

No.D-26020/01/2016-General-I
Government of India
Ministry of Social Justice & Empowerment
(Department of Social Justice & Empowerment)

Shastri Bhawan, New Delhi
Dated the 12 December, 2018

NOTICE INVITING TENDER
(Closing date 1700 hours 04.01.2019)
<http://eprocure.gov.in/eprocure/app>
SECTION-I

On behalf of President of India, Department of Social Justice & Empowerment invites **online tenders** through CPP Portal from prospective Service Providers (preferably having a garage at New Delhi area and having an annual turnover of Rupees One Crore or above during the last two years (viz. 2016-17 and 2017-18), owning minimum twenty (20) vehicles which are not older than 1st January, 2017 (make/model: Toyota INNOVA/ Maruti Ciaz/ Maruti D'zire/ Maruti Swift etc.) and having a valid contract for providing DLY Taxis on hire/rental basis to one or more Central/State Govt. Ministries/Departments, Public Sector Undertakings, reputed Private Ltd. Companies/Firms.

Intending eligible bidders may download Bid Document from our website www.socialjustice.nic.in (for reference only) as well as CPPP website <http://eprocure.gov.in/eprocure/app> (for bidding prospective). Bidders shall have to deposit Rs. 50,000/- (Rupees Fifty Thousand only) as EMD in the form of Demand Draft on or before bid submission closing date & time in below mentioned address. Scanned copy of Demand Draft has to submit online at <http://eprocure.gov.in/eprocure/app> along with the Technical & Financial bid.

Schedule to the invitation of Tender

1. Designation and address of the authority Inviting tender-Under Secretary(Admn), Department of Social Justice & Empowerment, Room No. 253, 'A' Wing, Shastri Bhawan, New Delhi-110001.
2. Tender No. -----MSJ&E/DLY/ 2018-19
3. Date of Publishing of Tender.....13.12.2018
4. Date of Document Downloaded Start Date13.12.2018
5. Last Date and Time for Depositing tender/bid.....04.01.2019 (1700 Hrs)
6. Date and Time of Opening of Tender (**Technical Bid**).....07.01.2019 (1000 Hrs)
7. Type and number of monthly vehicles* (all A.C. categories) required

Category-I (Maruti Ciaz) : 07

Category-II (Maruti D'zire) : 07



Category-III (Maruti Swift): 01

Category-IV (Toyota INNOVA): 03

***This is only a tentative figure and may vary upwards or downwards.**

8. Duration of contract.....One Year (May be extended for a maximum of two more years).

9. EMD..... Rs.50,000/- (Rupees Fifty Thousand only).

(Bid Document can be downloaded from Ministry's web site www.socialjustice.nic.in & <http://eprocure.gov.in/eprocure/app>. The bid must be accompanied by DD for Rs. 50,000/- (Rupees Fifty Thousand only) as EMD and all the necessary documents.



SECTION-II

SCOPE OF WORK

The Bidder is required to provide commercial vehicles fully conforming to RTA/RTO regulation along with fuel, driver etc and shall carry out periodical maintenance.

Scheduled Works -

Monthly KM Hire Slab:

The vehicles will be requisitioned as per the actual requirement. The Monthly KM hire slab on which cars are required and the estimated number of such **hiring per Month** are tentatively indicated below.

Monthly Hire slab	Category I (Maruti Ciaz)	Category II (Maruti Dzire)	Category III (Maruti Swift)	Category IV (Toyota Innova)
2400 KMs and 300 Hrs / month	07	07	01	03

Daily KM Hire Slab (as and when required in short notice period) :

Daily Hire slab	Category I (Maruti Ciaz)	Category II (Maruti Dzire)	Category III (Maruti Swift)	Category IV (Toyota Innova)
100 KMs and 10 hrs per day	As per requirement			

The Tables shown above is only indicative and for regular work. The actual deployment may vary from time to time depending on work schedule, Ministry's policy, intensity of maintenance and interruption duties and developmental activities etc. **The additional requirement for a short period to meet the 'Peak Operational requirement', if any, on day to day basis is also to be met with at the same rate quoted for regular work.**



