



Government of India
Ministry of Communications
Department of **Telecommunications**
Assam Licensed Service Area, Guwahati

E-Tender No. : TERM.AS/G-8(1)/2018/3

BID DOCUMENT

For providing Services of Hired Vehicles for the office of Senior Deputy Director General, Assam LSA,

Guwahati, Department of Telecommunications,

Ministry of Communication

9th floor, BSNL Bhawan, Panbazar, Guwahati

Assam, India-781 001,

Phone: 0361-2734111,

Fax: 0361-2734000

(Visit us at www.dot.gov.in, <http://eprocure.gov.in/eprocure/app> or <http://eprocure.gov.in/epublish/app>)

Not transferable

Contents of Tender Document

S. No.	Description of contents	Page
1.	Section-I-Tender Notice	3-5
2.	Definitions	6
3.	Section-II GENERAL CONDITIONS	7-13
4.	Section-III-Special Conditions of the contract	14-15
5.	Section-IV-Bid security Bond	16
6.	Technical bid [Annexure-I]	17
7.	Financial Bid/BOQ [Annexure-II]	18
8.	Declaration [Annexure – III]	19
9.	Order for uploading of documents in Technical bid [Annexure – IV]	20
10.	Performa of performance security bond [Annexure-V]	21-22
11.	Letter of authorization for attending bid opening Annexure VI	23
12.	Format of agreement Annexure-VII	24-26
13.	Declaration ,Annexure-VIII	27
14.	Certificate Annexure -IX	28
15.	Declaration Annexure -X	29
16.	Declaration Annexure -XI	30
17	Instructions to Bidders for online tender submission	31-32

Government of India.
Ministry of Communications
Department of Telecommunications
The office of Sr. DDG, Assam LSA,
Guwahati

TERM.AS/G-8(1)/2018/3

Dated: 07 / 12 /2018

Section-I – E-TENDER NOTICE

1. E-tenders are invited on behalf of the President of India, from reputed, experienced and financially sound Companies /Firms /Agencies for providing Services of Commercial vehicles on hired basis for office of Sr. DDG, Assam License Service Area, Department of Telecommunications Guwahati for a period of one year from the date of contract. The bidder should have at least one light commercial vehicle such as swift DZire-AC or equivalent model not older than January 2016, registered in the name of proprietor/partners of the firm.

Requirements are as follows:

Office where services are required	Description of Services	Schedule of requirement	Quantity	Approximate Cost	Earnest Money Deposit
O/o Sr. DDG , Assam Licensed Service Area, Guwahati, 9 th floor, BSNL Bhawan, Panbazar, Guwahati	Hired vehicles on Yearly basis	1) Swift Dzire or equivalent (AC) not older than January 2016	3(Three)	Rs.14,00,000/-	Rs.28,000/-

Note: The tenderer should submit DD for Rs. 28,000/-for the above EMD. The DD has to be submitted off line before 16:00 hrs on 28/12/2018 and scanned copy of DD to be uploaded online or for fee exemption has to submit valid self-attested registration certificate issued by NSIC. The same has to be submitted in soft copy format online.

2. Schedule:

Date of issue of Bid Document: Bidder can download the Bid Document from 07-12-2018 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.

Sl. No.	Activity Description	Time Schedule
1	Tender No.	TERM.AS/G-8(1)/2018/3 Dated 07/12/2018
2	Last Date & time for receipt of tender	28-12-2018 at 15:00 hrs.
3	Physical submission of EMD	28-12-2018 at 16:00 hrs
4	On-line opening of Tender Bids (Technical bids)	31-12-2018 at 11:00 hrs
5	Date & time for opening of Financial Bid for Technically qualified bidders	Will be intimated later
6	Place of opening the Tenders	O/o Sr.DDG, Assam LSA, 9 th floor BSNL Bhawan, Guwahati-780 001
7	Bid Validity Period/Validity of Bid offer for acceptance by DOT	90 days from the date of opening of the tender
8	Services to be Provided	Hiring of light commercial vehicles/cars including driver and fuel.
9	Estimated cost of tender	Rs.14,00,000/-

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

4.Tender Document Fee: Nil

5. Earnest Money deposit: DD for an amount of Rs.28,000/-(Rupees twenty Eight Thousand only)(refundable) from Nationalized / Scheduled bank drawn in favour of "CAO,O/o CCA, Assam" payable at Guwahati 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 Draft submitted.

6. Submission of Tenders: The bid along with the necessary documents should be uploaded in the <http://www.eprocure.gov.in> portal as per guidelines mentioned in the portal. Tender have to be submitted only online at <http://eprocure.gov.in/eprocure/app> in two bid systems i.e. (i) technical 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 Annexure-IV of the Tender 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, Assam LSA, Ministry of Communication, and Department of Telecommunications in this regard shall be final and binding on all.

8. The aforesaid DDs/Pay orders towards EMD should be submitted offline to the tender inviting authority i.e. Director (A), Assam LSA Guwahati on or before 16:00 hrs on 28-12-2018 and the scanned copy to be uploaded online on or before 15:00 hrs on 28-12-2018 .The DD towards the Earnest Money Deposit should bear the date after the date of NIT.

9. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/ register before participating in the tender through the website <http://eprocure.gov.in/eprocure/app>. The enrolment on portal is free of cost.

Director (A), Assam LSA
O/o Sr. DDG, Assam LSA, Guwahati
9th Floor, BSNL Bhawan, Panbazar, Guwahati-781 001

Copy to:-

1. C.A.O. (Cash) O/o CCA, Assam.
2. Notice Board.

DEFINITIONS

- I. **TERM** - Telecom Enforcement Resource & Monitoring
- II. **The Office** - The O/o Sr. DDG, Assam LSA, Guwahati, Department of Telecommunications
- III. **Bidder** - The person or company/firm/agency participating in the tender
- IV. **Technical Bid** – Document proving the qualifications of the bidder uploaded on-line by the Bidder.
- V. **Financial Bid /Commercial bid**– Rates quoted by the bidder by uploading it on-line.
- VI. **CCA** - The controller of communication accounts, also the paying authority
- VII. **Competent authority** –Sr. DDG, Assam LSA , Deptt. of Telecom
- VIII. **Vehicles** - Four wheelers of specified make and type and fulfilling the required Conditions.
- IX. **Contractor** - The bidder whose bid will be accepted by Department of Telecommunication and shall include such successful bidder, its legal representatives, successors.
- X. **DDG** - Deputy Director General
- XI. **AD** – Assistant Director
- XII. **DoT/DOT**- Department of Telecommunications
- XIII. **NIT** - Notice Inviting Tender
- XIV. **EMD** – Earnest Money Deposit
- XV. **Assam LSA**- Assam Licensed Service Area
- XVI. **AD**-Assistant Director
- XVII. **Sr. DDG** – Senior Deputy Director General

Section -II- GENERAL INSTRUCTIONS FOR BIDDERS

GENERAL (COMMERCIAL) CONDITIONS

1.1. Specifications for the vehicles :

The bidders should have at least one light commercial vehicle such as swift Dzire or equivalent model **not older than January 2016**, registered in the name of proprietor/partners of the firm and should have registered commercial vehicle at the time of Bid submission, Vehicles having Transit permission for Assam, from the prospective contractors who can supply Commercial vehicles for O/o Sr. DDG, Assam LSA, DoT.

Sl No	Model	Quantity (Approx)
1.	Swift Dzire or equivalent -AC	3

1.2. Eligibility Conditions

- The bidder should have at least one year experience of supplying commercial vehicles in last three years. Certificate of satisfactory performance in supplying commercial vehicle should be attached with the bid. Preferably from Central Govt./State Govt./Public sector/Reputed private sector.
- The bidder should have at least one light commercial Vehicle as specified in para 1.1
- The bidder shall submit a clear declaration that the firm will be able to supply three commercial vehicles as specified in para 1.1.
- The bidder shall be registered for GST & all applicable Central/State Government taxes etc.

1.3. Documents required to be submitted along with the bids

A. Technical Bid

The bidder shall furnish the following documents in "Technical Bid"

- Details of vehicle as detailed in NIT, not older than January 2016 model, owned by the bidder.

Sl No.	Registration No.	Make and model	A/C / Non A/C	Date of Purchase	Swift Dzire or equivalent	Photo copy of RCs/ Insurance enclosed
1						
2						
3						
4						

- The bidder shall furnish the particulars of the past performance with supporting documents (at least one year experience of supplying commercial vehicles in last three years).
- Declaration that firm shall be able to supply three commercial vehicles as specified in para 1.1.
- Bid Security of required amount in form of Demand Draft/Bank Guarantee.
- Valid GST Registration Certificate.
- Latest Income TAX return (Financial Year 2017-18), (Assessment Year 2018-2019), submitted along with copy of PAN card.
- Incorporation Certificate of Company/Firm as applicable below :

- i. Registration with registrar of the company for private limited or public limited companies.
- ii. Partnership deed for partnership firms.
- iii. An affidavit stating that it is a proprietary concern for proprietorship firm.
- g. Certificate of Near Relative not working in Assam LSA, DoT as per Annex IX.
- h. Declaration of Non Tampering of Document in case of Downloaded Tender from website (Annexure X).
- i. Declaration of non Black listing (Annexure XI)
- j. **The tender document digitally signed by the bidder.**

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 may result in rejection of the Bid. **All the certificates shall be duly signed by the bidder failing which may result in rejection of the Bid.**

The Technical bid should be uploaded in the format given in **Annexure-I** along with Account Payee Demand Drafts for Rs. **28,000/-** in favour of **“CAO, O/o CCA (Assam)” Payable at Guwahati** and also requisite documents as per **Annexure-IV**. The scanned copy of DD for EMD, as well as all the documents as mentioned at Annexure-IV are required to be uploaded by the Bidder at the place indicated as **Cover No.1** while uploading the documents on e-procurement website. No indication of the Prices shall be made in the Technical Bid. Original bid shall be digitally signed by the person or persons signing the bid.

