> and <a href="http://www.upmsc.in">www.upmsc.in</a>
VALIDITY OF TENDER	:	180 DAYS
OPENING OF TENDER	:	<b>Online on <a href="http://etender.up.nic.in">http://etender.up.nic.in</a></b>
ADDRESS FOR COMMUNICATION	:	<b>Uttar Pradesh Medical Supplies Corporation Ltd.,</b> SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension, Lucknow-226002 (UP) India
TENDER PROCESSING FEES	:	Rs.2250/- + 18% GST (Rs.2655)

**MANAGING DIRECTOR, UPMSCL**

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## **SECTION - I**

### **DESCRIPTION, DIRECTIVE & ABBREVIATIONS**

**The Uttar Pradesh Medical Supplies Corporation Ltd-** UPMSCL is a Government of Uttar Pradesh undertaking incorporated under Companies Act, 2013 on 23<sup>rd</sup> March, 2018 which has been set up for providing timely and effective Health Care Services to the people of Uttar Pradesh. The key objective of the UPMSCL is to act as the central procurement agency for all essential and specialized drugs, medical devices etc. of good quality and also equipment for the health care institutions having highest standards at competitive rates for various departments of the State providing health care to the people of U.P.

The Managing Director, **Uttar Pradesh Medical Supplies Corporation Ltd**, SUDA Bhawan, 7/23, Sector-7, Gomti Nagar, Extension, Lucknow-226010, (herein after referred as **Tender Inviting Authority/Purchaser** unless the context otherwise requires) invites e –Tender for **Rate Contract For The Hiring Of Requirement Basis Taxi Services For Uttar Pradesh Medical Supplies Corporation Limited**. List of type of taxi vehicles to be hired vide this tender is detailed in **Schedule of Requirement: Annexure – A**.

1. Purchaser : **UTTAR PRADESH MEDICAL SUPPLIES CORPORATION LIMITED (UPMSCL)**, Lucknow, INDIA
2. Consignee : Designated Officers- Drug Warehouses of UPMSCL/UP Medical & Health department
3. Bidder : Manufacturing unit participating in Tender process for supply
4. Supplier : Successful Bidder to whom contract is awarded.
5. Language of Bid : English
6. List of Items : List of Items is detailed in **Annexure –A (Schedule of Requirements)**
7. Tender Value : Rs. 15,00,000/- (Rupees Fifteen Lakh Only)
8. EMD : EMD for participation in this tender is **Rs.30,000/-**.
9. Tender Processing Fees : **Rs.2250/-** (Rupees Two thousand two hundred and fifty only) + GST (Non-Refundable) (e-transfer, RTGS/NEFT).  
**Exemption may be given in accordance with UPState MSME Policy**
10. Tender System : 2 cover system, **Cover – A: Technical Bid**, EMD &Prequalification, **Cover – B: Price Bid/Bill of Quantity (BOQ)**
11. Schedule of events : **As per online tender time schedule (Key dates) on**  
<https://etender.up.nic.in> and [www.upmsc.in](http://www.upmsc.in)
12. Validity of BID : 180 Days
13. Validity of contract : **From ..... to ..... (24 Months)**
14. Address for communication : **Uttar Pradesh Medical Supplies Corporation Ltd.**  
SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension,  
Lucknow-226002 Email: [gm.ahl@upmsc.in](mailto:gm.ahl@upmsc.in)

**Note: The bidders shall be solely responsible for checking the websites for any addendum/amendment issued subsequently to the bid document and take into consideration the same while preparing and submitting the bids. Bids will be opened online.**

**SECTION II**

**IMPORTANT INFORMATION FOR BIDDERS**

## IMPORTANT INFORMATION FOR BIDDERS

### 1. ELIGIBILITY CRITERIA

The format for Technical Bid of bid document needs to be filled in and needs to be submitted online along with the following documents (Photo copy duly self-attested to be compulsorily enclosed, Original Affidavit as per below points to be submitted)

- (a) The firm/agency should be registered under Companies act /Partnership Firm /Proprietorship Firm. Copy of the Certificate of Incorporation issued by the Registrar of Companies (RoC)/Registration Certificate issued by Registrar of Firms under partnership act for partnership firm/ For Proprietorship firm- Certificate issued under shop & Establishment act. or any registration certificate issued by government department to be submitted. The firm/agency should have an office in Lucknow, proof of Lucknow office address is to be submitted.
- (b) As per the GeM GO number 57/18-2-2024-97(LK)/2016, dated 26 November 2024, firms registered under MSME or startup certified, will get the benefits as prescribed by the UP State Govt. for MSME or startup certified firms. Depending upon the submission of the relevant document.
- (c) The firm/agency should have average annual turnover of Rs.4,50,000/- lakhs in the past three financial years (2022-23, 2023-24 and 2024-25). Audited financial statement (balance sheet and P&L account, along with notes on account)/ATC from a qualified CA for these 3 years is to be submitted. (Format – 04)
- (d) The firm/agency should be an income tax and GST assessee (self-attested copies of PAN card, income tax return of last three consecutive assessment years and GST registration certificate need to be enclosed)

### 2. EARNEST MONEY DEPOSIT (EMD)

EMD acts as a safeguard against bidder's withdrawing/altering its bid during the bid validity period which is 180 days. Submission of EMD shall be mandatory unless exempted in accordance with **UP State MSME Policy**. EMD shall be submitted online through RTGS/NEFT from Nationalized or Scheduled Bank to the account details mentioned below and receipt of the same shall be uploaded in e-Tender portal along with other documents. EMD shall be deposited from bank account of bidder only.

Account Holder Name: Uttar Pradesh Medical Supplies Corporation Ltd.

Account No : 39366886265

Bank Name : State Bank of India,

Branch : Arjunganj, Lucknow, Uttar Pradesh

IFSC code : SBIN0012732

(E-Transfer receipt has to be uploaded with the Tender & UTR No. Should be mentioned clearly)

#### **Forfeiture of EMD**

EMD of a bidder shall be forfeited, if the bidder withdraws or amends his tender or impairs or derogates from the tender in any respect after expiry of the deadline for the receipt of tender but within the period of validity of tender. Further, if the successful bidder fails to furnish the required performance security within the specified period, his EMD will be liable to be forfeited. For partial

default or non-acceptance of contract for any item (on justified ground like typographical error in quoted rate), 1 % of total contract value of the item shall be forfeited from the EMD. If the amount would be higher than the EMD amount itself then the bidder has to pay the difference amount within 10 days of such intimation & in case of non-compliance the bidder shall be debarred from doing business with UPMSCSCL for 2 years.

### **Refund of EMD**

EMD furnished by all unsuccessful bidders shall be returned to them without any interest whatsoever, not later than 30 (thirty) working days after conclusion of the contract. EMD of the successful bidder shall be returned, without any interest whatsoever, after receipt of performance security as called for in the contract.

### **3. CLARIFICATION OF BIDDING DOCUMENTS**

A prospective Bidder requiring any clarification of the Bidding Documents may notify the UPMSCSCL in writing or by e-mail at the Purchaser's mailing address indicated in the Invitation for Bids. Tender inviting authority reserves the right to take decision on nature and extent of amendments required.