SECTION-III

SERVICE PROVIDER'S OBLIGATIONS

1. **Service to be provided** is supply on demand commercial vehicles with licensed drivers, on hiring basis. The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous and Quality Service.
2. **Quantity of Vehicles** to be hired under Plan are shown in the Scope of Work. However the Department shall place the order only as per the actual requirement from time to time from the transporters. The type/ make of vehicles to be hired will be at the sole discretion of the Department.
3. **Duty Hours of vehicles are normally for Ten hours per day for 26 days in a month.** However, actual duty hours/days shall be specified by actual users of vehicles and **it will start from the point from where the officer has been picked/dropped.** The vehicles may be required on Sundays/Holidays and the firm should be able to provide the same.
4. **Notice period for supply of vehicles** shall normally be one day in advance for regular requirements. However, the service provider should be able to provide vehicles at a very short notice also. Telephonic intimation shall be considered as notice.
5. **Reporting Place for vehicles is M/o SJ&E, Shastri Bhavan, New Delhi or any other place** within Delhi/NCR, if actual place of reporting is verified by the specified users of vehicle.
6. **The garage of the firm should be located within the periphery of 8 kilometers from Shastri Bhavan.** If the garage of the firm is found beyond 8 Kilometers periphery of Shastri Bhawan at any point of time, tender of the concerned bidder shall be rejected immediately.
7. "The kilometerage for the purpose of "vehicle run" and "Hours of duty" shall be **reckoned from the point of reporting for duty** in all cases. Counting of Distance will be from the starting point of the user and end point where user completes his/her travel. In cases where the pick-up point is within 8 KMs from Shastri Bhawan, there will be no dead mileage. In cases where the pick-up point is beyond 8 KMs from Shastri Bhawan, fixed dead mileage will be allowed to cover for the extra Kilometers the car will have to travel beyond the range of 8 KMs, from the garage to the pick-up point. This fixed dead mileage will be decided by the Competent Authority in the Department of Social Justice and Empowerment (D/o. SJ&E) and his decision in this regard shall be final".
8. **Accuracy of Meters** may be checked randomly by any authorized officer of D/o SJ&E. D/o SJ&E reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by D/o SJ&E, which may even lead to termination of Contract.



9. **Payment to Drivers:-** (a) Contractor shall pay to their Drivers not less than the minimum wages as per rates payable to the skilled employees as per the order of Govt. of NCT of Delhi. The contractor shall also pay the EPF/ ESI etc. as applicable. (b) If the drivers perform duty beyond 10 hours on daily basis and 300 hours on monthly basis, the contractor will pay 50% of the claim for charges of extra hours detention of vehicles to the drivers as OTA. Payment to the Drivers should be made through RTGS so that details of disbursement of payment could be produced to the Department as and when asked.

10. **Miscellaneous Conditions:-** Service Provider should comply with the following:

- (i) **Telephones-** Telephone Nos. over which requisition of vehicles can be conveyed anytime (24 hrs.). Telephone Numbers must be specified in the bid.
 - (ii) **Identity Cards-** Proper Identity Cards to Drivers after verifying their antecedents through Local Govt. offices.
 - (iii) **Documents of vehicles-** Self attested copy of R.C Book and the Insurance policy of vehicles supplied under this contract should be submitted to the authorised person of the D/o SJ&E and will be subject to scrutiny.
 - (iv) **Uniforms-** shall provide uniforms to Drivers as required under the rules and the uniforms shall be worn by the Drivers all the time while on duty.
 - (v) **Statutory Requirements-** It is desirable to have the Registration with EPF, ESI, Service Tax, PAN etc.
 - (vi) **Govt. Tax /Levy/Duty** for plying the vehicles in Delhi State/NCR will be borne by the Service Provider. However, GST will be paid by M/o SJ&E.
 - (vii) **Parking/Toll Charges,** if any, paid while performing duty may be claimed by Producing valid parking/ Toll slips along with monthly bills.
 - (viii) **Driving Licence** Attested copy of drivers' valid driving license should be submitted during the contractual period. Driver's residential address shall also be provided by the Service Provider.
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- (ix) **Consumables** like fuel, lubricants, tyres, battery, repairs and maintenance, taxes, insurance, etc. will be the Service Provider's liability.
 - (x) **Experienced Driver** Service Provider shall provide qualified and experienced licensed drivers who is/are well conversant with Delhi/NCR roads, traffic signs and rules. Drivers' license should be at least 3 years old. Safety and security of the officers/officials, while on board, will be the responsibility of Service Provider.



