

HIMACHAL PRADESH STATE LEGAL SERVICES AUTHORITY SHIMLA (HPSLSA)

**TENDER DOCUMENT
FOR THE PURCHASE OF ELEVEN SCORPIO N-Z8S
WHITE COLOUR (PETROL)
FOR
ALL ELEVEN DISTRICT LEGAL SERVICES AUTHORITIES
IN HIMACHAL PRADESH**

Date & time of Start of Downloading Date: 23.12.2025
2:00 PM Onwards

Last Date & time of submission of
Technical Bid and Financial Bid: **Date: 27.12.2025**
IN THE OFFICE OF H.P. STATE LEGAL
SERVICES AUTHORITY, SHIMLA- 171009. **Upto 3:00 PM**

Tender/bid inviting/Opening Authority **Member Secretary**
H.P. State Legal Services Authority
Shimla -1171009

For any query, bidders desirous of participating in the tender process may contact at 0177-2623862 or may submit their written queries through official email:- mslegal-hp@nic.in

R Singh

**TENDER DOCUMENT FOR THE PURCHASE OF
ELEVEN (11) MAHINDRA SCORPIO N-Z 8 S VEHICLES WHITE COLOUR (PETROL)
FROM ORIGINAL EQUIPMENT MANUFACTURER/ REGISTERED AUTHORISED DEALER
OF MAHINDRA LTD. HAVING THEIR DELERSHIP
IN VARIOUS DISTRICTS IN HIMACHAL PRADESH**

TYPE OF TENDER- OPEN

TENDER INVITING AND OPENING AUTHORITY: MEMBER SECRETARY, HPSLSA, SHIMLA

DETAILS OF TENDER ITEM:

Sr. No.	PARTICULARS	QUANTITY	TENDER FEE (IN Rs.) (Non-Refundable)	EMD (IN Rs.) (Refundable)
1.	ELEVEN SCORPIO N-Z8S VEHICLES WHITE COLOUR (PETROL)	11 (ELEVEN)	1000/-	5,00,000/-

D.Singh

LIMITED NOTICE INVITING TENDER FOR
SUPPLY OF 11 (ELEVEN) MAHINDRA SCORPIO N- Z8S IN WHITE COLOUR (PETROL),
BY ORIGINAL EQUIPMENT MANUFACTURER (OEM)/ AUTHORIZED DEALERS IN HIMACHAL PRADESH

Sealed tenders are invited on proformas attached herewith (Annexures A to C) for **SUPPLY OF 11 (ELEVEN) MAHINDRA SCORPIO N- Z8S IN WHITE COLOUR (PETROL), BY ORIGINAL EQUIPMENT MANUFACTURER (OEM)/ AUTHORIZED DEALERS IN HIMACHAL PRADESH** for use of ELEVEN DISTRICT LEGAL SERVICES AUTHORITIES (DLSAs) i.e., DLSA CHAMBA, BILASPUR, HAMIRPUR, KANGRA (at Dharamshala), KINNAUR (at Reckong-Peo), KULLU, MANDI, SHIMLA, SIRMAUR (at Nahan), SOLAN and UNA respectively IN HIMACHAL PRADESH and the vehicles are to be registered in Himachal Pradesh.

Interested parties, if so desire, may contact the office of H.P. S.L.S.A. at telephone No. 0177-2623862 any working day between 10:30 AM and 4:00 PM (except Sundays and Holidays) for any further information before quoting the rates.

A. Procedure for offline Submission of Tender Document

The Tender for the above items are invited offline. The following procedure will be adopted for the offline opening of the price bids.

Submission of the Bids:

The bids will be submitted at our office with the following documents:

Technical Bid

1. Covering letter accepting terms and conditions of tender of the participating firm on letterhead.
2. Original Equipment Manufacturer (OEM) certificate or authorized dealership/distributorship certificate as applicable.
3. Detailed technical specifications highlighting the features of the vehicle.
4. Firms' Business Registration documents.
5. GST Registration No. of the firm.
6. Tender fee and Earnest Money Deposit (EMD) by Demand Draft, of any nationalized/ scheduled bank, in favour of the "MEMBER SECRETARY, HPSLSA, SHIMLA" payable at SHIMLA.



Mode of sending the tender:

Two covers bid tender. Two separate envelopes consisting of technical bid (eligibility criteria) in one envelope and financial/commercial bid in another envelope. Both envelopes to be kept in main single envelope along with Demand Draft for the Tender Fee (₹ 1,000/-) and EMD (₹ 5,00,000/-) shall be submitted in sealed cover by registered speed post/Courier/by hand only.

Exemption from submitting EMD: It will be available for eligible bidders as per latest exemptions available under State/ Center Government Rules/Notifications on submission of requisite document of exemption.

Refund of EMD:

For Unsuccessful Bidders, EMD will be refunded/ returned on issuance of Purchase Order to the Successful Bidder, upon receipt of a written request, deducting necessary bank charges, if any, and without any interest.

