



**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**Office of Sr. Deputy Director General, Bihar LSA**  
**7<sup>th</sup> Floor, Telephone Bhawan, R-Block, Kranti Marg, Patna-800001**

**Bid No.: - Bihar LSA/Tender/Vehicle/2017/17**

**BID DOCUMENT**

Bid for providing Services of Hired Commercial Vehicles to the office of Sr. DDG, Bihar LSA,  
Department of Telecommunications,  
Ministry of Communications,

Non transferable

Price of Bid Document: Rs. 1,000/-

Senior Deputy Director General, Bihar LSA, DoT

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## ABBREVIATIONS

1. TERM	:	Telecom Enforcement, Resources and Monitoring
2. DoT	:	Department of Telecommunications
3. Sr. DDG	:	Senior Deputy Director General
4. CCA	:	Controller of Communication Accounts
5. DDG	:	Deputy Director General
6. ADG	:	Assistant Director General
7. DE	:	Divisional Engineer
8. ADE	:	Assistant Divisional Engineer
9. AD	:	Assistant Director
10. Sr. SDE	:	Senior Sub Divisional Engineer
11. SDE	:	Sub Divisional Engineer
12. JTO	:	Junior Telecom Officer
13. CAO	:	Communication Accounts Officer
14. AO	:	Accounts Officer
15. AAO	:	Assistant Accounts Officer
16. JAO	:	Junior Accounts Officer
17. EMD	:	Earnest Money Deposit
18. PSD	:	Performance Security Deposit
19. DD	:	Demand Draft
20. PO	:	Pay Order
21. TDS	:	Tax Deducted at Source
22. PAN	:	Permanent Account Number
23. GIR No.	:	General Index Reg. Number
24. NIB	:	Notice Inviting Bid
25. EPF	:	Employee's Provident Fund
26. ESI	:	Employee's State Insurance
27. O/o	:	Office of
28. LSA	:	License Service Area



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**7<sup>th</sup> Floor, Telephone Bhawan, R-Block, Kranti Marg, Patna-800001**

**SECTION-I**

**NOTICE INVITING BID**

No. Bihar LSA/Tender/Vehicle/2017/17

Dated: 10-04-2018

E-tender is invited on behalf of the President of India under two Bids System i.e. Qualification Bid and Financial Bid from reputed, experienced and financially sound Companies /Firms /Agencies/Individuals for supply of commercial registered vehicles on hire basis for two years. The brief requirements are as mentioned below:-

Description of services	Type of vehicles	Quantity (In nos.)	Estimated Cost (Rs.)	Earnest Money (Rs.)	Cost of Tender Document (Rs.)
Hiring of 2016 or later registered Commercial vehicles on monthly and casual basis for two years.	1. One Air-conditioned / Maruti Dezire/ Similar vehicle on monthly basis, 2. Two Air-conditioned INDIGO / Similar vehicle on monthly basis, 3. Two Non-AC INDIGO / Similar vehicle on monthly basis, 4. One Non-AC INNOVA / Similar vehicle on monthly basis. 5. One Air-conditioned INDIGO / Similar vehicle on casual basis, and 6. One Non-AC INNOVA / Similar vehicle on casual basis.	08 Vehicles  (6 Vehicles on regular basis and 2 on casual basis)	50,00,000/-	1,25,000/-	Rs. 1,000/-

Note: The tenderer should submit DD for Rs. 1, 25,000/- for the above EMD. The DD has to be submitted off line before 16:00 hrs on **30/04/2018** and scanned copy of DD to be uploaded online.

## **Important Information**

1. Bid document can be downloaded from the website **www.dot.gov.in** or the E Procurement portal **http://eprocure.gov.in/eprocure/app** by using bidder login credentials. The downloaded document shall be treated as valid document for participation in the bid. However, the cost of the bid document (i.e. Rs. 1,000/-in the form of DD drawn in favour of A.O. (Cash), O/o CCA, Bihar, Patna and payable at Patna has to be submitted off line before 16:00 hrs on **30/04/2018** and scanned copy of DD to be uploaded online. If tampering of any clause of the bid document is found in the submitted bid document, it will be summarily rejected and EMD amount shall be forfeited.
2. **Schedule:**
  - a. **Date of issue of Bid Document:** Bidder can download the Bid Document from **10-04-2018** from the DoT Website <http://www.dot.gov.in> or the E Procurement portal <http://eprocure.gov.in/eprocure/app> by using bidder login credentials.
  - b. **Last date & time for receipt of bids** : - **30/04/2018; 1600 Hrs.**
  - c. **Physical submission of EMD and Tender document fee:** - **30.04.2018; 1600 Hrs.**
  - d. **On-line opening of Tender Bids (Qualification bids):**- **02/05/2018; 1200 Hrs.**
  - e. **Date & Time for opening of Financial Bids** : - **16/05/2018; 1200 Hrs.(However this date may change, if required)**
  - f. **Place of opening the Bid** :- **Chamber of Dir (E), O/o Sr. DDG, DoT, Bihar LSA, 7<sup>th</sup> Floor, Telephone Bhawan, R-Block, Kranti Marg, Patna-800001.**
  - g. **Validity of Bid:** -**Till 31/08/2018.**
3. **Accessibility of Tender Document:** Tender document can be obtained by downloading it from the website <http://www.eprocure.gov.in> or [www.dot.gov.in](http://www.dot.gov.in).
4. **Tender Document Fee** :DD for an amount of Rs.1000/-(Rupees One Thousand only) (non-refundable) from Nationalized / Scheduled bank drawn in favour of A.O. (Cash), O/o CCA, Bihar, Patna and payable at Patna has to be submitted offline (Scanned copy of DD to be uploaded online) towards tender document fee failing which the tender/bid will be rejected. Bidders are requested to write their name and full address at the back of the Bank Draft submitted.
5. **Earnest Money deposit:** DD for an amount of Rs.1,25,000/-(Rupees One Lakh and Twenty Five Thousand only) (non-refundable) from Nationalized / Scheduled bank drawn in favour of A.O. (Cash), O/o CCA, Bihar, Patna and payable at Patna has to be submitted offline (Scanned copy of DD to be uploaded online) towards EMD failing which the tender/bid will be rejected. Bidders are requested to write their name and full address at the back of the Bank Demand Draft submitted.

