

## **Bid Document**

**e-Tender for 'Hiring of Vehicles'  
For O/o the CCA, UP (E) Circle, Lucknow  
Tender No. CCA/UP (E)/Admin./Hiring of  
Vehicle/2017-18 Dated 23.02.2018**



**Government of India  
Ministry of Communications  
Department of Telecommunications  
O/o Controller of Communication Account,  
UP(East) Circle, Telephone Exchange Building, Vikas  
Khand-1, Gomti Nagar, Lucknow - 226010**

(Visit us at [www.eprocure.gov.in](http://www.eprocure.gov.in) or  
[www.ccaupeast.gov.in](http://www.ccaupeast.gov.in) )

## TABLE OF CONTENTS

<b>Section</b>	<b>Title</b>	<b>Page No.</b>
1.	Notice Invitation Tender	3-5
A	Instructions to Bidders	6-10
B	Terms and Conditions of contract	11-14
C	Penalty Clauses	15
D	Technical Bid qualification criteria	16
E	Proforma for Technical Bid	17-18
F	Proforma for Financial Bid	19-20
<b>Annexure</b>		
I	Format for details of major contracts	21
II	Format for Performance Guarantee Bond	22-23
III	Format of the certificate of no relative clause	24
IV	Checklist for documents to be submitted for Tender	25
V	Checklist for documents to be submitted for Technical Bid	26
VI	Checklist for documents to be submitted for Financial Bid	27
VII	Bid Form	28
VIII	Tender acceptance letter	29
IX	Format for Log Book	30
X	Letter of authorization to attend bid opening	31

**Accounts Officer (Admin.)**

No. CCA/UP (E)/Admin./Hiring of Vehicle/2017-18

Government of India  
Ministry of Communications  
Department of Telecommunications  
O/o Controller of Communication Account, UP (E) Circle,  
Telephone Exchange Building, Vikas Khand-1,  
Gomti Nagar, Lucknow - 226010

Dated: 23 .02.2018

e - Tender Notice

**HIRING OF VEHICLES  
BY  
OFFICE OF THE CONTROLLER OF COMMUNICATION  
ACCOUNTS, UP (E) CIRCLE, LUCKNOW**

To

All intending parties

.....  
.....  
.....

**Sub.: Hiring of Vehicles by O/o the Controller of Communication  
Accounts, UP (E) Circle, Lucknow**

e-tenders are invited by Controller of Communication Accounts, UP (E) Circle, Lucknow from reputed, experienced and financially sound Vehicle Service Providers (herein referred to as Operators) for hiring of three vehicles on monthly/demand/daily basis as indicated below registered as commercial vehicles not older than year, 2017 model. The contract will be initially for a period of one year. However, the contract may be extended subsequently on mutual consent and on same terms and conditions for a period not more than six months at a time (up to a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office.

**Accounts Officer (Admin.)**

The quantum of requirement of vehicles shall be as under:-

Sl. No.	Description	Model	requirement (*)	Estimated cost per annum (in Rs.)
1.	Vehicle on Monthly basis	Dezire	1	19,00,000/-
2.	Vehicles on Monthly basis	Dezire/Amaze (Non-AC)	1	
3	Vehicle on Monthly basis	Crysta (Innova)	1	

**Note:**

\* Rates of vehicles for Sl. No.1, 2 & 3 may be quoted separately.

\*The above requirement is tentative and it may increase or decrease depending on the needs of the office at particular moment after giving one month notice.

2. **The tender documents can be downloaded free of cost from the websites of <http://www.eprocure.gov.in> or [www.ccaupeast.gov.in](http://www.ccaupeast.gov.in) from 23.02.2018 to 20.03.2018 (up to 5.00 PM).**
3. The interested Vehicle Service Providers may submit the tenders online at <http://eprocure.gov.in> in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. **Tenders are to be submitted online only** using the e-procurement portal <http://eprocure.gov.in> and all the documents in support of eligibility criteria etc are also to be scanned and uploaded along with the Tender Documents. Tender sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.
4. The Earnest Money Deposit (EMD) of Rs. 38000/- (Rupees Thirty Eight Thousand only) in the form of Account Payee Demand Draft/Bankers Cheque in favour of AO (Cash), O/o CCA, UP (E), Lucknow has to be submitted to the AO (Admin.), O/o CCA, UP(E), Lucknow ***in an acceptable form safeguarding the purchaser's interest in all respects between 23.02.2018 to 20.03.2018 (up to 5.00 PM)***. Bids shall not be considered in case the EMD is not submitted by 5 PM on 20.03.2018. Late receipt of EMD after closure of online bidding time will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily.

