



**Government of India
Ministry of Communications & IT
Department of Telecommunications
Telecom Enforcement, Resource & Monitoring Cell, Lucknow
5/464-465, Viram Khand – V, Gomti Nagar, Lucknow- 226010**

TENDER No. TERM/LKO/Hiring of Vehicles/Non-AC/2015-16 dated 20.11.2015

BID DOCUMENT

**For Hiring of Light Commercial Vehicles
for Department of Telecommunications**

(Visit us at www.dot.gov.in)

PRICE OF BID DOCUMENT- Rs. 550/-

Not transferable

Qualifying Bid		
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Tender No. TERM/LKO/Hiring of Vehicles/Non-AC/2015-16/3

Dated: 20/11/2015

Notice Inviting Tender for Hiring of Vehicles

Sealed tenders on behalf of the President of India are invited under two bid system i.e. Technical Bid and financial bid for hiring of taxi registered vehicles under Uttar Pradesh tourist permit on monthly basis: -

S. No.	Description of the Required services	Model	Quantity (approx)	Estimated Cost
1.	Taxi registered vehicles (on monthly basis)	Non-AC Tata INDICA or equivalent (not older than December 2012 model)	4	14,00,000/-

2. Schedule

Date & time of issue of Bid Document: 23/11/2015 to 16/12/2015
(Time 1000 hrs to 1700 hrs)
Last date & time for receipt of tenders: 17/12/2015 (Time 15:00 hrs)
Date & time for opening of Technical Bid: 17/12/2015 (Time 15:30 hrs)
Date & time for opening of Financial Bids for technically qualified bidders: To be notified later

Place of opening the Tenders: O/o DDG (TERM), Lucknow, 5/464-465, Viram Khand – V, Gomti Nagar, Lucknow- 226010

Validity of Tenders: 90 days from the date of opening of tender.

2. Intending bidders may obtain bid document from O/o DDG (TERM), Lucknow, 5/464-465, Viram Khand – V, Gomti Nagar, Lucknow- 226010, on payment of Rs. 550/- (Rs Five Hundred Fifty only) (non refundable) through a crossed Demand Draft drawn on any of the Commercial Banks payable at Lucknow in favour of “Account Officer (Cash), O/o C.C.A. UP (East) Telecom Circle, Lucknow” on any working day (i.e. Monday to Friday from 10:00 hrs. to 17:00 Hrs.) till 16.12.2015.

3. Bid document can also be downloaded from the website www.dot.gov.in. The down loaded document shall be treated as valid document for participation in the tender, but the cost of the bid document (i.e. Rs. 550/- only) in the form of Demand Draft drawn on any of the Commercial Banks payable at Lucknow in favour of “Account Officer (Cash), O/o C.C.A. UP (East) Telecom Circle, Lucknow” is to be enclosed with requisite Bid security & other documents, failing which the bid will be out rightly rejected.

4. The interested Firms/Agencies may put the Bids complete in all respects along with Earnest Money Deposit (EMD) of **Rs. 35, 000/- (Rs Thirty-Five Thousand Only)** and other requisite documents up to 15:00 hours on 17/12/2015 in the Tender Box kept in the O/o DDG (TERM), Lucknow, 5/464-465, Viram Khand – V, Gomti Nagar, Lucknow- 226010. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

5. The Ministry 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 DDG (TERM), Lucknow, Ministry of Communications & IT, Department of Telecommunications in this regard shall be final and binding on all.

Sd/-

ADG (TERM),
Ministry of Communications & IT
Department of Telecommunications,
Telecom Enforcement, Resource & Monitoring (TERM) Cell, Lucknow
5/464-465, Viram Khand – V,
Gomti Nagar, Lucknow- 226010

Section-I

Instructions to Bidder

(To be kept duly signed and stamped in Envelope-I)

Pre-Qualification Requirement for Bidder

The bidder should furnish the under mentioned information, failing which their bids will not be considered.

