TENDER DOCUMENT
FOR

Hiring of Light Commercial Vehicle on regular and call basis

O/o THE DEPUTY DIRECTOR GENERAL
Department of Telecommunications, A & N, PORT BLAIR

Tender no: DoT/A&N/ Vehicle Tender/2019-20/11, Dated the 30th Aug, 2019

Not transferable

Price of Bid Document: Rs. 590/- (including GST)
(Visit us at www.dot.gov.in)

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NOTICE INVITING TENDER (NIT)

Technical Bid and Financial Bid are invited by the office of the DDG, Department of Telecommunications, A&N Islands, West Bengal LSA for engaging of one light commercial vehicle on hiring basis for regular use as well as on call basis from registered Companies/Firms/Agencies including startups. The company/firm/agency shall have at least One (1) vehicle either owned by it or on lease basis. The details of tender are as follows:

<table>
<thead>
<tr>
<th>Description of services</th>
<th>Type of vehicle</th>
<th>Quantity</th>
<th>Age of Vehicles</th>
<th>Earnest Money Deposit (EMD)</th>
<th>Estimated cost</th>
<th>Usage Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hired light commercial vehicle on monthly basis</td>
<td>AC Vehicle of sedan type (Maruti Swift Desire/ Tata Indigo/ Toyota Platinum Etios/ Mahindra Verito /Ford Figo Aspire/ equivalent etc.)</td>
<td>One (1)</td>
<td>Not older than three years</td>
<td>Rs.8,000/-</td>
<td>Rs.4,20,000</td>
<td>A&amp;N Islands</td>
</tr>
</tbody>
</table>

* The deployment of the actual quantity will depend on the requirement from time to time and the O/o DDG, DoT, A&N reserves the right to increase or decrease the required quantity

1. SCHEDULE OF TENDER:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Activity Description</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sale of bid Document (in hard copy at Office location or Bid document can be downloaded at any time at <a href="http://www.dot.gov.in">www.dot.gov.in</a>)</td>
<td>From 02-Sep-2019 to 19-Sep-2019, on all working days from 10.00 Hrs to 17.00 Hrs</td>
</tr>
<tr>
<td>2</td>
<td>Last date &amp; time for physical submission of Bids along with Demand Drafts towards EMD and Tender document fee</td>
<td>up to 15:00 Hrs, 20-Sep-2019</td>
</tr>
<tr>
<td>3</td>
<td>Pre-Bid Meeting</td>
<td>11:00 Hrs, 06-Sep-2019</td>
</tr>
</tbody>
</table>

Signature and Seal of the bidder
<table>
<thead>
<tr>
<th></th>
<th>Opening of Tender Bids (Technical bids)</th>
<th>15:30 Hrs, 20-Sep-2019.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Date &amp; time for opening of Financial Bids for technically qualified bidders</td>
<td>Will be intimated later</td>
</tr>
<tr>
<td>5</td>
<td>Validity of tender offer</td>
<td>90 days from the date of Opening</td>
</tr>
<tr>
<td>6</td>
<td>Duration of contract</td>
<td>One Year from the date of award of contract. However, the same may be extended for a further period of one year on the same terms &amp; conditions.</td>
</tr>
</tbody>
</table>

The tenders shall not be entertained after last date and time under any circumstances whatsoever.

2. **Accessibility of Tender Document:** Tender document can be obtained from this office in person or by downloading it from the website www.dot.gov.in.

3. **Tender Document Fee & EMD:** Demand Draft/ Pay order for an amount of Rs.590/- including GST (Rupees: Five Hundred and Ninety only) (non-refundable) from Nationalized/ scheduled bank drawn in favour of “Account Officer, O/o Jt. CCA, DoT, A&N” payable at Port Blair, has to be submitted as per the schedule to this office towards tender document fee, failing which the bid will be rejected. Bidders are requested to write their name and full address at the back of the Demand Draft / Pay order.

The Bidder has to deposit Earnest Money (EMD) of Rs. 8,000/- (Eight Thousand only) in the form of a Demand Draft/ Pay order from Scheduled / Nationalized Bank drawn in favour of “Account Officer, O/o Jt. CCA, DoT, A&N” payable at Port Blair, and it has to be submitted as per the schedule towards EMD failing which the bid will be rejected. Bidders are requested to write their name and full address at the back of the Demand Draft / Pay order.

The aforesaid DDs/ Pay order towards cost for Tender document and EMD should be submitted to the tender inviting authority along with the duly filled tender documents as per the schedule.

The duly filled in tender documents shall not be accepted if they are not accompanied by the demand draft/Pay order towards the Tender fee and the requisite bid security (EMD).

The DD/ Pay order towards the cost of tender document and that towards the Earnest Money Deposit should bear the date after the date of NIT.

4. **Submission of Bids:**

Bids have to be submitted offline only at this office under two bid systems i.e.(i) Technical and (ii) Financial bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be submitted along with the tender documents. Bidders are requested to follow the instructions carefully as per the tender document. Any corrigendum/addendum regarding this tender will be available on the website www.dot.gov.in or this office can be contacted for the same purpose.

Signature and Seal of the bidder

[Signature]
5. This Office 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 giving any notice or assigning any reason. The decision of the O/o DDG, DoT, A&N, WB LSA in this regard shall be final and binding on all.

The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.