### **4. AMENDMENT OF BIDDING DOCUMENTS**

At any time prior to the deadline for online submission of bids, the **Purchaser /Tender Inviting Authority** may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by an amendment. All such amendments will be made available on <https://etender.up.nic.in> and [www.upmsc.in](http://www.upmsc.in) website. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bid, the TIA may, at its discretion, extend the deadline for the submission of bids.

### **5. THE TENDER PROCESS**

The tender process will be of 2 cover system, consisting:

- Cover – A : Technical Bid**
- Cover – B : Price Bid**

#### **Requirements of Cover A:**

- Description of the bidder: Should include the information asked in **(Format –I)**
- Copy of e-Transfer Receipt for submission of tender processing fee. **(Format –II)**
- Copy of e-Transfer Receipt for submission of EMD with **(Format–III)**/ Copy of exemption certificate.
- List of items for which bid is quoted **(Format –IV)**
- Average annual turnover statement **(Format – V)** along with audited Balance sheet.
- Non Blacklisting affidavit and acceptance of all terms & condition on stamp paper duly signed and notarized. **(Format VI)**
- List of past experience. **(Format – VII)**
- Letter of Authorization. **(Format – VIII)**
- GST registration certificate.
- Affidavit of being a **SSI/MSME unit of Uttar Pradesh** (If applicable)
- Copy of firm's PAN card.
- Other documents for establishing eligibility of bidder
- Any other documents if asked by TIA before last date of bid submission.
- Checklist as per **(Format –X)**

- Integrity Pact (**Format XI**)
- Affidavit regarding drivers provided by the agency shall have no criminal record (**Format XIV**)

**Note:**

- The listed documents mentioned above are only inclusive in nature; the bidder should upload all other documents which may be asked by the Tender Inviting Authority. All documents should be uploaded in specific template available in tender (e-procurement) website. All documents shall be signed by the bidder and shall bear seal of the Company/firm.
- Original documents shall be scanned and uploaded. If photocopies of documents are scanned and uploaded while filling tender, then all photocopies of given documents **MUST BE NOTARIZED**. Non-notarized photocopies will not be considered for further processing of tender.

Following given below tender documents must be notarized-

- Acceptance of all terms & conditions in all sections of tender document. (Declaration as per Format VI)
- Affidavit of being a SSI/MSME unit of Uttar Pradesh (If applicable) (issued within 6 months prior to publication of the tender)
- Non Blacklisting affidavit. (issued within 6 months prior to publication of the tender)

**Requirements of Cover B:**

Ultimate cost to the Purchaser **to be filled in downloaded BOQ of this tender and then uploaded.**

(Sample BOQ indicated in Format – IX for reference only).

- Note:**
1. The rates quoted must be rate per unit i.e. per km basis
  2. The rate and GST value quoted on BOQ should be mentioned up to 2 decimal points.

**6. EVALUATION CRITERIA**

Encrypted bids in e-Tendering portal shall be opened as per advertised schedule or as per the notification with digital signature of a multi-member committee authorized by MD, UPMSCL. The bids shall be evaluated by committee constituted with approval of MD, UPMSCL. Bids shall be evaluated as in compliance with the tender document.

The committee will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed stamped and whether the Tenders are generally in order. Prior to the detailed opening and evaluation of Price Tenders, the Tender Inviting Authority will determine the substantial responsiveness of each bid to the tender document. For purposes of these clauses, a substantially responsive Tender is one, which conforms to the terms and conditions of each bid to the tender documents without material deviations. Deviations from, or objections or reservations to critical provisions such as those concerning Bid Security- EMD, price bid will be deemed to be a material deviation. The Tender Inviting Authority determination of Tenders responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence. If a Tender is not substantially responsive, it may be rejected by the Tender Inviting Authority and cannot subsequently be made responsive by the Bidder by correction of non-conformities. The tenders will be scrutinized to determine whether they are complete and meet the eligibility requirements, conditions etc. as prescribed in the Tender Documents. The tenders, which do not meet the basic requirements, are liable to be treated as non – responsive and will be summarily ignored.

### **Finalization of Vendor:**

List of technically qualified bidders & non-qualified bidders shall be published as provisional list on the official website of Corporation only; no separate email communication will be done for the same from UPMSCCL. A window period of 48 Hours from date of publication of provisional list shall be given for submission of representations / clarifications, through e-mail only, by provisionally disqualified bidders, if any & the same shall be addressed. No representation shall be entertained after the prescribed window period. The final list of technically qualified & disqualified bidders then shall be uploaded in UPMSCCL website with due approval of MD, UPMSCCL. Financial bid shall only be opened for the bidders who are technically qualified. If there is a discrepancy between words and figures, the rate quoted in words in financial bid shall be considered as final. Tenders/vendors can be finalized irrespective of number of bids obtained if the price justification is established in case of single bid/offer.

**Price comparison shall be done on the basis of minimum 200 km per day travel guarantee\* given basic price for all desired vehicle services + Night halt charges+ Flight ticket booking service charge + Train ticket service charge + Hotel booking service charge (all are without tax and it is compulsory to provide the rates for all the required services. If any service provider shall not provide rates for all the required services, will not be considered for further evaluation process) to the Purchaser that includes cost of fuel, vehicle statutory compliances, driver cost, maintenance cost and any other charges, excluding GST.**

In event of financial bid opening, due to provision/compulsion of e-tendering system if financial bid of the complete quoted vehicle list of a bidder is opened by TIA then TIA will consider/evaluate the price bid of the bidder for the item which is technically qualified by the Technical Evaluation committee of TIA.

## **7. AWARD OF CONTRACTS**

i **Award Criteria:** Contract will be awarded to the qualified Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, subject to the bidder agreeing to all terms and conditions of the tender. In case of non- acceptance of agreement, the Purchaser will proceed to the next-lowest evaluated Bidder. This contract will be called **Principal Contract**.

ii **State SSI & MSME:**

Latest directive of Uttar Pradesh Government, in respect of **eligibility, benefits and exemptions** provided to the **State SSI & MSME**, shall be adhered to. Affidavit of being SSI/MSME unit of the State of U.P. is must for leveraging the benefit under this provision.

## **8. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of Purchaser's action.

## **9. OTHER IMPORTANT TERMS AND CONDITIONS**

1. Since the tender is a "Rate Contract Tender" so, the quantities mentioned in **Schedule of Requirement** are purely indicative only and the procurement may vary as per actual requirement trend & dynamic projection of requirements. The place of supply can be UPMSCCL Head Office or any other pickup point (within the boundaries of Lucknow) as provided by the authorized person of UPMSCCL.