1. Name of the firm
Address and Telephone Number
2. Name of the Authorized Person submitting the Bid
Telephone/Mobile Number
3. Name of the bank
(With full address)
4. Bank Account Number
5. PAN No.
(Please enclose photocopy)
6. Registration with Service Tax Service Tax Regn. No.....
(Please enclose photocopy of Registration Certificate)
7. The bidder should send an **affidavit if firm is proprietor firm / copy of partnership deed** (for partnership firm)/ registration certificate of the firm (for Pvt. Ltd/Pub. Ltd Cos.).
8. The bidders **should have at least two light commercial vehicles** (Non-AC Tata Indica) of model not older than **December 2012**, **Taxi registered/leased in the name of proprietor/partners of the firm/ the firm.** Details of the vehicles may be indicated against column 7(ii) in Section II.
9. The bidder shall **give a clear declaration (As per proforma at Annexure-VII)** that the firm will be able to supply required numbers of Taxi registered vehicles of model not older than **December 2012**. The details of actual vehicles to be supplied shall be given at the time of acceptance of work order by the successful bidder. In case the successful bidder fails to provide the vehicles to be supplied alongwith valid papers within 7 days of issue of work order, his performance security deposit will be forfeited and he will be barred from taking part in any tender from this office for next one year.
10. The bidder should **enclose copy of registration certificate and valid comprehensive insurance cover** in favour of proprietor/partners/firm/lessee as documentary evidence in support of the vehicles in point 8 above.
11. The bidder should submit **BID FORM** dully filled **as per Annexure-I** of the bid documents.
12. The bidder shall submit the near relative certificate **as per Annexure-II** of the bid documents.

13. The bidder should send a demand draft for **Rs.35, 000/- (Rs Thirty-Five Thousand Only)** in favour of **ACCOUNT OFFICER (Cash), O/o C.C.A. UP (East) Telecom Circle, Lucknow**, payable in any commercial bank in Lucknow, towards earnest money deposit (EMD), Bidders are requested to write their name and full address at the back of the Bank draft submitted in support of Tender document. Bids not accompanied by the requisite amount of Earnest money shall be rejected out rightly.
14. The bidder should send a demand draft for Rs 550/- (Rs. Five Hundred only) in favour of **ACCOUNT OFFICER (Cash), O/o C.C.A. UP (East) Telecom Circle, Lucknow**, payable in any commercial bank in Lucknow, towards cost of bid document and a certificate as per Annexure-III along with requisite Bid security & other documents, if downloaded document is submitted for participation in the tender. Bidders are requested to write their name and full address at the back of the Bank draft submitted in support of Tender document. Bids not accompanied by the requisite amount towards cost of bid document shall be rejected out rightly.

15. Financial Bid: -

The financial bid duly signed and stamped is to be submitted in Envelope II duly super-scribed as PRICE BID. Both Envelope-I (Technical bid) & Envelope-II (Financial or Price bid) are to be put in a bigger cover which should also be sealed and super-scribed as “Bid for Hiring of Light Commercial Vehicles” due on 17/12/2015 at 15:00 hrs. or either sent by registered post or delivered in person to ADG (TERM), O/o DDG (TERM), Lucknow, 5/464-465, Viram Khand – V, Gomti Nagar, Lucknow-226010 on or before due date. The responsibility for ensuring that tenders are delivered in time would vest with the bidder. The DOT shall not be responsible if the bids are delivered elsewhere.

Section II

Schedule of Requirement

(To be kept duly signed and stamped in Envelope-I)

The contractor shall furnish the following information for Hiring of Light Commercial Vehicles.

1. Name of the firm
2. Address for communication
3. Registered office if any
4. Location of Garage in Lucknow
5. Telephone No. (Office, Residence, Garage).
6. Name of proprietor/partners/directors.
7. (i) Date/ year of commencement of business.

(ii) Details of Non-AC Tata Indica cars (not older than **December 2012** model) owned by the bidder.

SL. No.	Registration. No.	Make and model	AC/Non-AC	Date of Purchase	Indicate petrol/ diesel/ CNG driven Bharat II/Bharat III norms	Photocopy of RC/ Insurance enclosed
1						
2						

8. Name of the Contact person with Mobile number for provision of service before 8 AM after 6 PM including on holidays.
9. Any other information, which the bidder considers necessary to bring to the notice.

It is certified that the above information/certificates are true and in case of any of these is found to be false we shall be liable for any action as decided by the Dept of Telecommunications.

Dated:

Signature of Tenderer
with Seal

Section-III

(To be kept duly signed and stamped in Envelope-I)

Technical Specifications

1. General:

Department of Telecommunication requires non AC taxis for the official use of Telecom Enforcement, Resource & Monitoring Cells of Lucknow and TERM Cell UP (E) having its office at Lucknow. It is therefore intended to enter into contract with taxi operator(s)/ contractor(s) for a period of (one) year for hiring of these cars on “as and when required” basis.

