

**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATION & IT
DEPARTMENT OF TELECOMMUNICATIONS
CONTROLLER OF COMMUNICATION ACCOUNTS
PUNJAB TELECOM CIRCLE
CHANDIGARH**

BID DOCUMENT

**TENDER DOCUMENT FOR HIRING OF TAXI
REQUIRED FOR USE IN
O/O CONTROLLER OF COMMUNICATION ACCOUNTS,
PUNJAB TELECOM CIRCLE, CHANDIGARH**

**Tender No: CCA/Pb/Tender/Vehicle-Hire/16-17/05
Dated: 11-11-2016**

Total No. of Pages - 27(Twenty Seven)

Price Rs. 500/-

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**Department of Telecom
Controller of Communication Accounts
Punjab Telecom Circle
Chandigarh**

NOTICE INVITING TENDER

Sealed Limited Tenders are invited on behalf of the President of India under two bid system for hiring registered Taxi not older than **August 2012** model, for use in O/o Controller of Communication Accounts, Punjab Telecom circle, Chandigarh from the prospective vendors who can supply vehicles as per Annexure VII to this tender document.

- | | |
|---|---|
| 1. - Tender No. | CCA/Pb/Tender/Vehicle-Hire/16-17/ 05
Dated: - 11-11-2016 |
| 2. - Time of issue
of Bid Document | between 1100 hrs to 1700 hrs
on all working days |
| 3. - Time and last date of
depositing tender / Bid | 13.00 Hrs Date:15-12-2016 |
| 4. - Time and Date of
Opening of Tender / Bid | 15:30 Hrs. Date: 15-12-2016 |
| 5. - Minimum Validity of
tender offer | 90 days from the date of Opening |
| 6. - Duration of contract: One year from the date of award of contract with an option of extension for a further period of one year on the same rate, terms and conditions. | |

Intending eligible bidders may obtain Bid Document from O/o CCA, Punjab Telecom Circle Madhya Marg, Sector-27-A, Chandigarh on payment of Rs. 500/- (Rs. five Hundred only) (non-refundable) through a crossed Demand Draft drawn on any Nationalized Bank payable at Chandigarh in favor of Sr. Account Officer (Cash), O/o CCA, Punjab Telecom Circle on any working day (Monday to Friday) from 11:00 A.M. to 5:00 P.M. **till 14-12-2016** Bidders shall have to deposit Earnest Money Deposit as mentioned below:

- (i) Small Segment Vehicles = **Rs 13306/-**
- (ii) Large Segment Vehicles = **Rs 7788/-**
- (iii) Both Segment Vehicles = **Rs 21094/-**

as Bid Security in the form of Demand Draft (from any Nationalized Bank Payable at Chandigarh) along with the bid. No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by this office in respect of any previous work will be entertained. The O/o CCA shall have the right to negotiate with the parties and to refuse the offer without assigning any reasons.

ACCA
(Admin & Estt.)
Chandigarh

(A) In case the bid document is sent by post, by the prospective bidders, to the office of CCA Punjab, then the submission of bid must be accompanied by a Demand Draft of Rs 500/- (five Hundred only) as the cost of document and the same must be kept with the bid form along with the DD on Bid security amount as mentioned above in the main envelope).

(B) In case the bid form has been downloaded from the site ccapunjab.gov.in; it must be ensured that the tender document fee and Earnest Money must be enclosed in the form of Account Payee demand draft.

SECTION I
GENERAL (COMMERCIAL) CONDITIONS

1. Eligibility Conditions

The bidder should be able to provide Vehicles as per Annexure VII required for use in O/o Controller of Communication Accounts, Punjab Telecom circle, Chandigarh. The other eligibility conditions are as follows:

- (a) The bidder should own at least one vehicle (**not older than Aug 2012**) registered as Taxi, which is to be provided
- (b) The Registered Office or one of the Branch Office's of the Sole Proprietorship/Agency/Firm/Company should be located in Chandigarh/ Mohali/Panchkula.
- (c) The Sole Proprietorship/Agency/Firm/Company should have its own Bank Account;
- (d) The Sole Proprietorship/Agency/Firm/Company should have valid PAN issued by IT Dept.

