



Government of India
Ministry of Communications
Department of Telecommunications
Telecom Enforcement, Resource & Monitoring (TERM) Cell
West Bengal Circle, Kolkata

BID DOCUMENT
e-tender for hiring of Comercial Vehicle
in O/o DDG TERM Cell, West Bengal,
Department of Telecommunications

No.7-7/TERMWB/2016-17/Vehicle Tender dated at Kolkata 05/09/2016
(September 2016)

Not transferable
Price of Bid Document: Rs.500.00
(Visit us at www.dot.gov.in)

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Government of India
Ministry of Communications
Department of Telecommunications
TERM Cell West Bengal
82, Ballygunge Place, Kol-19.

No.: 7-7/TERM WB/2016-17/Vehicle Tender

Dated: 05.09.2016

NOTICE INVITING e-TENDER**e- TENDER NOTICE for Hiring Commercial Vehicle for O/o DDG TERM West Bengal**

(i) The O/o DDG (TERM), West Bengal, on behalf of the President of India invites **e-Tender** (Online Tender through website <http://eprocure.gov.in/eprocure/app>) in **Two Bid System** i.e. **Technical Bid and Financial Bid** from reputed, experienced and financially sound Registered Companies /Firms /Agencies having at least **four** vehicles and experience in supplying light commercial vehicles for at least **two** years within the last five years to any Central/State Govt. organization / PSUs, for providing services of registered light commercial vehicles on hired basis, in Ministry of Communications, Department of Telecommunications, O/o DDG (TERM), West Bengal for a **period of one year** from the date of contract. **The estimated cost of the e-tender is Rs. 15 lakhs (approx).** The details are as follows:-

Description of services	Type of vehicles	Qty	Age of vehicles	Earnest Money Deposit (EMD)	Estimated value of the tender
Hired light commercial vehicle on monthly basis	AC Diesel Vehicle (Dzire/Indigo/ equivalent or higher model)	2	Not older than 2012	Rs. 45,000/- (3% of tender value)	Rs. 15 Lakhs (appx.)
	Non-AC Diesel Vehicle (Dzire/Indigo/Indica /equivalent or higher model)	2			

The schedule of tender is as follows:

S/N	Activity Description	Time Schedule
1	Tender No.	7-7/TERM WB/2016-17/ Vehicle tender dated 05.09.2016
2	Cost of Tender document	Rs. 500/-
3	Issue of e-Tender Document	17:00 hrs of 05th Sep to 11:00 hrs of 27th Sep 2016 , The tender document can be downloaded from the DOT web site http://www.dot.gov.in OR e-Procurement portal http://eprocure.gov.in/eprocure/app by using bidder login credentials.
4	Last date and Time of Receipt of tender document	11.00 Hours of 27.09.2016
5	Time and Date of Opening of Tender / Bid	11:30 Hours of 27.09.2016
6	Validity of tender	90 days from the date of Opening of tender
7	Duration of contract	One year from the date of award of contract which may be further extended upto a period of one year on the same rate and same terms and conditions

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

(iii) Interested bidders may submit their quotation online on <http://eprocure.gov.in/eprocure/app> as per the tender document in the website <http://eprocure.gov.in/eprocure/app>. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website. **Any corrigendum/addendum regarding this tender will be available on the above said website only.**

(iv) **Cost of Tender Document: Rs.500/-(Rupees Five Hundred only)** in the form of a Demand Draft from Scheduled / Nationalized Bank drawn in favor of **Communications Accounts Officer, O/o CCA, West Bengal, payable at Kolkata (Non-refundable)**. The scanned copy of the same in soft copy format is to be submitted at the time of submission of Tender documents online.

(v) The applicant has to deposit **Earnest Money (EMD) of Rs. 45,000/- (Rupees Forty Five Thousand only)** in the form of a Demand Draft from Scheduled / Nationalized Bank drawn in favor of **Communications Accounts Officer, O/o CCA, West Bengal, payable at Kolkata**. The scanned copy of the same in soft copy format has to be submitted at the time of submission of Tender documents online.