B. Financial Bid

- 2.1 The bidder shall quote the price as per format enclosed at Annexure-II (i.e. in BoQ) in **Cover no.2** and fill up the relevant parts accordingly. The rates quoted by the bidder must be reasonable and logical. **The tender can be rejected on the basis of unreasonable or illogical rates.** The Financial Bids of those bidders who are found qualified, will be opened on a specified date and time to be intimated to the respective bidders.
- 2.2 Terms of payment as stated in the Tender Documents shall be final.
- 2.3 At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

3. Bid Price

- I. The supplier shall quote in original price schedule attached along with bid document for type of vehicle services given in the “Services to be provided”.
- II. Rate quoted in any other format /sheet will not be considered.
Rate should be quoted in enclosed sheet in English figures & words.
- III. The price quoted by the bidder shall remain fixed during the entire period of the contract and 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.
- IV. Discounts or extra charges, if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

4. Bid Security (EMD)

- i. The bidder must deposit **Rs 28,000/-** (Rupees Twenty eight Thousand only) as Bid Security (Non-Interest Bearing). The Bid Security shall be in the form of Bank Guarantee/DD from any nationalized bank payable at Guwahati in favour of **CAO, O/o CCA, Assam Telecom Circle** valid for 90 days from the date of tender opening.
- ii. The successful bidder's bid security will be discharged/refunded upon the bidder's acceptance of the award of contract satisfactorily in accordance with para 7 of Section II and after furnishing the performance security.
- iii. The bid security may be forfeited
 - a) If the bidder withdraws his bid during the period of validity specified by the bidder in the bid form.
 - b) If the successful bidder fails to sign contract within seven working days excluding Saturday & Sunday and national holidays of the issue of letter of intent.
 - c) If the successful bidder fails to furnish performance security in accordance with para 7 of Section II.
 - d) A bid not secured in accordance with Section-IV shall be rejected by the Sr.DDG, DOT, Assam LSA as non-responsive and returned to the bidder.
- iv. The bid security of the unsuccessful bidder will be discharged/ returned as early as possible, but not later than 30 days after the expiry of the period of bid validity.

5. Tender Opening

- a. The bids shall be opened in the presence of the bidder or their authorized Representative who wish to be present at the time of opening of bids on due date at their own cost. Letter of authorization for attending bid opening by representative (Annexure- VI) should reach O/o Sr. DDG,D O T , Assam on or before the tender opening date i.e. 11:00Hrs 31/12/2018 or shall be carried by representative on the bid opening date.
- b. In case the date fixed for the opening of the bids is declared as holiday by the Government of India, the revised schedule will be notified. However, in the absence of such notification, bids will be opened on the next working day, time and venue remaining unaltered.

6. Bid Evaluation

- a. Bids shall be evaluated to determine whether they are complete, whether any computational errors have been made, whether documents have been digitally signed and whether bids are generally in order.
- b. If there is any discrepancy between words and figures the amount in words shall prevail.
- c. DOT, Assam LSA shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the services offered inclusive of all the levies and charges (excluding of GST) as indicated in the Schedule of Rates in Annexure -II and Evaluation of the bid as per para (e) below.
- d. Sr. DDG, Assam LSA reserves right to counter offer price against price quoted by the bidder.

e. Evaluation formula for Financial Bid :

Sl. No.	Item Description	BASIC RATE In Figures Rs.
1	2	3
1.01	Monthly Rate for one Swift Dzire-AC or its equivalent (For 1500 Km per month, 10 hrs a day) (A)	
1.02	Rate for Extra Km (Per Km) (over 1500 Km per month) for swift Dzire- AC or its equivalent in Rs. (B)	
1.03	Rate for Extra hours (per hour) over and above 10 hrs duty per day in Rs./hour for Swift Dzire- AC or its equivalent (C)	
1.04	Rate for outstation Night Halt charges (In Rs per Night) for Swift Dzire or its equivalent -AC (D)	
Total in Figures	Total of Monthly rate in figures Z =(3A+100B+100C+10D)	

Total Evaluated Cost calculated (Z) as per above formula will be considered as the “Total Cost of Bid”.

7. Performance Security

- The successful bidder shall be required to deposit an amount equal to Rs. **1,40,000/-** (Rs. One lakh forty Thousand only) within 10 days of conveying Sr. DDG’s intention for accepting the bid as Performance Security. Period of Performance Security is 15 Months
- Performance Security shall be submitted in the form of Bank Guarantee issued by a scheduled bank in the Performa provided in Annexure V of the bid document. The Bid security of the successful bidder will be refunded upon receipt of Performance Security of correct amount and in prescribed format from the successful bidder.
- If the contractor fails or neglects any of his obligations under the contract it shall be lawful for Sr.DDG, DOT Assam LSA to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting in such failure.

8. Award of Contract

Sr.DDG, DOT Assam LSA shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall within 10 days of the issue of the letter of intent give his acceptance and sign agreement with Sr. DDG , Assam LSA.

9. Right to vary Quantities

O/o Sr. DDG, Assam reserves the right to increase or decrease the required quantity of vehicles by one vehicle specified in the schedule of requirements without any change in the hiring charges of the offered quantity and other terms and conditions of the tender.