2. The Bidder shall submit an **original affidavit (on Rs.100 non judicial stamp paper)** sworn before First Class Magistrate/ Notary (dated after publication of this tender), stating that the firm/agency has not been debarred/blacklisted by Central Govt./any State Govt. department/PSU/NGO. (Format 6, not more than six month old)
3. The firm/agency should have **three years' experience** of providing the same/similar type of services as mentioned in the below table to Government departments/PSU/reputed NGOs. Work Order/ Agreement/ Experience certificate of Govt. dept./PSUs/reputed NGOs need to be submitted clearly mentioning the type and no. of vehicles provided in last three years as on due date of submission of bids. (Format 7)
4. The Bidder shall submit an **original affidavit (on Rs.100 non judicial stamp paper)** sworn before First Class Magistrate/ Notary (dated after publication of this tender), stating that the drivers provided by them (including vehicles sub-let by the agency from a third party) are not having any criminal record. (Format 14, not more than six month old)
5. The contract will be valid for two year from the date of commencement of contract and it can be extended further for 1 year on the basis of requirement, service quality, performance and at the mutual written confirmation of each party.
6. The vehicles provided by the agency (including vehicles sub-let from 3<sup>rd</sup> party by agency) should have valid commercial license issued from transport department/competent authority, commercial taxi/cab registration nos., state and national permit as applicable. The vehicles provided should conform to all transport Acts and pollution norms [Pollution Under Control (PUC)] prescribed by the Transport department from time to time. In case of violation of any statutory provisions laid under the Motor Vehicle Act and any provisions pertaining to commercial permit/registration etc., in respect of any vehicle provided by the agency to UPMSCL, the entire liability shall be on the agency.
7. The Agency shall be responsible for appropriate full comprehensive insurance coverage including third party insurance cover of the vehicles provided to UPMSCL (including vehicles sub-let from 3<sup>rd</sup> party by agency). The Agency shall maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity on hire and of obligation against all damage to any property arising out of, or in connection with, the services which result from the fault of the agency, or its staff/driver for vehicles provided (including vehicles sub-let from 3<sup>rd</sup> party by agency). The agency shall provide UPMSCL with certification thereof upon request. UPMSCL shall not be responsible financially or otherwise for any injury to the driver or person deployed by the Agency during the course of performing duties. In case there is violation by the agency of any statutory provisions laid under Labour Laws or any other applicable laws, there shall not be any liability on UPMSCL.
8. In case of any Loss, damage or accident during transportation, total responsibility lies with agency/firm. Driver will be fully responsible in case unauthorized / illegal materials are found in the vehicle during the use of the officials of the UPMSCL. Any vicarious liability pertaining to the vehicle will be solely on the agency. The agency shall indemnify UPMSCL against all other damages/charges and expenses for which UPMSCL may be held liable or pay on account of the negligence of the agency or its staff or any person under its control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. UPMSCL shall not be responsible financially or otherwise for any injury to the driver or person or vehicle deployed by the agency (including vehicles sub-let by agency from 3<sup>rd</sup> party) during the course of performing duties and entire liability shall be on the agency.

9. For all the vehicles provided by the Agency (including vehicles sub-let by the agency from a third party), the agency shall be solely responsible for payment of commercial & road taxes or any other rate duties and taxes, including insurance and conform to and get all the vehicle(s) tested and evaluated as per the norms issued by the transport department from time to time, such that all the vehicle(s) provided by the agency. In case of any vehicle provided by the Agency (including vehicles sub-let by the agency from a third party), not conforming to the above mentioned norms and standards, the sole responsibility shall lie with the Agency and UPMSCL shall have no liability whatsoever.
10. The Agency shall be solely responsible for the repair and maintenance, including replacement of parts including tyres etc., as per need of the vehicle(s) such that the vehicle(s) remain in service during the tenure of the contract.
11. The cost of fuel should be borne by the agency. UPMSCL will not be responsible or held responsible and liable to pay to the agency, for the change in rates of fuels from time to time during the contract period.
12. The Driver of vehicles must have valid Indian driving license. The Agency will be solely responsible for any misconduct of the drivers. In case of indiscipline/misconduct on the part of the driver, he is to be replaced immediately by the agency on receipt of information from UPMSCL. The service provider/agency shall not provide any person as driver who has not completed 18 years of age.
13. The service provider must have to get the police verification of all the drivers send to UPMSCL (including vehicles sub-let by the agency from a third party) and maintain the record of the same at their office and as per the requirement / demand of UPMSCL, service provider must have to submit the required documentary proof of the same.
14. The driver(s) provided by agency/bidder, shall carry original copy of the Registration Certificate(RC), Insurance, Pollution Under Control(PUC) certificate, receipts of payment of commercial taxes (local, state and national) and badges, driving license, during all times, while providing services to UPMSCL.
15. The drivers provided by the agency, shall maintain the duty slip, of the travel for each day, and get the same counter signed by travelling personal at the commencement and conclusion of duties. After completion of the journey, duty slip should be verified by the vehicle custodian. Attested original duty slip (by the service provider) will be attached with the bill.
16. The Agency shall comply with all statutory provisions. Agency must have maintained all statutory compliance related records and as per the requirement / demand of UPMSCL, agency must have to submit the required documentary proof of the same. In case of violation of any such statutory provisions, the agency will be solely responsible. If any kind of Interest/ penalty is imposed on UPMSCL due to non- compliance by the agency, the same will be recovered from the agency or performance security will be forfeited.
17. The agency shall be responsible to comply with all applicable labor Law(s) in respect of the manpower appointed or hired by the bidder or agency in respect of execution and implementation of the project and shall indemnify and keep indemnified UPMSCL for any claim, action or demand whatsoever in that regard. It will be the sole responsibility of the agency to abide by the provisions of all statutory provisions with respect to the manpower appointed or hired by the agency for performance of this contract.
18. **The service provider / agency shall have its office setup in Lucknow till the tenure of the tender and have to submit the documentary proof and affidavit of the same.**
19. The service provider/agency shall immediately provide replacement of the vehicle under repair/detained due to accident or vehicle not reporting for duty or in breakdown conditions, failing

- which penalty @ 1000/- per instance along with excess cost of hiring of vehicle from an alternative source shall be levied against the agency and the same shall be deducted from the bills. In case of breakdown of any vehicle any time during duty hours, the agency shall replace it within three hour failing which penalty of 100/- per hour of delay shall be levied and in the event of any undue delay, UPMSCL has the right to hire vehicle from any other source at the expense of the agency.
20. The meter reading of the vehicle will be measured from the pickup point. The time will start from the actual time of reporting at pickup point provided by the UPMSCL office.
  21. Further vehicles also may be hired for officials of health department and other related entities. The Agency shall provide vehicles on short notice as and when required by UPMSCL for its Lucknow office or for other officials of health department and other related entities.
  22. Vehicle model hired on daily basis should not be older than three years. The Agency shall be responsible for complete maintenance of vehicles provided.
  23. The vehicle(s) should be in good condition with adequate fuel level maintained at all times and vehicle should be provided on time. In case the vehicle does not have adequate fuel during duty hours then penalty @ 1000/- per instance shall be levied on the agency and the same shall be deducted from the bills. Replacement of vehicle shall be done immediately in case of repair, maintenance or any other condition with equally good condition vehicle.
  24. In case of any complaint regarding timeliness, conduct of driver, cleanliness & maintenance of vehicle a penalty @ 1000/- per instance shall be levied on the agency and the same shall be deducted from the bills. In addition UPMSCL shall be at liberty to get the services performed by other source and cost so incurred by UPMSCL shall be recovered from the amount payable to the Service Provider or from the performance security.
  25. In case of either non-supply of vehicle as per requirement or supply of vehicle of inferior model / make (as given in contract) or unsatisfactory performance a penalty of 10% of each bill shall be deducted.
  26. No advance payment would be made. Payment shall be made on submission of the bills with all supporting documents required. Bills have to be submitted on monthly basis, at approved rates after deducting penalties (if any). The Agency while raising the bill should clearly mention full vehicle number with duty slip duly signed by user. The duty slip must be free from overwriting. If there is any overwriting it is duty of Agency to take proper sign of the user on overwriting. TDS will be deducted at source from bill/s as applicable.
  27. The rates should be inclusive of all incidental cost like petrol/diesel/CNG, insurance, RTO road tax etc.
  28. Night Charges will be paid extra, Toll tax and parking charges will be paid extra on submission of correct original supporting documents along with bill.
  29. Prior to execution of agreement the Agency shall submit the names and mobile nos. of their two contact personnel who will be responsible for taking request for bookings of vehicles from UPMSCL. In the event the agency personnel fail to respond to booking requests from UPMSCL or are non-responsive, penalty @ 1000/- per instance shall be levied on the agency.
  30. UPMSCL shall not entertain any dispute between the hired drivers and the concerned agency on any issue related to functioning of the agency under the contract. In case of any such dispute affecting the performance of the agency in providing services to UPMSCL, strict action as per penalty provisions mentioned in the tender will be taken against the agency, including withholding of payment against the bills of the agency.