- (xi) **Duty Slips** in duplicate serially numbered shall be got signed by the user officer/official at the end of duty/journey whichever earlier. Driver should maintain the record of journey.
- (xii) **Vehicles Up-keep** Service Provider shall keep the vehicle in good condition along with good and clean Seat covers & curtains. The seat cover of the vehicle must be changed/ dry cleaned once in a week with new seat cover.
- (xiii) **All drivers should be provided with a duly activated cell phone and the detail of cell phone number of drivers is to be provided to D/o SJ&E.**
- (xiv) **Agency** should not change any driver or vehicle without prior notice of the officer concerned of this Department using the said vehicle.

11. **Debarring Conditions:-**

- (i) No vehicle should be supplied having registration in the Name of employee of D/o SJ&E or their close relative and a Certificate to this effect be given on the body of bill while submitting claim.
- (ii) No sub-contracting of the Service allotted by D/o SJ&E is permissible. The near relatives of all employees of D/o SJ&E either directly recruited or on deputation/contract are prohibited from participation in this tender.
- (iii) The tampering of meter reading, vehicle usage timings, overwriting of Summary/log sheet and misbehavior of driver while on duty will be viewed seriously and may lead to even cancellation of contract.
- (iv) Service Provider shall not engage any person below 18 years of age.

12. **D/O SJ&E will not have obligation:-**

- (i) No liability whatsoever for payment of wages/salaries, other benefits and allowances to the personnel of the Service Provider that might become payable under any Act or Order of the Govt. will be borne by the D/o SJ&E. Service Provider shall indemnify D/o SJ&E against any/all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
- (ii) No direct or indirect liability arising out of negligent, rash and impetuous driving.
- (iii) No liability for theft, burglary, fire or any mischievous deeds by his staff.
- (iv) Service Provider shall be the employer for his workers and D/o SJ&E will not be held responsible fully or partially for any dispute that may arise between the service provider and his workers.



13. **Penalty for breach of terms & conditions:**

- (i) In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Department will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc. Besides, a penalty of Rs. 1000/- per day may also be imposed for every such lapse.
- (ii) In case of break down, after their reporting for duty, the vehicles will have to be replaced by same type immediately and in any case within one hour. In case of non-availability of suitable vehicle a penalty up to Rs. 500/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs.1000/- per break down shall be imposed.
- (iii) The firm will ensure that vehicles and the drivers are not normally changed. Frequent change of vehicle or driver will not be permitted. However, if due to any compelling reasons, service provider intends to change the vehicle or the driver, it shall be with the prior approval of the D/o SJ&E. A penalty of Rs.1000/- will be imposed every time if driver or the vehicle is/are changed more than once in a month's time without any valid reason.
- (iv) In case of delay in reporting, a penalty of Rs. 500/- per 30 minutes of delay shall be imposed. The penalty for absence during extra Hour duty will be Rs.200/- per occasion and for temporary absence during duty hours without permission will be Rs.100/- per hour of absence.
- (v) In case of non-availability of vehicles on any particular day, penalty of Rs.2000/- per day per vehicle shall be imposed in addition to deduction of hire charges on pro-rata basis for the period.
- (vi) If the vehicle provided by the Service Provider is found not in good condition or without proper document; the vehicle may be rejected and sent back. No payment shall be made on account of such rejection. However in case of dispute, the decision of D/o SJ&E would be final.
- (vii) No payment will be made for vehicles supplied by the Service Provider older than 1st January, 2017 Model.
- (viii) The contractor shall not refuse to provide vehicles against D/O SJ&E's requirement and on each refusal a penalty of Rs.2000/- for each refusal/non-providing of vehicle will be imposed besides any other action which may even lead to forfeiture of Performance Guarantee and finally also termination of contract.
- (ix) The penalty imposed will be deducted from the pending bills or security deposit.
- (x) If the contractor after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents or fails to complete his contract period or at any time repudiates the contract, the D/o. SJ&E will have the right to forfeit the EMD or the performance Security, if deposited by the bidder.