For the Successful Bidder, EMD will be refunded/ returned after satisfactory completion of work as mentioned in the Purchase Order upon receipt of a written request by the Successful Bidder after deducting necessary bank charges, if any, and without any interest.

Description essential to be made on sealed cover:

The main single envelope must be superscribed as "Tender for supply of 11 (ELEVEN) MAHINDRA SCORPIO N- Z 8 S IN WHITE COLOUR (PETROL)". Two separate covers superscribed as (1) Technical bid cover and (2) Commercial bid to be kept in main single envelope along with tender fee and EMD.

Address of submission of Tender Bid:

The Member Secretary, Himachal Pradesh, State Legal Services Authority, Shimla-171009.

Date of opening tender:

(1) **Part-1, Technical bid:** - This bid will be opened on **27.12.2025 at 3:30 PM** at the office of The Member Secretary, Himachal Pradesh, State Legal Services Authority, Shimla-171009 by the Committee constituted by the Member Secretary, Himachal Pradesh, State Legal Services Authority, Shimla.



2) Part-2, Financial/commercial bid: - This bid will be opened after the examination of pre-qualification and shall be opened for only those bidders who will succeed in technical Bid. The date and time of opening will be intimated accordingly through email.

General Terms and Conditions:

1. Only the manufacturer and their authorized distributors or dealers or channel partners having their dealership in Himachal Pradesh need to submit their tender. The authorized distributors or dealers or channel partners should furnish a certificate from the manufacturer for their dealership.
2. No person or firm shall be allowed to submit more than one Bid.
3. It is mandatory to provide all the relevant documents as per the Tender document.
4. The H.P State Legal Services Authority is a Govt. entity. Hence vehicle is applicable to Government passing (G- Passing). The procedure of G-passing shall be followed by the bidder.
5. The Tender Bid should be accompanied with the detailed printed technical literature with specifications, make and model number of each item. Specifications given in the offer must be similar to the information available on the website and/or printed technical literature, otherwise, the offers shall be rejected.
6. The Tender Bid must provide a guarantee/warranty of satisfactory functioning of the vehicle for a period of at least two years from the date of purchase, alongwith the price of extended warranty for a period of further 05 years.
7. **Payment Terms:** The standard terms and conditions with regard to the payment would be treated as full and final at the time of delivery of the vehicles.
8. **Rates should be quoted FOR Shimla.**
9. Please quote the maximum discounted price, as no further negotiations will be made.
10. As the vehicles are being purchase for the all Eleven District Legal Services Authorities (DLSAs) in Himachal Pradesh State, the payment will be made through the respective DLSA on tender rate approved by this Authority.
11. The Member Secretary, HP SLSA reserves the right to accept or reject any or all offers in full or in part without assigning any reason (s) thereof.
12. The process of purchase can be cancelled at any time without assigning any reason thereof.



B. Terms and Conditions of Tender

1. The Bidders are required to quote their lowest rates including Insurance Charges, Road Tax, Extended Warranty Charges and Maintenance Charges etc. for the above-mentioned **11 (ELEVEN) MAHINDRA SCORPIO N- Z 8 S IN WHITE COLOUR (PETROL)**”.
2. The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The bidder shall not be entitled during the said period of 90 days to revoke or cancel its bid or to vary the bid or any terms thereof.
3. Hypothetical or conditional Bidders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered otherwise, and if so, the appropriate action will be taken against that Bidder, as may be deemed fit by the Competent Authority. The Bidder shall be bound by the terms and conditions of the tender.
4. The HPSLSA will deal with the bidder directly and any middlemen/agents/ commission agents etc. will not be entertained by the Authority. The Tender Form is non-transferable and agency shall not be permitted to transfer its rights and obligations to any other person/organization or otherwise.
5. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the bid invalid.
6. The bidder shall give an undertaking (as per ANNEXURE-B) that the Firm/Partner/Director/Proprietor has not been blacklisted and its business dealings with Central/State Government/Public Sector Units/autonomous bodies have not been banned/terminated on the account of poor Performance.
7. The Competent Authority, in its discretion, reserves the right to make any change, any time, in the terms and conditions of the Tender and accept or reject any or all the Bids, wholly or completely, without assigning any reason thereof at any stage of tendering process.
8. **The bidder shall quote rates both in figures and words with blue/black ball pen.** In case of any discrepancy, the figures mentioned in words will be considered.
9. The bidder should specifically mention whether rates are inclusive of GST or CESS (as applicable) and if it is not mentioned, it will be presumed that rates are inclusive of GST or CESS.
10. **All the pages of quotations including the documents submitted therein must be duly signed and stamped failing which the Bid shall be liable for rejection.**
11. This Authority is not bound to accept the rates submitted by the lowest bidder or any other bidder nor does it undertake to assign any reasons for its decision in this matter.



12. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates or violates any terms and conditions of tender, the EMD shall be forfeited and Bid shall be rejected.
13. The supply of **11 (ELEVEN) MAHINDRA SCORPIO N-Z8S IN WHITE COLOUR (PETROL)** will be inspected by Inspection Committee of Senior Officers of this AUTHORITY and in case, the supply is not found in conformity with the approved specifications, the same is to be replaced exactly commensurate with approved specification at the cost of the bidder. The decision of the Committee in this regard shall be final.
14. The payment will be made only after the delivery of Vehicles, if the same are acceptable as per approved specification.