-S/d-
Asst. Director General
O/o DDG, DoT, A&N,
West Bengal LSA
Ph(O): 03192-238868

Copy to:
SECTION I
TENDER GENERAL TERMS AND CONDITIONS (Commercial)

1. Parties: - The parties to the Contract are the Contractor (the tenderer to whom the work is awarded) and the Government of India through the O/o DDG, DoT, A&N for and on behalf of the President of India.

2. Addresses: - For all purposes of the contract including arbitration there under, the address of the Contractor mentioned in the tender shall be final unless the Contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the O/o DDG, A&N, DoT, Kendriya Sadan, Room No. B-207, Ranchi Basti, Lamba Line, Port Blair. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Earnest Money Deposit (EMD): -
   a. Earnest Money of Rs. 8,000/- (in words Rupees Eight Thousand only) must be deposited by bidders in the form of Demand Draft/ Pay order drawn in favour of "Accounts Officer, O/o Jr. CCA, DoT, A&N", payable at Port Blair.
   b. EMD of the unsuccessful bidder shall be returned within 30 days of finalization of tender.
   c. No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the Department in respect of any previous work will be entertained.
   d. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates the aforesaid amount of earnest money will be forfeited to the Government.
   e. The tenders without Earnest Money Deposit will be summarily rejected.
   f. No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

4. Period of validity of Bid: - Bid shall be valid for 90 days after the date of opening of bids.

5. Preparation and Submission of Tender
   The tenders have been invited under two bid systems i.e. Technical Bid and Financial Bid.

   Below are the documents to be submitted by bidder.

   Cover-1: Technical bid (The list of the documents to be submitted)

   (i) Bidder’s Profile (As per Section- VIII) and Declarations/Letters as per Section - IX to XII;
   (ii) Bid Form duly filled as per Section-III
   (iii) Self-Attested copy of Registration of firm/company.
   (iv) Tender document(s), in original, duly filled in and signed by bidder or his authorized representative along with seal on each page. All corrections and overwriting must be intitialled with date by the bidder or his authorized representative.
   (v) Self-Attested copy of PAN card of firm/company/Proprietor.
   (vi) Certificate regarding no near relative is working in O/o DDG, DOT, A&N, West Bengal LSA as per section IX. (Please ensure that "No near relative certificate "as per section IX is to be signed by all the partners of the firm/directors of the company or company secretary on behalf of all directors).
   (vii) Self-Attested Copy of GST (Goods & Service Tax) registration certificate, if applicable; If not applicable, an undertaking containing reasons for not having GST registration till date and submitting the same as and when GST registration is obtained by the firm as per the rules.

Signature and Seal of the bidder
(viii) Self-Attested copy of document showing current insurance of the vehicle
(ix) Self-Attested Copy of Registration Certificate of vehicle.
(x) Original “Power of Attorney” in case person other than the bidder has signed the tender documents.
(xi) Demand Draft of EMD as stipulated vide item 3 above.
(xii) Demand Draft for the cost of bid document.

All the documents mentioned above are for establishing the eligibility and non-submission of these documents will result in rejection of the tender.

Cover-2: Financial bid

(i) The quotation should be filled in the financial bid document in the specified format as per section-IV.

5.1 Technical Bid: The Technical bid should be submitted by post/courier or in person to this office in cover-1 with the documents specified above. Non-submission of any of the above documents will result in rejection of the tender. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Technical Bids. The envelop shall be superscribed as “Cover-1: Technical Bid for vehicle hiring service to DoT”.

5.2 Financial Bid:

5.2.1 The Financial Bid should be submitted by post/courier or in person in cover-2 mentioned above to this office. The Financial Bids of those bidders whose technical bids are found qualified, will be opened on a specified date and time to be intimated to the respective bidder by e-mail/phone shared in the technical bid documents. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids. The envelop shall be superscribed as “Cover-2: Financial Bid for vehicle hiring service to DoT”.

5.2.2 The rate to be quoted for vehicle on monthly basis up to 1200 Km duty in a month with 6 days duty (Monday to Saturday) in a week & 10 hrs duty per day, and the rate for extra per Hour, extra per km running. The price quoted shall be firm and final for the entire period of contract. Bids containing misleading entries will be summarily rejected.

5.2.3 Terms of payment as stated in the Tender Documents shall be final.

5.2.4 At the time of payment of bills, the income tax and other 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.

6. Late Bids: Tenders will not be received after the specified time of closing of the tender and the same shall be rejected. It is the sole responsibility of the bidder that he should ensure timely submission of tender.

7. Opening of Tender: - The tenderer is at liberty either to be present himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer as per the format at Section-X and proof of identification. Also bid shall be opened at the O/o DDG, A&N, DoT, Kendriya Sadan, Room No. B-207, Ranchi Basti, Lamba Line, Port Blair.

8. Criteria for Evaluation of Tenders: - The evaluation of the tenders will be made first on the basis of documents submitted as mentioned in Technical Bid and then on the basis of Financial Bid. The Financial bid of all the Technically Qualified Bidders will be opened on the date, time and venue to be announced after opening of the Technical Bid. It must be kept in view that no decision will be given by the “Tender Evaluation Committee or any
The successful bidder will have to deposit a Performance Security (Security Deposit) within 14 days from the date of issue of LOI, for an amount of 7.5% (seven and half percent) of the value of contract in the form of Bank Guarantee (As per section VII of tender document) from a Nationalized bank for the amount valid for the period extending at least three months beyond the date of completion of the contract.