(vi) The aforesaid DDs towards cost of the Tender document and EMD should be submitted by the bidder or his authorized representative to the O/o DDG (TERM), West Bengal, 2nd Floor, 82, Ballygunge Place, Kolkata-19 **on or before 11:00 Hours of 27.09.2016.**

(vii) The duly filled tender documents shall not be accepted and summarily rejected if not accompanied by the scanned copy of the demand draft towards the cost of the Tender document and the requisite Earnest Money deposit (EMD). This office reserves the right to reject any or all tenders without assigning any reason.

(viii) **The DD towards the cost of tender document and that towards the Earnest Money Deposit should bear the date after the date of NIT.**

**Sd/-
ADG-II
On behalf of
DDG (TERM)/West Bengal
Department of Telecommunications
Ministry of Communications
82, Ballygunge Place, Kolkata – 700019
033-2440-0161 (Off)**

Copy to:

1. O/o DDG, TERM Kolkata, Ground Floor, QA Bhavan, EP & GP Block, Sector-V, Salt Lake, Kolkata-700091
2. Notice Boards, O/o GM (South), BSNL, Calcutta Telephones, 82-Ballygunj Place, Kolkata-19
3. Notice Board , O/o DDG (TERM)/West Bengal, 82, Ballygunge Place, Kolkata-19
4. O/o CCA, West Bengal Circle, 8-Esplanade East, Kolkata-700069
5. O/o CGM,WBTC, BSNL, 1-Council House Street, Kolkata-01

SECTION-I
1. INSTRUCTIONS FOR ONLINE BID SUBMISSION

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

- i) Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering.
- ii) Bidder should do the enrolment in the e-Procurement site using the "Click here to Enroll" option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/true information including valid e-mail-id. All the correspondence shall be made directly with the contractors/bidders through e-mail-id provided.
- iii) Bidder need to login to the site through their user ID/ password chosen during enrolment/registration.
- iv) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by NIC/SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on e-Token / Smart Card, should be registered.
- v) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- vi) The Contractor / Bidder may go through the tenders published on the site and download the required tender documents/ Annexures for the tenders he/she is interested.
- vii) After downloading /getting the tender document/ Annexures/ Appendices, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- viii) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum / Addendum published before submitting the bids online.
- ix) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the e-Token/ Smart Card to access DSC.
- x) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- xi) From my tender folder, he selects the tender to view all the details indicated.
- xii) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender Annexures and appendices carefully and upload the documents as called for; otherwise, the bid will be rejected.
- xiii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ Annexure and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidder's Bid documents may be scanned with 100 dpi with black and white option. However if the file size is less than 1 MB the transaction uploading time will be very fast.

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

xxvii) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

xxviii) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.

xxix) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.

xxx) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Simultaneously for any further queries, the bidders are asked to contact over phone: 1800-3070-2232 or send an email to: cppp-nic@nic.in.

**SECTION II
BIDDER'S PROFILE**

GENERAL

1. Name of Tendering Company/ Firm / Agency : _____
(Attach attested copy of certificate of registration or valid trade license as the case may be)
2. Nature of the concern: _____ (i.e. Sole proprietor or partnership firm or a company under Company Act 1956)
3. Full Address of Registered Office of the Company/ Firm / Agency:

 - a. Telephone/Mobile No:
 - b. FAX No:
 - c. E-Mail Address :
4. PAN / GIR No. of the Company/ Firm / Agency : _____
(Attach attested copy)
5. Photocopy of income tax returns for latest year: _____ (Attach attested copy)
6. Service Tax Registration No. : _____ (Attach attested copy)
7. The Company / Firm / Agency should have **at least two years of experience** in providing services of supplying vehicles to Central/State Govt. organization / PSUs etc. **in the last 5 years** (Attach the attested or original copies of relevant experience documents)
8. Details of Earnest Money Deposit: **Rs.45,000/=** D.D. No. Date _____ Drawn on Bank _____
9. Whether each page of tender and its annexures have been signed and stamped: _____(Yes/No)
10. Bidder's bank, its address and his current account no:

