



**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF TELECOMMUNICATIONS**

BID DOCUMENT

**TENDER FOR HIRING OF COMMERCIAL VEHICLES FOR
Office of the Sr. Deputy Director General,
(Telecom Enforcement, Resource and Monitoring)
Punjab LSA, Mohali.**

(Visit us at www.dot.gov.in OR <http://eprocure.gov.in/eprocure/app/>)

(QUALIFYING BID)

NAME OF THE TENDERER : Sr.DDGTERMPB/Vehicle Tender/2017-18/40 dated 23/10/2017

Office of the Sr. Deputy Director General
Punjab LSA Mohali

Price Rs. Nil
(Non Transferable)

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SECTION I

GOVERNMENT OF INDIA
DEPARTMENT OF TELECOMMUNICATIONS
O/O Sr. DEPUTY DIRECTOR GENERAL, Punjab LSA
2nd Floor, BSNL Telephone Exchange Building, Sector-70, Mohali, Punjab-160071

NIT No: Sr. DDGTERM PB/Vehicle Tender/17-18/40 Dated: 10/10/2017

NOTICE INVITING TENDER FOR TENDER

E-Procurement TENDER NOTICE for hiring of One AC and Two Non AC light commercial vehicles not older than October 2015 model, commercially registered.

The office of **Sr.DDG Punjab LSA, Mohali** on behalf of the President of India invites E-Procurement Tender (Online Tender through website <http://eprocure.gov.in/eprocure/app>) in Two bid system from the qualified firms as per the below mentioned schedule:-

SCHEDULE TO TENDER

S.No.	Activity Description	Schedule
1.	Tender No	Sr.DDGTERMPB/Vehicle Tender/17-18/40 Dated: 23/10/2017
2.	Sale of Tender Document	26/10/2017 to 16/11/2017 , The tender document can be downloaded from the DOT web site http://www.dot.gov.in or the E Procurement portal http://eprocure.gov.in/eprocure/app by using bidder login credentials.
3.	Time and last date of depositing Tender/ Bid	11:00 Hours of 17/11/2017
4.	Time and Date of Opening of Technical Bid	11:30 Hours of 17/11/2017
5.	Minimum Validity of tender offer	90 days from the date of Opening
6.	Services to be offered	A/C Commercial Vehicle (One) and Non A/C Commercial Vehicles (Two) AC Vehicles: AC Sedan like Honda City/Hundai Verna/VW Vento /Maruti Ciaz/Skoda Rapid/Swift Dzire/Honda Amaze/Toyota Etios / VW Ameo/Ford Figo-Aspire/Hundai Xcent/Tata Zest etc. Non A/C vehicles: Non- A/C sedan like Honda City/Hundai Verna/VW Vento /Maruti Ciaz/Skoda Rapid/Swift Dzire/Honda Amaze/Toyota Etios / VW Ameo/Ford Figo-Aspire/Hundai Xcent/Tata Zest etc.
7.	Estimated cost of tender	Rs. 16,00,000/-
8.	Amount of EMD to be deposited(2.5% of the cost of tender)	Rs. 40,000 /-
9.	Duration of contract	One Year from the date of award of contract. However, the same may be further extended for next year on same Terms & conditions on mutually agreed basis.
10.	Cost of Bid Document	Rs. Nil

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

Interested bidders may submit their quotation online on <http://eprocure.gov.in/eprocure/app> as per the tender document in the websites <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.

The applicant has to deposit Earnest Money (EMD) of Rs. 40000/- (**Forty Thousand only**) in the form of a Demand Draft/ Pay order from Scheduled / Nationalized Bank drawn in favour of AO Cash, O/o CCA Punjab at Chandigarh or for fee exemption has to submit valid self-attested registration certificate issued by NSIC. The same has to be submitted in soft copy format on line.

The aforesaid DDs/Pay orders towards the EMD should be submitted to the DDO, O/o Sr.DDG, Punjab LSA, Mohali on or before 11:30 Hours of 16 /11/2017.

The duly filled tender documents shall not be accepted if there are not accompanied by the scanned copy of the demand draft/Pay order towards the requisite bid security (EMD).The DD/Pay order towards the Earnest Money Deposit should bear the date after the date of NIT.

DDO
O/O Sr.DDG, Punjab LSA
Mohali-160071

SECTION II

BID FORM

NTT No. SR.DDGTERM PB/Vehicle Tender/17-18/40

Dated: 23/10/2017

To

THE Sr.DEPUTY DIRECTOR GENERAL,
Punjab LSA, DOT
**1st floor Telephone Exchange Building,
Sector-70 Mohali (PB)**

Dear Sir,

1. Having conditions of contract and services to be provided, including addenda Nos.....the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide commercial vehicle 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 stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum as mentioned in TENDER document for due performance of the Contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of 2017.