- 6. Submission of Tenders:** The bid along with the necessary documents should be uploaded in the e-procure.gov.in portal as per guidelines mentioned in the portal. Tender has to be submitted only online at <http://eprocure.gov.in/eprocure/app> in two bid systems i.e (i) Qualification bid and (ii) Financial bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. The list of documents to be submitted along with technical bid and financial bid are detailed in Section- IX of the Bid Document.
7. The Department reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the Sr. DDG, Bihar LSA, Patna, Ministry of Communications, Department of Telecommunications in this regard shall be final and binding on all.
8. The aforesaid DDs/Pay orders towards cost for Bid Document and EMD should be submitted offline to the bid inviting authority i.e. Sr. DDG, Bihar LSA, Patna on or before 16:00 hrs on 30-04-2018 and the scanned copy to be uploaded online on or before 16:00 hrs on 30-04-2018 .The DD towards the cost of Tender Document and that towards the Earnest Money Deposit should bear the date after the date of NIB.
9. Aspiring Bidders who have not enrolled/registered in e-procurement should enrol/ register before participating in the tender through the website <http://eprocure.gov.in/eprocure/app>. The enrolment on portal is free of cost.
10. If the bid opening date is declared a holiday by Government of India due to any reason, then the bid shall be opened on next working day at the same time.
11. Canvassing whether directly or indirectly, in connection with the bid is strictly prohibited. The bids submitted by such persons who resort to canvassing will be liable to be rejected
12. Other details are available in Bid document.

**Director (E)**  
**3<sup>th</sup> Floor, Telephone Bhawan,**  
**R-Block, Kranti Marg,**  
**Patna-800001**

**SECTION-II**

**BID FORM**

**To,  
The Sr DDG,  
Bihar LSA, DoT,  
7<sup>th</sup> Floor, Telephone Bhawan, R-Block, Kranti Marg,  
Patna-800001.**

Dear Sir,

- 1 Having read the terms & conditions mentioned in the bid document, including addenda's (the receipt of which have been duly acknowledged), we offer to supply commercial registered vehicles in conformity with the terms & conditions of bid document for the sum shown in the schedule of prices.
- 2 We agree to abide by this Bid for a period up to 31/08/2018.
- 3 If our Bid is accepted, we will obtain and submit performance security deposit in the form of Demand Draft drawn in favour of Accounts officer (Cash), O/o CCA, Bihar for a sum equivalent to 10% of the estimated cost (inclusive of EMD amount) for due performance of the Contract/agreement.
- 4 We undertake to enter into contract/Agreement within 15 days of being called upon to do so and shall bear all expenses connected therewith including charges for stamps etc.
- 5 Until an agreement is signed and executed, this Bid shall constitute a binding contract between us and you.
- 6 We understand that you are not bound to accept the lowest or any bid, you may receive.

Signed in the capacity of duly authorized to sign the bid for and on behalf

of ..... witness .....

Address .....

Dated this ..... day of ..... 2018.

Signature

## SECTION III

### INSTRUCTION TO BIDDERS

#### 1. **DEFINITIONS:**

- (a) **“The Department”** means the O/o Sr. DDG, Bihar LSA, DoT, 7<sup>th</sup> Floor, Telephone Bhawan, R-Block, Kranti Marg, Patna-800001.
- (b) **“The Bidder”** means the individual/ firm/Company/Agency who participates in the bid.
- (c) **“The Supplier”** means the individual or the firm supplying the goods/services under the contract/agreement.
- (d) **“The Goods/Services”** means all the equipment, instrument and/or other materials or services which the Supplier is required to supply under the contract/agreement.
- (e) **“The Advance Supply Order”** means the intention to place the supply Order on the supplier.
- (f) **“The Supply Order”** means the order of supply of materials/services placed (including all attachments and appendices and all documents incorporated by reference therein) on the supplier. The supply order shall be deemed as **“Contract”** appearing in the document.
- (g) **“The Contract Price”** means the price payable to the Supplier under the supply order for the full and proper performance of its contractual obligations.

#### 2 **Vehicle**

- i) The bidder may own the vehicles in his own name or may hire the vehicles on lease basis.
- ii) Registration of vehicles should be of calendar year 2016 or later.

#### 3. **Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of the bid. Department will in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

- 4 The bidder is requested to go through all instructions, forms, terms and conditions mentioned in the Bid document. Failure to furnish any information required as per Bid document or submission of the bids not substantially responsive to the Bid document in any respect will be at the bidder’s risk and may result in rejection of the Bid.



## 5. Documents Required

- 5.1 Following documents must be submitted for establishing Bidder's Eligibility along with the bid document
- i. Copy of PAN Card.
  - ii. Copy of the IT return of recent two financial years (Financial Year 2015-16 and Financial Year 2016-17).
  - iii. Original "Copy of Authorization letter" in case person other than the bidder has signed the bid document.
  - iv. Copies of documents of registration/ incorporation of the firm issued by the competent authority as required by law (if bidder is other than Individual).
  - v. Declaration as per Annexure I, Annexure III and Annexure IV of section VII.
- 5.2 Following documents would be required from the successful bidder at the time of entering into agreement.
- i. Partnership Deed or proprietorship deed or articles/ Memorandum of Association as the case may be in case of joint venture or in case the bid is being submitted by the proprietor, it should be clearly indicated.
  - ii. Copy of GST Registration Certificate.
- 5.3 Following documents would be required from the persons (who would enter into agreement) before placement of supply order.
- i. Proof of registration of vehicles as commercial vehicles and vehicle is not older than 2016.
  - ii. Proof of ownership or lease agreement of vehicles.
  - iii. Bidder's bank name, Branch Name, Address of Branch and bidder's current account number with IFSC code for electronic transfer of money.
  - iv. Filled up mandate form for electronic payment.

## 6. Clarification in respect of bid document:

- i) The Department may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, issue clarification memo in respect of the bid documents till ten days prior to the date of submission of bid.
- ii) The clarifications, if any, shall be notified through the website [www.dot.gov.in](http://www.dot.gov.in) and E Procurement portal <http://eprocure.gov.in/eprocure/app> these shall be binding on all prospective bidders. The prospective bidders are requested to check the website regularly for such clarifications, if any, before uploading their bid on the E Procurement portal.

8. **Bid Price.**

- i) The bidder shall quote the total composite price/rate inclusive of levies, duties, charges, surcharges, taxes, etc. as applicable for all type of vehicles.
- ii) The price/rate quoted by the bidder shall remain firm during entire period of bid process till a negotiation (if required) is made or contract/agreement is signed. It shall not be subject to variation on any account. **Any conditional bid will be summarily rejected.** A BID submitted with an adjustable price quotation will also be treated as non responsive and rejected.

9. **Tender Document Fee** :DD for an amount of Rs.1000/-(Rupees One Thousand only) (non-refundable) from Nationalized / Scheduled bank drawn in favour of A.O. (Cash), O/o CCA, Bihar, Patna and payable at Patna has to be submitted offline (Scanned copy of DD to be uploaded online) towards tender document fee failing which the tender/bid will be rejected. Bidders are requested to write their name and full address at the back of the Bank Draft submitted.