10. Signing of Contract

Signing of Agreement shall constitute the award of hiring contract on the bidder.

11. Annulment of Award

Failure of the successful bidder to comply with any of the tender/contract conditions shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event Sr.DDG , Assam may make the award to any other bidder at the discretion of Sr. DDG , Assam or call for new bids.

12. Right to Accept or Reject

Sr. DDG , Assam reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender as it may deem fit, without assigning any reason.

13. Termination of Contract

- i. Sr. DDG, Assam may, without prejudice to any other right/remedy for breach of contract, terminate the contract in whole or in parts.
 - a. If the contractor fails to arrange the supply of any or all of the vehicle(s) within the period specified in the contract or any extension thereof granted by the Sr. DDG, Assam LSA.
 - b. If the contractor fails to perform any other obligations under the contract Agreement.
- ii. Sr. DDG, Assam may, without prejudice to any other rights under the law or the contract provided, get the hiring done at the risk and the cost of the contractor, in the above circumstances.
- iii. Notwithstanding anything contained herein, Sr.DDG, Assam also reserves the right to terminate the contract at any time or stage during the period of contract, without assigning any reason and without incurring any financial liability to the service provider/contractor.

14. Termination for Insolvency

Sr. DDG , Assam may also by giving written notice and without compensation to the service provider/contractor terminate the contract if the service provider becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

15. Miscellaneous Conditions:

- i. Sr. DDG , Assam reserves the right to counter offer price against price quoted by the bidder.
- ii. Sr. DDG , Assam reserves the right to disqualify such bidders for one year who fails to honour their bid.

16. Force Majeure

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or 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) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of Sr. DDG, Assam as to whether the supplies/services have been so resumed or not shall be final and conducive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

17. Arbitration

- 17.1. In the event of any question, dispute or difference arising under the agreement in connection therewith (except as to matters, the decision to which is specifically provided under this agreement) the same shall be referred to sole arbitration of the Sr. DDG, Assam, 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 Sr. DDG, Assam or by whatever designation such officer may be called (herein after referred to as the said officer) and if the Sr. DDG, Assam or the said officer is unable or unwilling to act as such , than to the sole arbitration of some other person appointed by the Sr. DDG, Assam or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act,1996.The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or r-enactment thereof or any rules made thereof.

17.2 The arbitrator may from time to time with the consent of both the parties extend the time frame for making and publishing the award. Subject to 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.

17.3 The venue of the arbitration proceeding shall be the office of O/o Sr. DDG , Assam at Guwahati or such other place as the arbitrator may decide.

18. **Set-Off (Recovery of Sum Due):**

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by Sr. DDG , Assam and set-off the same against any claim of Sr. DDG for payment of a sum of money arising out of this contract or under any other contract made by contractor with Sr. DDG , Assam LSA.

19. **Terms of Payment**

Payment shall be made within 15 days from the date of receipt of bill in the O/o Sr. DDG, Assam. Monthly bills shall be submitted in duplicate to the officer-in-charge , O/o Sr. DDG, Assam, Guwahati along with the copy of the log book vehicle wise (Log Book should be duly signed by the user and the driver of the Vehicle).

20. **Duration of the Contract**

Normally the contract will be awarded for One year. However, extension for the One year / part thereof will be considered on the same rates, terms and conditions.

21. **Preparation and Submission of Tender:**

The tender should be submitted/uploaded on line in two parts namely i) **Technical Bid** (in the format given in **Annexure-I**) and ii) **Financial Bid** (in the format given in **Annexure-II**) .

22. **Evaluation of Tender:**

The tender will be evaluated in two steps i.e. Technical Evaluation and Financial Evaluation. The Technical evaluation of the tenders will be made first on the basis of Technical bid furnished in the format given in **Annexure-I** and documents submitted as per part A of **Annexure-IV** and then on the basis of Financial bid. Technical Bid and Financial Bids shall be opened separately.

23. **Bid opening and Technical Bid Evaluation:**

Office of Sr DDG, Assam LSA, Guwahati shall open the Technical bid cover containing uploaded documents by bidders detailed as per “Annexure I” and “Part A of Annexure IV” in the presence of bidders, if any, on due date. After scrutiny and evaluation of the qualification Bids on a subsequent date, DoT Guwahati will shortlist those bidders who are found qualified & eligible. The Financial bids of such shortlisted Bidders will only be opened on the subsequent date. The tenders without documents (duly signed) as mentioned in **Part A of Annexure-IV** or without proper tender fees or EMD is liable to be

summarily rejected. Prior to detailed evaluation, DoT Guwahati 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 is liable to be rejected by DoT Guwahati.

24. Compensations:

- 24.1 In case of break down , vehicles have to be replaced by other vehicle immediately or within not more than one hour. In case of non availability of suitable vehicle as referred in general terms and conditions compensation up to Rs.500/-per occasion 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, compensation of Rs.700/- per break down shall be imposed.
- 24.2 In case of non-availability of vehicles compensation of Rs.700/- per day shall be imposed in addition to deduction at pro-rata basis for that day.
- 24.3 In case of non-availability of vehicles during extra hours a compensation of Rs.500/- per occasion shall be imposed.
- 24.4 In case of meter found faulty, the vehicle with faulty meter should be repaired immediately or vehicle should be replaced till the meter is rectified. The controlling / authorized officer shall have full powers to check up the meter and to take action to recover the actual loss to the Sr. DDG, Assam LSA.