11.2 The Security Deposit can be forfeited by order of the competent authority in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Fixed deposit Receipt/Bank Guarantee/demand draft / Term Deposit Receipt as may be considered by this office, sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm’s bill has been received and examined.
11.3 The Security Deposit will be refunded on successful completion of the contract. No interest is payable on the Security Deposit.

12. **Breach of Terms and Conditions:** In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by the purchaser in that event and the security deposit shall also stand forfeited.

13. **Subletting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the purchaser, which he will be at liberty to refuse if he thinks fit.

14. **Terms of payment:**
   a) No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.
   b) The contractor shall submit the monthly bill in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
   c) All payments shall be made by ECS only. For payment through ECS the contractor will have to submit a duly filled in ECS mandate form along with a cancelled cheque along with the first bill.
   d) The purchaser shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned elsewhere in this tender.
   e) The term “payment” mentioned in this paragraph includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
   f) TDS as applicable will be recovered from the bill.

15. **Period of Contract/Extension:** The contract will remain valid for **one year** unless terminated earlier by the O/o DDG, DoT, A&N. The period of contract can be extended for a further period of one year at the discretion of the DoT, A&N, Port Blair Unit at same rates and terms and conditions. After expiry of the extended period, the contract will automatically come to an end and no separate notice will be given.

16. **LETTER OF INTENT (LOI):**
   The DOT will issue a LOI which constitutes the intention of the DOT to enter into contract with the successful bidder. The successful bidder shall within 7 days of issue of the LOI, give his acceptance along with Performance Bank Guarantee in conformity with Clause 11 of Section VI and also submit the Agreement form as stipulated by DOT, duly completed in all aspects.

17. **Agreement:** The successful bidder shall be required to execute an Agreement **within 7 (Seven) working days** of being called upon on a non-judicial stamp paper of Rs. 100/- (One hundred only) at his own cost and in the format specified at Section-VI, to the effect that the bidder and DOT are bound by the terms and conditions of agreement which in turn, will be the same terms and conditions of tender document. Submission of the Tender document duly signed on all pages shall bind the bidder to all the terms and conditions of this Tender document and as well as the Agreement to be signed by him. A copy of the complete set of this Tender document shall also become enclosure to the agreement as an annexure. The DOT reserves the right to cancel the agreement executed without any compensation whatsoever to the contractor any time before the award of the work.

Signature and Seal of the bidder
action of DOT under this Clause shall not construe the breach of contract. Issue of Work Order by the DOT shall constitute the award of contract on the bidder.

18. **Termination of Contract**: Purchaser, without prejudice to any other remedy, for breach of contract, may terminate the contract in whole or in parts.
   a) If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by purchaser.
   b) If the contractor fails to perform any other obligation(s) under the General & specific conditions of the contract.
   c) Purchaser may, without prejudice, to other rights under law or the contract provided get the hiring of vehicles done at the risk and cost of the contractor, in above circumstances.
   d) **Termination for Insolvency**: The Purchaser may at any time terminate the Contract by giving written notice to the contractor, without compensation to the contractor. If the contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

19. **Arbitration**: If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. 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 Dy. Director General, Department of Telecommunication, Ministry of Communication, Govt. of India. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act 1996. The arbitration proceedings shall take place at Port Blair and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

20. **Set Off**: Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by purchaser and set off the same against any claim of the purchaser for payment of a sum of money arising out of this contract or under any other contract made by contractor with purchaser.

21. **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 the purchaser 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.

**Signature and Seal of the bidder**

[Signature]

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SECTION – II
(Tender Specific Terms and Conditions)

1. Eligibility: Documentary evidence for the under mentioned items should be submitted along with the bid:
   i. The bidder should own or have on lease basis minimum of one vehicle of required make (model not older than three years), registered as commercial vehicle in his name or firm’s name for use as commercial vehicle. The proof of ownership or lease holding should be produced along with the qualifying bid documents.
   ii. The vehicle should be registered as a commercial vehicle and the model not older than three years from the date of notification of this NIT. Compulsory Inspection of the condition of the vehicle to be supplied by the lowest bidder, shall be carried out by the dept. The lowest bidder shall parade the vehicle at the place, to be decided by the dept, for inspection. If the dept. is satisfied with the condition of the vehicle, only then, purchase order shall be awarded to the lowest bidder.
   iii. The bidder should have proof of ownership in case of own vehicle or in case of lease hold vehicle, the lease agreement between the bidder and the owner(s) of the vehicle(s) will have to be submitted.