11. Infrastructure capabilities: Particulars of vehicles available with the Bidder. (please attach the attested copies of the proof of the ownership or lease holding/power of attorney (duly notarized) documents of the vehicles and proof of registration of the vehicles as commercial vehicle):

Type of Vehicle(s)

Registration number

I/We hereby declare that the information furnished above is true and correct.

Signature of Bidder/Authorized Signatory with seal of the firm _____

Name of the Bidder _____

Place: _____,

Date: _____

SECTION III
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 DDG (TERM), TERM Cell West Bengal, Kolkata-19 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 TERM Cell, West Bengal Unit, Kolkata-19. 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. 45,000/-** (in words -Rupees Forty Five Thousand only) must be deposited by bidders in the form of Demand Draft drawn **in favour of "Communication Accounts Officer, O/o CCA West Bengal Circle"** and should accompany with the tender document.

b. **EMD of the unsuccessful bidder shall be returned without interest after the finalization of the tender process.**

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. Submission of Bid and Bid Opening: The tenders have been invited under two bid system i.e. Qualifying Bid (Technical Bid) and Financial Bid. **The bid along with the necessary documents should be uploaded in the e-procure.gov.in portal as per the guidelines mentioned in the portal.**

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 tenderer that he should ensure timely submission of tender.

7. Modification & Withdrawal of Bids: The Bidder may modify or withdraw his bid after bid submission provided that the written notice of the modification or withdrawal is done prior to the deadline prescribed for submission of bid.

8. Signing of Tender: Individual signing the tender or other documents connected with contract must specify whether he signs as

i. A "sole proprietor" of the concern or constituted attorney of such sole proprietor.

ii. 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 refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement power of attorney duly executed by the partners of the firm.

iii. Director or a principal officer duly authorized by the Board of 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 on behalf of such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the DDG (TERM) TERM Cell West Bengal Unit 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 should sign and affix his firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer made by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.

7. Technical Bid:-

- a) The Technical bid should be submitted in form as given in Section-II (Bidder's profile required) & Section-XI (Tender Compliance sheet – Technical Qualification)
- b) All documents asked at clause 7 of Section-IV must be submitted as part of Technical bid, the rate schedule (Section-V) should be left blank.

9. Financial (Commercial) Bid:

- a) The Financial (Commercial) Bids of the Tenderer short – listed after evaluation of technical bids only 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. The commercial bid of the tenderer whose technical bid is disqualified by the Tender Evaluation Committee will not be opened.
- b) Rate should be quoted, in figures & in words, along with its break up showing various items of charges as per the commercial bid at Section-VI. Bids containing misleading entries will be summarily rejected. The rates quoted shall be firm and final.
- c) Terms of payment as stated in the Tender Document shall be final.
- d) At the time of payment of bills, the income tax and other taxes, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

10. e-Tender Bid Opening:- Bid opening and finalization will be according to e-procurement procedures. Bidder's name, bid price, modifications, withdrawals and such other detail, as deemed fit by the authorized authority will be notified. **The financial bid will be evaluated only for technically qualified bidders.**

11. Criteria for Evaluation of Tenders: The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Section - II (Bidder's profile) & Section-XI (Tender Compliance sheet – Technical Qualification) and then on the basis of commercial information furnished in form given in Section – V (Rate Schedule). The Commercial bid (Section –V) of such firms found valid based on technical parameters (as per Section – II & XI) will be opened on the date & time to be intimated after opening of the Technical Bid.

The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any terms and conditions of this tender.