31. After acceptance of offer for the work in question, if the selected agency fails to execute /sign the agreement within the specified time, EMD will be forfeited. The cost of preparation/execution of the Agreement is to be borne by the selected agency.
32. UPMSCL reserves the right to amend the terms of the contract any time during the contract period or at the time of renewal/extension of contract.
33. If the agency/bidder violates any of the terms and conditions of contract in any manner, or the agency is unable to provide satisfactory service or there is deficiency in service, the Performance Security shall be liable for forfeiture, and the contract may also be cancelled/terminated. Further, the agency shall be blacklisted for a reasonable period as decided by UPMSCL.
34. UPMSCL, without prejudice to any other contractual rights and remedies available to it, may, by written notice of default sent to the agency, terminate the contract in whole or in part, if the agency fails to perform services as specified in the contract or any other contractual obligations within the time period specified in the contract and the firm shall also be blacklisted, consequently the performance security may be forfeited, as also explained in preceding points.
35. If the bidder or agency becomes bankrupt or otherwise insolvent, it will inform UPMSCL before 30 days vide written notice to terminate the contract. UPMSCL reserves the right to terminate, without any compensation, whatsoever, to the agency, and UPMSCL may forfeit the performance security.
36. The driver should have at least 3 years of work experience.
37. The driver shall be in proper dress. Behavior of the driver should be extremely courteous and refined. He should be well aware of area and should meticulously follow traffic rules. He should not be in habit of rash and fast driving and should have proper vision. He should have absolutely clean background and police record.
38. Driver shall be provided with mobile phone for smooth communication and the cost shall be borne by agency
39. UPMSCL have right to cancel the call without payment for the day, but cancellation would be within 2 hours from the entry of vehicle in head office gate register or at the pickup point as informed by the UPMSCL office.
40. Vehicle should be Petrol / Diesel / CNG /Electric only. Registered as commercial vehicle only. Sufficient boot space should be available. In case of electrical vehicle provided, UPMSCL shall not provide any kind of Electrical charging facility.
41. Number of vehicles can be increased or decreased as per the requirement of UPMSCL. The number of vehicles to be increased or decreased can be of any make or model but not be older than three years from the date of R.C.

**SECTION III**

**CONDITIONS OF CONTRACT**

### 1. CONTRACT

A written agreement shall be executed between UPMSCL & the Company/firm to whom contract is awarded. Any cost (If any) related to agreement execution, shall be born by the supplier.

### 2. AWARD OF CONTRACTS

iii **Award Criteria:** Contract will be awarded to the qualified Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, subject to the bidder agreeing to all terms and conditions of the tender. In case of non- acceptance of agreement, the Purchaser will proceed to the next-lowest evaluated Bidder. This contract will be called **Principal Contract**.

#### iv **State SSI & MSME:**

Latest directive of Uttar Pradesh Government, in respect of **eligibility, benefits and exemptions** provided to the **State SSI & MSME**, shall be adhered to. Affidavit of being SSI/MSME unit of the State of U.P. is must for leveraging the benefit under this provision.

**Note:** No bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded. Any effort by a bidder to modify his bid or influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

### 3. RATE CONTRACT

This is a "Rate Contract" Tender. The bidders are expected to quote their best rates. The rates quoted by the bidder shall remain **valid up to 24 months** from the date of signing of contract and can be extended for a further period of up-to one year with mutual consent of Purchaser & Supplier. The quantities mentioned in **Schedule of Requirement** are purely indicative only and the procurement may vary as per actual uses. Purchase orders shall be issued as per UPMSCL's internal protocol. The place of supply can be UPMSCL, Head Office in state of Uttar Pradesh & the same would be mentioned in the purchase order.

### 4. PERFORMANCE SECURITY

The successful bidders shall deposit **Performance Security @ of 5% of contract value (without tax)**. The Performance Security should be paid in the form of **DD in favor of Managing Director, UPMSCL** or in the form of Bank Guarantee issued by a scheduled Bank in favor of UPMSCL or in form of FDR in favor of Managing Director, UPMSCL. The performance security shall remain **valid for a period, which is six months beyond the date of expiry of the contract**. The performance Security should be submitted before executing the contract/signing of the contract document positively. The contract shall be signed only after furnishing of performance security and the agency needs to ensure that the contract is executed within 21 days from the date of intimation. Non-fulfillment of this condition i.e if the agency fails to submit the performance security and fails to execute the contract in the above specified timeline, will result in cancellation of the award and forfeiture of the EMD. In case of breach of contract by the agency/firm, or in the event of the firm failing to start work/denying to work/withdrawing from the offer after signing of the agreement, the performance security shall be forfeited by UPMSCL and the firm/agency shall be blacklisted in addition to the termination of the contract.

## **ANNEXURES**

<b>A. Schedule of requirement</b>	....	<b>35</b>
<b>B. Guidelines for e-Tender filing</b>	....	<b>36</b>

## ANNEXURE – A

### Schedule of Requirement

A.-

S. No.	Vehicle	Vehicle Type (AC) Description	Expected Trip Per Month
1	Premium SUV	Innova Crysta / Equivalent	02
2	SUV	XUV/Xylo/Scorpio / TUV / Bolero/ Artiga Equivalent	02
3	Premium Sedan	Honda City/Hyundai Verna/Ciaz/ Equivalent	01
4	Sedan	Swift Desire / Honda Amaze / Tata Indigo / Equivalent	01

S. No.	Service Type	Description	Expected Trip Per Month
1	Ticket Booking	Flight ticket booking service charges	1
2	Ticket Booking	Train ticket booking service charges	1
3	Hotel Booking	Hotel booking service charges	1

**Note: -**

1. Since the tender is a "Rate Contract Tender" so, the quantities mentioned in Schedule of Requirement are purely indicative only and the number of services may vary as per actual requirements.