25. Fuel (Diesel) rate revision :-

No escalation is admissible on any account whatsoever during the first three months of the contract. After three months of contract increase or decrease in hire charges due to variation in Fuel rates will be worked out and paid/deducted only when the variation to base rate is above 10%. Such increase or decrease in the hire charges due to these variations shall be worked out from the base rate on the following formula:

Amount = (A x B)/15 Where

A= Increase or decrease in rates of fuel in completed rupees as on first date of month as compared to the date of contract)

B= Total completed KM during the Month

(Note: - The Base Rate of Diesel is the prevailing rate on the date of commencement of work/ contract. The Average KMPL is to be considered as 15KM per litre. If there is decrease in Fuel Price, formula will indicate negative figure which means the deduction shall be done from the bill)

The service provider shall submit supplementary bill for reimbursement towards increase in Fuel price on monthly basis without accumulation. This supplementary bill is to be supported with proof of fuel price prevailing on 1st of the month.

In case of any dispute in calculating the amount for fuel rate revision, the decision of Sr. DDG Assam LSA shall be final and binding.

Section - III Special conditions of the contract

1. The special conditions of contract shall supplement the General conditions of the contract as contained in Section-I & II and wherever there is a conflict, the provisions herein shall prevail over those in section-I & II.
2. Sr. DDG Assam LSA reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid.
3. Any liability under any Act or Statute shall be of the contractor and under no circumstances shall Sr.DDG Assam LSA responsibility.
4. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor. Any breach of such laws or regulations shall be deemed to be breach of this contract.
5. No sub-contracting is permissible.
6. The near relatives of employees of this office/DoT/any other DoT units are prohibited from participation in this tender. The near relatives for this purpose are defined as:-
 - (a) Members of a Hindu Undivided Family.
 - (b) Their husband and wife.
 - (c) The 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) and sister's husband (brother-in-law).
7. The contractor shall assign the job of driving of hired vehicles to experienced drivers having appropriate license and also assume full responsibility for the safety and security of officers/officials as well as essential store items while running the vehicle by ensuring safe driving. Sr. DDG Assam LSA shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to Sr. DDG Assam LSA to be suitably compensated by contractor.
8. The contractor shall sent the vehicle for periodical servicing at the cost of the contractor, Sr.DDG Assam LSA 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 contractor's liability.
9. Regular checking of meter by the designated transport authority may be done by the contractor and requisite certificate may be shown to Sr.DDG Assam LSA, as and when demanded.
10. Change of commercial vehicle of same type and model as specified in section-I & II will be allowed on written request and approval of controlling officer.
11. The vehicles may be used anywhere in territorial jurisdiction of Assam.
12. TDS applicable will be deducted from the payable amount of the bill.
13. The time and distance in respect of vehicles hired will commence and terminate from the time and place of reporting to the time and place of release. For this purpose, the kilometer reading as well as the time will be recorded by the officer in duty slip at the time of reporting and releasing the vehicle. The distance covered in each way from garage to place of reporting will be allowed on actual basis or 5 KMs whichever is less.
14. The contractor shall abide with all local/municipal/state/central laws and regulations.
15. The driver shall be provided working mobile phone at the cost of the contractor, so as to enable the officers of Sr. DDG Assam LSA to contact them as and when required, during the period of the contract.

16. Payment of all kinds of Government taxes or duties for supplying vehicles in Assam will be the liability of the contractor.
17. Tampering of meter reading and misbehavior by the drivers while on duty shall be viewed seriously and may lead to even cancellation of the contract at the discretion of the Sr.DDG Assam LSA.
18. The service provider/contractor shall not engage any person below the age of 18 years for driving purpose.
19. Vehicles up-keep shall be in good condition . Vehicles so hired may be inspected time to time by any officer of Assam LSA authorized by Sr. DDG Assam LSA.
20. Shortage in utilizing the contractual 1500 KMs per month in any particular month shall be adjusted over subsequent three (3) months.
21. The vehicles to be supplied by the selected bidder should not be older than January, 2016 in all categories of vehicles. Hence, the Bidder should upload the Registration Certificates of vehicles which are not older than January, 2016.
22. Duty Hours: Ten hours per day for six days per week.(Monday to Saturday) Weekly off will be given. The actual duty hours shall be specified by users of vehicles. Chagres for extra duty will be provided when applicable.
23. Services to be provided: Provision of commercial vehicles as specified in Para 1.1 with licensed drivers, on hiring basis for running in Assam including cost of fuel.
24. Contract period: Under normal circumstances the contract shall be valid for a period of one year from date of signing of agreement and may be extended up to one year beyond contractual period if agreed by the contractor and the Sr. DDG, Assam LSA on the same rates, terms and conditions.
25. Reporting place: Any place within the jurisdiction of the office of Sr. DDG, Assam LSA. Actual place of reporting shall be specified by the users of vehicles.
26. Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Government. This office shall have no liability whatsoever in this regard and the contractor shall indemnify this office against any/all claims, which may arise under the provisions of various Acts, Governments Orders etc.