- a) Tenderer shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
- b) If there is a discrepancy between words and figures the amount in words shall prevail and prior to detailed evaluation, purchaser will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially nonresponsive will be rejected by the purchaser.
- c) Tenderer shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the rate quoted (inclusive of all levies and taxes) as indicated in the rate schedule of the bid document.
- d) Bids shall be evaluated based on the evaluation formula described at Section-VI.

12. Quality of the Vehicle:

Decision of the DDG, TERM West Bengal regarding the quality of vehicle supplied by the tenderer will be final and binding on all tenderers. **The model of the vehicles should be not be older than 2012 and the vehicle should be in good running condition.** The vehicles should have valid permit issued by the concerned authority. If the approved contractor do not supply vehicles as per above conditions, his contract will be terminated by forfeiting the security deposit.

13. Inspection of the Vehicle:

The vehicle will be test checked for recording its average kmpl of fuel before the vehicle is put on operation. The acceptance of the vehicle supplied will be subjected to satisfaction of authorities as mentioned in Para 12 above. The tenderer will be held responsible for any bad quality of vehicle/not as per terms & conditions and he/she should have to replace such vehicle with proper vehicle within three days of receipt of such intimation.

14. Right of Acceptance:

- a) The DDG (TERM) TERM Cell West Bengal Unit reserves all rights to reject any tender including of those tenderers 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 DDG (TERM) TERM Cell West Bengal Unit in this regard is final and binding.
- b) Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice the tenderer's quotation.

15. Time Schedule for Commencement of Work: The work must be commenced within a period of 10 days from the date of award of work.

16. Security Deposit:

- a) The successful tenderer will have to deposit a performance security (security deposit) for **an amount of 5% (Five percent) of the value of the contract** in the form of a Bank Guarantee for the validity period of 15 months or Demand Draft **in favour of "Communication Account Officer, O/o CCA West Bengal Circle"** . The Security Deposit will not be adjusted against any payment due to the firm from the Department or the Central Government.

b) The Security Deposit can be forfeited, wholly or partly, by order of the purchaser in the event of any breach or negligence or non-observance of any 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 security deposit as may be considered by the Department of Telecom 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.

c) The final work order will be issued only after the production of the performance security bond and EMD of successful bidder shall be refunded within a week of the receipt of the performance security bond.

d) A letter of intent (LOI) will be issued to the successful bidder/bidders. Successful bidder shall have to submit a performance security bond as mentioned above, within 14 (fourteen) days from the issue of the letter of intent, from scheduled bank as per the format at Section-IX.

17. 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.

18. 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.

19. Terms of payment:

a) Neither payment shall be made in advance nor shall any loan from any bank or financial institution 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 e-payment or account payee cheque only.

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) Wherever applicable all payments will be made as per rate schedule of payments stated in Section-VI of the submitted Commercial bid of the successful bidder.

20. Period of Contract/Extension: The contract will remain valid for one year unless terminated earlier by the DDG (TERM) TERM Cell West Bengal Unit. The period of contract can be extended for a further period of up to one year at the discretion of the DDG (TERM) West Bengal 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.

21. 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 & special 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.

22. Agreement: If the bid given by the contractor is approved, the contractor will be asked to enter an agreement initially for a period of one year, further extendable subject to above paragraph. Cost of execution of agreement shall be borne by the contractor. The draft format of the agreement is at Section-VIII. Final format of agreement shall be issued by TERM Cell West Bengal, at the time of the signing of the agreement with the successful bidder, and that final format shall be binding on the successful bidder. Final work order shall be issued only after execution of the agreement by the successful contractor. Apart from other things, all clauses of this tender document shall form the integral part of the agreement.

23. Arbitration: If any difference arises concerning this Agreement, its interpretation on the payment to be made thereunder, 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 there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration DDG (TERM), West Bengal Unit, Kolkata-19, Department of Telecommunication, Ministry of Communication & IT, 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 Kolkata 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.

24. 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.

25. 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.