## **ANNEXURE - B**

### **PREPARATION & SUBMISSION OF e-BIDS**

#### **▪ Documents Constituting the e-Bid**

The e-Bids prepared by the Bidder shall comprise the following components:

- Technical bid
- Financial bid / BOQ
- The Bidder shall furnish, all the documents listed in tender documents as part of Technical bid, documents establishing the qualification to perform the Contract. The documentary evidence in support of the information furnished should be submitted by the Bidder electronically in the **PDF format**.
- It is suggested that the PDF files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Bid portal.

#### **▪ Format and Signing of e-Bids**

- The Bidder shall prepare one electronic copy for the e-Bids.
- Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All the pages/ documents of the e-Bid shall also be signed manually by the person authorized to sign the e-Bids before converting them into PDF and uploading them as bidding documents.

#### **▪ Submission of e-Bids**

- The e-Bid Submission module of e-tender portal <http://etender.up.nic.in> enables the Bidders to submit the e-Bid online against the e-tender published by the UPMSCL. Bid Submission can be done only from the Bid Submission start date and time till the e-Bid Submission end date and time given in the e-Bid. Bidders should start the Bid Submission process well in advance so that they can submit their e-Bid in time. The Bidders should submit their Bids considering the server time displayed in the e-tender portal. This server time is the time by which the Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender schedule. Once the Bid submission date and time is over, the Bidders cannot submit their e-Bid. For delay in submission of e-Bids due to any reasons, the Bidders shall only be held responsible.
- The Bidders have to follow the following instructions for submission of their e-Bids:
- For participating in e-tender through the e-Bidding system, **it is necessary for the Bidders to be the registered users of the e-tender portal <http://etender.up.nic.in>**. The Bidder has to register with his/her **Digital Signature Certificate (DSC)** in the e-Bidding system and subsequently he/she will be allowed to carry out his/her e-Bids submission activities. Registering the Digital Signature Certificate (DSC) is a onetime activity till its validity. Before proceeding to register his/her DSC, the Bidder should first logon to the e-Bidding system using the User Login option on the home page with the Login Id and Password with which he/ she has registered as enumerated in the preceding paragraph above.
- For successful registration of **DSC** on e-Procurement portal <http://etender.up.nic.in> the Bidder must ensure that he/she should possess Class-2/ Class-3 DSC issued by any one of certifying authorities approved by Controller of Certifying Authorities, Government of India.

▪ **Deadline for Submission of e-Bids**

- E-Bids must be submitted by the Bidders on e-tender portal <http://etender.up.nic.in>, not later than the date and time specified in this e-tender portal document.
- The UPMSCL May extend this deadline for submission of e-Bids by amending the e-tender document in which case all rights and obligations of the UPMSCL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- UPMSCL shall not consider any request for date-extension for e-Bid-submission on account of late downloading of e-tender by any prospective Bidder. E-Bids should be uploaded on e-tender portal <http://etender.up.nic.in> on or before last date and time mentioned on e-portal documents.

▪ **Late-Bids**

- The server time indicated in the Bid Management window on the e-tender portal <http://etender.up.nic.in> will be the time by which the e-Bids submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-Bids submission date and time is over, the Bidder cannot submit his/ her Bid. Bidder has to start the e-Bid Submission well in advance so that the submission process passes off smoothly. The Bidder only, will be held responsible if his/ her e-Bids are not submitted in time due to any reasons.

▪ **Withdrawal and Resubmission of e-Bids**

- At any point of time, a Bidder can withdraw his/ her e-Bids submitted online before the e-Bids submission end date and time. For withdrawing, the Bidder should first log in using his/ her Login Id and Password and subsequently by his/ her Digital Signature Certificate on the e-tender portal <http://etender.up.nic.in>. The Bidder should then select the proper option in the Bid Submission menu. The page listing all the Bids submitted by the Bidder will be displayed. Click "View" to see the details of the Bid to be withdrawn. After selecting the "Bid Withdrawal" option, the Bidder has to click "Yes" to the message "Do you want to withdraw this Bid?" displayed in the Bid Information window for the selected Bid. The Bidder also has to enter the Bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The Bidder has to confirm again by pressing "Ok" button before finally withdrawing his/ her selected Bid. Once the Bidder has withdrawn his /her Bid he/she cannot re-submit this Bid again.
- The Bidder has to request the UPMSCL with a letter, attaching the proof of withdrawal and submission of e-Bids Processing Fee in the office of Managing Director, UPMSCL, to return back the e-Bids Processing Fee (if any) as per the procedure.
- The Bidder can resubmit his/ her e-Bids as and when required till the Bid submission end date and time. The e-Bids submitted earlier will be replaced by the new one. The payment made by the Bidder earlier will be used for revised e-Bids and the new Bid submission summary generated after the successful submission of the revised e-Bids will be considered for evaluation purposes. For resubmission, the Bidder should first log in using his/ her Login ID and Password and subsequently by his/ her Digital Signature Certificate on the e-procurement portal <http://etender.up.nic.in>. The Bidder should then select proper option in the Bid Submission menu. The page listing all the Bids submitted by the Bidder will be displayed. Click "View" to see the details of the Bid to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised e-Bids documents by following the methodology provided below.
- The Bidders can submit their revised Bids as many times as possible by uploading their e-Bids documents within the scheduled date & time for submission of e-Bids.
- No e-Bids can be resubmitted subsequently after the deadline for submission of e-Bids.

▪ **Receipt and Opening of e-Bids by the Purchaser**

- Bidders are advised to submit their e-bids in 'Two-Bid' system with Technical and Financial bids separately on e-tender portal.
- Please note that prices should not be quoted in the Technical Bid. The Prices should be quoted in the Financial Bid only. On receipt on e-tender portal, the technical proposals will be opened through e-tender portal.
- After evaluation of technical e-Bids, UPMSCL shall upload the summary of evaluation of technical bid of the bidders as per the Qualification Requirements for selection as qualified bidder and further qualified bidder will be considered for opening of their financial e-bids.
- **“Scrutiny of technical documents may be conducted in the presence of Tenderers /Authorized representatives who choose to attend on the specified date and time.”**

**Note: The Bidder shall be required to use his own Digital Signature while uploading its Bid. Failure to comply or usage of Digital Signature of other firm shall be liable for rejection of Bid.**

## **FORMATS**

- I. Information about bidder**
- II. Particulars of Tender Fee Deposited**
- III. Particulars of EMD deposited**
- IV. List of items for which bid is quoted**
- V. Average Annual Turnover certificate**
- VI. Non blacklisting & all terms and condition acceptance certificate**
- VII. Details of past experience**
- VIII. Letter of Authorization**
- IX. Sample BOQ**
- X. Checklist**
- XI. Integrity pact**
- XII. Contract draft**
- XIII. Bank Guarantee format for Performance Security.**
- XIV. Affidavit regarding drivers provided by the agency shall have no criminal record**

## Format – I

### INFORMATION ABOUT BIDDER

1. Name of the bidding company/firm & CIN:
2. Type of company/firm: (Proprietorship/Partnership/Pvt. Ltd./Public Ltd./PSU etc.)
3. a. Whether the firm/company falls in SSI/MSME category: Yes/No  
b. If MSME, State in which it is registered as MSME:
4. A brief history of Inception and development:
5. Corporate address of Bidder:
6. Participating in tender as:
7. Average annual turnover (Last 3 years) of the firm related to pharmaceuticals: \_\_\_\_\_  
(Based on Information submitted in Format –V)
8. Approximate annual turnover in Govt. business:
9. Name, Designation & contact detail (including mobile/phone no.) of the authorized person for submitting bid and signing contract.
10. Name & Designation of the person authorizing:
11. Name and contact detail of Owner/Managing Director of the company:
12. E-mail address of Bidder for correspondence:  
(**Note:** All the correspondences related to this tender shall only be made on this e-mail)