2. Services to be provided:
   i. Provision of commercial vehicle with licensed driver, registered Commercial vehicle on Hiring basis for running in A&N.
   ii. Period of contracts: Under normal circumstances the contract shall be valid for a period of one year from the date of issue of work order. The department may cancel the contract during the contract period without assigning any reason. However, the period of contract can be extended for a further period of one year at the discretion of the O/o DDG, DoT, A&N. The contract so extended by the department, will be on the same rate and terms & conditions. After expiry of the extended period the contract will automatically come to an end and no separate notice will be given.
   iii. Normal Duty Hrs: The service shall be provided normally for 10 hours from 09:00 hrs to 19:00 hrs on all days in the month. However, the timings and days may vary depending on the requirements. As and when the need arises, the services may also be availed on Sundays and on the days of Public Holidays also, with prior notice of six hours at no extra cost.
   iv. There shall be no minimum mileage per day for vehicles on monthly basis. Extra hours shall be over and above 10 hours per day (normal day shall be from 09.00hrs to 19.00hrs.) and Extra mileage will be over and above 1200 Kms in a month.
   v. Quantity: Estimated number of vehicles is One (1) AC. However, the deployment of the actual quantity will depend on the requirement from time to time and the O/o DDG, DoT, A&N reserves the right to increase or decrease the required quantity.
   vi. Reporting place: Any place within the territorial jurisdiction of O/o DDG, DoT, A&N. The user of the vehicle shall specify actual place of reporting.
   vii. Notice period: For regular requirements one day in advance. Telephonic /Verbal intimation shall be considered as notice.
   viii. Calculation of distance: From garage to garage but chargeable distance in this respect shall not be more than 5 km in each way.
   ix. Accuracy of the 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.
   x. The drivers may be asked to do overtime and may be called on holidays/weekends and on odd times depending on the necessity and he should be prepared for such events. It will be the contractor’s responsibility to provide a substitute immediately, if the driver refuses or is unable to do so. Violations shall attract a penalty amounting to the deduction of the whole day’s payment on per case basis.
   xi. Penalties:

Signature and Seal of the bidder
a) Vehicles should be made available on call any day in the week at any hour. In case of failure to supply the vehicle, a penalty of Rs.500/- will be imposed on each occasion, in addition to the pro-rata deduction of rental in the monthly bill.

b) The vehicle should report at the specified reporting time. In case of delay in reporting, acceptance of the vehicle will be at the discretion of the controlling officer subject to following conditions:

1) If the vehicle is delayed by more than 10 mins and less than half hour, on three or more days in a month, a penalty of Rs. 200/- will be levied per day for each delayed reporting.

2) If vehicle is accepted after delayed reporting, a penalty of Rs.200/- will be imposed for that day.

3) If the vehicle is not accepted, a penalty as per clause a) above will be imposed.

4) In case of breakdown, if the vehicle is not replaced within one & half hour, penalty of Rs.200/- per occasion will be imposed, in addition to the pro-rata deduction of rental in the monthly bill.

5) Department reserves the right to call the vehicles before stipulated duty hour and beyond duty hour. Vehicles should be made available on call basis beyond the office hours in the week days as well as holidays, failing which the penalty of Rs.500/- will be imposed on each occasion.

xii. **Special requirements:**

a) Intending bidder must have a telephone number (Landline & Mobile) where the requisition of vehicle can be conveyed round the clock (24 hrs) for 365 days. The driver of the vehicle must be provided with mobile telephone so that he may be contacted at any point of time. Failure to provide a working mobile connection to the driver will entail a penalty of Rs. 200/- per occasion.

b) Payment of any government Tax /Duty in respect of the hired vehicle will be the liability of the contractor.

c) Parking and toll charges, if any, may be claimed by producing the parking/toll slips.

d) Any changes in the vehicle/driver should be informed one day before the day of such changes.

3 **Amendment to tender document:**

a) At any time, prior to the date of submission of bid, purchaser may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.

b) The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them. A prospective bidder, requiring any clarification on the Bid document shall notify the purchaser or hirer in writing. The purchaser shall respond in writing to any request for the clarification of bid document which it receives not later than 7 days prior to the date of opening of Tender.

4 **Special conditions of contracts:**

a) In case the Government of India subsequently declares the date fixed for the opening of the bid as holiday, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

b) The liability under sections of Motor vehicles Act 1968 and IPC causing death or permanent disability developed by the vehicle supplied by the Contractor, the hiring authority has no responsibility and will not entertain any claim in this regard under the provision of the law.

c) The engagement and employment of drivers and payment of wages to them as per existing provision of various labour laws and regulations is the sole responsibility of the Contractor and any breach of such Laws on regulation shall be deemed to be breach of this contract.

Signature and Seal of the bidder
d) The contractor shall supply the vehicles properly cleaned from outside and properly cleaned & totally dust free inside. Seats of the vehicle should have cover of white towels and towels should be washed weekly. Also, driver should be properly dressed & well behaved. Taxis to be provided by the Contractor should be in perfectly sound working condition and suitable for use by senior officers of the dept. Engine of the supplied vehicle should be noise-free.

e) **Driver and vehicle should not be changed frequently. If, in most unavoidable circumstances, the change of driver/vehicle is required, prior intimation should be given to the user concerned.**

f) The contractor should send the vehicle for periodic servicing at the cost of the contractor. Purchaser will not pay any mileage run for such servicing. The cost of lubricant, repairs, maintenance, Taxes, Insurance etc will be the contractor's liability.

g) In case of change of vehicle by the contractor during the currency of the contract, the proof of ownership in case of own vehicle or in case of lease hold vehicles, a copy of power of attorney/affidavit should be submitted within 7 (seven) days of such change for the such changed vehicles.

h) In Case the department is not satisfied with the quality/condition of the vehicle the contractor shall change the vehicle / make necessary repairs to the satisfaction of the department.

i) No hike in rate will be allowed if there is a hike in the price of diesel/petrol and or spare parts of vehicle.

j) The purchaser reserves the right to counter offer price against the price quoted by the contractor.

k) Driver should keep available all the required documents like driving license, RC Book, Life tax, pollution control, proper road travel permission etc in the vehicle and should be submitted for verification to the concerned DoT authority, on demand.

l) Log book should be supplied by the agency and shall be kept in the custody of the driver who shall get the same filled up for the journeys undertaken by the DoT Officials every day.

m) Obligations to comply with various statutory formalities like lifetime Road tax permits, pollution check, parking charges & toll gate charges to be borne by the vehicle supplier. However, parking & toll gate charges will be reimbursed on submission of documentary proof along with monthly bill.