SECTION – IV
(Instructions to Bidders)

1 Eligibility: Documentary evidence for the under mentioned items should be submitted along with the bid:

- i. The bidder should own or hold on lease minimum of 4 vehicles of model not older than year 2012, vehicles registered as commercial vehicles in their names or firm's name for use as commercial vehicles. 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 year 2012. Compulsory Inspection, of the condition of the vehicles 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 department for inspection. If the dept. is satisfied with the condition of the vehicles, only then, purchase order shall be awarded to the lowest bidder.
- iii. **The bidder should own at least one vehicle in his name** and should have proof of ownership in case of own vehicle or in case of lease hold vehicles, a power of attorney/affidavit, authorizing the bidder to use the vehicle for hiring, on stamp paper from Notary (First Class Magistrate) will have to be submitted.
- iv. The bidder shall have experience of supplying vehicles to Central/State Govt. organization / PSU for minimum three years within the period of last five years.
- v. The bidder must have a valid Trade license.
- vi. The bidder must have registration for Service Tax.

2. Services to be provided:

i. Provision of commercial vehicles with licensed drivers, registered Commercial vehicles on Hiring basis for running in West Bengal State.

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 up to one year at the discretion of the DDG (TERM) West Bengal. 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:** Ten hours per day on all days of month from Monday to Friday. However, service will have to be provided by the contractor on any other day according to the requirement of the office on prior intimation by the office & intimation over the phone is to be deemed sufficient.

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 for AC vehicle & 1000 Kms for Non-AC vehicle in a month.

v. In case, if any vehicle is utilized below 1200 Kms for AC vehicle & 1000 Kms for Non-AC vehicle in a month, balance or unutilized km. in a month shall be carried forward to the next month for the said vehicle and will be adjusted against extra mileage for the said vehicle, if any, without any extra cost to DOT. (For example - if 200 Kms are balance in September against 1200 Kms, the vehicle can run for 1400 Kms. in October i.e. 1200 + 200 Kms. But if it runs for 1200 + 100 Kms only, remaining 100 Kms which could not be utilized in September will be carried forward for October and so on. Billing will be @ 1200 Kms for AC vehicle & 1000 Kms for Non-AC vehicle in a month.

vi. Quantity: Estimated number of vehicles is four vehicles (2 non-AC and 2 AC) as mentioned above. However the actual quantity ordered will depend on the requirement from time to time. **Purchaser reserves the right to increase or decrease the required quantity up to 2 more vehicles (AC or Non-AC) without any change in the hiring charges of the offered quantity and other terms and conditions.**

vii. Reporting place: Any place within the territorial jurisdiction of TERM Cell West Bengal. The user of the vehicle shall specify actual place of reporting.

viii. Notice period: For regular requirements one day in advance. Telephonic /Verbal intimation shall be considered as notice.

ix. Calculation of distance: From garage to garage but chargeable distance in this respect shall not be more than 5 km in each way.

x. 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.

xi. Penalties:

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 vehicle is accepted after delayed reporting, a penalty of Rs.200/= will be imposed for that day.
- 2) If the vehicle is not accepted, a penalty as per clause a) above will be imposed.
- 3) 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.
- 4) 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.

d) All the vehicles sent for the duty on emergency / temporary basis to run for more than two days should be in a technically (from inside as well as outside) sound condition, failing which the penalty of Rs 3000/- will be imposed on each occasion per vehicle.

e) 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.

f) 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. Supplier will not be allowed more than two changes in a month.

g) There should be proper (Design will be given by this office) name-plate in the vehicle. The same should be put in place within seven days from the start of contract period, failing which penalty of Rs 100/- per day will be imposed.

h) The contractor should send the vehicle for periodical 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.

i) 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.

j) Control of the Vehicles:

i. **Four vehicles (2 AC & 2 non-AC)** shall be supplied to the O/o TERM Cell West Bengal Unit, accordingly letter of Intent/work order for these vehicles shall be issued by TERM Cell West Bengal Unit, and other rights & liabilities (during the currency of the contract), as per the agreement to be signed with the successful bidder, will be with TERM Cell West Bengal Unit only for these vehicles.

