



Government of India
Department of Telecommunications
O/o Controller of Communication Accounts
Bihar Circle, CCA Building, Patna-800001
Ph. 0612- 2213102, Email-cca-bih@nic.in
Fax No. 0612-2213102

Tender No. CCA BR/01-Tender Vehicle/1/2017/268

Dated: 14-06-2017

NOTICE INVITING TENDER FOR HIRING OF TAXIS/VEHICLES

On behalf of the President of India, **online** bids are invited by Controller of Communication Accounts, Bihar Circle, Patna, from registered agencies/bidders for hiring of :-

- (a) one diesel run AC taxi vehicle like Innova/Scorpio (S4 and above) on monthly basis.
- (b) one diesel run Non-AC Taxi Vehicle like Swift Dzire/Honda Amaze/ Toyota Etios & similar type on monthly basis.
- (c) one diesel run Non-AC taxi like Scorpio/Xylo & similar type on daily requirement basis.

under TAXI Quota for a period of one year. It can be extended to one more year with the approval of competent authority. The requisition of vehicles shall be for official use in the office of Controller of Communication Accounts, Bihar Circle, Patna for whole of its jurisdiction. Manual bids will not be accepted.

2 The total one year's estimated cost of hiring of **vehicles** will be Rs.10,00,000/- (Ten lakhs only) approximately. The actual amount shall depend upon actual use of hired vehicles on requirement basis. The amount of EMD and security deposit for the contract will be Rs.20,000/- and 5% of Contract Value respectively to be given in the form of Bank draft from any Nationalised Bank.

3. Cost of Tender Document : Rs.575.00 (non-refundable)

4. Tender document can be downloaded from CPP portal <https://eprocure.gov.in/eprocure/app> as well as CCA, web site www.ccabihar.gov.in (for reference only) as per schedule given hereunder:-

Published Date	16/06/2017 (16.00 PM)
Bid Document Download/Sale Start Date	16/06/2017 (16.00 PM)
Clarification Start Date	16/06/2017 (16.00 PM)
Clarification End Date	23/06/2017 (16.00 PM)
Bid Submission Start Date	16/06/2017 (16.00 PM)
Bid Document Download/Sale End Date	10/07/2017 (16.00 PM)
Bid Submission End Date	10/07/2017 (16.00 PM)
Bid Opening Date	11/07/2017 (16.00 PM)

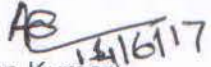
5. Bids shall be submitted online only at CPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractor are advised to follow the instructions provided in the 'Instructions for online bid submission' through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

6. The tenders complete in all respect must be duly uploaded on or before bid submission date/time indicated in Para-4. The tenders received after the scheduled date and time will be rejected outright.

7. Intending eligible bidders are required to upload signed & scanned copy of a demand draft for the cost of tender document on any nationalised bank, payable at Patna in favour of **AO(Cash), O/o CCA, Bihar Circle, Patna**. The hard copy of the same has to be delivered to ACCA(Admn) O/o the CCA, Bihar Circle, CCA Building, Sanchar Parisar, Patna-800001 on or before bid submission end date/time as mentioned in para-4. D.D submitted for cost of tender is not refundable.


(Arun Kumar)
ACCA(Admn)
O/o CCA, Bihar Circle
Phone No. 0612-2213102

Copy to: System Administrator to upload the complete Tender document on the website of DoT, HQ, New Delhi (web admin-dot @ nic.in) and also Upload the tender document on the web-site eprocure.gov.in/eprocure and on the web-site of this office i.e. CCA Office.