**Format – II**

**PARTICULARS OF TENDER FEE DEPOSITED**

(To be submitted along with technical bid)

- i) Reference No. of Bid:
- ii) **Particulars of Tender fee:-**
  - a) RTGS/e- Transfer Reference No. \_\_\_\_\_
  - b) Date on which transfer made \_\_\_\_\_
  - c) Transferred Amount Rs----- only.
  - d) Name and address of Bank through which transfer made-----
  - e) Name and address of the bidder:
- iii) PAN No:  
(Copy of PAN card duly attested by the bidder under his seal and signature to be submitted.)
- iv) GST No:  
(Copy of GST certificate duly attested by the bidder under his seal and signature to be submitted)

\_\_\_\_\_  
SIGNATURE OF THE AUTHORIZED REPRESENTATIVE

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

NAME OF THE FIRM/BIDDER \_\_\_\_\_

**STAMP OF THE FIRM/BIDDER\_**

**Format – III**

**PARTICULARS OF EMD DEPOSITED**  
(To be submitted along with technical bid)

- i. Reference No. of Bid:
- ii. **Particulars of EMD submitted:-**
- iii. RTGS/e- Transfer Reference No. \_\_\_\_\_
- iv. Date on which transfer made \_\_\_\_\_
- v. Transferred Amount Rs. -----only (Rupees..... only).
- vi. Name and address of Bank through which transfer made-----
- vii. Name and address of the bidder:
- viii. PAN No:
- ix. (Copy of PAN card duly attested by the bidder under his seal and signature to be submitted.)
- x. GST No:
- xi. (Copy of GST certificate duly attested by the bidder under his seal and signature to be submitted)

\_\_\_\_\_  
SIGNATURE OF THE AUTHORIZED REPRESENTATIVE

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

NAME OF THE FIRM/BIDDER \_\_\_\_\_

STAMP OF THE FIRM/BIDDER \_\_\_\_\_

**Format – IV**

**List of item for which bid is quoted**

Sl. No.	Vehicles / Booking Services	Date of RC of Vehicle	Reference page no. of document submitted				
			RC	Insurance	PUC	Fitness	DL
1							
2							
3							
4							
5							
6							

\_\_\_\_\_  
SIGNATURE OF THE AUTHORIZED REPRESENTATIVE

NAME\_\_\_\_\_

DESIGNATION\_\_\_\_\_

NAME OF THE FIRM/BIDDER\_\_\_\_\_

STAMP OF THE FIRM/BIDDER\_\_\_\_\_

**Format – V**

**AVERAGE ANNUAL TURNOVER CERTIFICATE**

To,  
Managing Director,  
UPMSCL,  
SUDA Bhawan, 7/23, Sector-7, Gomti Nagar  
Extension, Lucknow, Uttar Pradesh-226010

We hereby certify that **M/s** \_\_\_\_\_ (the name of participant in the tender) who is participating the tender for **hiring of requirement basis taxi services for Uttar Pradesh Medical Supplies Corporation Limited**, called by UPMSCL Ltd. Lucknow, vide Tender reference number.....has Sales turnover is given as below:-

Turnover in the year of 2024-25 RS.....  
Turnover in the year of 2023-24 RS.....  
Turnover in the year of 2022-23 RS.....

The above information is correct and true.

Office seal:

Signature  
Name of Proprietor / Partner/Authorized Signatory of bidder  
with firm's rubber stamp/seal

CERTIFIED BY CHARTERED ACCOUNTANT (CA)

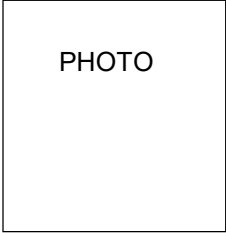
Name of Chartered Accountant (In capital letter):  
Regd. No. of Chartered Accountant: \_\_\_\_\_

**NOTE:** The turnover of other than participant will not be accepted. Audited balance sheet & profit & loss statement for financial years as mentioned above (Self attested & Certified by CA shall also be enclosed as proof of the claim).

UDIN (Unique Document Identification number) should be mandatory endorsed on ATC and supporting financial statement in support thereof.

**Format – VI**

**‘Notarized on Rs. 100/- Non Judicial e-stamp paper’  
DECLARATION**



I,.....S/o.....  
R/o..... do

Solemnly affirm:

That my Firm/Company/Corporation/LLP is participating in tender no..... of MD, Uttar Pradesh Medical Supplies Corporation Ltd., Lucknow and I am executing this declaration for myself and on behalf of my Firm/Company/Corporation/LLP.

1. That my Firm/Company/Corporation/LLP and it's Proprietor or any of its Directors/Partners/Authorized signatories has not been convicted by any Court of India. I shall inform the UPMSCL immediately, if there is any conviction from aforesaid any authority.
2. That my Firm/Company/Corporation/LLP is not under blacklisting/ debarring by any Tender Inviting Authority, UPMSCL for any reason or by Central Govt./any State Govt. or organizations/agencies there under on grounds of non-compliance issues.
3. In case of exemption of my Firm/Company/Corporation/LLP from payment of Earnest Money Deposit by a Govt. order, I undertake to pay the said sum without any demur on receipt of demand issued by the Tender Inviting Authority.
4. That the information given by me in this tender form is true and correct to the best of my knowledge and belief and I am aware of the 'Tender Inviting Authority's' right to forfeit the Earnest Money Deposit and/or Security Deposit and blacklist my Firm/Company/Corporation/LLP, if any information furnished is proved false.
5. That I have read the terms and conditions of the tender and I and my firm/Company/Corporation/LLP agree to abide by these terms and conditions and other guidelines issued in this regard.

**DATE:**

**Signature:**

**Name:**

**Designation:**

**SEAL:**

**Note:** Letter of Authorization to sign the tender document/related papers/deeds are to be enclosed with this undertaking.

**Format – VII**

**Details of Past Experience:**  
(On Company Letter Head)

Experience of bidder in executing same / similar projects (Taxi services) for Central Govt./State Govt./PSU as per E Tender No-\_\_\_\_\_ Dated: \_\_\_\_, 2025 for **hiring of requirement basis taxi services for Uttar Pradesh Medical Supplies Corporation Limited –**

S. No	Description of assignment	LOA/ Work Order No. and date	Address & Phone no. of Client.	Value of Contract	Date of commencement	Actual Completion Date	Total Number of days worked
1.							
2.							
3.							
4.							
	<b>TOTAL NUMBER OF DAYS</b>						

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the tender if any, to the extent accepted may be cancelled.