5 **Payment terms:** Payment will be made by way of ECS against the submission of monthly bills (in triplicate) with duty slips duly signed by the user(s). Bill shall be prepared as per clause 6 below. The monthly bill shall be paid only after-tax deduction at source (TDS) as applicable from time to time.

6 **Rate of hire charges:**
   
i) Rates quoted should be inclusive of all taxes and duties (except GST). GST will be paid extra as per prevailing rates and as per the rules.

   ii) Duty hours will be calculated on the basis of 'from reporting time' to releasing time on each day by the user.

   iii) **Calculation of distance:** From garage to garage, but chargeable distance in this respect shall not be more than 5 km in each way

   iv) The bill should be prepared on the basis of above figures and the amount will be claimed on the basis of kilometres covered including those during holidays.

7 **Prices**
   
a) The rates should be quoted on monthly basis. The rate for monthly hire (for 1200 KM) and the rate for extra per Hour and extra per km running and other charges are to be indicated in the relevant columns of the financial bid.

   b) Rates charged by the Service Provider for the services given under the contract shall not be higher than the rates quoted by the Service Provider in his bid.

8 The bidder should give a certificate as given in Section-IX that none of his/her near relative is working in DOT. In case of proprietorship firm certificate will be given by the proprietor.

Signature and Seal of the bidder
For partnership firm certificate will be given by all the partners and in case of limited company by all the directors of the company. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and DOT will not pay any damage to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in any tender of DOT. The near relatives for this purpose are defined as
a) Members of a Hindu undivided family
b) They are husband and wife
c) The one is related to the other in the manner as father, mother, son(s) and Son’s wife (daughter in law), Daughter(s) and daughter’s husband (son in law), brother(s) and brother’s wife, sister(s) and sister’s husband (brother in law)

Signature of the Bidder with Seal
Name of the company:
Address:
Telephone nos:

Enclosures as mentioned above.
SECTION III
BID FORM

To

The Asst. Director General,
O/o DDG, DoT, A&N.

Ref: Tender no: DoT/A&N/ Vehicle Tender/2019-20/11, Dated the 30th Aug, 2019

Sir,

1. Having read the terms & conditions of the above-mentioned tender and services to be provided, including addenda No..........................the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide light commercial vehicle in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices as uploaded in CPP portal under Financial Bid part.

2. We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.

3. If our Bid is accepted, we will submit DD or obtain the bank guarantees from a Scheduled Bank for a sum as mentioned in this tender document for due performance of the Contract.

4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.

6. We understand that you are not bound to accept the lowest or any bid, you may receive.

7. We have enclosed herewith a DD for a sum of Rs. __________ towards Bid security.

<table>
<thead>
<tr>
<th>EMD particulars</th>
<th>D.D.No.</th>
<th>dated</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Bid Security)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of the Bank:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Branch:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dated this .................... day of ................................ 2019.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of.................

Signature

[Signature]

Signature and Seal of the bidder
SECTION – IV
FORMAT OF FINANCIAL BID

Service: Providing hired vehicle for the office of DDG, DoT, A&N for regular use and on call basis

1. Bidder Name:
2. Service Charges: The Tenderer shall mandatorily quote only service charges for the items with S.Nos 1 to 3 in Table-1 below. However, the quoting of service charges for the items with S.Nos 1 to 4 mentioned in Table-2 is optional for the tenderer.

Notes:
Conditional bid shall not be considered and will be rejected out right
A. L-1 Bidder will be decided based on evaluation formula as mentioned in Section V of the tender document.
B. Rate for each item (1 to 3) in Table-1 needs to be filled in column (d). Leaving blank for any item is NOT permitted in the financial bid form, in such cases the bid will be treated as non-responsive and will be summarily rejected.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Descriptions</th>
<th>Quantity</th>
<th>Rate in Figures to be entered by the Bidder (excluding GST) Rs.</th>
<th>Total amount in Figures (e) = (c) * (d)</th>
<th>Total amount in words (f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monthly rate (1200 KM per month, 10 Hrs a day)</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Charges for Extra Kilometres, (Over &amp; above 1200 KM per Month) in Rs. Per KM</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Charges for extra hours (per hour) over &amp; above 10 hrs duty per day in Rs. per Hrs</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of vehicle/model</th>
<th>Job Description (Daily charges)</th>
<th>Hiring charges per vehicle {excluding GST} (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>For AC Vehicle of Sedan type (Maruti Swift Desire/ Tata Indigo/ Toyota Platinum Etios/ Mahindra Verito/ Ford Figo Aspire/ equivalent etc.)</td>
<td>Per day 8 hrs, 80km</td>
<td>Extra hours detention</td>
</tr>
</tbody>
</table>