Signature of

In capacity of

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

Witness.....

Address

Signature

SECTION III

A. BIDDER'S PROFILE

**Passport size
photographs of
the Bidder/
authorized
Signatory holding
power of Attorney**

General:

1. Name of the Bidder/ firm _____
2. Name of the person submitting the Bid whose photograph is affixed Shri/Smt. _____

(In case of Proprietary/Partnership firms, the Bid has to be signed by Proprietor/ Partner only, as the case may be) Tenderer will upload the attested copy of the PAN card / Election Commission I-Card / Passport of the proprietor or authorized signatory in case of proprietor is not signing the Tender document. The Tender is liable to be rejected if the signature and photograph do not match with the photograph affixed and the signature made in the Tender documents.

3. Address of the firm _____
4. Telegraphic Address _____
5. Tel no. with STD code (O)... (Fax)... (R).....
6. Registration & incorporation particulars of the firm:
 - i) Proprietorship
 - ii) Partnership
 - iii) Private Limited
 - iv) Public Limited

(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law)

7. Name of Proprietor/Partners/Directors _____
8. Bidder's bank, its address and his current account number _____
9. Permanent Income Tax member, Income Tax circle
(Please attach a copy of last income tax return) _____

10. Infrastructure capabilities:

(a) Particulars of vehicles available with the Bidder:

Type of Vehicle(s)	Registration number
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I/We hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder _____

SECTION –IV

A. CERTIFICATE FOR THE DOCUMENTS DOWNLOADED FROM THE DEPARTMENT OF TELECOMMUNICATIONS WEBSITE.

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

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

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

SIGNATURE OF THE BIDDER WITH SEAL

B. CERTIFICATE REGARDING NEAR RELATIVES

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

SIGNATURE OF BIDDER WITH NAME AND ADDRESS

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

C. DECLARATION REGARDING DEBARRED

I..... authorized signatory of firm/company 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.

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 tender 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 Sr.Deputy Director General, Punjab LSA and EMD shall be forfeited.

Date: Signature of the tenderer with seal

Station : Name:

SECTION V INSTRUCTIONS TO BIDDERS

SERVICES TO BE PROVIDED

1. Services to be provided: are given in Section VIII.
2. **Eligible Bidders**
 - (a) Bidder should be recognized from the Department of Tourism, Govt. of India/ State Govt./Any other Public Institution/ Body.
 - (b) The bidder should own (minimum One) or on lease sufficient vehicles of model not older than year 2015 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.
 - (c) If vehicle is not commercially registered, approved supplier, shall get the vehicle commercially registered within one month from the award of the work and submit the proof to O/o Sr.DDG Punjab LSA, DoT, Mohali
 - (d) The bidder shall also submit full details of the vehicles that can be assigned in their favor and shall give a clear declaration that the firm will be able to supply commercial vehicles of model not older than 2015.
 - (e) The bidder shall have experience of minimum period of 2 years for similar supplying not less than Two commercial vehicles/cars to any Central/State Govt. organization or any large Public Sector Undertaking.
3. **Cost of Bidding**
The bidder shall bear all costs associated with the preparation and submission of the bid. DOT in no case be responsible for these costs regardless for the conduct or outcome of the bidding process.
4. **Bid Document**
Bid document is in two parts (a) Qualifying bid and (b) Financial Bid

4.1 Qualifying bid consists of :

- i) Notice Inviting Tender
- ii) Bid form
- iii) Bidders profile
- iv) All self-attested document as listed in item no. 5 of section-V.
- v) Instructions to the bidders
- vi) General (Commercial) conditions of the contract.
- vii) Special conditions of contract if any
- viii) Services to be provided
- ix) Agreement for vehicle hire
- x) Performance Security Bond Form
- xi) Letter of authorization to attend bid opening.
- xii) Appendix I & II

Financial bid consists of:

Schedule of hire charges

- 4.2 The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. 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 will be at the bidder's risk and may result in rejection of the Bid.
- 4.3 A prospective bidder requiring any clarification on the Bid document shall notify the purchaser in writing. The purchaser shall respond in writing to any request for the clarification of bid document which it receives not later than 3 days prior to the date of opening of Tender.
5. **Documents required to be submitted for establishing Bidders Eligibility and Qualifications**
 - i. Proof of Registration of firm.
 - ii. The bidder shall furnish the Experience Certificate as mentioned in 2(e).
 - iii. Partnership Deed or articles/ Memorandum of Association as the case may be,
 - iv. Latest income Tax Return.
 - v. Declaration as per Section iv.
 - vi. Service Tax Registration.
 - vii. Power of attorney (if applicable).
 - viii. Registration Certificate for Vehicles (minimum one vehicle should be on the name of the firm/proprietor).
 - ix. Photo copy of PAN card.
 - x. Bid Form, duly filled in, as per section II.
 - xi. Bidder's profile duly filled as per section III of bid document.
 - xii. All the documents should be self certified before uploading.