Place:

Signature of authorized signatory

Date

Name

\_\_\_\_\_  
SIGNATURE OF THE AUTHORIZED REPRESENTATIVE

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

NAME OF THE FIRM/BIDDER \_\_\_\_\_

STAMP OF THE FIRM/BIDDER\_

**FORMAT- VIII**  
**Letter of Authorization**  
**'Notarized on Rs. 100/- Non Judicial e-stamp'**

**POWER OF ATTORNEY FOR SIGNING OF BID**

Know all men by these presents, We, \_\_\_\_\_ (name of the firm/company/LLP and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. \_\_\_\_\_/Ms \_\_\_\_\_ (Name), son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is presently employed with us/ the Lead Member of our firm/company/LLP and holding the position of \_\_\_\_\_, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental hereto submission of our bid for procurement of Drugs in Uttar Pradesh Medical Supplies Corporation Limited (the “Authority”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders’ meetings and other conferences and providing information/responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including but not limited to the Agreements and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the procurement of drugs. We hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF \_\_\_\_\_, 20.

For

.....

(Signature)

Witnesses:

(Name, Title and complete Address)

1.

2.

[Notarised]

Accepted

.....

(Signature)

(Name, Title, all relevant Contact details and complete Address of the Attorney)

Notes:



- . The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- . Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- . For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.*

## FORMAT – IX

### SAMPLE BOQ AS VISIBLE IN e-TENDER PORTAL

S. No.	Vehicle Type (Ac Only)	Quantity (Min. Fix Km)	Rate Per Km	Total Amount for 200 Km	Night Halt Charge	CGST Per Km (As applicable)	SGST Per Km (As applicable)	IGST Per Km (As applicable)	Total Amount Without Taxes	Total Amount With Taxes
A	B	E	F	G (E*F)	H	I	J	K	L (G+H)	M (G+H+I+J+K)
1	Premium SUV	200 Km								
2	SUV	200 Km								
3	Premium Sedan	200 Km								
4	Sedan	200 Km								

S. No.	Vehicle Type (Ac Only)	Quantity	Per Ticket Booking Service Charge	Cgst	Sgst	Igst	Total Amount Without Taxes	Total Amount With Taxes	Total Amount In Words
1.	Flight Booking Charges	As required							
1.	Train Booking Charges	As required							
3.	Hotel Booking Charges	As required							

Note: Parking and Toll charges will be paid extra on actual basis after submission of supporting documents only.

## FORMAT – X

### CHECK LIST

The bidders are hereby instructed to upload the following documents as per the checklist and must mention the page numbers against each column of the checklist. The documents should be page numbered & arranged serially, self-attested, stamped by the authorized signatory and attested by public notary.

**Checklist sheet is mandatory to fill & the documents of technical bid should be arranged in accordance to checklist**

S. No.	Description of the document	Yes/No	Page no.	Remarks
1	Description of the bidder: Should include the information asked in <b>Format – I</b>			
2	Copy of e-Transfer Receipt for deposit of tender fees along with <b>Format – II</b>			
2	Copy of e-Transfer Receipt for deposit of EMD along with <b>Format – III</b> / Copy of exemption certificate.			
3	List of items for which bid is quoted <b>Format - IV</b>			
4	Average annual turnover statement ( <b>Format – V</b> ) along with audited balance sheet.			
5	Acceptance of all terms & conditions in all Sections of Tender document, and Non blacklisting affidavit (Notarized declaration as per <b>Format –VI</b> ).			
6	Details of past experience ( <b>Format –VII</b> )			
7	Checklist as per <b>Format – X</b>			
8	Integrity pact ( <b>Format – XI</b> )			
9	Bank Guarantee format for Performance Security. ( <b>Format – XIII</b> )			
10	Affidavit regarding drivers provided by the agency shall have no criminal record. ( <b>Format – XIV</b> )			

11	GST registration certificate.			
12	Copy of PAN card.			
13	Other documents for establishing eligibility of bidder			
14	Other document if asked by TIA			
15	MSME registration certificate			

**Note: BOQ/Price bid has to be uploaded in the specific template in tender portal and shall not be included as part of the technical bid. Integrity pact & Agreement are not required to be submitted as part of the bid as the same would be required to be furnished by qualified bidders to whom contracts shall be awarded.**

## **FORMAT – XI**

### **INTEGRITY PACT**

(To be given on letter head of the Supplier/bidder, as the case may be, duly signed by the authority having legal power of attorney to bind the firm/company)

1. This Integrity pact is a fidelity agreement between the Supplier (which include all their employees, agents and consultants etc. who are registered/seek registration or awarded/seek Contract(s)/Rate Contract(s) (RCs) on one hand and **Uttar Pradesh Medical Supplies Corporation Ltd** (hereinafter called UPMSCCL) which includes all its employees/officials.

2. Under this Integrity Pact, it has been agreed, accepted and undertaken to use, practice and observe all the best, clean, ethical, honest and legal means and behavior maintaining complete transparency and fairness in all activities concerning Registration, Bidding, Contracting/Rate Contracting and performance thereto. Neither the Supplier nor the Public Authority which include indenters, Purchase and inspection officials of UPMSCCL shall have conflict of interest of any kind whatsoever nor demand or pay or accept any illicit gratification/bribe or hospitality or consideration/favor of any kind whatsoever and shall not use any corrupt practices including fraud, misrepresentation, misleading or forged/false documents, concealing/suppressing facts, undue pressures or influences from anyone (written or verbal/telephonic), bribery, rigging, cartelization, anti-competitive practices, collusion, which are not limited to, but also include the following:

- (a) **Collusive bidding:** Collusive bidding can take form of an agreement among tenderers to divide the market, set prices, or limit production. It can involve 'wage fixing, kickbacks, or misrepresenting the independence of the relationship between the colluding parties'. In legal terms all acts affected by collusion are considered void.
- (b) **Bid rotation:** In bid-rotation scheme conspiring tenderers continue to bid, but they agree to take turns being the winning (i.e. lowest qualifying) bidder. The way in which bid-rotation agreements are implemented can vary.
- (c) **Cover Bidding:** Cover (also called complementary, courtesy, token or symbolic) bidding occurs when individuals or firms/companies agree to submit bids that involve at least one of the following: (1) a competitor agrees to submit a bid that is higher than the bid of the designated winner, (2) a competitor submits a bid that is known to be too high to be accepted, or (3) a competitor submits a bid that contains special terms that are known to be unacceptable to the purchaser.
- (d) **Bid suppression:** Bid-suppression schemes involve agreements among competitors in which one or more firms/companies agree to refrain from bidding or to withdraw a previously submitted bid so that the designated winner's bid will be accepted.

(e) **Market allocation:** Competitors carve up the market and agree not to compete for certain, customers or in certain geographic areas. Competing firms/companies may, for example, allocate specific customers or types of customers to different firms/companies, so that competitors will not bid (or will submit only a cover bid) on contracts offered by a certain class of potential customers which are allocated to a specific firm/company etc.

3. The party hereby agrees that he will not indulge in any such activity and will inform UPMSCL if any such activity is on. The party further agrees that he will not give any favour, bribe, speed money and gifts directly or indirectly to any employees, officials etc. of UPMSCL and will not commit any offence in contravention of relevant BNS/Prevention of Corruption Act or any Indian law in force.