2. Scope of work:

2.1 The contractor shall provide taxis of Tata INDICA cars of models not older than **December 2012** without AC facility as per requirement. The cars shall be provided at the Telecom Enforcement, Resource & Monitoring Cells, Lucknow, 5/464-465, Viram Khand – V, Gomti Nagar, Lucknow- 226010 or at any other place within the jurisdiction of city of Lucknow as and when required on monthly basis upon intimation for the same.

2.2 To the extent possible, the contractor will have to make efforts to provide his own vehicle out of those whose Registration Number are indicated against column 7(ii) in Section II. However, it devolves on the contractor to provide an alternative vehicle taken on lease; of equivalent status and above in lieu of non availability of the assigned vehicles. But the payment will be released with reference to the approved rates to the contractor.

2.3 The contractor will provide well-behaved drivers having knowledge of different routes, as well as repair of cars and valid driving license and also having proper uniforms and name badge. The driver shall also be equipped with Mobile phone for connectivity.

2.4 The vehicle provided by the contractor must be in excellent condition and have proper and complete documents, which should be shown to the user if asked for. No payment shall be made on account of cars so rejected.

2.5 In case of non availability of requisitioned car it will be the responsibility of the contractor to provide equivalent or upgraded model not older than **December 2012** at the same rate with prior consent of DOT.

2.6 In case where the cars fitted with AC system are supplied against requisition of Non-AC cars, the Department will not utilize the AC system. Accordingly, ordinary charges will be paid.

2.7 The drivers of the vehicle will maintain Log books, which will be supplied by the Department of Telecommunications in respect of each car. The entries in the log book must be got certified by the officer himself and log book deposited at the close of each month duty with the officer in-charge, Department of Telecom.

2.8 The contractor will meet all the necessary compliance of statutory requirements like pollution, emission, noise etc

3.0 Rate and price variation: -

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

Increase or decrease in Petrol or Diesel (fuel) during the month =

$$\frac{\text{Actual KMs run by the vehicle X (Revised rate of fuel price per litre/ - Base rate per litre)}}{\text{Average KMPL (14 KM per liter of fuel) / consumption (KMPL)}}$$

(**Note:** - The Base Rate of Diesel/ is the prevailing rate on the date of commencement of work contract. The Average KMPL is to be assumed as **14 Kms in case of Non-AC cars (Tata-Indica or equivalent) in Diesel driven** If there is decrease in Fuel Price, formula will indicate negative figure which means the deduction shall be done from the bill)

3.2 The review for change in hire charges due to change in fuel rates shall be affected at the end of quarter, irrespective of start of contract i.e. on 31st March, 30th June, 30 Sept, and 31st December. The change in hire charges, if any, shall be applicable from the 1st day of next quarter. Base Rate of fuel would be fuel prices as on date of award of contract.

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

Section-IV

GENERAL CONDITIONS OF CONTRACT

1. Definition of terms

- 1.1 DOT means Telecom Enforcement, Resource & Monitoring Cell, Lucknow, Department of Telecommunications, its office being situated at 5/464-465, Viram Khand – V, Gomti Nagar, Lucknow- 226010.
- 1.2 The bidder means the individual or firm who participates in this tender and submits its bid.
- 1.3 Contractor/Agency/Firm means the bidder whose bid will be accepted by Department of Telecommunication and shall include such successful bidder, its legal representatives, successors.
- 1.4 EMD shall mean Earnest Money Deposit.
- 1.5 Security Deposit shall mean monetary guarantee furnished by the successful tenderer for due performance of the contract concluded with it.
- 1.6 Bidder, Tenderer, Contractor shall mean the applicant who seeks to supply goods/ services by sending tender, bid.

2.0 Receipt and opening of Tenders

- 2.1 Tenders duly filled in will be received and opened on the date and time indicated in the letter/ Notice inviting tenders. The tenders will be opened in presence of the bidders or their authorized representative who intend to attend the tender opening. The authorized representatives of the bidders have to bring along with them the letters of authority from the corresponding bidder as per Annexure-IV and submit it before opening of the bids.
- 2.2 If due date of receipt of tenders and/or that of opening of tender declares to be a holiday, the tender would be received and opened on the next working day but the time of receipt and opening will remain the same.
- 2.3 Department of Telecommunications reserves the right to postpone and/or extend the date of receipt/opening of tenders or to withdraw the tender notice without assigning any reason thereof. In such a case, the bidders shall not be entitled to any form of compensation from the Department.