Annexure-I

GENERAL TERMS AND CONDITIONS

Sub: Notice Inviting Tender for "Hiring of Taxi/Vehicles"

1. Parties: - The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and the Government of India through the O/o CCA, Department of Telecom 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 office of CCA, Patna. The contractor shall solely be responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Earnest Money:

3.1 Signed and scanned copy of demand draft on any nationalised bank at Patna in favour of **AO(Cash) O/o CCA, Bihar Circle, Patna** in r/o EMD for Rs. 20000/- must be uploaded on or before Bid submission end date/time. The hard copy of the same has to be delivered to **ACCA(Admn) O/o the CCA, Bihar Circle, CCA Building, Sanchar Parisar, Patna-800001** on or before bid submission end date/time. The validity of the demand draft need to be up to 6 (six) months starting from last date of submission of Tender.

3.2 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by O/o CCA in respect of any previous work will be entertained.

3.3 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 demand draft will be forfeited to the Government.

3.4 The tenders without Earnest Money will be summarily rejected.

3.5 The EMD will be forfeited if:-

- (a) The bid documents namely Technical Bid and Commercial Bid are not uploaded separately.
- (b) The model/make of the vehicles are not found as per prescribed specification of vehicles .
- (c) The contractor does not provide the vehicle within stipulated period after awarding of tender.

3.6 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. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he signs as:-

(a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.

(b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

(c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.

Note :

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.

(3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons had no authority to do so, the O/o CCA may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(4) The tenderer is also required to submit Tender acceptance letter as per attachment.

5. Technical Bid:

- (i) Signed and Scanned copy of registration of firm/company.
- (ii) Signed and Scanned copy of PAN Number.
- (iii) Signed and Scanned copy of Service Tax registration issued in favour of the firm.
- (iv) Signed and Scanned copy of I.T return for last two years.
- (v) Signed and Scanned copy of experience certificate of last two Years with at least 25% of Tender Value.
- (vi) Signed and scanned copy of duly filled Tender acceptance letter in Annexure V.
- (vii) Signed and scanned copy of duly filled Technical information & undertaking in Annexure-III.

6. Commercial Bid:

6.1 The following documents are to be furnished by the Contractor along with Commercial Bid as per the tender document:-

- (i) **Duly filled BOQ (Bill of Quantity)**

Note:- Schedule of Price bid in the form of BOQXXXXX.xls:- The Financial Proposal/Commercial bid format is provided as BoQ XXXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ XXXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the

same if found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

(ii) Signed and scanned copy of **Price Bid undertaking** (Annexure-VI).

6.2 The Commercial Bids of those tenderers who are found technically fit, will be opened on a specified date and time to be intimated to the respective tenderer. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Commercial Bids. Further the rates quoted for charges per day for 50 Kms in r/o Vehicles required on daily basis and charges for first 1500 KMs in a calendar month in r/o vehicles required on monthly basis will be the base for evaluation of commercial bids.

6.3 Rate to be quoted separately for specified Taxis/Vehicles on monthly basis.

6.4 Rates quoted in duly filled BOQ should be inclusive of all taxes and levies except service Tax.

6.5 The rate to be quoted for Taxis/Vehicles on monthly basis up to 1500 Kms. use in a month. The price quoted shall be firm and final for the entire period of contract.

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

6.7 At the time of payment of bills, the taxes liable, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

7. Validity of the Bids:

The bids shall be valid for a period of 120 days from the date of opening of the tenders.

8. Criterion for Evaluation of Tender:

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-III and then on the basis of commercial information submitted in BOQ (Bill of Quantity). The Commercial bid (BOQ) of such firms found valid based on technical parameters (as per annexure-III) will be opened on the date, time and venue to be announced after opening of the Technical Bid. The award of work will be further subject to any specific terms and conditions of the contract given in Annexure-II of this NIT.

9. Right of Acceptance:

9.1 The Controller of Communication Accounts (O/o CCA), Bihar reserves all rights to reject any tender including of those tenderes who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the CCA, Bihar in this regard shall be final and binding. The CCA Bihar reserves the right to award the Tender to one or more than one vendors. The CCA Bihar also reserves the right to amend, modify, add or delete any terms and condition of the tender in the interest of the Department without assigning any reason. In case of award of Tender to more than one contractor, Security Deposit will be taken on pro-rata (lump sum) basis.