2. Documents required to be submitted along with the bid.

The bidder shall furnish the following documents along with the bid:

- a) Document showing ownership holding of at least one vehicle listed in Annexure-VII (**not older than Aug 2012 model**) in taxi quota.
- b) Declaration that firm shall be able to supply all vehicles as per Annexure-VII in Taxi quota.
- c) Bid Security of required amount in form of Demand Draft/Bank Guarantee.
- d) All the pages of the tender document and certificates shall be duly signed by the bidder
- e) The Registration certificate and their registered office or if the bidder is sole proprietor /owner of the shop located in Chandigarh/ Mohali/Panchkula.
- f) The Sole Proprietorship/Agency/Firm/Company should submit its own Bank Account Number.
- g) The Sole Proprietorship/Agency/Firm/Company should submit valid PAN issued by IT Dept..

Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect may result in rejection of the Bid.

Note: The tenders without Earnest Money Deposit will be summarily rejected.

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

The tender should be submitted in two parts namely **Technical Bid** along with the proof of Earnest Money Deposit and **Financial Bid**. Each bid should be kept in a separate sealed cover. Both the bids sealed in separate covers should be kept in another sealed cover addressed to the **ACCA (Admin & Estt.)** O/o CCA, Punjab Circle, Madhya Marg, Sector-27-A, Chandigarh and delivered in person on or before 13:00 hours of the due date. Any bid received after the specified time and date for submission of bids shall be rejected.

The outer envelope containing sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same. The inner envelopes should be super-scribed with Tender Number, subject of Tender, whether the envelope is containing "Technical Bid" or "Financial Bid" and date of opening of tender.

4. **Signing of Tender:**

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

- (a) a "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or 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 CCA, Punjab Telecom Circle, Chandigarh, 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 Sole Proprietorship's/firm's/company'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.

5. **Technical Bid:-**

5.1 The Technical bid should be submitted in form given in **Section IV** along with the original Demand Draft for Earnest Money for the amount indicated above along with full details of technical facilities for executing the work and other information sought for in the **Section IV**.

6. **Financial Bid:**

6.1 The Financial Bid should be submitted in form given in **Section V** in a separate sealed cover kept inside the main cover. The Financial Bids of the tenderers short – listed after evaluation of technical bids only will be opened. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids.

6.2 A consolidated rate should be quoted along with its break up showing various items of charge. The bidder shall quote in original & duplicate price schedule attached along with bid document. Rate quoted in any other format /sheet will not be considered. The rate quoted in enclosed sheet (**in duplicate**) in English figures & words should be without any overwriting, corrections, errors, omissions etc. Any corrections in bid or rate sheet are required to be signed by the bidder otherwise tender may be rejected summarily. The rates quoted shall be firm and final.

6.3 The Terms of payment as stated in the Tender Document shall be final.

6.4 The price quoted by the bidder shall remain fixed during the entire period of the contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

6.5 Discounts or extra charges, if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

7. **Bid Security (EMD)**

7.1 The bidder must deposit Bid Security (Non-Interest Bearing) as mentioned below. The Bid Security shall be in the form of Bank Guarantee/DD from any nationalized bank payable at Chandigarh in favour of C.A.O. O/o CCA Punjab Telecom Circle, Chandigarh valid for 90 days from the date of tender opening.

- (i) Small Segment Vehicles = **Rs 13306/-**
- (ii) Large Segment Vehicles = **Rs 7788/-**
- (iii) Both Segment Vehicles = **Rs 21094/-**

7.2 The successful bidder's bid security will be discharged upon the bidder's acceptance of the award of contract satisfactorily in accordance with **Clause 13 of Section I** and furnishing the performance security. No request for transfer or adjustment of any previous deposit of earnest money or security deposit or payment of any pending bill held by this office in respect of any previous work will be entertained.

7.3 The bid security may be forfeited:

- a) If the bidder withdraws his bid during the period of validity specified by the bidder in the bid form.
- b) If the successful bidder fails to sign contract **within a week** of the issue of letter of intent.
- c) If the successful bidder fails to furnish performance security in accordance with Clause 13 of Section I.
- d) A bid not secured in accordance with **clause 5 (i)** shall be rejected by the CCA office as non-responsive and returned to the bidder.

7.4 The bid security of the unsuccessful bidder will be discharged/returned as early as possible but not later than **30 days** after the expiry of the period of bid validity.

8. **Validity of the Bids:-**

The bids shall be valid for a period of 90 days from the date of opening of the tenders. This has to be so specified by the tenderer in the financial bid.