ii. Monitoring of performance of the services to be provided by contractor under this tender shall be responsibility of TERM Cell for the vehicles under their control. In case of any deficiency, TERM Cell may take action as per terms & conditions of this tender and agreement to be signed, for the vehicles.

iii. Decision as to whether penalties would be levied or not for violation of terms & condition laid down in this tender shall be taken by TERM Cell for the vehicles under their control. If decided so, penalties shall also be levied by the TERM Cell for the vehicles under their control.

iv. TERM Cell West Bengal will have the sole rights & responsibilities with respect to arbitration in case of disputes as per clause 23 of Section-III, extension of contract as per clause 20 of Section-III, and custodian of performance security deposit.

k) 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.

l) No hike in rate will be allowed if there is a hike in the price of diesel and or spare parts of vehicle during the contract period.

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

5. Payment terms: Payment will be made by way of account payee cheque or e-payment 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:

a) Rates quoted should be inclusive of all taxes and duties. Service Tax will be paid extra as per prevailing rates.

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

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

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

e) Number of working days in a week may be increased by the Department anytime and the supplier will have no extra claim for this.

7. The bid of the intending bidders should contain the following documents:

a) One copy of the tender document. Each page must be signed by the proprietor / Authorized Signatory along with the company seal.

b) Rate schedule as per Section-V, duly signed & sealed.

c) Duly filled, signed & Stamped Bidder's Profile (Section-II)

d) Documentary evidence for all the items at Section-III.

e) Receipt of the submitted EMD.

f) Certificate as per the Section-IX & X

g) Tender Compliance Sheet as per Section-XI

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. 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 no:

Enclosures as mentioned above.

SECTION – V
(Rate Schedule)

To

The DDG
Telecom Enforcement Resource & Monitoring Cell,
West Bengal License Service Area,
Department of Telecommunications,
2nd Floor, 82-Ballygunj Place,
Kolkata- 700019

Sub:- **Tender for supply of registered commercial vehicles on hire basis vide No. 7-7/TERMWB/2016-17/Vehicle Tender, dated 05/09/2016**

We have read and understood the tender for supply of registered commercial vehicles on hire basis vide No. 7-7/TERMWB/2016-17/Vehicle Tender, dated 05/09/2016 and other documents issued by you, we hereby quote the rates (**inclusive of all taxes, except Service Tax which will be as per prevailing rates**) as under for supply of registered commercial vehicles on hire basis as detailed below:

Type Of Vehicle	Item	Rate In Figures	Rate In Words
AC Diesel Vehicle (Dzire/Indigo/ equivalent or higher model)	Rate for first 1200 km	Rs.....per month	Rupees..... per month
	Rate beyond 1200 km	Rs.....per km	Rupees..... per km
	Extra hour rate	Rs.....per hr	Rupees..... per hour
	Outstation night halt charge	Rs.....per night	Rupees..... per night
Non-AC Diesel Vehicle (Dzire / Indigo / Indica / equivalent or higher model)	Rate for first 1000 km	Rs.....per month	Rupees..... per month
	Rate beyond 1000 km	Rs.....per km	Rupees..... per km
	Extra hour rate	Rs.....per hr	Rupees..... per hour
	Outstation night halt charge	Rs.....per night	Rupees..... per night

Note:

1. The bill should be prepared on the basis of above figures and the amount will be claimed on the basis of kilometers covered and period of duty beyond office hours as per clause 6 of Section-V of this tender.
2. Number of working days in a week may be increased by the Department anytime and the supplier will have no extra claim for this.
3. Above rates are inclusive of all taxes/duties (**Service Tax extra as per prevailing rates**).
4. Incidental charges like toll tax, parking charges etc will be paid on actual on submission of receipt.