11. **Earnest Money Deposit/ Performance Security Deposit.**

11.1 **Earnest Money deposit:** DD for an amount of Rs.1,25,000/-(Rupees One Lakh and Twenty Five Thousand only) (non-refundable) from Nationalized / Scheduled bank drawn in favour of A.O. (Cash), O/o CCA, Bihar, Patna and payable at Patna has to be submitted offline (Scanned copy of DD to be uploaded online) towards EMD failing which the tender/bid will be rejected. Bidders are requested to write their name and full address at the back of the Bank Demand Draft submitted.

11.2 In case of the successful bidder, the Earnest Money will be converted into performance security deposit. Further, the successful bidder will be required to deposit such additional amount so that total Performance Security Deposit becomes equal to 10% of Estimated Cost. Such additional amount must be submitted by successful bidder before entering into agreement.

The successful bidder will be required to submit the additional amount of Performance Security Deposit in the form of Demand Draft drawn in favour of Accounts Officer (Cash), O/o CCA, Bihar payable at Patna.

11.3 The EMD of the unsuccessful bidders will be refunded/returned without any interest after final decision of the bid.

11.4 No Interest shall be payable on the Earnest Money deposit/Performance Security Deposit by the department to the bidders.

11.5 **The EMD may be forfeited**

- (a) if any bidder withdraws his bid on or before 31/08/2018, or,
- (b) if tampering of any clause of the bid document is observed.
- (c) if the successful bidder

- i. fails to enter into agreement in accordance with clause 18 of Section III or,
  - ii. fails to furnish performance security deposit in accordance with clause 11.2 of Section III.
12. The over writing/ erasing in the bid made by the bidder shall be signed with date by the person signing the bid.

13. **PREPARATION & SUBMISSION OF BIDS**

**Preparation and Submission of Bids:**

The tender should be submitted/uploaded on line in two parts namely i) **Qualification Bid** and ii) **Financial Bid** (in the format given in Section XI) .

**Qualification Bid:**

The qualification bid should be uploaded along with scanned copy of Account Payee Demand Drafts for **Rs. 1,25,000/- and Rs. 1000/-** in favour of A.O. (Cash), O/o CCA, Bihar, Patna and payable at Patna and also requisite documents as per Annexure-IX. The scanned copy of DDs for EMD, Tender Document fee are required to be uploaded by the Bidder at the place indicated as Cover No.1. Scanned copy of all the documents as mentioned at Section IX and scanned copy of qualification bid duly filled and signed on each page are required to be uploaded by the Bidder at the place indicated as Cover No.2 while uploading the documents on e-procurement website. No indication of the Prices shall be made in the Qualification Bid. All pages of original bid shall be signed by the person or persons signing the bid.

**Financial Bid:**

The bidder shall quote the price in the format enclosed at pages 35, 36, 37,38 & 39 of Section XI (Schedule of Hire Charges- (BoQ 1), (BoQ 2), (BoQ 3), (BoQ 4), ( BoQ 5) & (BoQ 6) and fill up the relevant parts accordingly and all filled BoQs are required to be uploaded by the Bidder at the place indicated as Cover No.1 of the financial bid while uploading the documents on e-procurement website.

The Bid with conditions other than those specified in the Bid document will be liable to be summarily rejected. No modification by the bidder in any of the conditions of bid document will be permitted.

Each page of the Bid shall be signed either by the bidder himself or by a person duly authorized by the bidder (to sign the bid). The letter of authorization must be submitted in original along-with the bid.

14. **Bid opening**

14.1 Bids shall be opened in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the representatives of bidders before they are allowed to participate in bid opening (Format is given in Annexure II of section VII).

14.2 The Bidder's name, modifications, bid withdrawals and such other details as the Department, at its discretion, may consider appropriate, will be announced at the time of opening.

14.3 The Financial Bid shall be opened after qualification bid evaluation. The Financial Bid of those bidders who are found qualified in Qualification bid, shall be opened on **16/05/2018;1200 Hrs. (However this date may change, if required. Any change in the date of opening will be intimated to all qualified bidder of qualification bid).**

15. **Evaluation**

15.1 The Department shall evaluate the bids to determine whether they are complete; whether any computational errors have been made; whether documents have been properly signed and whether bids are generally in order. No post bid clarification at the initiative of the bidders shall be entertained.

15.2 If there is discrepancy between words and figures, the amount in words shall prevail prior to detailed evaluation; The Department shall determine the substantial responsiveness of each bid. A substantially responsive bid is one, which conforms to all the terms and conditions of bid document without any deviation.

15.3 The Department shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price/rate of the services offered as indicated in the rate schedule in financial bid of the bid document.

16. **Award of Contract**

Department shall place Approval letter to Lowest bidder in each category of vehicle separately. Such lowest bidders may be more than one. However, if a bidder becomes lowest in more than one category, Approval letter will be placed on him in all such categories. Such bidders shall, within 15 days of issue of Approval letter, give his acceptance along with performance security deposit.

17. **Right to vary quantity**

The Department reserves the right to increase or decrease the required number of vehicles without any change in hiring charges of the offered quantity and other terms and conditions.

18. **Signing of Contract/Agreement**

Signing of Agreement shall constitute the award of hiring contract on the successful bidders.

19. **Annulment of Award**

Failure of the successful bidder to comply with the requirement of clause 18 shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD/Performance Security Deposit. In such a case, the Department may make the award to any other bidder at its discretion or call for New Bid/Tender.

20. **Period of validity of bids**

- (i) The bid shall remain valid up to 31/08/2018. A bid valid for a shorter period shall be rejected by the Department as non-responsive.
- (ii) In exceptional circumstances, the Department may request the bidder's consent for an extension to the period of bid validity. The requests and the responses thereto shall be made in writing. The EMD validity provided under Clause 11 of section III shall also be suitably extended. A

bidder may refuse the request without forfeiting his EMD. A bidder accepting the request and granting the extension will not be permitted to withdraw the extension later on.

21. If required, the department may award bid to more than one bidder at approved rate.

**Director(E)**

**SECTION IV**  
**GENERAL (COMMERCIAL) CONDITIONS**

1. **Application**

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in NIB unless otherwise agreed by the Department.

2. **Performance Security Deposit**

2.1 The successful bidder shall be required to deposit an amount equal to 10% (including EMD) of the estimated cost category wise as performance Security Deposit before entering into Agreement with the Department.

2.2 Performance Security Deposit will be discharged after completion of supplier's performance obligations under the contract/agreement.