6. **Amendment to bid document**

- i) At any time, prior to the date of submission of bid, DOT 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.
- ii) The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them.

7. **Documents comprising the bid**

The bid prepared by the bidder shall comprise the following components.

- a. Documentary evidence established in accordance with clause 2 that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.
- b. Bid security furnished in accordance with clause 11.
- c. A clause by clause compliance as per clause 10.
- d. Bid Form and rate schedule completed in accordance with clause 8 and 9.

8. **Bid Form.**

The bidder shall complete the Bid Form and the appropriate price schedule furnished in the bid document covering the services to be rendered quality and price schedule as per financial bid.

9. **Bid Price.**

- i) The supplier shall quote as per price schedule given in financial bid for all types of vehicles given in the schedule of requirement. The rates shall be quoted inclusive of all taxes, levies and duties except Goods and service tax, service tax shall be reimbursed as per actual. The vehicle on daily basis shall be hired as and when the need arises. The quantity of vehicle hired on daily basis taken in BOQ is tentative and for the purpose of tender evaluation only.
- ii) The price quoted by the bidder shall remain fixed during entire period of contract & 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.
- iii) "Discount" or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

10. **Clause by clause compliance.**

A clause-by-clause compliance of service to be provided (SECTION V & VI) and special conditions (Section VII) shall be given. In case of deviation a statement of deviation shall be given.

11. **Bid Security**

- 11.1 Pursuant to clause 9 of NIT, the bidder must deposit Bid Security as mentioned in Notice Inviting Tender. The Bid Security shall be in the form Demand Draft/Baker's cheque drawn on any Scheduled Bank in Chandigarh in favour of AO (Cash) O/o CCA, Chandigarh, valid for 90 days from the date of Tender opening may be submitted in separate cover.
- 11.2 The successful bidder's security will be discharged upon the bidder acceptance of the award of contract satisfactorily in accordance with clause 15 and furnishing the performance security.
- 11.3 **The Bid Security may be forfeited.**
 - a) If bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form.
 - b) If the successful bidder fails
 - i) to sign contract in accordance with clause 18
 - ii) to furnish performance security in accordance with clause 11 of Section V
- 11.4 If a bid not secured in accordance with para 11.1, it shall be rejected by the DOT as non-responsive at the bid opening state and returned to the bidder unopened.
- 11.5 The bid security of unsuccessful bidder will be discharged/ returned as early as possible as but not later than 30 days after the expiry of period of bid validity.

12. **SUBMISSION OF BIDS**

- 12.1 The bid may be called under:-

Single Stage Bidding & Two Electronic Envelope System

The bidder shall submit his bids in two envelopes:

- The First electronic envelope will be named as **Techno-commercial bid**. This envelope will contain documents of bidders satisfying the eligibility/Technical & commercial conditions.

- 12.2 The Second electronic envelope will be as **Financial Bid (BOQ)** containing Price Schedule.
12.3 INSTRUCTION FOR ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement are at <https://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) 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 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 same 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 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_xxx.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.

13. Bid Opening

DOT shall open bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (Format is given in section XI).

14. Evaluation

- 14.1 DOT 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.
- 14.2 If there is discrepancy between words and figures the amount in words shall prevail prior to detailed evaluation, DOT will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by DOT.
- 14.3 DOT shall evaluate in detail and compare the substantially responsive bids illustrated below and comparison of bids shall be on the price of the services offered inclusive of all levies and charges (except Service Tax, which shall be reimbursed as per actual) as indicated in the price schedule in Financial bid of the bid document.

Evaluation, Criterion for Tender shall be as follows -

Tender cost = Total charges for 2000Kms/vehicle in a month for all vehicles taken together and vehicle hired on daily basis. (For evaluation purpose extra run/month, detention hours/month and night halt/month have been taken as 200Kms, 10hours and 2 nights respectively per vehicle hired on monthly basis. The quantity of vehicle hired on daily basis taken in BOQ is tentative and for the purpose of tender evaluation only.

The bid having least value of Total Cost shall be considered as L1.

Note : The evaluation of tenders shall be done without considering goods and service tax.

- 14.4 Financial bids shall be opened of those bidders whose qualifying bids found successful.

15. Award of Contract

DOT shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall within 10 days of issue of letter of intent, give his acceptance along with performance security in conformity with section IX of the bid document.

16. Right to vary quantities

DOT reserves the right to **increase or decrease up to 25%** of the required quantity of (rounded to next whole number) services specified in the schedule of requirements without any change in hiring charges of the offered quantity of other terms and conditions. However, under exceptional circumstances, with the approval of competent authority, i.e. Sr. DDG, Punjab LSA, the quantities can be varied upto $\pm 50%$ of the estimated cost on the same rates, terms and conditions of the contract with mutual consent. Decision of DoT shall be final on this regard.