**Accounts Officer(Admin.)**

5. The Technical Bids will be opened online on 22.03.2018 **at 10:30 AM** by a Tender Opening Committee of this Office. At the first stage the technical bids shall be evaluated by the Tender Evaluation committee (TEC) constituted by the competent authority. At the second stage, the Financial Bids of technically qualified bidders will be opened, for which the date and time will be intimated later on. The Tender Evaluation Committee (TEC) will give its specific recommendation(s) regarding the lowest responsive bid after evaluation of the financial bids with a comparative statement.
6. Office of the CCA, UP(E), Lucknow reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Documents. The same shall be communicated to the bidders invariably.
7. Office of the CCA, UP (E), Lucknow reserves the right to accept or reject any or all the tenders. The same shall be communicated to the bidders invariably.

**Accounts Officer (Admin.)**

## A. SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDER

1. O/o CCA, UP (E), Lucknow requires the services of reputed well established and financially sound Vehicle service providers (hereinafter referred to as "Operators") to provide rental commercial Vehicle services.
2. The contract shall be initially for a period of one year from the date of letter awarding the contract. However, the contract may be extended subsequently on mutual consent and on same terms and conditions for a period not more than six months at a time (up to a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office.
3. All registered agencies who are providing similar kind of services for at least last 2 years and having annual turnover of Rs. 5 lakh during the last 2 years in the books of accounts may submit the bid in the prescribed format. ***The condition of prior turnover and prior experience may be relaxed for Startups (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality & technical specifications and making suitable provisions in the bidding document.***
4. The tender shall be accepted under Two Bid System. The interested service providers have to submit the Technical Bid and the Financial Bid online through the e-procurement portal <https://eprocure.gov.in/eprocure/app> only. Tenders sent by any other mode will not be considered and the same will be rejected summarily. The technical bid should be submitted in proforma as given in **Section-E** and the financial bid should be submitted in proforma as given in **Section-F**.
5. The Earnest Money Deposit (EMD) of Rs. 38000/- (Rupees Thirty Eight Thousand only) in the form of Demand Draft/Bankers' Cheque drawn in favour of AO (Cash), O/o CCA, UP (E), Lucknow ***in an acceptable form safeguarding the purchaser's interest in all respects*** has to be submitted to the AO (Admin.), O/o CCA, UP (E), Lucknow **between 23.02.2018 to 20.03.2018 (up to 5.00 PM)**. Bids shall not be considered in case the EMD is not submitted by 5 PM on 20.03.2018. Late receipt of EMD after closure of online bidding time will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily.
6. The said EMD will not bear any interest and the earnest money of unsuccessful bidder would be returned without any interest after finalization of the contract but not later than 30 days after *the award of the contract by CCA, UP (E) office*.
7. The EMD shall be valid for a period of 45 days beyond the final tender validity period.
8. EMD of a bidder will be forfeited, if the bidder amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.