2.3 If the supplier fails or neglects any of his obligations under the contract/agreement, it shall be lawful for the department to forfeit either whole or any part of performance security deposit.

3. **EXECUTION TIME LIMIT**

The time period as stipulated in the contract/agreement or Supply Order shall be deemed to be time limit for execution.

4. **PAYMENT TERMS**

4.1 Monthly bills i.r.o. vehicles engaged on monthly or casual basis shall be submitted in duplicate to the authority specified in the contract/ agreement along with completed log books signed by the user, photocopy of valid pollution control certificate, fitness certificate of the vehicle during next month for the payment. The supplier shall endorse a certificate to the effect that all the statutory obligations such as Tax etc. have been complied by him with bills for payment.

4.2 It should be ensured that there is no overwriting in log books. In no case, log book without signatures will be accepted for the payment and if it is found so, the amount will be disallowed.

4.3 In case vehicle engaged on monthly basis is to be discontinued during the month, bill will be paid on proportionate basis as per terms and conditions of contract/Agreement.

4.4 TDS applicable will be deducted from the payable amount of the bill.

4.5 Total kilometer run of all vehicles running on monthly basis of any particular type will be calculated every month and if it is less than (1000 X Numbers of vehicle) kilometer, only monthly fixed charges will be paid. If total kilometer exceeds (1000 X Numbers of vehicle) kilometer, payment of extra kilometer will be made as per quoted rate. This exercise will be done for each type separately. However, this will not apply in case of casual vehicles.

**5. Termination of Contract**

- 5.1 The Department without prejudice to any other remedy for breach of contract may terminate the contract in whole or in part,
- a. if the supplier fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract/agreement, or,
  - b. if the supplier fails to perform any other obligation (s) under the contract/agreement, or,
  - c. in case, any of the documents furnished by supplier is found to be false at any stage, it would be deemed to be a breach of terms of contract/agreement, making the supplier liable for legal action besides termination of contract.

**6. Termination for insolvency**

The Department may by giving written notice and without compensation to the supplier, terminate the contract/agreement, if the supplier becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

**7. Force Majeure**

- 7.1 If, during the continuance of the contract/agreement, the performance (in whole or in part by either party) in respect of any obligation under this contract/agreement, is prevented or delayed by reason of any war, hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) and notice of such happenings is given by the affected party to the other within 21 days from the date of occurrence, neither party shall by reason of such event be entitled to terminate this contract/agreement, nor any party shall have any claim for damages against the other in respect of poor/inadequate performance or delay in performance under the contract/agreement.
- 7.2 The supply shall be resumed as soon as practicable after such event and the decision of the Department as to whether the supplies have been so resumed or not, shall be final and binding.
- 7.3 Provided further that if the performance in whole or part of any obligation under this contract/agreement is prevented or delayed due to any such event for a period exceeding 60 days, either party may, at its discretion, terminate the contract/agreement.

**8. Arbitration**

- 8.1 In the event of any question, dispute or difference arising under the agreement or in connection therewith (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Sr. DDG, Bihar LSA, DoT. In case his designation is changed or his office is abolished, then the sole arbitration shall rest with the office entrusted with the function of the Sr. DDG, Bihar LSA or by whatever designation such officers may be called (hereinafter referred to as the said officer). However, if the Sr. DDG, Bihar LSA or the said officer is unable or unwilling to act as arbitrator, then the sole arbitration shall

rest with such other person as appointed by the Sr. DDG, Bihar LSA or the said officer.

- 8.2 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award.
- 8.3 The venue of the arbitration proceeding shall be Office of Sr. DDG, Bihar LSA, at Patna or such other place as the arbitrator may decide.

9. **Set Off**

Any sum of money due and payable to the supplier (including performance security deposit refundable to him) under this contract may be appropriated by the Department and set off the same against any claim of DoT for payment of a sum of money arising out of this contract/agreement, or under any other contract/agreement, made by the supplier with DoT.

10 **Counter Offer to Bidder**

The Department reserves right to counter offer price against price quoted by the bidder for hiring charges of vehicle in section XI of financial bid.

11. **Alteration in Bid Document by Bidder**

If during the process of Bid/Tender finalization, it is detected that the bidder has submitted bid documents after making some changes / additions / deletions in the bid documents downloaded from the Web site, the offer may be rejected and the EMD of the bidder may be forfeited in addition to any other action taken as per prevalent rules.

**Director(E)**



## SECTION V

### SPECIAL CONDITIONS

1. These special conditions shall supplement the instruction to the Bidders as contained in section III and general (commercial) conditions as contained in section IV. However, if, by chance, it is detected that there is a conflict between provisions of this section and provisions of section III and section IV, the provisions of this section shall prevail over those in section III and section IV.
2. The Department reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract/agreement entered into with DoT or its any unit.
3. The Department reserves the right to blacklist a bidder for a suitable period in case the bidder fails to honour his bid without sufficient reason.
4. The liability under relevant sections of Motor Vehicle Act, 1968 and IPC causing death or permanent disability with the vehicle supplied lies with the supplier. The hiring authority shall have no responsibility of whatsoever and shall not entertain any claim in this regard.
5. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations shall be the responsibility of the supplier and any breach of such laws or regulations shall be deemed to be the breach of the contract/agreement.
6. No sub-contracting is permitted.
7. The near relatives of all DoT employees {Non-executive employees working in Area of Sr. DDG, Bihar LSA, & executive employees (also called Group-A & Group-B officers) working in Area of Sr. DDG, Bihar LSA}, either directly recruited or on deputation, are prohibited from participation in this bid. The near relatives for this purpose are defined as:
  - (a) If they are members of a Hindu Undivided family, or,
  - (b) If they are husband and wife, or,
  - (c) If one is related to the other in the manner as father, mother, son (s) & son's wife (daughter-in-law), Daughter(s), & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).
8. The bidders should give a certificate to the effect that none of his/her such relative is working in the units of DOT as defined above. In case of proprietorship firm, the certificate will be given by the proprietor. In case of partnership firm certificate will be given by all the partners and in case of Limited company by all Directors of the Company. In case of any breach of these conditions by the company or firm or any other person, the Bid/Supply order will be cancelled and earnest money/performance security deposit will be forfeited at any stage whenever it is noticed. The Department will not pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation in any tender/bid in the concerned unit.