SECTION IV

BID SECURITY BOND

(Format of Bank Guarantee for EMD)

Whereas (Hereinafter called "the Bidder") has submitted its bid dated for hiring contract of commercial vehicles Tender No: Tender No: TERM.AS/G-8(1)/2018/3 Dated: 07/12/2018 KNOW ALL MEN by these Presents that We of having our registered office at (herein after called "the bank") are bound unto... Sr. DDG , Assam, Guwahati, in the sum of Rs 28,000.00 (Rupees twenty Eight thousand Only) for which payment will and truly to be made the bank binds itself, its successors and assigns by these presents.

THE Conditions of the obligation are:

1. If the bidder withdraws its bid during the period of bid validity specified by the Bidder on the bid form; or
2. If the bidder, having been notified of the acceptance of its bid by the purchaser during the period of bid validity.
 - a. Fails or refuses to execute the Contract, if required, or
 - b. Fails or refuses to furnish performance security, in accordance with the instructions to Bidders.

We undertake to pay to CAO O/o CCA Assam Telecom Circle, 5th Floor, BSNL Bhawan, Assam up to the above amount upon receipt of its first written demand, without having to substantiate its demand, provided that in its demand ADG O/o Sr. DDG, TERM, Assam will note that the amount claimed by it is due to it owing to the occurrence of one or two or both conditions specifying the occurred condition or conditions.

This guarantee will remain in force as specified in of Section II clause 4 of the bid document up to and including thirty (30) days after the period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Signature

Signature of witness

Name

Name of witness

Signed in the Capacity of

Full Address of Branch

Address of witness

Tel. No. of Branch

Fax No. of Branch

Signature of bidder

ANNEXURE-I

Technical BID *(To be uploaded)*

1. Name of bidder *(Attach certificate of registration)*:
2. Name of proprietor/Director /Owner:
3. Full Address of Registered Office:
Telephone No: Fax No: E-Mail Address:
4. Full address of Operating/ Branch Office
Telephone No: Fax No: E-Mail Address:
5. PAN / GIR No. *(Attach attested copy)*:
6. GST Registration No. *(Attach attested copy)*:
7. The bidder shall furnish the particulars of the past performance with supporting documents (at least one year experience of supplying commercial vehicles in last three years).
8. Details of Earnest Money Deposit (Amount, DD number, Bank details):

Signature & seal of authorized person
Date:
Name:
Place:

ANNEXURE-II

Financial BID/BoQ (To be entered on line)

1. Name of the Bidder:
2. **Service:** Provision of hired vehicles for the office of Sr. DDG LSA Assam - Three Swift Dzire-AC or its equivalent .

Sl. No.	Item Description	BASIC RATE In Figures Rs.
1	2	3
1.01	Monthly Rate for one Swift Dzire -AC or its equivalent (For 1500 Km per month, 10 hrs a day) (A)	
1.02	Rate for Extra Km (Per Km) (over 1500 Km per month) for swift Dzire -AC or its equivalent in Rs. (B)	
1.03	Rate for Extra hours (per hour) over and above 10 hrs duty per day in Rs./hour for Swift Dzire- AC or its equivalent (C)	
1.04	Rate for outstation Night Halt charges (In Rs per Night) for Swift Dzire- AC or its equivalent (D)	

- The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force, excluding GST
- The payment shall be made on conclusion of the calendar month only on the basis of duties performed by contractor during the month.

ANNEXURE-III

DECLARATION

1. I, _____ Son/Daughter/Wife of Shri _____ Proprietor /Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with this tender are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. In case at any stage, it is found that the information given by me is false/incorrect, O/o Sr. DDG, Assam LSA shall have the absolute right to take any action as deemed fit, without any prior notice to me.

Date:
Place:

Signature of authorized person
Name:
Seal:

ANNEXURE-IV

Checklist FOR UPLOADING OF DOCUMENTS OF Technical BID.

A) Technical Bid should have documents in following order:

1. DD for Earnest money deposit.
2. Technical Bid in format as per Annexure-I.
3. Incorporation certificate of attested copy of Registration certificate of the company/firm/partnership as applicable below:
 - i) Registration with registrar of the company for private limited or public limited companies.
 - ii) Partnership deed for partnership firms.
 - iii) An affidavit stating that it is a proprietary concern for proprietorship firm.
4. Work experience / Work order of similar work at least one year experience of supplying commercial vehicles in last three years.
5. Attested copy of PAN / GIR Card.
6. Attested copy of GST registration certificate.
7. Attested copies of registration books of the vehicles quoted.
8. The bid document should be digitally signed by the bidder..
9. Declaration as per Annexure-III.
10. Declaration as per Annexure IX regarding no relative working in DOT.
11. Declaration as per Annexure X regarding non-tampering of tender document in cases of downloaded tender.
12. Declaration as per Annexure XI about blacklist/Debaring.
13. Latest income Tax return (F.Y.2017-18)/ (A.Y. 2018-2019) submitted along with copy of PAN card.