9.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will lead to summarily rejection of the contractor's quotation.

10. Communication of Acceptance:

Successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for security deposit will be communicated.

11. Security Deposit:

11.1 The successful tenderer will have to furnish demand draft of 5% of contract amount in favour of AO (Cash), O/o CCA, Bihar Circle, Patna towards Security Deposit within 7 days from the date of acceptance of the tender. The EMD deposit in form of DD would be converted into SD and the balance amount would be payable by the Tenderer.

11.2 The demand draft can be forfeited by order of the CCA, Bihar Circle, Patna 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 demand draft as may be considered by the Department of Telecommunication 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.

12. Penalty:

(a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of Taxi/Vehicle from the market in the event of Contractor failing to provide requisitioned Taxis/Vehicles or not providing Taxi/Vehicles, Controller, Office of Controller of Communication Accounts shall make deductions at the rate of Rs. 1000 per day or more depending upon the gravity of failure to perform, from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Department of Telecom. Tender will be cancelled after failure of five times non-provision of vehicle.

(b) The powers of the CCA, Bihar Circle, Patna under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 11 above.

13. Disclaimer:

Provisions of relevant terms and conditions of the bid documents are to be adhered strictly by all employees of CCA office and it is obligatory on the part of contractor to furnish declaration in the agreement that he does not have any relative in the office of CCA.

14. Breach of Terms and Conditions:

In case of breach of any of terms and conditions mentioned above, the CCA will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department.

15. 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 CCA, Office of Controller of Communication Accounts which he/she will be at liberty to refuse if she/he thinks fit.

16. The tender is not transferable. Only one tender shall be submitted by one tenderer.

17. Terms of payment:

17.1 No payment shall be made in advance and any loan from any bank or financial institution shall not be recommended on the basis of the order of award of work.

17.2 The contractor shall submit the complete bill in all respect at each stage preferably 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.

17.3 All payments shall be made by e-payment only to the Bank A/C of the successful tenderer. For this the contractor need to give mandate form viz bank particulars, IFSC Code etc.

17.4 The Office of Controller of Communication Accounts shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.

17.5 The term "payment" mentioned in this para 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.

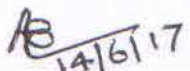
17.6 Wherever applicable all payments will be made as per schedule of payments stated in Part-II of Annexure-II.

18. Arbitration:

In case of any dispute related to this contract CCA may appoint Joint CCA, O/o CCA or any other Gazetted Officer as an Arbitrator whose decision shall be final and binding on both the parties. any dispute or difference whatsoever arising between the parties out of or relating to the contract, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration Indian Arbitration and Conciliation Act 1996 and the award made in pursuance thereof shall be binding on the parties.

19. Insurance:

The Insurance cover protecting the agency against all claims applicable under the Workman's Compensation Act 1948 shall be taken by the Contractor. The Contractor shall arrange necessary insurance cover for any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on O/o CCA the same shall be reimbursed /indemnified by the Contractor.


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Patna- 800001

Annexure-II

Terms & Conditions specific to the contract

Sub: Notice Inviting Tender for "Hiring Taxi/Vehicles"

1. (i) Taxi/Vehicle Operators should have 1 specified Taxi/Vehicle registered in their names or in the name of the firm. If not, the operator can purchase or arrange new vehicles within 15 days from the date of awarding of tender, 7 more days can also be extended, with the approval of Competent Authority.

(ii) The list of Taxis/Vehicles along with photocopies of registration book/RC should be attached with the tender or at the time of agreement or at the time of physical inspection of vehicle.

2 (i) Taxis/Vehicles to be provided by the Contractor should be in perfectly sound working condition and suitable for use by Senior Officers.

(ii) Taxis/Vehicles should not be older than 2 years. It means Taxi/Vehicle prior to May 2015 model would not be accepted i.e. the vehicles should not have been purchased before 01/05/2015.