9. The supplier shall assign the job of driving of hired vehicles only to qualified experienced commercial licensed drivers who shall be responsible for the safety and security of the officers/officials as well as essential store items during running of the vehicle. The Department shall have no direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under section 29 of IPC. Further, any loss caused to the Department has to be suitably compensated by the supplier.
10. The supplier shall when called upon to do so, place at the disposal of the Department such number of vehicles as may be required (even if the number of vehicles so demanded is more than the number of vehicles mentioned in NIB) at same rate and terms and conditions.
11. In no case, a vehicle which is not registered for the commercial purpose shall be supplied by the bidder to the Department and taxes etc. due on such vehicles shall be the liability of the supplier. The vehicles supplied shall be in good condition and shall be free from dents/defects and shall not be shabby in appearance/look.
12. The supplier shall send the vehicle for periodical servicing at his own cost. The Department will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be to the supplier's liability.

13. **INSURANCE**

The provided vehicle must be fully and comprehensively insured covering the risk to the driver/victim.

14. **Uses Area**

Vehicle will be used primarily in Bihar. However, occasionally vehicle may be sent to other states as well as per requirement of department.

15. Regular checking of meter by the designated transport authority may be done by the supplier, and requisite certificate may be shown to the Department as and when demanded.
16. The Supplier will be required to pay wages to the drivers as prescribed under the current Central Government Minimum Wages. The Supplier will maintain proper record as required under the Rules/ Law / Acts.
17. **Penalties:**
  - i) In case of breakdown, vehicle has to be replaced by alternate vehicle immediately (within one hour). In case of non-replacement by suitable vehicle, a penalty of Rs. 200/- may be imposed for first breakdown. If the number of breakdowns exceeds three within 30 days of first breakdown, a penalty of Rs. 300/-per breakdown will be imposed from 2<sup>nd</sup> breakdown onward. In addition to this, deduction on pro-rata basis for the period of non-replacement or the cost of hiring a taxi whichever is more will be levied.

- ii) **In case of non-availability of vehicle, a penalty of Rs. 500/-per day shall be imposed. In addition to this, deduction at pro-rata basis (for the period of non availability of vehicle) or the cost of hiring a taxi (for the period of non availability of vehicle) whichever is higher shall be imposed.**
- iii) **In case of non-availability of vehicle during extra hours, a penalty of Rs. 100/-per occasion shall be imposed.**

**18. Breach of Terms and conditions of Contract:-**

In case of breach of any terms and conditions of the contract, any or all of the following actions may be taken against the contractor:-

- a. the Performance Security Deposit of the contractor may be forfeited.
- b. the agreement may be terminated.
- c. the contractor may be black-listed.
- d. Suitable recovery may be made.

**19. Representatives (of Bidders) during Bid opening.**

- 1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, any two of the representative mentioned in authorization letter will be allowed.
- 2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed in Annexure II of section VII is not received or not brought by the representatives.

**Director(E)**

## SECTION VI

### **SERVICES TO BE PROVIDED**

1. **Service:** Supply of commercial registered vehicles in good condition with commercial licensed drivers on Hire basis.
2. **Period of Contract:** Under normal circumstances the contract shall be valid for a period of two years. However, the contract may be extended by the Sr. DDG, Bihar LSA, DoT, Bihar LSA for a further period of one year on the same terms and condition at his sole discretion. The contract can be further extended for a period not exceeding two years with mutual consent of both parties on the same rate, terms and conditions.
3. **Quantity:** Estimated number of vehicles to be hired is 6 (Six only) on regular monthly basis and 2(two) only on casual basis. However, the Department will place supply order as per the actual requirement from time to time which may be higher or lower than indicated above. In case of higher requirement of vehicles, the supplier must supply on same rate, terms and conditions.
4. **Duty Hours:** Vehicle should be available on 24x7 hour basis.
5. **Notice period:** I) One day in advance.  
II) Telephonic intimation shall be considered as notice.
6. **Reporting place:** O/o Sr. DDG, Bihar LSA, DoT, Bihar LSA. However, the Department may intimate the actual reporting place which will be within the jurisdiction area of Sr. DDG, Bihar LSA, DoT, Bihar LSA.
7. **Counting distance:** From place of reporting in the morning to till the return to place of reporting in evening/night. In case vehicle does not return to place of reporting in night, the place where it was at 2400 Hrs. should be mentioned in log book. Distance up to that point should be treated distance for that day.
8. **Accuracy of meters:** The meter reading should tally the actual distance of run at any instant and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.
9. **Payment of Bill:** Total kilometer run of all vehicles running on monthly basis of any particular type will be calculated every month and if it is less than (1000 X Numbers of vehicle) kilometer, only monthly fixed charges will be paid. If total kilometer exceeds (1000 X Numbers of vehicle) kilometer, payment of extra kilometer will be made as per quoted rate. This exercise will be done for each type (viz AC car, Non AC car) separately. Overtime charges will be paid (for running of vehicle beyond 300 Hrs in a month) for each vehicle. The bill amount should show GST components separately (CGST & SGST).

10. **Other requirements:**

- I) Bidder must have a mobile no. where requirements and requisition of vehicles may be conveyed all the 24 hrs. Telephone No. must be mentioned at the time of accepting SO.
- II) No vehicle should be supplied having registration in the Name of employee of the DoT staff or close relative and Certificate to this effect must be given on the body of bill while submitting claim.
- III) Payment of any Govt. tax or duty for supplying the vehicles will be liability of supplier.
- IV) Parking and Toll charges, if any, may be claimed by producing the parking/ Toll slips.
- V) The complete bio-data of driver along with a copy of his driving license should be submitted to the department before commencement of work. Driver shall be provided with a Mobile Telephone connection provided by the supplier which shall be active during the hire period.
- VI) The driver should be well mannered and courteous and should always carry a mobile phone connection with him which shall be active during the hired period.
- VII) The driver shall not be addicted to smoking, consumption of liquor/alcohol, Pan Masala/Gutka, Tobacco and shall never report to the duty under influence of alcohol.
- VIII) Driver should follow all the rules and regulations specified by the authorities from time to time. This includes new regulations framed from time to time. This also includes the regulation related to proper uniform.
- IX) Vehicles upkeep shall be in good condition along with neat and clean seat covers all the time while on duty.
- X) The Driver should be fully conversant with the major routes and places of Bihar.
- XI) The contractor shall oblige his employees in accordance with law to ensure decent behavior with DoT officers/ officials. There shall not be any master- servant relationship between employees/ drivers of the contractor and the Govt. Employees of contractor cannot claim any employment under DoT solely based upon the services rendered as contractor's drivers/ employees.

**Director(E)**

## **SECTION -VII**

### **Annexure I**

#### **DECLARATION REGARDING NON- TAMPERING OF DOWNLOADED BID DOCUMENT**

I/we, \_\_\_\_\_ (Name of Individual/ Proprietor/Partner(s)/Director(s)) \_\_\_\_\_  
\_\_\_\_\_ of M/s \_\_\_\_\_ (Name of Company/Firm/Agency)  
\_\_\_\_\_ do, hereby, declare that I/we have not tampered the downloaded Bid document No.  
Bihar LSA/Tender/Vehicle/2017/17 dated 10/04/2018 (downloaded from website [www.dot.gov.in](http://www.dot.gov.in) or E  
Procurement portal <http://eprocure.gov.in/eprocure/app>).