17. Signing of Contract

- 17.1 Signing of Agreement shall constitute the award of hiring contract on the bidder.
- 17.2 Upon the successful bidder furnishing the Performance Security the DOT shall discharge its bid security in pursuant to clause 11.

18. Annulment of Award

Failure of the successful bidder to comply with the requirement of clause 18 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which even DOT may make the award to any other bidder at the discretion of DOT or call for new bids.

19. Period of validity of bids

- (i) The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by DOT as non-responsive.
- (ii) A bidder accepting the request of DOT for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

20. Insurance

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

SECTION VI

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. Application

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in NIT unless otherwise agreed by DOT.

2. Performance Security

2.1 The successful bidder shall deposit an amount equal to 10% of the approved tender cost (as indicated in NIT) within 2 weeks of conveying DOT's intention for accepting the bid as Performance Security.

2.2 Performance Security shall be submitted in the form of Bank Guarantee issued by a scheduled Bank and the Performa provided in section X of the bid document or DD/Banker's cheque drawn in favour of AO (cash) o/o CCA Punjab.

2.3 Performance Security will be discharged after completion of contractor's performance obligations under the contract.

2.4 If the contractor fails or neglects any of his obligations under the contract it shall be lawful for DOT to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

3. EXECUTION TIME LIMIT

3.1 The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.

4. PAYMENT TERMS

Monthly bills shall be submitted in duplicate to the authority specified in contract along with duty slips / copy of log book duly signed by the user.

5. Termination of Contract

5.1 DOT may 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 DOT.

(b) If the contractor fails to perform any other obligation (s) under the contract.

5.2 DOT 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.

6. Termination for insolvency

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

7. Force Majeure

7.1 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 event 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 DOT as to whether the supplies 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.

8. Arbitration

- 8.1 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 of the Sr.DDG Punjab LSA, DoT, Mohali. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the office for the time being entrusted whether in addition to the function of the Sr.DDG Punjab LSA, DoT, Mohali or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Sr.DDG Punjab LSA, DoT, Mohali or the said officer is unable or unwilling to act as such, than to the sole arbitration of some other person appointed by the DDG or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.
- 8.2 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- 8.3 The venue of the arbitration proceeding shall be Office of Sr.DDG Punjab LSA at Mohali or such other place as the arbitrator may decide.

9. 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 DOT and set off the same against any claim of DOT for payment of a sum of money arising out of this contract or under any other contract made by contractor with DOT.

SECTION VII**SPECIAL CONDITIONS OF CONTRACT**

1. The special conditions of contract shall supplement the instruction to the Bidders as contained in section IV and general (commercial) conditions of the contract as contained in section V and wherever there is a conflict, the provisions herein shall prevail over those in section IV and section V.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. DOT reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with DOT.
4. DOT reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.
5. The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the contractor, the hiring authority has no responsibility of whatsoever and will not entertain any claim in this regard under the provision of the law.
6. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.
7. No sub-contracting is permissible by DOT. The near relatives of all DOT employees {Non-executive employees working in Area of Sr.DDG Punjab LSA, DoT, Mohali & executive employees (also called Group-A & Group-B officers working in Area of Sr.DDG Punjab LSA, DoT, Mohali either directly recruited or on deputation are prohibited from participation in this Tender. The near relatives for this purpose are defined as: Near Relative: - The near relatives are defined as: (The near relatives of all DOT Employees either directly recruited or on deputation are prohibited from participation in Tenders and execution of works in the different units of DOT). The detailed guidelines in this regard are given in the following paragraphs :- i) 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) & sister's husband (brother-in-law). ii) As per Government of India's CCS Conduct rule 4, no Government servant shall in the discharge of his official duties deal with any matter or sanction any contract to any company or for any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Govt. Servant shall refer every such matter or contract to his official superior. This clause is applicable to all DOT employees and in view of this as soon as any DOT employee becomes aware of the above aspect, he must intimate this to the prescribed authority. For nonexecutive employees this authority is SSA Head / Circle Head / Chief Engineer / Chief Archt. / Corporate office under whom he is posted. For executive employees (at present some of them are called as Gazetted officers) the prescribed authority for this purpose is Circle Head / Chief Engineer / Chief Archt. / Corporate office under whom he is posted. iii) The Company or firm or any other person is not permitted to Tender for works in DOT Unit in which his near relative(s) is (are) posted. The unit is defined as SSA/Circle/Chief Engineer/Chief Archt./ Corporate Office for non executive employees and Sr.DDG Punjab LSA, DoT, Mohali for executive employees (including those called as Gazetted officers at present.
8. The Tenderer(s) should give a certificate to the effect that none of his/her such relative is working in the units of DOT as defined above. In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of Limited company by all Directors of the Company. Any breach of these conditions by the company or firm or any other person, the Tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is noticed. The DOT will not pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.