3.0 Preparation of Tenders

- 3.1 The bidders are required to submit the tender documents completed in all respect after satisfying each and every condition laid down in the tender documents.
- 3.2 All rates shall be written both in figures and in words. Corrections, if any are to be made by crossing out, initialing and rewriting. In case of discrepancy between the words and the figures the rates indicated in the words shall prevail. All overwriting/cutting, insertion needs to be authenticated.

4.0 Submission of Tenders

- 4.1 Section I to V along with Annexure I to VII duly signed and stamped on each page for having accepted the General and Special Terms and Conditions and Earnest Money Deposit should be submitted in one envelope as Part I “**Technical Bid**” and Section VI (Financial Bid) in another Envelope as Part-II – “**Financial Bid**” and both the sealed envelopes be placed in another big cover superscripting “Bid for Hiring of Light Commercial Vehicles” addressed to ADG (TERM), O/o DDG (TERM), Lucknow, 5/464-465, Viram Khand – V, Gomti Nagar, Lucknow- 226010. Part-II “Financial Bid” of those Agencies/Parties who fulfill the Terms & Conditions as specified in Section I to V will only be opened separately. If bidder has signed the Annexure-I, it will be assumed that he has read all TERM and conditions from section I to section V of the bid documents. If the bidder is submitting Bid document downloaded from website, then cost of Bid document i.e. Rs.550/- (Rs. Five Hundred Fifty Only) in the form of Demand draft is to be submitted alongwith technical bid.
- 4.2 The tenders should be put in a Tender box which is placed in the office premises at 5/464-465, Viram Khand – V, Gomti Nagar, Lucknow- 226010 or shall be delivered in person upon obtaining receipt. The Department of Telecommunications would not be responsible for any misplacement/ loss/ late receipt of the tender.
- 4.3 Only tenders complete in all respect and received on or before the due date and time shall be considered.
- 4.4 Tenders should be submitted and signed by a duly authorized person giving full name of the firm with its current business address.
- 4.5 Department of Telecommunications reserves the right to reject any or all tenders without assigning any reasons whatsoever.
- 4.6 Department of Telecommunications reserves the right to award the contract to one or more parties.
- 4.7 **The bid shall be valid for a period of 90 days from the date of opening of the tenders.**
- 4.8 The bidders should satisfy themselves before submission of the tender to Department of Telecommunications that they meet the qualifying criteria and capability as laid down in the tender documents.
- 4.9 The bidder may modify or withdraw the bid after submission provided that the written notice of the modification or withdrawal is received by the DOT prior to the deadline prescribed for submission of bids.

5.0 Cost

- 5.1 Bidders are requested to quote firm price. No cost escalation will be accepted for payment for the supplies/service unless specifically mentioned by the DOT in the tender document.

6.0 Earnest Money Deposit

- 6.1 Bidders shall submit along with the tenders Earnest Money amounting **Rs. 35,000/- (Rs Thirty-Five Thousand Only)** as specified in Section-I on any commercial bank in the form of demand draft drawn in favour of **ACCOUNT OFFICER (Cash), O/o C.C.A. UP (East) Telecom Circle, Lucknow**, Payable at Lucknow. Bidders are requested to write its name & full address at the back of draft (Bankers cheque) submitted in support of the tender document. Tenders not accompanied by the requisite amount of Earnest Money shall be rejected.
- 6.2 Earnest Money shall be forfeited in case of the following.
- i) EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or increase its rates after opening of the tender but before the validity of the quotation expires.
 - ii) On refusal to enter into contract after award of contract.
- 6.3 No interest is payable on the Earnest Money Deposit
- i) To the unsuccessful bidders.
 - ii) In case bidding process is terminated by DOT for any reason.
 - iii) All bids are rejected by DOT.

6.4 Preliminary evaluation

- 6.4.1 DOT shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 6.4.2 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the DOT. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Supplier does not accept the correction of the errors, his bid shall be rejected.
- 6.4.3 Prior to the detailed evaluation, the DOT will determine the substantial responsiveness of each bid to the bid documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bid Documents without material deviations. The DOT's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 6.4.4 A bid determined as substantially non-responsive will be rejected by the DOT and shall not be considered subsequent to the opening of bids by correction of the non-conformity.
- 6.4.5 The DOT may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

6.5 Detailed evaluation

DOT shall evaluate the financial bids of eligible bidders (qualifying technical bids) to determine the L-1 bidder as per following calculations:

Charges for one vehicle for One month (X) = Charges for 2000 Kms in one month in Rs. (A) + Charges for 200 Extra km in Rs. (B) + Charges for 30 Extra hrs in Rs. (C)+ 2 Outstation night stay charges(D) + Service Tax (E)

Total charges for one month = Sum of Charges for all two vehicles for one month as calculated above.