SECTION-IV

GENERAL (COMMERCIAL) CONDITIONS

1. Bidder Eligibility:

1.1 The bidder should have at least One year experience certificate of satisfactory performance in similar services preferably with Government /Public Sector or reputed Private Ltd. Companies / Firms. There should not be unsatisfactory performance record against any tenderer. **Those tenderers, whose performance in the Department in the past five years was not found satisfactory, shall not be considered in the tender.**

1.2 The bidder should be owning not less than twenty commercial vehicles (not older than 1st January, 2017) registered as taxis with permit from RTOs in the name of proprietor/company/ partners/firm/director. The full details of the vehicles and a clear declaration that the firm will be able to supply commercial vehicles of model not older than 1st January, 2017 model (year) shall be provided.

1.3 The firm should have an annual turnover of Rs. 01.00 (one) Crore or more during the last two years i.e. 2016-17 and 2017-18. For the proof of the turnover, the bidder must enclose copies of TDS certificates issued by the Concerned Department or audited balance sheet and profit & loss account along with a separate declaration of Turnover issued by Chartered Accountant.

1.4 The bidding firm/agency/company etc. should also have GST No. and PAN Card issued by the Income Tax Department.

2. Right to Accept or Reject:

D/o SJ&E is not bound to accept the lowest or any tender and reserves to itself the right to accept or reject any one or more or all bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of D/o SJ&E.

i. Bid Forms (Two Bid Format)

3.1 Quotations will be submitted online in two bid system (I) Technical Bid and (II) Financial Bid.

Technical Bid

- 1) Scanned copy of EMD, Tender Acceptance Letter as per Annexure-IV
- 2) Scanned copy of Annexure-I, Annexure-IA, Annexure-IB.
- 3) Scanned copy of GST No. , Pan card and any other document as per Annexure-I.
- 4) Scanned copy of all Bidder eligibility documents in Section-IV as per Sr No. 1.1, 1.2, 1.3

Financial Bid

- 1) Scanned copy of Price Bid as per Annexure-II



3.2 Rates should be quoted **category wise and not model wise** as per the Schedule of Requirement & Hire Charges as given in **Section-V. The format for Financial Bid should not be changed in any manner.** Addition/deletion/alteration of the text may lead to rejection of tender.

3.3 **The duly filled in tenders must be accompanied with a Demand draft for Rs. 50,000/- (Rupees Fifty Thousand only) as EMD drawn in favour of DDO, D/o. of Social Justice & Empowerment, M/o. Social Justice & Empowerment.**

3.4 **Hard copy of Demand Draft of EMD should be dropped in the Tender Box kept in Facilitation Centre, Garage No.8, Shastri Bhavan, New Delhi-110001 on or before bid submission closing Date & Time; addressing to Under Secretary (Genl.), D/o. Social Justice & Empowerment, Shastri Bhawan, New Delhi.**

3.5 The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

3.6 A prospective bidder requiring any clarification on the Bid document shall address the Under Secretary (Genl.), Ministry of Social Justice & Empowerment in writing.

3.7 At any time, prior to the date of submission of bid, D/o SJ&E may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.

3.8 The amendments shall be notified in the website www.socialjustice.nic.in (For reference only) as well as at CPPP website <http://eprocure.gov.in/eprocure/app> and these amendments will be binding on all bidders. Bidders have to advise to go through the e-procurement website of CPPP regularly for amendments/corrigendum.

3.9 The bidder shall bear all costs associated with the preparation and submission of the bid. D/o SJ&E in no case shall be responsible for these costs regardless of the conduct or outcome of the bidding process.

4. **Bid opening**

D/o SJ&E shall open the bid online in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Bid acknowledgement slip, which is generated by the System after successfully online bid submission by the bidder shall be submitted before bid opening time. Then, they will be allowed to participate in the bid opening or Bidder can view the bid opening live at their remote end.

5. **Bid Evaluation**

5.1 The 'Technical Bid' will be evaluated first. The 'Financial Bid' will be evaluated only if the bidder's 'Technical Bid' is found satisfactory in all respect. The **Technical Bids** will be evaluated to ascertain whether the bidder fulfils the prescribed conditions. The dates of opening of Financial bids would be revealed to the bidders online by the system through email/message (who qualify in the Technical Bid) once the Technical bids are examined.