9. The successful bidder will have to deposit Performance Security Deposit at 10% of the value of the contract, in the form of either Fixed Deposit Receipt (FDR), Demand Draft (DD) or Bank Guarantee made in the name of the Agency and hypothecated to the O/o CCA, UP (E), Lucknow covering the entire period of the contract as per the enclosed format at **Annexure-II in an acceptable form safeguarding the purchaser's interest in all respects**. Performance Security Deposit should remain valid for a period of 90 days beyond the stipulated date for cessation of the contract of initial one year. In case, the contract is further extended beyond the initial period, the Performance Security Deposit will have to be accordingly renewed by the successful bidder. Further, if the successful bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.
10. Performance Security shall be refunded to the service provider without any interest, whatsoever, after completion of the contract in all respects but not later than 60 days of completion of all such obligations under the contract.
11. Performance security will be forfeited by CCA, UP(E) Office in the event of a breach of the terms of contract by the service provider.
12. Conditional bids shall not be considered and will be rejected summarily.
13. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and uploaded with clear reference of the clause against which information is uploaded. No correction either in the Technical Bids or Financial Bids will be permitted **after uploading except in case where bid documents is modified by the O/o CCA, UP(E), Lucknow**. In no case should there be any change in the format of the Financial Bid. The bids submitted in the proforma other than the proforma provided for the purpose, will be rejected summarily.
14. 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 stamp paper duly sworn in and affirmed by all the partners admitting the execution of the partnership agreement or the general power of attorney, which may be scanned and uploaded along with the tender documents. The attested copy of the certificates of registration of firm and the name of authorized partner to interact with O/o CCA, UP (E), Lucknow should also be scanned and uploaded along with the tender documents.
15. No sub- contracting is permissible by O/o CCA, UP (E) Circle, Lucknow.
16. The firm should have a minimum of three vehicles (one Dezire, one Non-AC Dezire/Amaze and one Crysta (Innova). A copy of the registration of vehicle should be attached with bid documents. Only those vehicles will be deployed in respect of which registration certifications have been submitted.

17. The same vehicle and driver should continue the duty regularly. Frequent change of the vehicle and driver without assigning valid reasons will not be allowed and could be considered as reason for termination of the contract.
18. The Technical Bid shall be opened online on the scheduled date and time at **10:30 A.M. on 22.03.2018** and for this purpose the server time will be considered final.
19. The financial bid of only those bidders will be opened, who will found technically qualified by the Tender Evaluation Committee (TEC). ***The date of opening of Financial Bids will be intimated later depending upon evaluation of Technical Bids by the TEC.***
20. The bidding firm has to give a self certificate to the effect that it has not been blacklisted by any Central Ministry/Department, PSUs or Bank etc. The certificate has to be scanned and uploaded along with the tender documents. If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc. the earnest money deposit or the performance security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained.
21. No bidding firm will be allowed to withdraw its bid after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its EMD will be forfeited.
22. L1 will be decided on the basis of lowest price as given in the Financial Bid.
23. If after award of the contract, the successful bidder (L1) fails to provide required number of vehicles, the contract is liable to be cancelled along with forfeiture of performance security deposit and other consequential actions such as blacklisting of the firm etc.
24. If there is discrepancy in an offer, the same will be conveyed to the bidder with target date to complete the same and if the bidder does not agree to the observation of the CCA, UP (East) Office, the tender is liable to be rejected.
25. **Tolerance Clause:** During the period starting from issue of tender enquiry till placement of the contract, O/o CCA, UP (E), Lucknow reserves the right to increase or decrease the quantity of the required vehicles without any change in the terms & conditions and prices quoted by the tenderer. O/o CCA, UP (E), Lucknow reserves the right to increase or decrease the number of vehicles in exigencies of service.
26. The contractor shall indemnify the Office against all other damages/charges for which the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury during the contract period or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The CCA, UP(E) Office shall not be responsible financially or otherwise for any



injury to the driver or person deployed by the contractor during the course of performing the duties.

27. The drivers so deployed should exhibit high level of honesty and integrity and should maintain correct records of timing and Kms. as per actual usage and should not indulge in manipulating such record(s) or inflate Kms. readings, timings or locations, either on their own or on the instigation of operator/his officials or Officers of this office or users of such vehicles.
28. The bidder should give a certificate that none of his/her near relative is working in DoT. The near relative for this purpose are defined as:-
  - (a) Members of a Hindu Undivided Family (HUF).
  - (b) Husband or Wife
  - (c) If one is related to the other in the manner as Father, Mother, Son(s) & Son's wife(daughter-in-laws), Daughter(s) and Daughter's husband(son-in-laws), Brother(s) and Brother's wife, Sister(s) and Sister's husband(brother-in-law).
29. The Bidder or its authorized signatory should furnish certificate saying that none of the near relative of proprietor Or all partners of partnership OR all the Directors of the company excluding Government of India/Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state is working in the unit where the tender is being applied as per the enclosed format at **Annexure-III**. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it comes to notice. CCA, UP (E) Office will not pay any damage to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in CCA, UP(E), Lucknow tenders.