4. The party hereby agrees that while canvassing order, they will not provide any inducement of the indenter, whether directly or indirectly including cash and non-cash both pre, during and post procurement action and inform the UPMSCL if any such event is unfolding for which UPMSCL on assessment of the issue will refer the matter to the concerned administrative authority.

5. In case of failure or default in terms of this Integrity Pact the UPMSCL will be subjected to actions prescribed under the applicable Law of the Land, including penal actions and prosecution, while the Supplier will bear any or a combination of following penalties:

- (a) Cancellation of Contract/Rate Contracts(RCs)
- (b) Forfeiture of all securities and performance Bank Guarantees
- (c) Refusal to grant any kind of contracts/RCs for further period of 3 (three)years
- (d) Suspension and/or banning the business dealings for period upto 3 (three)years
- (e) Any other administrative or penal actions as deemed fit.
- (f) Action under BNS/Prevention of Corruption Act and other relevant laws of the country.

6. Agreed, accepted and signed on behalf of Supplier on this day and year mentioned below and handed over to the concerned office of UPMSCL forming integral part of all the affairs and transactions with and in relation to UPMSCL.

Signature on behalf of Supplier Firm/Company.....  
Name and designation/capacity of signatory.....  
Full address of the Supplier Firm/Company.....  
Seal and Stamp of the supplier Firm/Company.....  
Place: .....  
Date: .....

**FORMAT- XII**

**‘Notarized on Rs. 500/- Non Judicial e-stamp’**

**CONTRACT**

THIS **CONTRACT** is made on this.....day of....., 20\_\_

Between

**Uttar Pradesh Medical Supplies Corporation Ltd** company incorporated in the Republic of India registered under the Companies Act, 2013 and having its registered office at SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension, Lucknow-226002 and

Having GST No. 09AACCU2250P1ZZ, hereinafter referred as the “**Purchaser**”, which term shall, unless excluded by or repugnant to the subject or context, include its successors and permitted assigns, of the ONE PART:

and

..... a company/firm/corporation/LLP incorporated in the Republic of India registered under the Companies Act, 2013/1956 and having its registered office at ....., and having GST No. \_\_\_\_\_ Herein after referred as the “**Supplier**”, which term shall, unless excluded by or repugnant to the subject or context, include its successors and permitted assigns, of the OTHER PART and FINAL PART.

WHEREAS the Purchaser has invited e –Tender for rate contract for the hiring of requirement basis taxi services for uttar 36radesh medical supplies corporation limited. Vide TENDER NO.....DATED..... The supplier has submitted technical and Price Bids as contained in the Tender Document. The Purchaser has finalized the tender in favour of the Supplier for the supply of requirement basis taxi services specified in the schedule attached hereto at the prices noted against each item therein on the terms and conditions set forth in the agreement.

NOW THIS CONTRACT WITNESSED AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Tender Document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract, viz.:
  - (a) All the documents submitted by the tenderer as part of Technical Bid and Price Bid;
  - (b) The Schedule of Requirements;
  - (c) The Specifications and other quality parameters;

- (d) The clarifications and amendments issued / received as part of the Tender Document
- (e) The General Conditions of Contract;
- (f) The Specific Conditions of Contract; and
- (g) The Purchaser's offer Letter
- (h) All correspondence as part of tender during or after the date of agreement accepted by Tender Inviting Authority/Purchaser.

3. This contract shall deem to extend to such LOIs as may be issued in pursuance and in accordance with the tender.

4. Any supply made on the purchase orders placed against this tender before the execution of this contract shall deemed to be covered by this contract and all terms and conditions of the tender applied to such supplies

5. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide requirement basis taxi services conforming in all respects with the provisions of the Contract.

6. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the tender, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

7. The Supplier has deposited with the Purchaser an amount of Rs.....(as in Tender condition) as Security Deposit as specified in the Conditions of Tender for due and faithful performance of the provisions of this contract. Such Security Deposit made by the Supplier is liable to be forfeited by the Purchaser in the event of the Supplier failing duly and faithfully to perform any one or more or any part of any one of the said provisions. The payment for the services provided by the Supplier will be paid to him only after he has remitted the required amount of Security Deposit.

**List of Taxi Vehicles/Services under Contract**

S. NO.	Vehicle Type (AC Only)	QUANTITY	UNIT	Rate	Night Halt Charge	CGST	SGST	IGST	TOTAL AMOUNT WITHOUT TAXES	TOTAL AMOUNT WITH TAXES	TOTAL AMOUNT IN WORDS
1	Premium SUV	02	PER KM								

2	SUV	02	PER KM								
3	Premium Sedan	01									
4	Sedan	01	PER KM								
5	Flight Booking Charges	As required	Per Ticket Booki ng		-						
6	Train Booking Charges	As required	Per Ticket Booki ng		-						
7	Hotel Booking Charges	As required	Per Ticket Booki ng		-						

- Parking and Toll charges will be paid extra on actual basis after submission of supporting documents only.

**IN WITNESS** whereof the parties hereto have caused this contract to be executed in accordance with their respective laws of the day and year first above written.

Signed, Sealed and Delivered by the

said .....(For the Purchaser)

in the presence of .....

Signed, Sealed and Delivered by

The said.....(For the Supplier) (Signature, Name, Designation and Address with Office seal)

in the presence of .....

- 1) (Signature, Name and Address of witness)
- 2) (Signature, Name and Address of witness)

Note:- No changes/addition/deletion are allowed in the contract document.

**FORMAT – XIII**

**Bank Guarantee Format for Performance Security**

To,  
The Managing Director,  
Uttar Pradesh Medical Supplies Corporation Ltd.  
SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension,  
Lucknow, Uttar Pradesh

WHEREAS ..... (name and address of the supplier)(hereinafter called “the supplier”)  
has undertaken, in pursuance of contract no..... dated ..... to supply of Taxi vehicle (herein after called “the contract”).

AND WHEREAS it has been stipulated by UPMSCCL in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;  
NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of .....(amount of the guarantee in words and figures),and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between UPMSCCL and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....  
.....

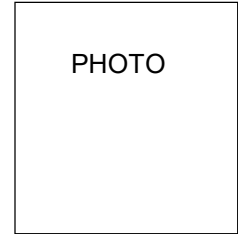
(Signature of the authorised officer of the Bank)  
.....

Name and designation of the officer  
.....

Seal, name and address of the Bank / Branch

**Format – XIV**

**‘Notarized on Rs. 100/- Non Judicial e-stamp paper’  
SELF-DECLARATION – NO CRIMINAL RECORD OF DRIVERS**



I,.....S/o D/o .....  
R/o..... do  
solemnly affirm that:

In response to the e-Tender No-\_\_\_\_\_ **Dated: ..., 2026** for rate contract for the hiring of requirement basis taxi services for Uttar Pradesh Medical Supplies Corporation Limited. I/We hereby declare that the drivers to be provided by I/We (including vehicles sub-let by the agency from a third party) will not having any criminal record.

If this declaration is found to be incorrect at any time during full tenure of the tender, then without prejudice to any other action that may be taken, my/ our EMD or PBG may be forfeited in full and the tender or contract if any, to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder : -  
Authorized Signatory: -  
Seal of the Organization: -

**DATE:**

**Note:** Letter of Authorization to sign the tender document/related papers/deeds are to be enclosed with this undertaking.