Signature

Name

Name and Address of Firm

In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of Limited company by all Directors of the Company.

**Annexure II**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

(To reach O/o The Sr. DDG, DoT, Bihar LSA on or before date of bid opening or to be carried by the person(s) authorized to attend bid opening on the day of bid opening)

To,  
The Sr. DDG, DoT, Bihar LSA  
Patna

Sub: Authorization for attending bid opening for supply of Commercial Vehicle on 02.05.2018

Sir,

Following persons are, hereby, authorized to attend the bid opening for the Bid for supply of Unskilled manpower called by O/o Sr. DDG, DoT, Bihar LSA vide No. Bihar LSA/Tender/Vehicle/2017/17 dated 10/04/2018 on our behalf:-

Name of the Representative

Specimen Signature

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

Any one or any two person(s) (out of above named persons) may be present at the time of bid opening.

Signature of the Bidder

**Note :-** Maximum two representatives will be permitted to attend the bid opening. Permission for entry to the venue of bid opening may be refused in case authorisation as rescribed above is not received/ not shown by the representative at the time of bid opening.

**ANNEXURE-III**

**DECLARATION REGARDING BLACKLISTING / DEBARRING  
FROM TAKING PART IN GOVT. BID BY DoT /GOVT. DEPT**

I / we, \_\_\_\_\_ (Name of Individual Bidder) \_\_\_\_\_ do, hereby, declare that I / we have not been blacklisted or debarred in the past by DoT or any other Government organization from taking part in Government Bids.

Or

I / we, \_\_\_\_\_ (Name of individual bidder) \_\_\_\_\_ do, hereby, declare that I / we was/were blacklisted or debarred by DoT or by \_\_\_\_\_ (Name of Govt. Dept.) \_\_\_\_\_ from taking part in Government Bids for a period of \_\_\_\_\_ years with effect from \_\_\_\_\_. The period is over on \_\_\_\_\_ and now I/ we are entitled to take part in Government Bids.

Or

I / we, \_\_\_\_\_ Proprietor / Partner (s)/ Director (s) \_\_\_\_\_ of M/s \_\_\_\_\_ (Name of Company/Firm/Agency) \_\_\_\_\_ do, hereby, declare that the firm / company/ Agency namely M/s \_\_\_\_\_ has not been blacklisted or debarred in the past by DoT or any other Government organization from taking part in Government Bids.

Or

I / we, \_\_\_\_\_ Proprietor / Partner (s)/ Director (s) \_\_\_\_\_ of M/s \_\_\_\_\_ (Name of Company/Firm/Agency) \_\_\_\_\_ do, hereby, declare that the firm / company/ Agency namely M/s \_\_\_\_\_ was blacklisted or debarred by DoT or by \_\_\_\_\_ (Name of Govt. Dept.) \_\_\_\_\_ from taking part in Government Bids for a period of \_\_\_\_\_ years with effect from \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/ company/ agency is entitled to take part in Government Bids.



I / we are fully aware that the Bid/ contract will be rejected/ cancelled by O/o Sr. DDG, DoT, Bihar LSA and EMD/PSD shall be forfeited if the above information is found false.

In addition to the above, O/o Sr. DDG, DoT, Bihar LSA, will not be responsible to pay the bills for any partially completed work.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Capacity in which signed \_\_\_\_\_

Name & address of the firm: \_\_\_\_\_

\_\_\_\_\_

**Seal of the firm should be Affixed**

In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of Limited company by all Directors of the Company.

**ANNEXURE- IV**

**Declaration on Non-Participation of near Relatives in the Bid**

I \_\_\_\_\_ S/o \_\_\_\_\_

R/o \_\_\_\_\_ do, hereby, declare that none of my relative(s) is/are employed in O/o Sr. DDG, DoT, Bihar LSA or O/o CCA, DoT, Bihar. In case at any stage, it is found that the information given by me is false/incorrect, Sr. DDG, DoT, Bihar LSA shall have the absolute and full right to take any action as deemed fit without any prior intimation to me.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Capacity in which signed \_\_\_\_\_

Name & address of the firm: \_\_\_\_\_

\_\_\_\_\_

Note: In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of Limited company by all Directors of the Company.

**ANNEXURE-V**

**BIDDER's PROFILE**

Passport size photograph of the Bidder/authorized signatory holding letter of authorization.
---

**General:**

- 1 Name of the Bidder .....
- 2 Name of the authorized person signing and submitting the Bid whose photograph is affixed:-  
Shri/Smt. ....

(a. In case of Individual/Proprietary/Partnership firms, an authority letter must be issued by the Individual /Proprietor/ any Partner only, as the case may be. However, in case of Private Limited or Public Limited company, authorized signatory, normally Secretary of the company/ a Director of the company must issue the authority letter.

b. Bidder must submit the self attested copy of the PAN card / Passport/ Aadhar Card of the Individual or proprietor or authorized partner (in case of Partnership firm) or authorized signatory (in case of Private Limited or Public Limited firms) who is issuing the authority letter.)

- 3 Address of the Bidder:  
.....  
.....
- 4 Correspondence Address (if different than Sl. No.3): .....
- 5 (a) Tel no. with STD code (O)..... (Fax).....  
. (R).....
- (b) E-Mail ID (if any) .....

6 Registration & incorporation particulars of the Bidder (if not an individual) :

- i) Proprietorship
- ii) Partnership
- iii) Private Limited
- iv) Public Limited

(Please, attach self attested copies of documents of registration/ incorporation of the firm with the

competent authority as required by law).

7. Name of Proprietor/Partners/Directors .....  
(in case of company/ firm/ agency)
8. It is stated that Original Authority Letter (in respect of authorized person mentioned at Sl. No. 2) is attached.
9. It is, further, stated that the self attested copy of PAN card / Passport/ Aadhar Card of authorized person (authorized to sign the Bid document) is, also, attached.
10. It is clearly understood that the bid is likely to be rejected if photograph of authorized person (mentioned at Sl. No. 2) and affixed above do not match with photograph on PAN Card/ Passport/ Aadhar Card.

I/We, hereby, declare that the information furnished above is true and correct to the best of our knowledge.

Place:-

Signature of Bidder/Authorized Signatory

Date:-

Name of the Bidder.....

Seal of the Bidder.