9. **Opening of Tender:-**

The tenderer is at liberty either to be present himself or authorize not more than one representative to be present at the time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

10. **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 IV** and then on the basis of Financial information furnished in form given in **Section V**. The Financial bid (Section V) of such firms found valid based on technical parameters (as per Section IV) will be opened. It must be kept in view that no decision will be given by the Tender Evaluation Committee, or any inference drawn during the meeting of this Committee by the tenderers or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in Special Conditions

11. **Award of Contract**

CCA Punjab shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall within 7 days of the issue of the letter of intent give his acceptance and sign agreement with CCA Punjab.

12. Right of Acceptance:

CCA Punjab Shall not be bound to accept the lowest or any tender and reserve the right to accept or reject any bid.

13. Performance Security Deposit:

13.1 The successful bidder will have to deposit a performance security (security deposit) for 5% of the tender value in the form of Demand Draft drawn in favor of Sr. Accounts Officer, O/o CCA, Punjab Telecom Circle or a Bank Guarantee for the amount within 7 days after signing of an agreement valid for the period extending at least six months beyond the date of completion of work. The Security Deposit will not be adjusted against any payment due to the firm .

13.2 The Security Deposit can be forfeited by order of the CCA, Punjab Telecom Circle, Chandigarh 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.

14 Termination for Insolvency

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

15. 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 CCA, Punjab Telecom Circle, Chandigarh in that event and the security deposit shall also stand forfeited.

16. Subletting of Work:

The firm shall not assign or sublet or transfer the work or any part of it to any other person or party without having first obtained permission in writing of the CCA, Punjab Telecom Circle, Chandigarh, which he will be at liberty to refuse if he thinks fit.

17. Terms of payment

17.1 No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.

17.2 All payments shall be made by cheque/ECS only.

17.3 The term “payment” mentioned in this para includes all types of payment due to the supplier arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

17.4 Payment shall be made within 15 days from the date of receipt of complete bill in the O/o CCA Punjab. Monthly bills shall be submitted in duplicate to the CAO O/o CCA Punjab, Chandigarh along with the attested copy of the log book vehicle wise (Log Book should be duly signed by the user/designated officer in charge and the driver of the vehicle).

18. Arbitration

In the event of any dispute arising under the agreement in connection with the agreement the same shall be referred to sole arbitration of the Secretary, Department of Telecommunications, Government of India, Sanchar Bhawan, New Delhi. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

19. Force Majeure

If at 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 non 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. The decision of CCA Punjab as to whether the supplies/services have been so resumed or not shall be final and conclusive, 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.

20. Termination of Contract

CCA Punjab may, without prejudice to any other right/remedy for breach of contract, terminate the contract in whole or in parts by giving 2 (two) clear working days notice in writing to the contractor in case of any default by the contractor/service provider and in any of the terms and conditions.

a) If the bidder fails to provide vehicles as per Annexure VII within the period specified in the contract or any extension thereof granted by the CCA Punjab.

b) If the contractor fails to perform any other obligations under the contract agreement.

21. Right to vary Quantities

CCA Punjab reserves the right to increase or decrease the required quantity of service by 25% as specified in the schedule of requirements without any change in the hiring charges of the offered quantity and other terms and conditions.

22. Signing of Contract

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

23. Duration of the Contract

Normally the contract will be awarded for One year. However, extension for the next year/part thereof will be considered keeping in view various factors such as prevailing market rates, satisfactory performance of the firm.

SECTION II SPECIAL CONDITIONS OF THE CONTRACT

1. The special conditions of contract shall supplement the General (commercial) conditions of the contract as contained in Section I and wherever there is a conflict, the provisions herein shall prevail over those in Section I.
2. Office of CCA, Punjab Telecom Circle, reserves the right to debar a bidder for a suitable period in case he fails to honor his bid without sufficient ground.
3. Any liability under any Act or Statute shall be of the contractor and under no circumstances shall CCA, Punjab Telecom Circle assume responsibility.
4. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labor laws and regulations is the sole responsibility of the contractor. Any breach of such laws or regulations shall be deemed to be breach of this contract.
5. No sub-contracting is permissible.
6. The near relatives of all employees working in office of CCA, Department of Telecom Punjab Telecom Circle Chandigarh either directly recruited or on deputation are prohibited from participation in this tender. 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), son's wife(daughter- in - law), Daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) husband (brother-in-law).
7. The contractor shall assign the job of driving of hired vehicles to experienced drivers having appropriate license and also assume full responsibility for the safety and security of officers/officials as well as essential store items while running the vehicle by ensuring safe driving. CCA shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under Section 29 of IPC and any loss caused to CCA have to be suitably compensated by contractor.
8. The contractor shall send the vehicle for periodical servicing at the cost of the contractor, CCA will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes, insurance etc. will be to the contractor's liability.
9. CCA reserves right to counter offer price against price quoted by the bidder.
10. Regular checking of meter by the designated transport authority may be done by the contractor and requisite certificate may be shown to CCA as and when demanded.
11. Shortage in utilizing the contractual 1500 Kms per month in any particular month will be adjusted over a period of subsequent three months.