B) Financial Bid (Annexure-II).

Annexure-V

PERFORMA OF PERFORMANCE SECURITY BOND

1. In consideration of Sr. Deputy Director General, DoT, Assam (hereinafter called Sr. DDG Assam having agreed to exempt _____ (hereinafter called the said Service Provider(s) from the demand of security deposit/earnest money of we, (name of the Rs _____/- on production of Bank Guarantee for Rs _____/- for the due fulfillment by the said service provider of the terms and conditions to be contained in an Agreement in connection with the contract for the supply of _____ bank) _____ (hereinafter referred to as "the bank") at the request of _____ service provider's do hereby undertake to pay to Sr. DDG, Assam, an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the Sr. DDG, Assam, by reason of any breach by the said service provider's of any terms & conditions contained in the said agreement.
2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Sr. DDG, Assam stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the Sr. DDG, Assam, reason of breach by the said service provider's of any of the terms & conditions contained in the said agreement or by reason of the service providers failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Sr. DDG , Assam in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____/-.
3. We undertake to pay to the Sr. DDG, Assam, any money so demanded notwithstanding any disputes raised by the service provider(s)/suppliers in any suit or proceeding pending before any court or tribunal relating there to our liability under the present being absolute and equivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider(s) /supplier(s) shall have no claims against us for making such payment.
4. We (name of the bank) _____ further agree that the guarantee therein contained shall remain in force and effect immediately for a period from date herein and further agree to extend the same from time to time (15 Months) so that it shall continue to be enforceable till all the dues of the Sr. DDG, Assam under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till SR. DDG, Assam certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said service provider(s) and accordingly discharges this guarantee.
5. We (name of the bank) _____ further agree with the Sr. DDG

, Assam that the Sr. DDG, Assam shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the Sr. DDG, Assam, against the said service provider(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider(s) or for any forbearance, and or any omission on the part of Sr. DDG, Assam, or any indulgence by the Sr. DDG, Assam, to the said service provider(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the bank or the service provider(s)/supplier(s).

7. This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by the Sr. DDG , Assam.

Dated: _____

For _____

(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in

Accordance with the Stamp Act.

Annexure-VI

Letter of Authorization for Attending Bid Opening

Subject: - Authorization for attending bid opening on..... (date) of the tender for providing Services of Hired Vehicles for the office of Sr. DDG Assam LSA ,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (bidder) in order of preference given below:-

Order of preference	Name	Specimen signature
1		
2 (Alternate Representative)		

.....

Signatures of bidder

or

the person authorized to sign the bid documents on behalf of the bidder.

Note

1. *Maximum one representative will be permitted to attend the bid opening. Alternate representative will be permitted only when regular representative is not able to attend.*
2. *Permission for entry to the hall, where bids are opened, may be refused in case authorization, as prescribed above is not received.*

ANNEXURE -VII

Format of AGREEMENT

WHEREAS the Office of Sr. DDG, Assam LSA, Guwahati headed by the Sr. Deputy Director General (Sr. DDG) is desirous of hiring Light Commercial Motor Vehicles for official use. For that purpose tender was invited for supply of Light Commercial Vehicles on hiring basis and the details of service required together with terms and conditions was spelled out in the tender document.

AND

WHEREAS M/s a registered agency and professionally interested to supply the required service, obtained the tender documents against payment of prescribed cost and submitted the tender bids and essential documents including earnest money in the due manner and within the stipulated time frame. The agency as a part of its technical bid also submitted the tender document duly signed on each page to confirm his willingness to abide by all terms and conditions laid down in the tender document.

AND

WHEREAS in the normal process, the bid offer was evaluated and being satisfied the letter of intent was issued to the agency. The agency, in turn communicated its acceptance and also furnished the performance security in the form of Bank Guarantee for Rs. issued by Branch vide no..... covering a period of 15 months.

Now, upon satisfactory completion of pre-requirement as above and in accordance with Para 10 of Section-II of the tender document, this agreement is made between TERM Cell, Assam and acting through its authorized officer on one part and M/s

..... (hereafter referred to as service provider) represented by its proprietor/Partner/authorized signatory as the other part of the agreement. Both sides agree and firmly declare as follows.