9. The contractor shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/ officials as well as essential store items while running the vehicle by ensuring safe driving. DOT 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 DOT have to be suitable compensated by contractor. Drivers should have minimum 3 years of experience of driving. They should have Vehicle Transport License for driving passenger vehicles.
10. The contractor shall when called upon to do so, place at the disposal of DOT such number of vehicles as may be required although the number of vehicles so demanded may be more than the number of vehicles he is required to supply for the purpose of execution of the contract at same rate and terms and conditions. The number of such vehicles to be supplied extra will not be more than 25% of original schedule or requirement in the NIT.
11. In no case a vehicle which is not registered for the commercial purpose shall be supplied to DOT and taxes etc. due to on such vehicles shall be liability of the contractor.
12. The contractor shall sent the vehicle for periodical servicing at the cost of the contractor, DOT 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.
13. DOT reserves right to counter offer price against price quoted by the bidder.
14. The bidder with the lowest evaluated price will be considered for about 30% of Tendered quantity and the balance quantity will be ordered on the remaining selected bidders. However, DOT reserves the right for placement of full tendered quantity on the lowest bidder.
15. Regular checking of meter by the designated transport authority may be done by the contractor, and requisite certificate may be shown to DOT as and when demanded. The special conditions of contract shall supplement the instruction to the Bidders as contained in section IV and general (commercial) conditions of the contract as contained in section V and wherever there is a conflict, the provisions herein shall prevail over those in section IV and section V.

Signature of bidder with seal.

SECTION VIII

SERVICES TO BE PROVIDED

1. **Service:** Provision of commercial vehicles with licensed drivers, registered Commercial vehicles on Hiring basis for running in Chandigarh, Punjab, Haryana and Delhi. Vehicles upkeep shall be in good condition along with neat and clean seat covers all the time while on duty. The driver should be in proper uniform and well behaved. The driver should have a mobile connection with him for the purpose of communication. Parking Charges, Toll Charges while on duty to TERM Office shall be payable on actual basis on submission of the payment receipts / challan / token with the monthly bill.
2. Under normal circumstances the contract shall be valid for a period of one year from date of issue of contract of work order. However contract may be extended for further period up to one year in steps if agreed by the contractor and DOT on the same rate, terms and conditions.
3. **Quantity:** Estimated number of vehicles to be hired on monthly basis is **Three (3)**, however it should be clearly noted that DOT shall place the order only as per the actual requirement from time to time. Vehicles may be hired on daily basis also as per requirement. The make of vehicles hired on monthly and daily basis shall be as specified in the tender document.
4. **Unused KMs** The KMs not used during a particular month (monthly KMs slab) shall be carried over to the next month and extra KMs if any travelled during next month's will be adjusted against these unused KMs.
5. **Duty hrs:** Duty hours shall be ten hours per day on all days of month except a weekly off and National Holidays. However actual duty hours shall be specified by actual users of vehicles. The vehicle may be called upon for the services on Saturday, Sunday or Gazetted holidays also, if required, without any extra charge.
6. **Notice Period** I) For regular requirements one day in advance II) Telephonic intimation shall be considered as notice.
7. **Reporting:** Any place within the jurisdiction of Sr.DDG, Punjab LSA. Actual place of reporting shall be specified by users of vehicles.
8. **Counting of Distance:** The distance shall be counted from garage to garage. But chargeable distance in this respect shall be actual distance or 5 km both ways, whichever is less.
9. Accuracy of 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.
10. **Penalties**
 - I) In case of break down, vehicles have to be replaced by other immediately or 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. 500/- per break down shall be imposed.
 - II) In case of non-availability of vehicles penalty of Rs. 700/- per day shall be imposed in addition to deduction at pro-rata basis for that day.
 - III) In case of non-availability of vehicles during extra hrs. Penalty of Rs. 200/- per occasion shall be imposed.
 - IV) In case of non-compliance of any of the clauses of the agreement where specific financial penalty has not been mentioned, penalty of Rs 50/- per clause will be imposed.
 - V) The maximum annual penalty of all vehicles shall not exceed the value of tender for one year.
11. **Special**
 - I) Intending bidder must have a telephone/Mobile phone where requirements requisition of vehicles can be conveyed all the 24 hrs. Telephone no. must be specified in the bid.
 - II) No vehicle should be supplied having registration in the Name of employee of DoT staff or close relative and Certificate to this effect be given on the body of bill while submitting claim.
 - III) Payment of any Govt. tax or duty for plying the vehicles in Punjab, Haryana, Chandigarh and Delhi will be liability of contractor. However Goods and Service Tax shall be paid extra as per actual.