3. Only such Taxi/Vehicle Operators may apply **whose Taxis/Vehicles** have been duly authorized by the concerned RTO in Bihar for use as taxis and who have telephone / mobile connections available at their Premises/Garage/Stand from where such Taxis/Vehicles are to be operated and can be requisitioned by CCA office.

4. The Taxis/Vehicles will be required by Office of Controller of Communication Accounts at CCA Building, Budh Marg, Patna.

5. The Garage/Stand should be at Patna. If space for garage is provided or earmarked by office then contractor is bound to park the vehicle in that earmarked space.

- 6.
- a. Drivers should have minimum 3 years of experience of driving. They should have Vehicle Transport License for driving passenger vehicles;
 - b. Agency shall not provide any person as driver who has not completed 18 yrs of age. The agency shall comply with all statutory provisions as laid down under various Labour Laws like minimum wages, contract Labour Act etc. in case of violation of any such statutory provisions, the agency itself will be solely responsible;
 - c. Driver should wear the prescribed uniform (khaki or white shirt/trousers) & black shoes during the duty hours;
 - d. Driver should be well versed with the roads and the places of Bihar and should have experience in city driving;
 - e. Driver should be decent and well behaved and should not have any criminal case against him and should not have any past history of accidents;
 - f. The agencies will be solely responsible for any misconduct of the drivers;
 - g. Vehicle should be kept clean and odour free, suitable for official use;
 - h. The driver should be carrying a mobile phone, whose number will be communicated to the O/o CCA authorities.

7. The vehicles registered under Taxi/Vehicle Quota only should be provided.

8. Payment of bills would take about three to four weeks time on an average. However no interest/penalty would be paid by O/o CCA in case of delay in payment due to official reason.

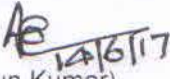
9. Rates once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in diesel prices etc during the period of contract or for any other reason.

10. If the period of contract is extended for a further period of one year in the interest of office by CCA, Bihar Circle, Patna, the enhanced amount of fuel (Diesel) price may be considered by

assuming the vehicles average of 12 K.m./ Ltr. used in the vehicles and actual mileage of vehicles, whichever is higher. The difference of rate will be applicable as the rate of diesel on the date of extension of tender minus (—) the rate of diesel prices on the date of award of tender.

11. Bidders should keep in mind that whenever required the monthly basis hired vehicle would be used for outstation journey too and for such type of duty no extra payment shall be made either to the driver or the contracting agency.

12. The Contractor shall have to indemnify the Department from any loss/damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident;


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Annexure-III

TENDER FORM-I TECHNICAL INFORMATIONS AND UNDERTAKING

Sub: Notice Inviting Tender for "Hiring Taxi/Vehicles"

1. Name of the Tenderer/Concern: _____
2. Address (with Tel. & Mob. No.): _____
3. Address and telephone number of Garage/Stand at Patna.
4. Nature of the concern _____ (i.e., Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization.)
5. Registration Number of Tenderer/Concern (Under shop and commercial establishment or any other relevant Act,.
6. (i) Self-attested copy of Income Tax Returns for the last two Years is attached?

- (ii) PAN Number of Tenderer/Concern: _____ (Attested copy should be attached)
7. Service Tax Registration No. (Attested copy to be attached).
8. Demand draft No. _____ Dated _____ from bank name _____ Amounting to Rs. as Earnest Money Deposit (to be enclosed)
9. Registration Nos. of Taxis/Vehicles together with date of purchase.
1. _____ 2. _____
(Photocopies of registration book should be attached)
10. Whether Tender acceptance letter have been signed
.....
11. List of government departments/PSUs/Banks with address and Telephone number to whom Taxi/Vehicle services have been provided during the last two years with period of contract is enclosed .
12. Any other information important in the opinion of the tenderer.