Signature and Seal of the bidder
<table>
<thead>
<tr>
<th></th>
<th>Vehicle Model</th>
<th>Daily Rate</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Toyota Innova AC vehicle</td>
<td>Per day 8 hrs, 80km</td>
<td>Extra hours detention, Extra Km</td>
</tr>
<tr>
<td>3</td>
<td>Mahindra Xylo AC vehicle</td>
<td>Per day 8 hrs, 80km</td>
<td>Extra hours detention, Extra Km</td>
</tr>
<tr>
<td>4</td>
<td>Mahindra Scorpio AC vehicle</td>
<td>Per day 8 hrs, 80km</td>
<td>Extra hours detention, Extra Km</td>
</tr>
</tbody>
</table>

i) Terms and conditions mentioned in this tender are applicable.

ii) The payment for the work of providing vehicle on regular basis shall be made on conclusion of the calendar month only on the basis of duties performed by contractor during the month.

iii) The payment for the work of providing vehicle on call basis shall be made on completion of the work assigned by this office by issuing a separate work order to the contractor as per requirement of this office. The contractor shall submit the corresponding invoice for payment purpose.

iv) All the rates to be quoted above for Table-1 and Table-2 are inclusive of all taxes, levies, duties and cess etc., except GST (Goods & Service Tax). GST (Goods & Service Tax) will be paid extra as per prevailing rate.

v) GST (Goods & Service Tax) will be paid extra as per prevailing rates and rules.

- Name: Signature of authorized person
- Date: Seal:
- Place: Seal of the bidder
SECTION-V

EVALUATION FORMULA:

I. The following evaluation formula shall be used to determine the lowest bid. i.e. (L1) for the work of providing of hiring of Light Commercial Vehicle on regular basis.

<table>
<thead>
<tr>
<th>S.N</th>
<th>Particulars (A)</th>
<th>Approx. Quantity (B) (per month)</th>
<th>Total (A*B) (Rs./month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rate for first 1200 Kms per month &amp; 10 Hrs per day, say Rs. &quot;P&quot;</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>2</td>
<td>Rate beyond first 1200 Kms, say Rs.Q per Kms</td>
<td>100 Kms</td>
<td>100*Q</td>
</tr>
<tr>
<td>3</td>
<td>Extra hours Charges, say Rs. H per hour</td>
<td>10 Hours</td>
<td>10*H</td>
</tr>
</tbody>
</table>

Total Evaluated Cost = C1 = P + 100*Q + 10*H

Total Cost of Bid: = 12 * 1 * C1 = Rs.___________________

All responsive & technically qualified bids shall be evaluated based on the total evaluated cost of bid as per formula described above.

II. The following evaluation formula shall be used to determine the lowest bid. i.e. (L1) for the work of providing of hiring of Light Commercial Vehicle on call basis, separately for each of the items at S.No.1 to 4 in Table-2 of Section-IV wrt financial bid format.

<table>
<thead>
<tr>
<th>S.N</th>
<th>Particulars (a)</th>
<th>Approx. Quantity (b) (per instance/work)</th>
<th>Total (a*b) (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rate for Per day 8 hrs, 80km, say Rs. &quot;X&quot;</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>Rate beyond 8 hours, say Rs.Y per hour</td>
<td>4</td>
<td>4*Y</td>
</tr>
<tr>
<td>3</td>
<td>Rate beyond 80 km, say Rs. Z per km</td>
<td>20</td>
<td>20*Z</td>
</tr>
</tbody>
</table>

Total Evaluated Cost = C2 = X + 4*Y + 20*Z

Total Cost of Bid for on call basis: = C2 = Rs.___________________

All responsive & technically qualified bids shall be evaluated based on the total evaluated cost of bid as per formula described above.

Signature and Seal of the bidder
SECTION-VI
AGREEMENT

The agreement is made on the ______________ between the President of India (Herein after called the department) acting through its authorized official ______________ and ______________ (Herein after called the contractor whose term includes its successor and assignees), whose address is ____________________________.

The contractor shall provide commercial vehicles on hire basis for the department for official use on the terms and conditions contained and the rates as mentioned.

Now, these present witnesses and it is hereby agreed and declared by and between the parties these present as followings.

1. The Contractor shall during the period of contract that is to say from ______________ to ______________ or until this contract is determined by such notice as herein after mentioned will provide commercial vehicle not older than three-year model, on the rate accepted as described as schedule to this agreement. It is agreed by the contractor that number of vehicles required is likely to change and may be demanded according to the exigencies of services by the O/o DDG, DoT, A&N.

2. The contractor shall comply with all the terms and conditions of the Tender no: DoT/A&N/ Vehicle Tender/2019-20/11, Dated the 30th Aug, 2019, which are part and parcel of this agreement and forms integral part of this agreement and also the following.

3. The Contractor will provide vehicles to the O/o DDG, DoT, A&N not older than three year and registered for the commercial purpose only and duty, taxes; Insurance etc. due for such vehicle shall be liability of the contractor.

4. The Contractor shall submit bills to the O/o DDG, DoT, A&N on monthly basis for release of payment for the vehicles supplied to them respectively.

5. The Driver or the vehicle shall be provided with the duty slips by the Contractor where date, time, Kms reading are to be filled and signed by the users/ O/o DDG, DoT, A&N Officials. On the basis of these duty slips, the bill shall be raised to O/o DDG, DoT, A&N by the contractor for the vehicles under their control.