12. Change of commercial vehicle of same type and model will be allowed on written request and approval of controlling officer showing the reference of previous vehicle & Kms run of that vehicle during that quarter. Old and new vehicle will be considered in continuation for counting shortage in utilizing the contractual 1500 Kms in particular month of that quarter.

13. The vehicle may be used any where in the territorial jurisdiction of **Punjab Telecom Circle, Haryana and New Delhi/Delhi.**

14. Change of other type of vehicle will be allowed during break down of that vehicle and with written approval of controlling officer.

15. No kind of detention will be allowed for public/national holiday. Detention amount will not exceed more than night halt charges.

16. TDS applicable will be deducted from the payable amount of the bill.

17. The contractor shall abide with all local/municipal/sate/central laws and regulations.

18. The drivers shall be provided working mobile phone at the cost of the contractor, so as to enable the CCA office to contact them as and when required, during the period of the contract.

19. Payment of all kinds of Government taxes or duties for plying vehicles in Chandigarh, Punjab, Haryana & New Delhi/Delhi will be the **liability of the contractor.**

20. In case the date fixed for the opening of the bids is declared as holiday by the Government of India, the revised schedule will be notified. However, in the absence of such notification, bids will be opened on the next working day, time and venue remaining unaltered.

21. Tampering of meter reading, vehicle usage timings overwriting of summary/log book sheets and misbehaviour by the drivers while on duty shall be viewed seriously and may lead to even cancellation of the contract at the discretion of the CCA.

22. The Service provider/contractor shall not engage any person below the age of 18 years.

23. In case the vehicle is retained beyond 11 PM hours after duty night charges will be paid in other case overtime charges will be paid.

24. In case of increase/decrease in fuel prices upto 10%, approved rate will be increased/decreased accordingly by 2.5%.

SECTION III SERVICES TO BE PROVIDED

1. Service: Provision of commercial vehicles with licensed drivers, registered commercials vehicles on hiring basis for running in Chandigarh, Punjab, Haryana Circle and New Delhi/Delhi.
2. Experience: Should have one year experience in Government Department.
3. Contract Period: Under normal circumstances the contract shall be valid for a period of one year from date of signing of agreement. However contract may be extended for further period up to one year if agreed by the contractor and the CCA, Punjab Telecom Circle on the same rate and terms and conditions.
4. Quantity: Estimated number of vehicles to be hired is 3(01 in large Segment and 02 in small segment as per Annexure VIII). However it should be clearly noted that Office of CCA, Punjab Telecom Circle shall place the order only as per the actual requirement from time to time which may vary by 33%.
5. Duty hours: Eleven hours per day for six days from 0800h to 1900h (Monday to Saturday) per week. The duty hours shall be specified by actual users of vehicles.
6. Notice Period:
 - 1) For regular requirements one day in advance
 - 2) Telephonic intimation shall be considered as notice.
- 7 (a) Reporting Place: Any place within the jurisdiction of the Office of CCA, Punjab Telecom Circle. Actual place of reporting shall be specified by users of vehicles.

(b) Jurisdiction: Vehicle shall be required to run to any station within the territorial jurisdiction of Punjab, Haryana & Delhi/New Delhi.
8. Counting of Distance: The counting of distance will be effective from office to office. When vehicle is in use for actual journey by officers of CCA and during any breakdown the chargeable distance shall not be more than five KMs in each way from break down place to garage.