[Signature]
Date:
Seal of the bidder

SECTION-VI

EVALUATION FORMULA: The following evaluation formula shall be used to determine the lowest bid.

Type of Vehicle	Particulars (A)	Appx. Qty (B) per month	Total (A*B) Rs. per month
AC Diesel Vehicle (Dzire/Indigo/ equivalent or higher model)	Rate for first 1200 km say Rs. 'P ₁ '	1	P ₁
	Rate beyond 1200 km say Rs. 'Q ₁ ' per km	200 km	200 x Q ₁
	Extra hour rate say Rs. 'H ₁ ' per hr	10 hrs	10 x H ₁
	Outstation night halt charge say Rs. 'N ₁ ' per night	1 night	1 x N ₁
Total Evaluated Cost for AC Vehicle C₁			= (P₁ + 200Q₁ + 10H₁ + N₁)
Non-AC Diesel Vehicle (Dzire / Indigo / Indica / equivalent or higher model)	Rate for first 1000 km say Rs. 'P ₂ '	1	P ₂
	Rate beyond 1000 km say Rs. 'Q ₂ ' per km	200 km	200 x Q ₂
	Extra hour rate say Rs. 'H ₂ ' per hr	10 hrs	10 x H ₂
	Outstation night halt charge say Rs. 'N ₂ ' per night	1 night	1 x N ₂
Total Evaluated Cost for Non-AC Vehicle C₂			= (P₂ + 200Q₂ + 10H₂ + N₂)

Therefore, Total cost per month for 2 AC & 2 Non-AC vehicles, T = Rs. (2C₁ + 2C₂) per month.

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

Note:

Incidental charges like toll tax, parking charges etc. will be paid on actual on submission of receipt.

**SECTION-VII
AGREEMENT**

The agreement is made on the _____ between the President of India (Herein after called the purchaser) 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 purchaser 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 transporters shall during the period of contract that is to say from date of execution of agreement to _____ or until this contract is determined by such notice as herein after mentioned will provide commercial vehicle not older than year 2012 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 TERM Cell, DOT, West Bengal Units.

2. The contractor shall comply with all the terms and conditions of the Tender No: 7-7/TERMWB/2015-16/Vehicle Tender, dated: 05/09/2016, which are part and parcel of this agreement and forms integral part of this agreement and also the following.

3. The authorized officers of TERM Cell, DOT, West Bengal Units shall place orders (LoI) for their requirement on the official hire order form and will receive acknowledgement from the contractor for supply of vehicles. It is anticipated that the contractor will supply vehicle to these authorities on regular basis until such time the contract is valid and the parties in agreement are satisfied with the performance of the contract.

4. The Contractor will provide vehicles to TERM Cell, DOT, West Bengal Units not older than year 2012 and registered for the commercial purpose only and duty, taxes, Insurance etc. due for such vehicle shall be liability of the contractor.

5. The Contractor shall submit bills to the TERM Cell, DOT, West Bengal Units on monthly basis for release of payment for the vehicles supplied to them respectively.

6. 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/TERM Cell, DOT, West Bengal Units Officials. On the basis of these duty slips, the bill shall be raised to TERM Cell, DOT, West Bengal Units by the contractor for the vehicles under their control.

7. Vehicles shall be supplied by the contractor with following rate (inclusive of all taxes & duties except Service Tax which will be paid extra as per prevailing rates).

Type Of Vehicle	Item	Rate In Figures
AC Diesel Vehicle (Dzire/Indigo/ equivalent or higher model)	Rate for first 1200 km	Rs.....per month
	Rate beyond 1200 km	Rs.....per km
	Extra hour rate	Rs.....per hr
	Outstation night halt charge	Rs.....per night
Non-AC Diesel Vehicle (Dzire / Indigo / equivalent or higher model)	Rate for first 1000 km	Rs.....per month
	Rate beyond 1000 km	Rs.....per km
	Extra hour rate	Rs.....per hr
	Outstation night halt charge	Rs.....per night

8. 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 TERM Cell, DOT, West Bengal Units and if the service is not found satisfactory enough, the TERM Cell, DOT, West Bengal Unit, shall have the right to terminate the contract in whole or part for the vehicles under their control.