Signature of bidder with seal.

SECTION IX
AGREEMENT FOR VEHICLE HIRE

This agreement is made on this _____ day of 2017 between M/s _____ (herein after called the Contractor whose term includes its successors and assignees) whose registered office is at _____ and is registered under _____ and acting through its authorized official Sh. _____

_____, and Department of Telecommunication. (Herein after called the DOT whose term includes its successors and assignees) whose registered office is situated at Sanchar Bhavan New Delhi and acting through its authorized official Sh. _____, at Sr.DDG Punjab LSA office at Mohali. The Contractor will provide Commercial vehicles on hire basis for Sr.DDG Punjab LSA for official use on the terms and conditions herein contained, and rates as mentioned in appendix-I. The "Contractor" has deposited Rs. _____ (Rupees _____) as interest free Performance Security.

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

1. The Contractor shall during the period of this contract that is to say from _____ to _____ or until this contract is determined by such notice as herein after mentioned, will provide commercial vehicles not older than October 2015 year model, on the rates accepted as described in schedule vide appendix-I 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 service by DOT.
2. The Contractor shall comply with all the terms and conditions of Tender documents contained which are part and parcel of this agreement and forms integral part of this agreement and also the following.
3. The authorities of DOT indicated in appendix-I shall place an order for their requirement on the official Hire order form appendix-II (herein after called Hire order) and will receive acknowledgement from the Contractor for supply of vehicles. It is anticipated that the Contractor will supply vehicles 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 agrees with the DOT and with each authority competent to order that every contract of hire order should be subject to the terms of this Agreement for vehicle Hire and in the event of a conflict between these terms and the terms in hire order, the terms of this Agreement for vehicle Hire shall prevail.
5. Contractor will provide vehicles to DOT not older than year October 2015 model, and registered for the commercial purpose only and taxes; insurance etc. due on such vehicles shall be the liability of the contractor.
6. The Contractor should provide the particular model or make of vehicle as agreed upon in the contract. The DOT only reserves the right to substitute it with another similar vehicle. If for any reason whatsoever the DOT is not happy with the condition of the vehicle provided, the Contractor's nearest office will be informed immediately and they should accept and liability to replace it as per requirement. If for any reason the Contractor is not in a position to provide a substitute vehicle as demanded by the DOT then the DOT will be free to engage a vehicle from the open market and debit the expenditure on account of it on the claims payable to the Contractor.
7. Contractor will submit bills to the _____ Section of _____, of DOT on monthly basis for release of payment by DOT.
8. The driver of the vehicle shall be provided with the duty slips/log book by the Contractor where date, time Kms reading and places visited are to be filled in and signed by the users/DOT officials. On the basis of these duty slips, the bills shall be raised to DOT by the contractor. Counting of distance will be from garage, but chargeable distance in this respect shall not be more than 5 kms per day between user delivery address and the garage/normal parking place.
9. If the Contractor fails to provide the vehicle to DOT and if the service is not found satisfactory enough, the DOT shall have the right to terminate the contract in whole or part as per clause 5 of Section VI of Tender Document.
10. In the event of any mechanical failure/ break down of vehicle after its reporting duty, the contractor shall arrange for replacement by another Commercial Vehicle. Non-compliance may attract penalty as per Clause 9(i) of Section VIII

of Tender Document. In the event of failure on the part of contractor to supply vehicles as mentioned in the preceding paragraph, penalty as per Clause 9 (ii) of Section VIII of Tender Document shall be imposed.

11. In case of any accident resulting in loss or damage to property of life, the sole responsibility for any legal or financial implication would vest with the contractor. DOT shall have no liability whatsoever.
13. The Tender Document NIT No. Sr.DDGTERM PB/Vehicle Tender/17-18/40 Dated: 23/10/2017 which is annexed to this agreement, as schedule "B" shall form part and parcel of this Agreement and integral part of this agreement.
14. That contractor is liable for any legal dispute/cases/claims that have arisen or may arise during the currency of the agreement in respect of vehicles provided by contractor. DOT will not be liable for any loss, damages, etc. suffered/ to be suffered by contractor or third party as the case may be.
15. If for any reason the DOT is dissatisfied in any way with the standard of the vehicle or felt deficiency in service during the hire period, it will be reported to the Contractor in writing. The Contractor without raising any dispute on such assessment by the DOT 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.
16. The Contractor shall also be liable for all fines, penalties, and the like of parking, traffic and other criminal offences arising out of or concerning the use of the vehicle during the hire period and any toll Charges or entry Taxes payable locally and the Contractor accordingly indemnifies the DOT against all such liability.
17. The Contractor shall not act as a broker for other hire companies or any individual and the contract will be valid only if the company signing the contract supplies the vehicles themselves from their own fleet. The Contractor will also ensure that they will not supply the vehicles to DOT which are either owned by employees of DOT or their near relatives as defined in Sch-IV of Company Act 1959 and Section-VII item (7) & (8) of the Tender documents enclosed as schedule "B" to this agreement. A certificate to this effect is annexed to this agreement as Section-IV.
18. 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 of the Sr.DDG Punjab LSA, DoT, Mohali. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Sr.DDG Punjab LSA, DoT, Mohali or by whatever designation such officers, may be called (hereinafter referred to as the said officer) and if the Sr.DDG Punjab LSA, DoT, Mohali or the said officer is unable or unwilling to act as such, than to the sole arbitration of some other person appointed by the Sr.DDG or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.
19. If the Contractor institutes any legal proceedings against the DOT to enforce any of its rights under this agreement it shall be in the legal jurisdiction of DOT where the vehicle has been hired and not the place where the Contractor has his registered office.