9. Accuracy of Meter: The accuracy of meter reading should tally with the actual reading distance of run at any instant and controlling / authorized officer shall have full power to check up the meter for its correctness and to take action to recover the actual loss to the Office of CCA, Punjab Telecom Circle.
10. Penalties:
- I) In case of break down, vehicles have to be replaced by other immediately or within not more than one hour. In case of non availability of suitable vehicle a penalty up to Rs. 200/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs. 300/- per break down shall be imposed.
 - II) In case of non-availability of vehicles. The CCA Punjab is free to engage a vehicle from the open market and debit the expenditure on account of it on the claims payable to the contractor, in addition, a penalty of Rs.500/- per day shall be imposed.
 - III) In case of non- availability of vehicles during extra hours Penalty of Rs.200/- per occasion shall be imposed.
 - IV) In case of meter found faulty, the vehicle with faulty meter should be repaired immediately or vehicle should be replaced till the meter is rectified. The controlling / authorized officer shall have full powers to check up the meter and to take action to recover the actual loss to the CCA.
10. Uniform of Drivers The drivers so provided should be decently dressed, and should be well conversant with ethical dealing with the officers.
11. Special
- I) Intending bidder must have a telephone where requisition of Vehicles can be conveyed all the 24 hrs. Telephone Number must be specified in the bid.
 - II) Payment of any Govt. tax including service tax or duty for playing the vehicles in the service area will be liability of contractor.
 - III) Parking and Toll charges, if any, may be claimed by producing the Parking / Toll slips.

SECTION IV
TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For Hiring of Taxi for use in the office of The Controller of Communication Accounts, Punjab Telecom Circle, Madhya Marg, Sector-27-A, Chandigarh.

1. -Name of Sole proprietorship/Company/Firm/ Agency: _____

2. -Name of Director of Sole proprietorship/Company/Firm/ Agency : _____

3. -Full Address: _____

Telephone No. _____

(Mobile No.) _____

Fax No. _____ -

E-mail Add: _____ -

4. - PAN No. _____ -

(Attach Self attested copy) -

5. -Whether copy of terms and conditions of the tender duly signed on each page are enclosed? _____ Yes/No

6. -Details of Earnest money Deposited: DD No. _____

Dated _____ Amount Rs _____

Drawn Bank _____.

Signature of authorized signatory

Date:

Place:

Name: -

Seal: -

**SECTION V
FINANCIAL BID**

SCHEDULE OF RATES

(A) SMALL SEGMENT VEHICLES

	Items	Rate in Words	Rate Figures in
1.	Rate for first 1500 Kms per month		
2.	Rate beyond 1500 Kms	Rs..... per Km	Rs....per Km
3	Overtime Detention Charges (refer Note 1)	Rs.....per hour	Rs....per hour
4.	Outstation night halt charges	Rs.....per night	Rs....per night

Note1: Normal timings will be 8AM to 7PM. Detention charges will be paid - before/after this period. -

Note 2: Rates should be inclusive of all taxes/duties (Central, State, and - Municipal) -

Signature of the Bidder:

Name of the Bidder:

Date:

SECTION V
FINANACIAL BID

SCHEDULE OF RATES

(B) LARGE SEGMENT VEHICLES

	Items	Rate in Words	Rate in Figures
1.	Rate for first 1500 Kms per month		
2.	Rate beyond 1500 Kms	Rs..... per Km	Rs....per Km
3	Overtime Detention Charges (refer Note 1)	Rs.....per hour	Rs....per hour
4.	Outstation night halt charges	Rs.....per night	Rs....per night

Note1: Normal timings will be 8AM to 7PM. Detention charges will be paid - before/after this period. -

Note 2: Rates should be inclusive of all taxes/duties (Central, State, and - Municipal) -

Signature of the Bidder:

Name of the Bidder:

Date:

SECTION VI

BID FORM

Tender No.: CCA/Pb/ Tender/Vehicle-hire/16-17/ 05

dated :11-11-2016

To,
Dy.CCA (Admin & Estt.)
O/o CCA Punjab Telecom Circle
Chandigarh

Dear Sir,

1. -Having the conditions of contract and services to be provided Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide commercial vehicles in conformity with the conditions of contract and specifications for the sum shown in the Schedule of prices attached herewith and made part of this bid.
2. -We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamp etc. and agreement will be binding on us.
3. -If our bid is accepted, we agree to our EMD being converted as performance guarantee and the rest of the amount may be deducted in equal monthly installments from our bill as Performance security for the due performance of the contract.
4. -We agree to abide by this Bid for a period of 90 days from the date fixed for Bid Opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. -Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. -Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.
7. -We understand that you are not bound to accept the lowest or any bid you may receive.

Dated thisDay of 2016

Signature of

In Capacity of

Duly authorized to sign the bid for and behalf of

Witness.....