C. Terms and Conditions for successful Bidder

1. The successful bidder shall be responsible for getting the HP Number Plate, accessories, etc. affixed on the vehicles, after the delivery of the vehicle at Shimla, H.P. at its own cost.
2. The successful bidder will have to abide by the terms and conditions as may be fixed from time to time by the Authority
3. The tender should accompany an undertaking of Authenticity as per the Proforma placed at **ANNEXURE-C.**

D. Penalties

1. The delivery of the vehicles shall be required to be made within 60 days on receipt of the Purchase Order and in case supply is not received within the stipulated time and the Authority is forced to make a purchase/ hire to meet the urgent demand, the loss, if any, would be recovered from the bidder.
2. Irrespective of the fact as to whether or not the Authority may impose penalty of 1% per month subject to a maximum of 10% of the total cost, for delayed delivery, if the delay is caused due to willful laches or negligence of the bidder and it resulting into financial loss or inconvenience to the Authority.

A handwritten signature in black ink, appearing to read "R. Singh", is written over a diagonal line.

PROFORMA

ANNEXURE-A

[TO BE FILLED IN BY THE TENDERER WITH REFERENCE TO NOTICE INVITING TENDER DATED 23.12.2025 FOR SUPPLY OF ELEVEN MAHINDRA SCORPIO N- Z 8 S IN WHITE COLOUR (PETROL)]

1. Name of the Tenderer with address :
2. Name of the authorised person with Mobile/ Telephone No. (s) :
3. Fax No./ E-mail ID :
4. GST No. :
5. Price schedule as per the table below :

Sr. No.	Item	Amount (In Rs.)
1.	Ex-Showroom Price	
2.	Mandatory Charges [GST, CESS, HSRP, Insurance Charges (for 03 years), RTO Tax, Municipal Corporate Tax, TCS etc., if any] Bifurcation of each mandatory charges: 1. 2. 3. 4.	
	Total -	
3.	Any other applicable tax or charges	
4.	Extended Warranty Charges	
5.	Maintenance after free services	
6.	(-) Amount of Discount	
7.	Total Price of Vehicle	
8.	Total Rs. In Words:	

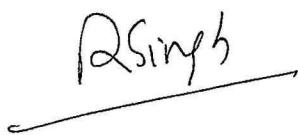
6. Free additional accessories
(specify the items along with the prices) :
7. No. of free services :
8. Guarantee/ Warranty of Vehicle : In Years _____
In KMs _____

Q Singh

9. Copy of Authorization/
Certificate issued by OEM Company attached : Yes/ No

10. Have you ever supplied similar vehicles
to any Govt. Departments/ PSUs etc. at
lower rates : Yes/ No

Signature with date and rubber stamp of the tenderer



A handwritten signature in black ink, appearing to read 'P Singh', is written over a single horizontal line. The signature is fluid and cursive, with a small flourish at the end.

ANNEXURE - B

(On the Letter Head of the Tenderer/Bidder)

UNDERTAKING

I/We undertake that (Name of the Firm/Partners/Director/Proprietor) has not been blacklisted/banned by any Government Department/Public Sector Undertakings/ Autonomous Body.

Signature of the Authorized Signatory
of the Firm/Company/Organization/
Official Stamp/Seal

Date:

Place:

A handwritten signature in black ink, appearing to read "R Singh", is written over a single horizontal line.

ANNEXURE - C

(On the Letter Head of the Tenderer/Bidder)

To,

The Member Secretary,
H.P. State Legal Services Authority,
Shimla-171009.

Sub: Undertaking of Authenticity for SUPPLY OF ELEVEN MAHINDRA SCORPIO N- Z 8 S IN WHITE COLOUR (PETROL)

REF.: 1. Your Purchase Order No. _____ Dated _____

2. Our Invoice No./Quotation No. _____ Dated _____

With reference to the _____ being supplied/ quoted to you: vide our Invoice No./Quotation No./Order No. cited above _____. We hereby undertake that all the components/ parts/ assembly used in the product shall be original new components/ parts/ assembly only and manufactured at the same period from the manufacturing company and that no refurbished/ duplicate/ second-hand components/ parts/ assembly/ software are being used or shall be used.

We also undertake that in respect of the licensed operating system, if asked for by you in the purchase order, the same shall be supplied along with the authorized license certificate and also that it shall be sourced from the authorized source.

We hereby undertake to produce the certificate from our OEM supplier in support of the above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM suppliers at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with the above at the time of delivery or during installation, for the _____ already billed, we agree to take back the _____ without demur, if already supplied and return the money if any paid or us by you in this regard, and/or performance security, if any produced, forfeited.

We, _____ also take full responsibility of both components/parts & Mother body as per the content even if there is any direct by our authorized Service Centre/Reseller etc.

Authorised Signatory

Name

Designation

Seal & Stamp