Signed _____

For and on behalf of the DOT

Name (caps) _____

Position _____

Date _____

Signed _____

For and on behalf of the Contractor

Name (caps) _____

Position _____

Date _____

In the presence of Witnesses

1.

2.

In the presence of Witnesses

1.

2.

SECTION – X
PERFORMANCE SECURITY BOND FORM

1. In consideration of Sr.DDG Punjab LSA, DoT, Mohali (here in after called the DOT, New Delhi) having agreed to exempt _____ (here in after called the said contractor(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 contractors of the terms & conditions to be contained in an Agreement in connection with the contract for supply of _____ we, (name of the Bank) _____ (herein after referred to as “the Bank”) at the request of _____ Contractor’s do hereby undertake to pay the Sr.DDG Punjab LSA, DoT, Mohali an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the Sr.DDG Punjab LSA, DoT, Mohali reason of any breach by the said contractor’s of any of the 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 Sr.DDG Punjab LSA, DoT, Mohali stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Sr.DDG Punjab LSA, DoT, Mohali reason of breach by the said contractor’s of any of terms & conditions contained in the said agreement or by reason of the contractors 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 Sr.DDG Punjab LSA, DoT, Mohali 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 Sr.DDG Punjab LSA, DoT, Mohali any money so demanded notwithstanding any disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the 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 th that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees 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 Sr.DDG Punjab LSA, DoT, Mohali, under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Sr.DDG Punjab LSA, DoT, Mohali certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges guarantee.
5. We (name of the bank) further agree with the Sr.DDG Punjab LSA, DoT, Mohali that the Sr.DDG Punjab LSA, DoT, Mohali shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & condition of 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 Sr.DDG Punjab LSA, DoT, Mohali against the said any contractor(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 contractor(s) or for any forbearance, and or any omission on the part of the Sr.DDG Punjab LSA, DoT, Mohali or any indulgence by the Sr.DDG Punjab LSA, DoT, Mohali 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. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(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 Sr.DDG Punjab LSA, DoT, Mohali.

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.

Signature of bidder with seal

SECTION - XI

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach on or before time of bid opening)

To,

**The Sr.DEPUTY DIRECTOR GENERAL,
Punjab LSA, DoT, Mohali**

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

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

Order of Preference	Name	Specimen Signatures
----------------------------	-------------	----------------------------

I.

II.

Alternate Representative

Signatures of Bidder

Or

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

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

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

Section- XII

Tender Compliance Sheet

Sub: - Tender For Hiring of Light Commercial Vehicles (Document to be uploaded)

S.No	Description of the document to be uploaded
1.	Scanned Copy Cash Receipt/ DD towards cost of EMD deposition
2.	Bid Form with all the Pages stamped and signed.
3.	Registration certificate of the firm (for Pvt.Ltd/Pub. Ltd Company)/Submission of affidavit (for proprietor firm) / duly self-attested copy of partnership firm)/duly self-attested copy of MoA
4.	Self attested copies of Experience Certificates.
5.	Self attested copy of latest Income Tax return . .
6.	Self-attested Copy of Goods and Service Tax (GST) registration certificate
7.	Self-attested Copy of PAN Card
8.	Self-attested Copy of vehicle Registration and Insurance Cover.
9.	Bidder's Profile
10.	Certificate regarding non-relative in O/o Sr.DDG, Punjab and/or O/o CCA DoT Punjab
11.	Declaration regarding debarred.
12.	Declaration about Blacklisted/Non-Blacklisted company on stamp paper & notarized
13.	Power of Attorney in original, in case tender document is signed by person other than tenderer or tendering company.
14.	Financial Bid

Signature

Name

Name & address of the firm

(Signature of the Bidder)

(With seal of the firm)

DEPARTMENT OF TELE COMMUNICATIONS

(Part of Agreement for vehicle hire)