5.2 If there is any discrepancy between any amount with respect to amount given in words and amount given in figures in the 'Financial Bid', the amount given in words by the

tenderer in the 'Financial Bid' will prevail. Prior to detailed evaluation, D/o SJ&E will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by D/O SJ&E. Hypothetical/ conditional/ incomplete bids will not be entertained.

6. Bid Price.

The price quoted by the bidder shall remain fixed during entire period of Contract & shall not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

7. The Bid Security may be forfeited:

7.1 If bidder withdraws his/ her bid during the period of bid validity specified by the bidder in the bid form.

7.2 If the successful bidder fails to furnish performance security in accordance with clause 16 of Section IV

7.3 The bid security of unsuccessful bidder will be returned once the tender is finalized.

8. Terms of Payment:

8.1 The payment shall be made within a reasonable time from the date of receipt of the bill in the D/o SJ&E. Monthly bills in respect of vehicles hired on monthly basis shall be submitted in triplicate along with completed duty slips duly signed by the user by the 5th of the following month. It shall be ensured that there is no overwriting in the duty slips. In no case, duty slip without signature will be accepted for payment and if it is found so, the amount will be disallowed. All the bills/duty slips shall contain the registration number of the vehicle failing which, payment may not be made.

8.2 In case the vehicle engaged on monthly basis is to be discontinued during the month, the bill is paid on pro-rata, as per terms & conditions.

9. Duration / Period of Contract:

The contract will be awarded for 1 (one) year. However, extension for the next year/part thereof will be considered keeping in view the satisfactory performance of the firm.

10. Performance Security:

10.1 Performance Security of Rs.2.50 Lakh shall be submitted in the form of Bank Guarantee issued by a scheduled Bank. The bank guarantee shall remain in force for a period of three months after the expiry of the contract. Performance Security can also be accepted in the form of FDR in favour of Pay and Accounts Officer, D/o. of Social Justice & Empowerment, New Delhi. Performance Security will not bear any interest while in the custody of D/O SJ&E.



10.2 Performance Security will be discharged after completion of Service Provider's performance obligations under the contract.

10.3 If the Service Provider fails or neglects any of his obligations under the contract D/O SJ&E may forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

11. Termination of Contract

11.1 In case of any default by the Service Provider in any way, D/o SJ&E may without prejudice to other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving two working day notice in writing to the Service Provider.

11.2 All instructions, notices and communications etc. under the contract given in writing and will be sent to the last known place of business under the certificate of posting, by registered post/speed post or through a messenger, shall be deemed to be served to the Service Provider.

12. Insurance

The Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be borne by the Service Provider. The Service Provider shall arrange necessary insurance cover for persons deployed by him even for short duration. D/O SJ&E will not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on D/O SJ&E, the same shall be reimbursed /indemnified by the Service Provider.

13. Price

No escalation is admissible on any account whatsoever during the entire contract period.

14. Arbitration

14.1 In the event of any dispute arising out of contract (except as to the matters, the decision to which is specifically provided under this contract), the same shall be referred to sole arbitration of Secretary, D/o. Social Justice & Empowerment (M/O SJ&E) or any other person appointed by him. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Secretary or by whatever designation such officers may be called (hereinafter referred to as the said officer). In the event of such Arbitrator to whom the matter is originally referred to, vacates the office on resignation or other wise or refuses to do work or is unable to act as Arbitrator for any reasons whatsoever, the Secretary, Department of Social Justice & Empowerment shall appoint another person to act as Arbitrator in the place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further from the stage at which it was left by the predecessor and that the award of the arbitrator shall be final and binding on both the parties. Contractor will have no right to object to such appointment of the arbitrator. The adjudication of such Arbitrator shall be



governed by the provisions of the Arbitrator and Conciliation Act 1996, or any statutory modification or re-enactment there of or any rules made thereunder.

14.2 The venue of Arbitration proceedings shall be office of D/o SJ&E at New Delhi or such other place as the arbitrator may decide.