Dated :

Place :

(Signature of Tenderer)
With stamps of the firm)

**ANNEXURE-IV
FINANCIAL BID**

1. DAILY (as and when required) BASIS (Diesel Vehicle) Non AC

Sl. No.	Description	Scorpio/Xylo/other similar vehicles	
		(In figures)	(in words)
1	Charges per Day for 50 Kms.		
2	Rate per additional Km beyond 50 Kms		
3	Extra hours over and above 12 hrs. duty per day in Rs. per hour		
4	Outstation Charges per day		
5	Any other tax/charges except Service Tax		

2. MONTHLY BASIS (Diesel Vehicle)

Sl. No.	Description	Toyota Etios/Honda Amaze/Swift Dzire /Similar vehicles (Non AC)		Innova/Scopio (S4 & above) (AC)	
		(In figure)	(in words)	(In figure)	(in words)
1	Charges for first 1500 Kms in a calendar month				
2	Rate per additional Km beyond 1500 Kms				
3	Extra hours over and above 12 hrs. duty per day in Rs. per hour				
4	Any other tax/charges except Service Tax				

1. There shall be no minimum mileage per day on monthly basis.
2. Extra mileage on monthly basis will be over and above 1500 Kms. Mileage covered below 1500 Kms. shall be adjusted in the six subsequent months.
3. Rates shall be all inclusive (inclusive all taxes and levies except service tax).
4. Selection for daily basis does not guarantee any payment unless vehicle is utilized. It is purely on as and when required basis.
5. No payment on extra hours will be made when outstation charges are applicable.
6. Conditional rate/offer by the contractor beyond columns mentioned above shall be rejected out rightly and the EMD shall be forfeited.
7. In case of any dispute of rates quoted, the rates written in words will be considered correct.
8. The rates quoted for charges per day for 50 Kms in r/o Vehicles required on daily basis and charges for first 1500 KMs in a calendar month in r/o vehicles required on monthly basis will be the base for evaluation of commercial bids

Dated :
Place :

(Signature of Tenderer)
With stamps of the firm)

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

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: --- -----

Name of Tender / Work:- -----

Dear Sir,

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

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

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

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

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

5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

PRICE BID UNDERTAKING

From: (Full name and address of the bidder) -----

To,

Dear Sir/Madam,

I submit the Price Bid for _____
_____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

Yours Faithfully,

Instructions for Online Bid Submission

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

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

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

- (1) There are various search options build in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- (2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'May Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

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

SUBMISSION OF BIDS

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

(6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

(7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

(8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no and the date & time of submission of the bid with all other relevant details.

(9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

(1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

(2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk.

AGREEMENT FOR HIRING OF VEHICLES

In continuation of this office tender vide No CCABR/01-Tender Vehicle/01/2017/
Dated ----- in connection with hiring of vehicles, this agreement is made on this
_____ (date & Month) of Two
Thousand _____ between
M/s _____ (herein called the contractor) on one
part and the ACCA(Admn.), O/o Controller of Communications Accounts, Bihar Circle, Patna,
on behalf of the President whereas M/s _____ has contracted
with the ACCA (Admn.), O/o Controller of Communications Accounts, Bihar Circle, Patna, on
behalf of the President of India (herein called the Department on the other part).

Whereas M/s _____ has contracted with the ACCA
(Admn.), O/o Controller of Communications Accounts, Bihar Circle, Patna, for supply of the
vehicle with driver and fuel, as per specification and approved rates and the terms and conditions
stipulated in the bid document as accepted by M/S-----

In the witness whereof the said contractor and the said ACCA(Admn) O/o Controller,
Communication Accounts, Patna as aforesaid have set their respective hands and seal of the day
written above.

Signature & Seal by

Signed & Seal by the Contractor

ACCA (Admn.),
O/o Controller of Communications Accounts,
Bihar Circle, Patna

Address _____

Phone No. _____

Witness:-

(1) Name
Address

(2) Name
Address

Witness:-

(1) Name
Address

(2) Name
Address