10. 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 leased/ hold vehicles a copy of power of attorney/affidavit should be submitted within 7 (seven) days of such change for the such changed vehicles.

11. 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. TERM Cell, DOT, West Bengal Unit shall have no liability whatsoever.

12. The Tender document No: 7-7/TERMWB/2016-17/Vehicle Tender, dated: 05/09/2016, which is annexed to this agreement, is an integral part of this agreement.

13. For any legal dispute claims that may arise during the currency of the agreement in respect of vehicles provided by contractor, TERM Cell, DOT, West Bengal Units 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.

14. If for any reason the TERM Cell 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 TERM Cell. The Contractor without raising any dispute on such assessment by the TERM Cell 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.

15. 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.

16. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration DDG (TERM), West Bengal Unit, 2nd Floor, 82-Ballygunj Place, Kolkata-19, Department of Telecommunications, Ministry of Communication, Govt. of India. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act 1996.

17. 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.

()

Signature on behalf of DoT

Name:

Designation:

Seal:

()

Signature on behalf of Contractor

Name:

Designation:

Seal:

Agreement signed in the presence of

Witness 1:

Signature:

Name:

Witness 1:

Signature:

Name:

Witness 2:

Signature:

Name:

Witness 2:

Signature:

Name:

SECTION-VIII
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 fulfillment by the said contractor(s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for _____ we, (name of the bank) _____ (hereinafter refer to 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 on or before the expiry of 15 months (as specified in P.O.) 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)

**SECTION-IX
NO NEAR RELATIVE 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.

Signature.....

Name (CAPITAL)

Position

Date

Seal/Stamp of the bidder.....

**Section-X
UNDERTAKING**

1. I, _____ son/daughter/wife of Shri _____
Proprietor / Director/authorized signatory of the agency / firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the tenderer with stamp of the firm)

Date:

Place:

Section-XI
Tender Compliance Sheet (Technical Qualification)

Sl. No	Description	As per Section No	Whether complied (Yes/No)	Any Remarks
1.	Name of Tendering Company/ Firm / Agency(Attach certificate of registration)	Section-II		
2.	Name of the concern (i.e. Sole proprietor or partnership firm or a company under Company Act 1956)	Section-II		
3.	Full Address of Reg. Office Telephone No. FAX No. : E-Mail Address :	Section-II		
4.	Full address of Operating/Branch Office Telephone No. : FAX No. : E-Mail Address :	Section-II		
5.	PAN / GIR No (Attach attested copy)	Section-II/IV		
6.	Income Tax Returns of the latest year (Attach attested copy)	Section-II/IV		
7.	Service Tax Registration No. (Attach attested copy)	Section-II/IV		
8.	The Company / Firm / Agency should have at least two years' experience in the last 5 years in providing services of supplying vehicles to Central/State Govt. Organization/ PSUs etc. (Attach the relevant experience documents as per the format in the next page)	Section-II/IV		
9.	Details of the cost of the bid document of Rs 500/- DD No. : Date : Drawn on Bank :	Section-II/NIT		
10.	Details of the EMD of Rs 45000/- DD No. : Date : Drawn on Bank :	Section-II/III/IV		
11.	Bidder's profile (Technical)	Section-II		
12.	Rate Schedule (Commercial bid)	Section-V		
13.	Proof of the ownership (of at least one vehicle) or lease holding power of attorney, documents of the vehicles and proof of registration of the vehicles	Section-III		
14.	No Near Relative Declaration	Section-IX		
15.	Undertaking	Section-X		
16.	Whether each page of tender and its annexures have been signed and stamped	Section-III		
17.	Additional information, if any (Attach separate sheet, if required)			