Address

Signature

SECTION VII
BID SECURITY BOND
(Format of Bank Guarantee for EMD)

Whereas (hereinafter called "the Bidder") has submitted its bid dated for hiring contract of commercial vehicles Tender No. CCA/Pb/Tender/Vehicle-hire/16-17/ 05 dated : 11/11/16 Know all men by these Presents that We of having our registered office at (hereinafter called "the bank") are bound unto.....CCA Punjab Telecom Circle, Chandigarh, in the sum of Rs for which payment will and truly to be made the bank binds itself, its successors and assigns by these presents.

THE CONDITIONS of the obligation are:

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

We undertake to pay to CAO O/o CCA Punjab Telecom Circle, Madhya Marg, Sector-27-A, Chandigarh up to the above amount upon receipt of its first written demand, without having to substantiate its demand, provided that in its demand CAO O/o CCA will note that the amount claimed by it is due to it owing to the occurrence of one or two or both conditions specifying the occurred condition or conditions.

This guarantee will remain in force as specified in clause 13.1 of Section I of the bid document up to and including thirty (30) days after the period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Signature of Witness
Name of Witness
Address of Witness

Signature of Bank
Name
Signed in the Capacity of
Full Address of Branch
Tel. No. of Branch
Fax No. of Branch

Signature of Bidder

DECLARATION

“I/We hereby declare that I/We have carefully gone through the terms & conditions of tender notice No. CCA/Pb/Tender/Vehicle-hire/16-17/05 dated : 11-11-2016 in detail and agree to the rates submitted by me/us in the Rate Sheet and I/We agree in full”.

1) -Signature of the Party: _____
Full Name in Block Letters _____

Capacity in which the Tender is signed: _____

2) -Full Address: _____

Telephone Number: Office _____ -
Res. _____ -

BIO DATA OF THE PARTY

1. Name & Address of Sole Proprietorship/Sole Proprietorship/Agency/Firm/ Company:

Telephone Number (O) _____
(R) _____

2. Whether it is Proprietorship or Partnership _____

3. Full Name(s) of Proprietor or Partners _____
(Attested copies of partnership deed - _____
should invariably be attached) _____

4. Permanent Account Number (Income Tax) _____

5. Reference Number of Tender Offer of the Firm/party _____

Annexure III

CERTIFICATE

I _____, S/o _____, R/o _____ hereby certify that none of my relative(s) as defined in Section- II Clause 6 of tender document is/are employed in CCA Punjab of DOT or TERM Cell Punjab unit of DOT as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, CCA Punjab shall have the absolute right to take any action as deemed fit, without any prior information to me.

Signature _____
(For and on behalf of the contractor)

Name _____
Place _____
Date _____

Annexure IV

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach on CAO O/o CCA Punjab on or before date of bid opening)

To,
CCA
Department of Telecom
Punjab Telecom Circle
Chandigarh

Sub: Authorisation for attending bid opening on _____ (date) in the
tender of _____

Following person is authorised to attend the bid opening for the tender mentioned
above on behalf of _____ (Bidder)

Name of the Representative

Specimen Signature

1. _____

Signature of the Bidder

Maximum one representative will be permitted to attend the bid opening.
Permission for entry to the venue of bid opening may be refused in case
authorisation as prescribed above is not received.

PERFORMA OF PERFORMANCE SECURITY BOND

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

of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the CCA Punjab, against the said service provider(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider(s) or for any forbearance, and or any omission on the part of CCA Punjab, or any indulgence by the CCA Punjab, to the said service provider(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. - This guarantee will not be discharged due to the change in the constitution of the bank or the service provider(s) /supplier(s).
7. - This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by the CCA Punjab.

Dated: _____

For

(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act

DECLARATION REGARDING BEING DEBARRED

I
.....
..... proprietor/Partner(s)
hereby declare that the firm / company namely M/s.....
has not been debarred in the past by DOT/any other Government or Semi-
Government Organization from taking part in tenders.

OR

Was / were debarred by DOT/any other Government or Semi- Government -
Organization (Name of the organization) from taking part in -
tenders for a period of years w.e.f. The period is over on -
..... and now I/We/firm/Company is entitled to take part in the tenders from -
..... -

In case the above information is found false at any times, I/We are fully aware that
the tender/contract will be rejected/cancelled by the Office of CCA Punjab Telecom
Circle, Chandigarh and EMD shall be forfeited.

Date:

Signature of the tenderer with seal

Station :

Requirement of Vehicles

Sr. No.	Vehicles	Quantity
Large Segment (Diesel Vehicle)		
1	Tata Indigo	1
Small Segment (Diesel Vehicle)		
2	Tata Indica	2