The bidder for whom the Total Charges for one month as per above calculations comes out to be lowest, shall be considered as L-1 bidder.

7.0 Security Deposit

7.1 The contractor shall furnish performance security to DOT for an amount of 10% of contract value in the form of Bank guarantee as in Performa Annexure-V within 15 days of award of the contract failing which necessary action including forfeiture of the Earnest Money Deposit is to be taken against the supplier.

7.2 The security Deposit will be refunded on successful completion of the contract.

7.3 No interest is payable on the Security Deposit.

8. Tax Deduction at source

Income tax and any other taxes i.e. Education Cess etc. as may be applicable from time to time during the currency of the contract shall be deducted at source from the bills.

9.0 Deviation

The contractor must comply with the tender specification and all terms and conditions of contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the contractor in the bid and accepted by DOT.

10.0 Award of Contract

DOT shall not be bound to accept the lowest bid or any Tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof and without incurring any liability to the affected bidders for the action of DOT.

11.0 Terms of Payment

The bills in duplicate will be submitted for any month in the first week of the following month to ADG (TERM), O/o DDG (TERM), Lucknow, 5/464-465, Viram Khand – V, Gomti Nagar, Lucknow-226010 and ADG (TERM), O/o DDG (TERM), UP (E), 5/464-465, Viram Khand – V, Gomti Nagar, Lucknow- 226010 for payment. The bills will be accompanied by log book vehicle wise and payments will be made by respective TERM Cells.

11.0 Duration/Period of Contract

- 11.1 Normally contract will be awarded for 1 (one) year. However, extension for the next Year/ part thereof will be considered based on satisfactory performance of the firm.

11.0 Termination of Contract

- 11.1 In case of any default by the Contractor and in any of the terms and conditions (whether General or Special), DOT may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 15 days, notice in writing to the Contractor.

- 13.2 All instructions, notices and communications etc. under the contract issued in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the contractor.

Notwithstanding anything contained herein, DOT also reserves the right to terminate the contract at any time or stage during the period of contract, by giving 15 days, notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor.

14.0 Arbitration

- 14.1 Any dispute or difference whatsoever arising between the parties out of or relating to the construction, 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.

15.0 Jurisdiction of Courts etc.

- 15.1 The courts/any other Tribunal or Forum in Lucknow alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out this contract.

16.0 Insurance

The Insurance cover protecting the agency against all claims applicable under the Workmen'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 DOT, the same shall be reimbursed/indemnified by the Contractor.

17.0 Miscellaneous Conditions

- 17.1 Contractor shall in no case lease/transfer/sublet/appoint caretaker for services.
- 17.2 No other person except Contractor's authorized representative shall be allowed to enter DOT premises.

- 17.3 Within DOT premises, the Contractor's personnel shall not do any private work other than the normal duties.
- 17.4 Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep DOT indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
- 17.5 The personnel engaged by the Contractor are subject to security check by the DOT Security Staff at any time.
- 17.6 Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances including extra hour duty & night halts allowance to his personnel that might become applicable under any Act or Order of the Govt. DOT shall have no liability whatsoever in this regard and the Contractor shall indemnify DOT against any/all claims, which may arise under the provisions of various Acts, Governments Orders etc.
- 17.7 Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