6. Vehicles shall be supplied by the contractor with following rate for work on regular basis

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Description</th>
<th>RATE Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Item Description</td>
<td>AC Vehicle of Sedan Type</td>
</tr>
<tr>
<td>1</td>
<td>Monthly Rate (1200 Km per month, 10 hrs a day)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Charges for extra Km, (over 1200 Km per month) in Rs. Per Km</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Charges for extra hours (over and above 10 hrs duty per day) in Rs. Per hour</td>
<td></td>
</tr>
</tbody>
</table>

All the rates are inclusive of all taxes, levies, duties and cess etc., except GST (Goods & Service Tax). GST (Goods & Service Tax) will be paid extra as per prevailing rate.

7. Vehicles shall be supplied by the contractor with following rate for work on call basis, if applicable

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of vehicle/model</th>
<th>Job Description (Daily charges)</th>
<th>Hiring charges per vehicle {excluding GST} (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The type(s) of vehicle for which LOI was issued.</td>
<td>Per day 8 hrs, 80km</td>
<td>Extra hours detention</td>
</tr>
</tbody>
</table>

All the rates are inclusive of all taxes, levies, duties and cess etc., except GST (Goods & Service Tax). GST (Goods & Service Tax) will be paid extra as per prevailing rate.

Signature and Seal of the bidder
8. Whereas the necessary security deposit have been furnished in accordance with the provisions of the Bid document and whereas no interest will be claimed on the security deposits.
   Duty hours will be calculated on the basis of the "from reporting time to releasing time" on each day by the user. Distance covered shall be calculated from garage to garage but chargeable distance in this respect shall not be more than 5 km in each way.

9. If the Contractor fails to provide the vehicle to O/o DDG, DoT, A&N and if the service is not found satisfactory enough, the O/o DDG, DoT, A&N, shall have the right to terminate the contract in whole or part for the vehicles under their control.

10. In case of any accident resulting in loss or damage to property or life, the sole responsibility for any legal or financial implication would vest with the contractor. O/o DDG, DoT, A&N shall have no liability whatsoever.

11. For any legal dispute claims that may arise during the currency of the agreement in respect of vehicles provided by contractor O/o DDG, DoT, A&N will not be liable for any loss, damage, etc. suffered / to be suffered by the Contractor or third party, as the case may be, and the contractor shall bear the sole liability arising out of such disputes.

12. If for any reason the O/o DDG, DoT, A&N is dissatisfied in any way with the standard of the vehicle or felt deficiency in service during the hiring period, it will be reported to the Contractor on writing by the O/o DDG, DoT, A&N. The Contractor without raising any dispute on such assessment by the O/o DDG, DoT, A&N regarding the standard of the vehicle provided or quality of service rendered by them may immediately replace it with another commercial vehicle on receipt of such complaint.

13. The Contractor shall also be liable for all fines, penalties and traffic and other criminal offences arising out of or concerning the use of the vehicle during the hire period.

14. In the event of any question, dispute or difference arising under the agreement or in connection therewith (except as to matters on which is specifically provided under this agreement), the same shall be referred to sole arbitration O/o DDG, A&N, DoT, Kendriya Sadan, Room No. B-207, Ranchi Basti, Lamba Line, Port Blair. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act 1996.

15. If the contractor institutes any legal proceedings against the purchaser to enforce any of its rights under this agreement it shall be in the legal jurisdiction of the purchaser where the vehicles have been hired and not the place where the contractor has its registered office.

In witness whereof, the parties present have here into set their respective hands and seals the day, year in..................

Above written:

( ) ( )

Signature on behalf of O/o DDG, DoT, A&N
Name:
Designation:
Seal:

Signature on behalf of Contractor
Name:
Designation:
Seal:

Agreement signed in the presence of

Witness 1:
Signature:
Name:

Witness 2:
Signature:
Name:

Signature and Seal of the bidder

[Seal]

[Seal]
Section-VII
PERFORMANCE SECURITY GUARANTEE BOND

In consideration of the President of India (hereinafter called the 'Purchaser') having agreed to exempt (hereinafter called "the said contractor(s)") from the demand under the terms and conditions of an agreement/Advance Purchase Order No.____________________ dated ____________ made between ____________ and ____________ for the supply of ____________ (hereinafter called "the said agreement"), of security deposit for the due fulfilment by the said contractor(s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for ____________ (hereinafter refer to we, (name of the bank)). ____________ (hereinafter as "the bank") at the request of ____________ (contractor(s)) do hereby undertake to pay to the purchaser an amount not exceeding ____________ against any loss or damage caused to or suffered or would be caused to or suffered by purchaser by reason of any breach by the said Contractor(s) of any of the terms or 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 demure, merely on a demand from the purchaser by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' 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 purchaser 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.