Period of Contract: ONE YEAR**Name of Unit : Sr.DDG Punjab LSA, DOT, Mohali**

Sl. No.	Name of Unit	Address	No. of Vehicles Allotted for Hire	Monthly Hire Charges Per vehicle	Make	Model Euro/Bharat -II/III/IV
1.	Sr.DDG, Punjab LSA	2 nd floor BSNL Telephone Exchange Building Sector 70 Mohali (PB)	1 (One) AC 2 (Two) Non AC	Do not quote	A/C Commercial Vehicle (One) and Non A/C Commercial Vehicles (Two) AC Vehicles: AC Sedan like Honda City/Hundai Verna/VW Vento /Maruti Ciaz/Skoda Rapid/Swift Dzire/ Honda Amaze/Toyota Etios / VW Ameo/Ford Figo-Aspire/Hundai Xcent/Tata Zest etc. Non A/C vehicles: Non- A/C sedan like Honda City/Hundai Verna/VW Vento /Maruti Ciaz/Skoda Rapid/Swift Dzire/ Honda Amaze/Toyota Etios / VW Ameo/Ford Figo-Aspire/Hundai Xcent/Tata Zest etc.	Not older than October 2015

Signed _____
(on behalf of DOT)
Name (caps) _____

Position _____

Date _____

DEPARTMENT OF TELECOMMUNICATIONS

Hire Order
(Only by specified authority)

This document is subject to the terms of the Agreement for vehicle hire.

Agreement dated _____ between _____ (the Contractor) and
_____, the Authority (the DOT)

Order details :-

DOT's order number _____
Contractor's reference _____
Name of hiring unit _____
Designation of authority hiring _____
Delivery address _____

Vehicle details:-

Make _____ Model (year of manufacture) _____
Fuel used _____ Horse Power (cc) _____ Euro I/II _____
Any other details _____

Hire details

Vehicle delivery date _____ Period of hire (months) _____
Monthly hire charge Rs. _____
Contracted monthly mileage _____ Kms.

Signed _____
(On behalf of DOT)
Name (caps) _____
Position _____
Date _____



**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF TELECOMMUNICATIONS**

BID DOCUMENT

**TENDER FOR HIRING OF COMMERCIAL VEHICLES FOR
Office of the Sr. Deputy Director General,
Punjab LSA, Mohali.**

(FINANCIAL BID)

NAME OF THE TENDERER _____

Office of the Sr. Deputy Director General
Punjab LSA, Mohali

INSTRUCTIONS FOR FILLING OF FINANCIAL BID FORM (BoQ)

Tender No. : TERMPB/Tender-Vehicle/2017/40

Dated: 23/10/2017

Financial Bid for providing Services of vehicles on hiring basis for the office of Sr.DDG, Punjab LSA, DoT, Mohali.

1. Financial Bid(BoQ) – Financial Bid Form (BoQ) must be downloaded separately from <http://eprocure.gov.in/eprocure/app>, filled up and uploaded online at <http://eprocure.gov.in/eprocure/app> under Financial Bid (BoQ).
2. The BOQ template must not modified/replaced by the bidder and the same should be uploaded after filling the relevant columns. Else, the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.
3. The Bidder has to quote the following rates for Vehicles on Monthly Basis.
 - a. AC Vehicle: Monthly Charges (for 2000 Kms per month) in rupees for the makes specified in the tender document.
 - b. AC Vehicle : Charges for extra KM (above 2000 Kms per month) in Rs. Per Km
 - c. AC Vehicle: Daily Charges (for 80 Kms per day)
 - d. AC Vehicle: Charges for extra KM (above 80 Kms per day) in Rs. Per Km
 - e. Rate per hour for detention beyond duty hour in Rs.
 - f. Rate per night halt in Rs.
 - g. Non AC Vehicle: Monthly Charges (for 2000 Kms per month) in Rs. For the makes specified in the tender document.
 - h. Non AC Vehicle: Charges for extra Km (above 2000 Kms per month) in Rs. Per Km
 - i. Non AC Vehicle: Daily Charges (for 80 Kms per day)
 - j. Non AC Vehicle: Charges for extra KM (above 80 Kms per day) in Rs. Per Km
 - k. Rate per hour for detention beyond duty hour (Rs.)
 - l. Rate per night halt (Rs.)
 - m. AC and Non AC vehicle daily charges shall also be filled as required. The make of vehicles to be hired on daily basis shall be as specified for the vehicles hired on monthly basis.
4. The detailed evaluation procedure to arrive at L-1 bidder will be as mentioned in tender document.
5. The rates should be inclusive of all statutory/taxation liabilities (except Goods and Service tax which shall be reimbursed as per actual).
6. Terms and conditions mentioned in this tender are applicable.
7. Rates should be quoted for all the items.

Signature of the Bidder