Section-V

SPECIAL CONDITIONS OF CONTRACT

1. The contractor shall provide Taxis (non-AC) of Model not beyond **December 2012** models, as per our requirement with well behaved skilled drivers, having knowledge of routes of UP (East) and repairs of cars and valid driving license and also having proper uniforms. The vehicle provided by the contractor must have proper and complete documents, which should be shown to the user, if asked for.
- 1.1 The Car shall be provided at our office premises at 5/464-465, Viram Khand – V, Gomti Nagar, Lucknow- 226010, or at any other place within the jurisdiction of city of Lucknow as and when required on monthly basis upon intimation for the same to the Contractor/Agency. The car may be used for journey to various stations of UP (East) from Lucknow.
- 1.2 If the vehicle provided by the Contractor is found not to be in good condition or without proper document, the vehicle is liable to be rejected and returned. No payment shall be made on account of car, so rejected.
- 1.3 The contractor shall maintain the log book as per proforma approved by DOT for every trip/ requisition separately. The log book should be got signed by the user which would indicate the opening and the closing meter reading with time and date at the garage and at the point of starting/ ending the journey by the user. It should be ensured that there is no overwriting in the log book. In no case, log book without signature will be accepted in support of the bill for payment.
- 1.4 In case of breakdown/ servicing/ repair, the contractors shall provide alternate vehicle of same Make and Model failing which vehicle shall be hired from any other source(s) at the risk and cost of the contractor.
- 1.5 The chargeable mileage will be the total mileage (i.e. from garage to garage) limited to the mileage from garage to DOT upto 10 Kms only. (i.e. a distance of up to 5 Kms between the garage to DOT, is chargeable).
- 1.6 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 2000 Kms in a month.
- 1.7 The outstation night charges shall applicable only when vehicle will be taken outside the city limits of Lucknow after 11 PM.
- 1.8 In case if any vehicle is utilized below 2000 Kms in a month, balance Km. shall be carried forward for next three months and will be adjusted against extra mileage, if any, without any extra cost to DOT.
- 1.9 Estimated number of vehicles to be hired is 4 Non AC Tata Indica. However, it should be clearly noted that Department shall place the order only as per the actual requirements from time to time.
- 1.10 The vehicles are required on monthly basis. However, the contractor shall increase or reduce the number of vehicles to be hired as and when specifically intimated by DOT in advance.

- 1.11 No sub-contracting is permissible. The near relatives of all employees working in the Department of Telecommunications; either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as:
- Members of a Hindu Undivided Family,
 - They are husband and wife,
 - The one is related to the other in the manner as father, mother, son(s), son's, wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother (s) & brother's wife, sister(s) & sister's husband (brother-in-law).

The tenderer (s) should give a certificate as per Annexure-II to the effect that none of his/her such relative is working in the units of DOT as defined above. In case of proprietorship firm, the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of Limited company by all Directors of the Company.

- 1.11 Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is noticed. DOT will not pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.

2. DEDUCTION IN CASE OF VEHICLE NOT MEETING THE SPECIFICATION

- 2.1 The vehicle provided by the contractor must be in excellent condition. The contractor shall ensure proper cleaning, upkeep of interiors & seat covers of the vehicle. If the interior of the vehicle is not in good condition, and same has brought into the notice of the contractor and no action taken thereof, the deduction to the extent of 1.5% of the total amount from the bill of that vehicle shall be made for that particular month. If it repeated in three continuous months w.r.t. at least 2 vehicles, it will be a case for termination of the contract.
- 2.2 The contractor shall ensure that vehicle reports at the time asked by the officer in-charge of DOT for the vehicle. If **driver** reports for a delay beyond 15 minutes (from reporting time as per 1.6 of Section-IV) and up to half an hour, a penalty of Rs. 100/- will be levied, for subsequent half an hour or part of it, the additional penalty will be levied at the rate of Rs. 25/- per half an hour or part of it, for delays up to 3 hours. The maximum penalty due to delay shall be Rs. 200/- per occasion. The penalty shall be levied per occasion basis from the bill of that vehicle. If this delay of reporting is beyond 3 hours, it will be treated as non-reporting for that day, and action will be taken as per clause 2.3 of Section-V.
- 2.3 In case of non-reporting/refusing to provide the requisite car, the cost of hiring of vehicle will be deducted on pro-rata basis i.e. rate for hiring of fixed kilometers (here it is 2000 Km/ month) will be revised based on days of absence in that month. In addition, a penalty of Rs. 200/- per occasion will be levied besides any other penal action which may be even termination of Contract and DOT will be free to hire the same from any other source(s).
- 2.4 In case of non availability of vehicles during extra hours a penalty of Rs. 100/- per occasion shall be levied. This will be in additional to penalty mentioned in clause 2.1 and 2.2 of Section-V above.
- 2.5 DOT reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by DOT, which may even lead to termination of Contract.