3. We undertake to pay to the purchaser any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) ____________ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the purchaser under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till ____________ (office/Department) purchaser certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing or on before the expiry of 18 months from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) ____________ further agree with the purchaser that the purchaser shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms and 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 or from time to time any of the powers exercisable by the purchaser against the said Contractor(s) and to forbear or enforce any of the terms and 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 contractor(s) or for any forbearance, act or omission on the part of the PURCHASER or any indulgence by the PURCHASER to the said Contractor(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 Contractor(s)/supplier(s)

7. We (name of the bank) ____________ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the PURCHASER in writing.

Dated the ____________ day of ____________

for ____________

(indicate the name of the bank)

Signature and Seal of the bidder
### SECTION VIII
#### BIDDER'S PROFILE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1 | Name of Tendering Company/ Firm / Agency  
(Attach certificate of registration) Type of Firm i.e. Proprietorship /Partnership or company registered under company Act 1956 |
| 2 | Type of firm i.e. Proprietorship / partnership or company registered under company act 1956 (Attach Self Attested copy) |
| 3 | Name of proprietor / Director of Company/Firm/agency |
| 4 | Full Address of Reg. Office with Telephone No., FAX No. & E-Mail |
| 5 | Full address of Operating/Branch Office with Telephone No., FAX No. & E-Mail |
| 6 | PAN / GSTR/N TAN No (Attach Self Attested copy) |
| 7 | GST (Goods & Service Tax) Registration No. (Attach Self Attested copy, if applicable) |
| 8 | Bidder’s bank, its address and his current account number |
| 9 | Additional information, if any (Attach separate sheet, if required) |

- **Name:**  
- **Date:**  
- **Place:**  
- **Signature of authorized person:**  
- **Seal:**

**Signature and Seal of the bidder**
SECTION IX
CERTIFICATE

I. ........................................... s/o..................................................

r/o............................................. hereby certify that none of my relative(s) as defined in the
tender document no: ........................ dated: ...................... is/are employed in
Department of Telecommunication, Govt. of India, as per details given in tender document. In case
at any stage, it is found that the information given by me is false /incorrect, purchaser shall have
the absolute right to take any action as deemed fit/without any prior intimation to me.

Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Name (Caps) . . . . . . . . . . . . . . . . . . . . . . . . . .

Position . . . . . . . . . . . . . . . . . . . . . . . . . . .

Date . . . . . . . . . . . . . . . . . . . . . . . . . . .

Seal of the bidder.

Signature and Seal of the bidder
SECTION X
LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach on ____________________________ or before date of bid opening)

To

The Asst. Director General
O/o DDG, DoT, A&N,
Kendriya Sadan Room No. B-207,
Ranchi Basti, Lamba Line-744103

Subject: Authorization for attending bid opening on ____________________________ (date) in the Tender no: ____________________________ dated: ____________________________

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of ____________________________ (Bidder) in given below.

Name:

Specimen Signature of the authorized person:

Signature and date with Seal of bidder

Or

Officer authorized to sign the bid Documents on behalf of the bidder

Note:
1. Maximum of one representative will be permitted to attend bid opening.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Signature and Seal of the bidder

V. Siva Shankar
Assistant Director General
O/o DDG, DoT, A&N
Kendriya Sadan Room No. B-207,
Ranchi Basti, Lamba Line-744103

A&N Islands, West Bengal LSA
Port Blair - 744 101
SECTION XI
DECLARATION

REGARDING BLACKLISTING/ NON-BLACKLISTING FROM TAKING PART IN GOVT. TENDER BY DOT/GOVT. DEPT

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 tender 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 found false I/We are fully aware that the tender/contract will be rejected/cancelled by O/o DDG, DoT, A&N, and EMD/SD shall be forfeited. In addition to the above, O/o DDG, DoT, A&N, will not be responsible to pay the bills for any completed/partially completed work.

Signature __________________________

Date: ____________________

Name ____________________________

Capacity in which as signed:

Name & address of the firm:

Signature and Seal of the bidder

Seal of the firm should be Affixed.
SECTION XII
DECLARATION

FOR NON-TAMPERING OF DOWNLOADED TENDER DOCUMENT FROM WEB SITE

"I…………………………………(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website www.dot.gov.in or obtained in hard copy format from O/o DDG, DoT, A&N and no addition / deletion / correction has been made in the document. I also declare that I have enclosed a DD for Rs………………………………… towards the cost of tender document and a DD for Rs………………………………… towards the EMD.

Place:……………………………………Signature of tenderer/Authorized Signatory

Date:…………………………………………Name of the Tenderer

Seal of the Tenderer

Signature and Seal of the bidder
# SECTION XIII
## CHECK LIST FOR BIDDERS

<table>
<thead>
<tr>
<th>SN</th>
<th>Documents</th>
<th>submitted status (Yes/No/Not Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost of Tender documents DD/Pay order No. Amt. Date</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EMD DD/Pay order No. Amt. Date</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Whether all the Pages are signed with seal &amp; properly tagged with all documents?</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Bidder profile (Section-VIII) filled and submitted</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Declaration on Black listing/non-blacklisting (Section-XI) filled and submitted.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Declaration on no-near relative (Section-IX) filled and submitted</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Declaration on non-tampering of downloaded tender document (Section-XII) filled and submitted.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Bid Form (Section-III) filled &amp; submitted</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Letter of authorization for attending tender opening (Section-X) filled and submitted.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Self-Attested copy of Firm/company registration document.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Self-Attested copy Registration certificate of the vehicle.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Self-Attested copy of the current insurance document</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Original power of attorney in case person other than the bidder has signed the tender documents</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Self-Attested copy of PAN card of firm/company/Proprietor.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Self-Attested copy of GST registration certificate of firm/company, if applicable</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Financial bid document (Section-IV) filled and submitted in cover-2</td>
<td></td>
</tr>
</tbody>
</table>

End of the document

Signature and Seal of the bidder

[Signature and Seal]