## SECTION VIII

### AGREEMENT

The agreement made on this.....day of  
(Month) (Year) 2018 between M/s  
..... herein after called "The Supplier" (which expression shall unless excluded  
by or repugnant to the context, include its successors, heir, executors, administrative representative and  
assignee) of the one part & the Sr. DDG, DoT, Bihar LSA, 7th floor, Telephone Bhawan, R-Block,  
Patna-800001 (herein after referred to as the DoT), of other part.

Whereas the supplier had participated in the bid of DoT for supply of registered commercial vehicles to  
the office of Sr. DDG, DoT, Bihar LSA and whereas he was found suitable for award of work and  
thereby was offered to enter into agreement with the DoT and whereas he has accepted the said offer to  
enter into agreement for supply of vehicles to the O/o Sr. DDG, DoT, Bihar LSA, Patna, on the terms  
and conditions contained herein and the rates approved by the Sr. DDG, DoT, Bihar LSA and where as  
the necessary performance security deposits have been furnished in accordance with the provisions of  
the Bid document and where as no interest will be claimed on the security deposits,

Now, it is, hereby, agreed and declared by and between the parties,

1. that the period of validity of this agreement shall be for two years from the date of signing of this agreement,
2. that this agreement can be extended by DoT for one year at its discretion,
3. that this agreement can also be extended beyond extended period of one year for another two years with mutual consent of both parties,
4. **that the NOTICE INVITING BID, bid documents (Qualifying and Financial), advance supply order, approved rates and such other additional particulars, instructions as may be found requisite to be given during execution of the supply order shall be deemed to be included in the expression "The Agreement" or "The Contract" wherever herein used.**
5. that the supplier shall supply the requisite number of vehicles with means & materials as well as tools, appliances, machines, implements, cartage etc. required for the proper execution of supply order within the time prescribed in the supply orders.
6. that the supplier shall supply vehicles at the following rates: -
  - a) AC Vehicles (Maruti Dezire ) on monthly basis: - Rs..... monthly fixed rate for 1000 km running and Rs..... per km for running km beyond 1000 km.
  - b) AC Vehicles (Indigo or Equivalent) on monthly basis: - Rs..... monthly fixed rate for 1000 km running and Rs..... per km for running km beyond 1000 km.

- c) Non-AC Vehicles (Indigo or Equivalent) on monthly basis: -Rs..... monthly fixed rate for 1000 km running and Rs..... per km for running km beyond 1000 km.
- d) Non-AC Vehicles (Innova or Equivalent) on monthly basis: - Rs..... monthly fixed rate for 1000 km running and Rs.....per km for running km beyond 1000 km.
- e) AC Vehicles (Indigo or Equivalent) on casual basis: - Rs.....per km for running km in one day,
- f) Non-AC Vehicles (Innova or Equivalent) on casual basis: - Rs.....per km for running km in one day,

7. That the supplier will be paid **Overtime** at the following rates: -

Normally a vehicle (hired on monthly basis) will be used for about 300 Hrs. in a month. However, if vehicle runs for more than 300 Hrs. in a month, payment for overtime will be made at the rate of Rs. .... Per hour (exceeding 300 Hrs. in a month),

Similarly, a vehicle (hired on casual basis) will be used for about 10 hours in a day. However, if vehicle runs for more than 10 (ten) hours in a day, payment for overtime will be made at the rate of Rs.....Per hour (exceeding ten hours a day),

- 8. that the supplier, hereby, declares that nobody connected with or in the employment of the O/o Sr. DDG, DoT, Bihar LSA and/or O/o CCA, DOT, Bihar shall ever be admitted as partner in this contract/agreement,
- 9. that the supplier shall abide by the terms and conditions, rules, guidelines, construction practices, safety precautions etc, stipulated in the Bid document including any correspondence between the supplier and the DoT having bearing on execution of supply order and payments against the execution of supply order to be done under the contract/agreement,
- 10. that either party may terminate this agreement by giving three-month notice without assigning any reason whatsoever it may be,

In witness where of the parties present here has set the irrelative hands and seals the day, year

( )

Signature on behalf of DoT

Name:

Designation:

Seal:

( )

Signature on behalf of Supplier

Name:

Designation:

Seal:

Agreement signed in the presence of

**Witness1:**

Signature:

Name:

Address:

**Witness2:**

Signature:

Name:

Address:

## **SECTION - IX**

### **ORDER FOR UPLOADING OF DOCUMENTS OF QUALIFICATION BID.**

#### **A) Qualification Bid should have scanned copy of documents in following order:**

1. DD for Document fee;
2. DD for Earnest money deposit;
3. Tender Document with each page duly signed and stamped by the authorized signatory of the agency in token of their acceptance;
4. Duly filled and signed Bid form at section II and Bidders profile at Annexure -V of section VII.
5. Self attested copy of Certificate of Registration/ Incorporation of the company/ firm/ agency (if bidder is other than individual).
6. Self attested copy of PAN Card/ GIR No. of the Bidder.
7. Self Attested copy of the IT return filed for the last two financial years(FY 2016-17 & 2015-16).
8. Original Authority Letter in respect of authorized person (authorized to sign the bid document), provided authorized person is different than bidder.
9. Self Attested copy of PAN Card/ Passport/ Aadhar Card of Authorised person.
10. Declaration as per Annexure- IV of Section VII regarding no relative working in DoT duly filled and It is signed by Proprietor/ all Partners/All Directors (As the case may be).
11. Declaration as per Annexure- I of Section VII regarding non-tampering of tender document in cases of downloaded tender, duly filled and it is signed by Proprietor/ All Partners/All Directors (As the case may be).
12. Declaration as per Annexure -III of Section VII about blacklist/Debaring, duly filled and it is signed by Proprietor/ All Partners/All Directors (As the case may be).

#### **B) Financial Bid (Section -XI) (Pages 35,36,37,38 & 39)**



## SECTION - X

### INSTRUCTIONS FOR ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement are at <https://eprocure.gov.in/eprocure/app>. The bidder must carefully follow the instructions:

- i). Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/ bidders on the e-procurement / e- tender portal is a prerequisite for e-tendering.
- ii) Bidder should do the enrolment in the e-Procurement site using the "Click here to Enroll" option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/ true information including valid e-mail-id. All the correspondence shall be made directly with the contractors/bidders through e-mail-id provided.
- iii) Bidder need to login to the site through their user ID/password chosen during enrolment/registration.
- iv) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by NIC/ SIFY/ TCS/ nCode/ eMudhra or any Certifying Authority recognized by CCA India on e-Token / Smart Card, should be registered.
- v) The DSC that is registered only should be used by the bidders and should ensure safety of the same.
- vi) Contactor/Bidder may go through the tenders published on the site and download the required tender documents/ Annexures for the tenders he / she is interested.
- vii) After downloading/getting the tender document/ Annexures / Appendices, the bidder should go through them carefully and then submit the documents as asked , otherwise bid will be rejected.
- viii) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum / Addendum published before submitting the bids online.
- ix) Bidder then logs in to the site through the secured log in by giving the user id/password chosen during enrolment/registration and then by given the password of the e-Token/Smart Card to access DSC.
- x) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the "my tenders" folder.
- xi) From my tender folder , he selects the tender to view all the details indicated.
- xii) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender Annexures and appendices carefully and upload the documents as called for, otherwise, the bid will be rejected.
- xiii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/annexure and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can

be reduced through zip/ rar and the same can be uploaded, if permitted. Bidders Bid documents may be scanned with 100 dpi with black and white option. However if the file size is less than 1 MB the transaction uploading time will be very fast.