3. Price variation

- 3.1 The rates quoted by the party shall be firm during the currency of contract but variation of fuel price will be taken into account as per clause 3 of Section-III.
- 3.2 The maintenance cost, charges of fuel, road tax, permit fee, passenger tax, border tax, state tax, challans, salary of the driver, the overtime of driver etc. are the responsibility of the contractor for which no payment shall be made by DOT.
4. INSURANCE: The provided vehicle must be fully and comprehensively insured covering the risk to the driver.
5. The tempering of meter reading, vehicle usage timings, overwriting of log sheet and misbehavior of driver shall be viewed seriously, leading to even cancellation of contract.
6. Parking/ Toll charges shall be paid by the contractor which will be reimbursed as per actual by DOT on production of documentary evidence.
7. One or more than one vehicle depending upon the requirement can be called at any time during the day and night.
8. No advance payment shall be made under any circumstances.
9. The contractor shall be fully responsible for any loss or damage to the vehicle and also liable to pay full compensation for any injury or any other loss to passengers.
10. The work can be bifurcated among two or more parties at the sole discretion of DOT and no Contractor/agency shall have any objection to the same.
11. The car sent to the DOT office on requisition must have all relevant documents like registration book/ driving license/ insurance/ road tax receipt / permit fee/ passenger tax/ border tax etc. The vehicle should be licensed and shall conform to all Government Rules and Regulations being in force from time to time.
11. The bill in triplicate along with log book duly signed and stamped by the user of the vehicle or his representatives should be sent to the concerned ADG (TERM), O/o DDG (TERM), Lucknow and ADG (TERM), O/o DDG (TERM), UP (East), 5/464-465, Viram Khand – V, Gomti Nagar, Lucknow-226010 for payment by the 5th of the following month. However, the triplicate copy of the bill will be returned to the Contractor duly receipted. Further, bills relating to particular vehicle are required to be submitted in one batch on monthly basis in chronological order (1st of the month to last date of the month) and will not be mixed up with the bills pertaining to other vehicles. In other words, the vehicle-wise bills are required to be sent to DOT for payment. It should be ensured that there is no overwriting in the log book. In no case, log book without signature will be accepted for payment and if it is found so, the amount will be disallowed.
11. In case of non-availability of requisitioned cars, it will be the responsibility of the contractor to provide upgraded model (model not older than **December 2012**) at the same rates, terms and conditions with prior permission of DOT.

ANNEXURE-I

BID FORM

Tender No.

Date.....

(Name and Address of the purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda No.s.... the receipt of which is hereby duly acknowledged, I/ We, undersigned, offer to provide taxi in conformity, conditions of contract and specifications as may be ascertained in accordance with the schedule of prices attached herewith and made part of the Bid.

I/We undertake, if my/ our Bid is accepted, to commence providing vehicles as per your Work Order.

If my/ our Bid is accepted, I/We will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contracted sum for the due performance of the Contract.

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

Until a formal work order of contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by me/ us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

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

Dated this..... day of2015

Signature of in
Capacity of

Duly authorized to sign the bid for and on behalf of

Witness.....

Tele No(s):-

Signature.....

Fax No(s):-

Address.....

E-Mail Address:-

ANNEXURE-II

CERTIFICATE REGARDING NEAR RELATIVES

I S/O resident of hereby certify that none of my near relative(s) as defined in Section V clause 1.11 in the tender document is/ are employed in DOT. In case at any stage, it is found that the information given by me is false/ incorrect, DOT shall have absolute right to take any action as deemed fit without any prior information to me.

SIGNATURE OF BIDDER WITH NAME AND ADDRESS

(In case of proprietorship firm the certificate is to be given by the proprietor, for partnership firm by all partners and in case of limited company by all the directors of company)

ANNEXURE-III

CERTIFICATE FOR THE DOCUMENTS DOWNLOADED FROM THE WEBSITE

In case the tender document is downloaded from the web site a declaration in the following Performa has to be furnished.

"I..... (Authorised signatory) hereby declare that the tender document submitted has been downloaded from the website <http://www.dot.gov.in> and no addition/ deletion/ correction has been made in the document downloaded. I also declare that I have enclosed a DD/ Bankers Cheque No. Datedfor Rs..... towards the cost of tender document along with technical bid".

In case at any stage, it is found that the information given above is false/ incorrect, DoT shall have the absolute right to take any action as deemed fit without any prior intimation.

SIGNATURE OF THE BIDDER WITH SEAL

ANNEXURE-IV

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: - Authorization for attending bid opening on..... (date) in the tender of

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

Order of preference	Name	Specimen signature
1.		
2.		

Alternate Representative

Signatures of bidder

Or

Officer authorized to Sign the bid

Documents on behalf of the bidder.