1. The Service Provider, during the currency of this agreement, shall provide Light Commercial Vehicle on hire basis to o/o Sr. DDG, Assam LSA for official use strictly as per the terms and conditions outlined in Section I, II and III of the bid document which form integral part of the agreement with full force.
2. The Service Provider shall not act as a broker for other hire companies or any individual or transfer or assign or sublet any part of this service under the agreement nor any share of interest in any manner or degree, directly or indirectly, to any third party.
3. The Service Provider shall supply Swift Dzire or equivalent -Three A/C, diesel driven commercial registered vehicles, **not older than January 2016** (The actual year of the **model of vehicle** will be considered and not the year of purchase of vehicle), and vehicles having Interstate Transit permission for Assam
4. For the entire scope of service and responsibility covering the agreement, the service provider shall be paid at the rate of quoted by him in the financial bid (Section IV-schedule of rates Annexure-II) and accepted by Assam LSA, DOT. The rate so agreed upon by both sides of the agreement is shown in schedule "A" to this agreement.
5. The Service Provider shall submit monthly bill separately of each vehicle within 10th of the following month. The bill shall be prepared and submitted in duplicate with printed serial number. The bill should contain OMR and CMR, total distance covered during the billing period and accompanied by copy of

the log book duly signed by authorized officer of Sr. DDG, Assam LSA and driver of the vehicle. The GST payable under the applicable law on the billed amount shall be shown separately for reimbursement.

6. This agreement shall remain valid for a period of 12 calendar Month w.e.f..... Unless terminated earlier in accordance with Para 13 or Para 14 of Section-II of the tender document. However, extension upto 1 year may be considered as per 20 of Section-II

The agreement is signed on this day, theMonth , 2018 and shall come into force from of Month 2018.

.....

Format of Agreement (-- Continued from previous page)

Schedule (A)

(Financial Bid)

SCHEDULE OF RATES

1. A. For Swift Dzire or equivalent- Three A/C, Diesel driven commercial vehicle: (Scheduled works) Monthly KM hire slab:

Sl. No.	Item Description	Rate in words	Rate In Figures Rs.
1.01	Monthly Rate for one Swift Dzire- AC or its equivalent (For 1500 Km per month, 10 hrs a day) (A)		
1.02	Rate for Extra Km (Per Km) (over 1500 Km per month) for swift Dzire- AC or its equivalent in Rs. (B)		
1.03	Rate for Extra hours (per hour) over and above 10 hrs duty per day in Rs./hour for Swift Dzire- AC or its equivalent (C)		
1.04	Rate for outstation Night Halt charges (In Rs per Night) for Swift Dzire- AC or its equivalent. (D)		

Note:

1. Rates should be inclusive of all taxes/duties (Central, State, and Municipal) excluding GST.
2. GST will be paid extra as per applicable rules.

Signature of Authorized officer

Signature of the Bidder:

Name of the Authorised officer:

Name of the Bidder:

Date

Date

witnessed by

1.

2.

Annexure-VIII

DECLARATION

"I/We hereby declare that I/We have carefully gone through the terms & conditions of tender notice No. TERM.AS/G-8(1)/2018/3 Dated: 07/12/2018 in detail and agree to the rates submitted by me/us in the Commercial bid and I/We agree in full".

"I / We Declare that I/We will be supplying commercial vehicle of Model not older than January 2016".

"I / We Declare that I/We do have the ownership of at least one commercial vehicle of required category or higher of Model not older than **January 2016**" The detail of vehicle is given below and necessary documents are enclosed.

1) Signature of the bidder : _____
Full Name in Block Letters : _____
Capacity in which the Tender is signed: _____

2) Full Address: _____

Telephone Number: Office _____
Res. _____

3) Detail of ownership of vehicle (Enclose supporting document), if any
Make:
Model:
Registration Number:

Annexure-IX

CERTIFICATE

I _____, S/o _____, R/o _____

_____ hereby certify that none of my relative(s) as Defined in Section- III para 6 of tender document is/are employed in O/o Sr. DDG , Assam, Guwahati unit of DOT as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, Sr. DDG , Assam shall have the absolute right to take any action as deemed fit, without any prior information to me.

Signature _____

(For and on behalf of the contractor)

Name _____

Place

(

Annexure-X
DECLARATION

I / We declare that :-

Proprietor/ Partner(s)/ Director(s) of M/s. -----

hereby declare that I/We have not tampered the tender document No.

TERM.AS/G-8(1)/2018/3 Dated: 07/12/2018

downloaded from the website www.dot.gov.in or www.eprocure.gov.in

Signature -----

Name -----

Name & address of the firm: -----

Annexure-XI

**DECLARATION REGARDING BLACKLISTING/DEBARRING FROM TAKING PART IN GOVERNMENT
TENDER BY DoT/GOVERNMENT DEPARTMENT**

I / We Proprietor/ Partner(s)/ Director(s) of M/s. ----- hereby declare that the firm/company namely M/s.----- has not been blacklisted or debarred in the past by DoT or any other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/s. ----- hereby declare that the firm/company namely M/s.----- was blacklisted or debarred by DOT, or any other Government Department from taking part in Government tenders for a period of -----years w.e.f.----- . The period is over on ----- and now the firm/company is entitled to take part in Government tenders.

In case the above information is found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by O/o Sr.DDG, Assam LSA, and EMD/Performance Security shall be forfeited. In addition, O/o Sr.DDG Assam LSA, will not be responsible to pay the bills for any completed / partially completed work.

Date: _____ Signature -----
Name -----
Capacity in which as signed -----
Name & address of the firm: -----

Seal of the firm should be affixed.

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/eporcure/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 use ID/password chosen during enrolment/registration.

iv) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by 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 cppp-nic@nic.in.

End of the Document