- xiv) Bidder should take into account the corrigendum/Addendum published from time to time before submitting the online bids.
- xv) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- xvi) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should reach to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the same should be uploaded as part of the offer.
- xvii) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- xviii) The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.
- xix) The details of the DD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise bid will not be acceptable.
- xx) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- xxi) The bidder has to upload the relevant files required as indicated in the covered content. In case of any irrelevant files, the bid will be rejected.
- xxii) If price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- xxiii) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock).The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- xxiv) After the bid submission (i.e after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening event.
- xxv) The time settings fixed in the sever side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in e-tender system. The bidders should follow this time during bid submission.

- xxvi) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- xxvii) 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
- xxviii) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- xxix) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- xxx) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Simultaneously for any further queries, the bidders are asked to contact over phone: 1800-3070-2232 or send an email to [cphp-nic@nic.in](mailto:cphp-nic@nic.in).

**Director(E)**

**Government of India  
Ministry of Communications  
Department of Telecommunications  
Office of Sr. Deputy Director General, Bihar LSA  
7<sup>th</sup> Floor, Telephone Bhawan, R-Block, Kranti Marg, Patna-800001**

**Bid No: - Bihar LSA/Tender/Vehicle/2017/17**

**FINANCIAL BID**

**Senior Deputy Director General  
Bihar LSA, DoT, Patna**

**SECTION-XI**

**SCHEDULE OF HIRE CHARGES**

**A) Monthly Basis: AC VEHICLE (Maruti DEZIRE or Equivalent) (BoQ1)**

Sl. No.	Description	Charges in Rs. ( AC Maruti DEZIRE /Similar Vehicle) [B]	Quantity for Evaluation Purpose Only (Actual may be more or less) [C]	Value in Rs. A=B x C
1	Monthly fixed rate for running of vehicle up to 1000 KM and up to 300 hours of duty.		1	
2	Running rate for running of vehicle beyond 1000 km in terms of Rs per K.M.		500 KM	
3	Charges for extra hours (over and above 300 hours of duty per month) in Rs. per hour		20 hrs.	
			Total (1+2 + 3 ) =	

**B) Monthly Basis: AC VEHICLE (INDIGO or Equivalent) (BoQ2)**

Sl. No.	Description	Charges in Rs. (AC INDIGO /Similar Vehicle) [B]	Quantity for Evaluation Purpose Only (Actual may be more or less) [C]	Value in Rs. A=B x C
1	Monthly fixed rate for running of vehicle up to 1000 KM and up to 300 hours of duty.		1	
2	Running rate for running of vehicle beyond 1000 km in terms of Rs per K.M.		500 KM	
3	Charges for extra hours (over and above 300 hours of duty per month) in Rs. per hour		20 hrs.	
			Total (1+2 + 3 ) =	

**C) Monthly basis: - NON-AC VEHICLE (INDIGO or Equivalent) (BoQ3)**

Sl. No.	Description	Charges in Rs. (Non AC INDIGO /Similar Vehicle) [B]	Quantity for Evaluation Purpose Only (Actual may be more or less) [C]	Value in Rs. A=B x C
1	Monthly fixed rate for running of vehicle up to 1000 KM and up to 300 hours of duty.		1	
2	Running rate for running of vehicle beyond 1000 km in terms of Rs per K.M.		500 KM	
3	Charges for extra hours (over and above 300 hours of duty per month) in Rs. per hour		20 hrs.	
			Total (1+2 + 3 ) =	

**D) Monthly basis: - NON-AC VEHICLE (INNOVA or Equivalent) (BoQ 4)**

Sl. No.	Description	Charges in Rs. (Non AC INNOVA /Similar Vehicle) [B]	Quantity for Evaluation Purpose Only (Actual may be more or less) [C]	Value in Rs. A=B x C
1	Monthly fixed rate for running of vehicle up to 1000 KM and up to 300 hours of duty.		1	
2	Running rate for running of vehicle beyond 1000 km in terms of Rs per K.M.		500 KM	
3	Charges for extra hours (over and above 300 hours of duty per month) in Rs. per hour		20 hrs.	
			Total (1+2 + 3 ) =	

**E) Casual Basis: AC VEHICLE (INDIGO or Equivalent) (BoQ 5)**

Sl. No.	Description	Charges in Rs. ( AC INDIGO/ Similar Vehicle) [B]	Quantity for Evaluation Purpose Only (Actual may be more or less) [C]	Value in Rs. A=B x C
1	Running rate per K.M.		200 KM	
2	Charges for extra hours (over and above 10 hours of duty per day) in Rs. per hour		02 hrs.	
			Total (1+2) =	

**F) Casual Basis: NON-AC VEHICLE (INNOVA or Equivalent) (BoQ 6)**

Sl. No.	Description	Charges in Rs. ( Non-AC INNOVA/ Similar Vehicle) [B]	Quantity for Evaluation Purpose Only (Actual may be more or less) [C]	Value in Rs. A=B x C
1	Running rate per K.M.		200 KM	
2	Charges for extra hours (over and above 10 hours of duty per day) in Rs. per hour		02 hrs.	
			Total (1 + 2) =	

- We agree to abide by the terms and conditioned mentioned in this bid vide no. Bihar LSA/Tender/Vehicle/2017/17 dated 10-04-2018.

The rates quoted by us are inclusive of all taxes, duties, charges, surcharges and other statutory liabilities.

Date: \_\_\_\_\_ Signature of Bidder/authorized person:  
Place: \_\_\_\_\_ Name:  
SEAL

If our Bid is accepted, we shall submit the securities as per the conditions mentioned in the Bid document. We agree to abide by this Bid for a period as per tender terms & conditions from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Date: \_\_\_\_\_  
Signature of the Bidder \_\_\_\_\_  
Name of Bidder \_\_\_\_\_