Note 1. Maximum of two representatives will be permitted to attend bid opening. In case it is restricted to one representative, first preference will be allowed. Alternate representative will be permitted when regular representative is not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

ANNEXURE-V

PERFORMANCE SECURITY BOND FORM

In consideration of The President of India (hereinafter called 'the Government') having agreed to exempt..... (herein after called 'the said Contractor(s)' from the demand, under the terms and conditions of an..... For the supply of(hereinafter called 'the said Agreement'), of said Agreement, on Production of a bank guarantee forwe, (Name of the bank).....(hereinafter referred to as 'the Bank') at the request ofcontractor(s) do hereby undertake to pay to the Government an amount not exceeding..... Against any loss or damage caused to or suffered or would be caused to or suffered by the Government 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 amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of the contractor(s) failure to perform the said agreement. Any such demand make on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Government 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 Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(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 make by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) 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 government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till (Office/department) of, Ministry of certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee. Unless a demand or claim under this guarantee is make on us in writing on or before the expiry of ONE and HALF YEAR from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

5. We (name of the bank).....further agree with the Government that the Government shall have the fullest liberty without our consent and without affection 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 contract(s) from time of time or the postpone for any time or from time to time any of the powers exercisable by the

Government against and said Contract(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, of extension being granted to the said contract(s) for any forbearance, act or omission on the part of the Government of any indulgence by the government to the said contract(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.

This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

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

Dated theday of

For.....
(Indicate the name of the bank)

Witness: -

Telephone No(s): -

STD Code-

FAX No.

E-mail Address: -

Annexure-VI

CONTRACT FORM

1. This agreement is made this day of 2015 between.....herein after called the Contractor, the first party, which expression shall include his heirs, executors and administrators/their successors and Telecom Enforcement, Resource & Monitoring Cell, Lucknow, Department of Telecommunications, herein after called “DOT”, the second party, through DIR (TERM), Lucknow herein after include his successors and assignees, shown as under: -

That whereas the first party shall and will execute the work described as providing taxis/vehicles in DOT, Lucknow as per all the terms and conditions given in notice inviting Tender dated 20/11/2015 which shall become part and parcel of this agreement.

That the first party would submit each time the following along with their pre-receipted bills in duplicate in support of their claim: -

- I. Bills for supply of vehicles for any month shall be preferred in the first week of the following month to ADG (TERM), UP (East)/ Lucknow, Department of Telecom to make the payment as easy as possible. However, it may be noted no interest will be paid for delays in payment, if any.
- II. The contract may extend beyond one year based on satisfactory performance of the firm.

Vehicle wise deployment details will be prepared and submitted with details of last months of date.

This agreement is made for a period of one year from....., in accordance with terms & conditions of the bid document attached as decided upon to do so by the second party on the same terms, norms and rate.

IN WITNESS THEROF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS DAY OF2015.

Witness

For
Taxi provider

Witness

For
DOT

Annexure-VII

Declaration

I S/O resident of
.....hereby declare as per Section-I clause-9, that my firm/ company
(Name of firm/ company.....) will be able to supply required
numbers of taxi registered vehicles of model not older than December 2012. In case at any stage, it is
found that the firm will not be able to supply the taxi registered vehicles, in that case DOT shall have
absolute right to take any action as deemed fit without any prior information to me.

**SIGNATURE OF AUTHORIZED SIGNATORY
OF THE BIDDER WITH NAME AND ADDRESS**

Section-VI

FINANCIAL BID

(To be kept in Envelope II duly super-scribed as PRICE BID)

FORMAT FOR QUOTING RATES FOR VEHICLES ON MONTHLY BASIS

Non-AC Tata Indica

Sl. No.	Description	Rates in Figures	Rates in Words
1.	Charges for 2000 Kms per month in Rs. Per month		
2.	Charges for Extra Km* (over 2000 Kms per month) in Rs. Per km		
3.	Charges for Extra hours (over and above 10 hrs. duty per day) in Rs. Per hour.		
4.	Outstation Night Charges per night in Rs. Per Night		
5.	Service tax, if any		

The above rates are inclusive of statutory taxes as may be applicable (Except Service TAX).

- Note:-
1. There shall be no minimum mileage per day. 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 2000 Kms in a month.
 2. The outstation night charges shall applicable only when vehicle will be taken outside the city limits of Lucknow.
- * In case if any vehicle is utilized below 2000 Kms in a month, balance Km. shall be carried forward for next three months and will be adjusted against extra mileage, if any, without any extra cost to DOT.