14.3 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

15. Set Off (Recovery of Sum Due):

15.1 Any sum of money due and payable to the Service Provider (including security deposit refundable to him) under this contract may be appropriated by D/o SJ&E and set off the same against any claim of D/o SJ&E for payment of a sum of money arising out of this contract or under any other contract made by Service Provider with D/o SJ&E.

15.2 In the event of said security deposit being insufficient, the balance amount recoverable, as the case may be shall be deducted from any some due to the Service Provider under this or any other contract with Department of Social Justice & Empowerment Should this amount be insufficient to cover the said full amount recoverable, the Service Provider shall pay to D/o. Social Justice & Empowerment on demand the balance amount, if any, due to D/o. Social Justice & Empowerment within 30 days of the demand by D/o. SJ&E.

Paras Kumar Singh

(Paras Kumar Singh)
Under Secretary to the Govt. of India
Tele:23389368

Copy to:

NIC, Ministry of Social Justice & Empowerment with the request to float the tender notice on the website of the Ministry as well as CPP portal.



SECTION - V

PROFORMA FOR TECHNICAL BID

ANNEXURE-I

Sl. No.	Description/ Item	Details	Page No.
1.	Name of the bidding firm/ company/ Agency (Registration No. and Certificate of Registration to be provided)		
2.	Complete Address of Registered Office with Telephone Number, FAX Number and email id.		
3.	Nature of the bidding concern (i.e. Sole Proprietor, Partnership Firm, Company, Govt. Department, Public Sector Organization)		
4.	Name and Complete Address (with Telephone/Mobile Number, FAX Number, email id) of the Proprietor, Partners/ Managing Director, as the case may be.		
5.	Location of the Garage with telephone no./mobile no. and address from where vehicles will be supplied.		
6.	Details of EMD of Rs. 50,000/- enclosed with the Technical Bid.		
7.	Number of years of experience in providing commercial vehicles on hire basis in the Government Sector/Public Sector Undertaking. Enclose Documentary evidence.		
8.	PAN Number. Enclose copy of PAN Card.		
9.	GST No. Enclose Documentary Evidence.		
10.	Enclose Copy of Income Tax Return for the last two year viz. 2016-17 and 2017-18.		
11.	Details of Vehicles registered with bidder (i.e. Bidding Firm/Agency/ Company etc.) which are not older than	In Proforma as in Annexure-IA	



12.	Annual Turnover from the business of providing cars on rental basis during the last 2 years i.e. 2016-17 and 2017-18. Enclose Documentary Evidence as per audited account.		
13.	Service rendered by the Bidder during the last five years Enclose Documentary Evidence		
14.	Name & Address of the Departments/Ministries and other organizations where, taxies are being provided by the bidder at present. Enclose Documentary evidence.		
15.	Any other information, documents which the bidder may like to provide.		

Note: Please enclose the documents required above failing which tender may be rejected. Documents shall be enclosed in order of item given above i.e. documents related to item at Sl.No. 1 shall be enclosed first then documents related to item at Sl.No. 2 then documents related to item at Sl.No. 3 and so on. All the pages shall be serially numbered. All the documents shall be attested by the person signing below.

(Signature with name & seal)



FINANCIAL BID**I. MONTHLY HIRE BASIS**

Make of the Vehicle	Rate for 2400 Kms and 300 hrs per Month	Rate per additional kilometre	Rate per hour for detention of vehicle beyond 300 hours
<u>Category -I</u> (Maruti Ciaz)			
<u>Category -II</u> (Maruti Dzire)			
<u>Category -III</u> (Maruti Swift)			
<u>Category-IV</u> (Toyota Innova)			

II. DAILY HIRE BASIS

Make of the Vehicle	Rate for 100 Kms and 10 working hrs a day	Rate per additional kms beyond 100 Kms a day	Rate per hour for detention of vehicle beyond 10 hours
<u>Category -I</u> (Maruti Ciaz)			
<u>Category -II</u> (Maruti Dzire)			
<u>Category -III</u> (Maruti Swift)			
<u>Category-IV</u> (Toyota Innova)			

- Note: Tenderers must quote for each category and each slab.



Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) ~~There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.~~
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.



- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the ~~DD/any other accepted instrument, physically sent, should tally with the details available in~~ the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without



changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.



TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

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

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

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

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