**30. FORCE MAJEURE:**

- 30.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- 30.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, fire directly affecting the performance of the Contract, Flood and Acts and Regulations of the two parties, namely DOT and the Contractor.
- 30.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force

Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively.

- 30.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.
- 31. The checklist at **Annexure – IV & V** must be completed and duly signed by the bidder.

\* \* \* \* \*

**Accounts Officer (Admin.)**

## **B. TERMS AND CONDITIONS**

1. The contract will be initially for a period of one year. However, the contract may be extended subsequently on mutual consent and on same terms and conditions for a period not more than six months at a time (up to a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office.
2. In the event of bidder unable to supply the entire quantity of vehicles, the remaining quantity will be awarded to the second lowest responsive bidder (L2) at the rates offered by the lowest responsive bidder.
3. The contract can be terminated at any time on account of unsatisfactory services upon review of performance by the competent authority in the Office of the CCA, UP (E) Lucknow. The unsatisfactory service shall mean and include non-compliance and non-fulfillment of any of the contractual obligations by the service provider or poor performance or violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings, brought to its notice in writing by the AO (Admin.), O/o CCA, UP (E), Lucknow.
4. By virtue of this agreement, no relationship of employees and employer will be created between the drivers deployed and CCA, UP(E) Office, Lucknow. It will be the sole responsibility of the service provider to pay salary and other perks to its drivers and no complaints by any of its drivers in this regard will be entertained by the Department.
5. The agreement can be terminated earlier by giving one month's written notice by CCA, UP (E) Office, Lucknow and three months notice by the Service provider without assigning any reason and the decision of the competent authority shall be binding on the service provider. No claims for compensation of loss of revenue due to such decision shall be entertained.
6. All the vehicles to be provided by the successful bidder should be of year, 2017 or newer model and should be in sound condition and also have decent interiors with other necessary accessories.
7. The services shall be provided on 24x7 basis. The vehicles shall be at the disposal of the O/o CCA, UP(E), Lucknow for deployment for normally 6 days in a week (Monday to Saturday) as part of the monthly package basis. The vehicles may also be requisitioned on Saturday & Sundays at times and availability of vehicle on such occasion shall also be necessarily ensured. The payment of such usage shall be accommodated within the approved monthly package. The hired vehicles should be parked in CCA office premises.
8. No mileage will be allowed for lunch/breakfast or for filling of petrol/diesel etc.

9. In case, the average running of vehicles exceeds the prescribed limit of kilometers in a day/month, ***the payment shall be made as per rates quoted by the services provider in financial bid.***
10. The firm will ensure that the fuel tank of vehicles provided is completely filled up before deputing the vehicle for duty.
12. The firm will ensure that all drivers have live mobile phone connection so that they can be contacted, whenever, required.
13. The drivers provided by the firm should be well mannered, courteous and polite to the officers with whom they are attached along with vehicle. They should be well acquainted with Uttar Pradesh State. They should wear uniform with name badge. The drivers should not smoke or drink while on duty and should not play cards, etc. during waiting time.
14. A detailed map book of Uttar Pradesh State should be kept in the vehicle/taxi.
15. During the periodical maintenance of the vehicles, contractor/service provider shall provide standby vehicles of same make & year. The preferred time for such maintenance should on holiday.
16. The contractor/service provider shall be responsible for complying with obligations under Income Tax/GST, ESI, PF, Contract Labour (Regulation and Abolition) Act, Wages Act, Labour Laws etc. and damages to third party arising due to accident etc.
17. Vehicle shall be equipped with GPS, first aid box and mandatory spares parts, viz tool kit, fuses, spark plugs, torch etc.
18. It will be the responsibility of the service provider to comply with all statutory obligations on his part arising out of this contract.
19. Payment shall be made on presentation of the bills along with duly filled log books (details of journeys performed by the user officer) verified/certified by the user officer and submitted in the first week of the following month to the AO (Admin.), O/o CCA, UP(E), Lucknow for arranging the payment. A format for log book is prescribed in Annexure-IX.
20. The contractor/service provider shall be responsible for all litigations arising out of the non-payment of road tax, service tax etc. and other dues to the appropriate authorities and also for the payment of due compensation to the drivers and any other parties involved in the event of deaths/injuries/damages arising out of accidents and due to various other causes etc.
21. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance

with the rule of Arbitration Indian Arbitration and Conciliation Act 1996 and the award made in pursuance thereof shall be binding on the parties.

22. The service provider shall be responsible for keeping the vehicles insured in compliance with the provisions of Motor Vehicle Act.
23. The service provider shall also be responsible for compliance with the legal provision in respect of the vehicle and shall indemnify the Department from any loss on this account.
24. In case of any query about the bid, bidder can question through email on [ccalu-up@nic.in](mailto:ccalu-up@nic.in) .
25. The vehicles will have to be fitted/provided with the following mandatory/additional accessories/utilities:-
  - (i) Clean Seat covers
  - (ii) Reading lamp/light
  - (iii) Tissue paper box.
  - (iv) Car perfume
  - (v) Mobile charger.
  - (vi) Seat belts (Front & Rear)
  - (vii) Umbrella during Monson.
  - (viii) Fire extinguisher
25. The firms should have sufficient numbers of drivers having experience of driving in Uttar Pradesh State.
26. The firm should have an adequate number of telephones for contact round the clock and the number of the same should be given to AO (Admin.) and dealing assistant with the vehicles in the Admin. Section, O/o CCA, UP (E), Lucknow as well as to the officers to whom the respective vehicles have been provided.
27. The successful firms/agency shall not deploy any of the taxies provided/attached to this office for any other commercial purposes, after duty hours or on holidays.
28. The firm shall ensure that the odometer of the vehicles/cars supplied is properly sealed so that no tampering could be done with a view to inflate the distance travelled.
29. A daily record indicating duration of deployment and mileage covered by each of the deployed vehicle from the point of reporting for duty to the point of vehicle released shall be maintained in a log book in the prescribed standard format at **Annexure –IX** and will be subjected to scrutiny by the Department.

30. The authorized officer of this Office may conduct a surprise checking of the odometers of the cars/vehicles supplied from any workshop and the cost thereof will be borne by the agency.
31. In special circumstances as and when vehicle is not used for any number of working days, proportionate deduction in monthly bill will be made without being prejudiced to any of the clause mentioned above and the vehicle supplier. Prior information will be given to the vehicle supplier in this regard.
32. Those bidders who provide all these vehicles (DeZire), DeZire/Amaze (Non-AC) and CRYSTA(INNOVA), will be considered to award the contract, others liable to be rejected.
33. ***If, the tender will quote NIL charges/ consideration, the bid shall be treated as unresponsive and will not be considered.***

**Accounts Officer (Admin.)**

### C. PENALTY CLAUSES

Penalty will be levied, for the violation of terms and conditions of the contract in the following manner:-

Sl. No.	Violations	Penal amount per month per vehicle			Remarks
		1 <sup>st</sup> instance	2 <sup>nd</sup> instance	3 <sup>rd</sup> instance	
1.	Non functioning of AC vehicle	Rs. 500 deducted per day per vehicle			
2.	Failure to provide alternative arrangement within one hour of vehicle breakdown	500/-	1000/-	2000/-	Rental charges for the day will also not be paid
3.	Changes of driver without prior Intimation to the Jt. Controller (Admin.), O/o CCA, UP(E), Lucknow and the officers with whom the vehicles are attached	500/-	---	---	On each occasion
4.	Delay(more than 30 minutes) in reporting for duty by driver/vehicles	500/-	1000/-	2000/-	Rental charges for the day will also not be paid
5.	Non-compliance of any other terms & conditions	500/-	1000/-	2000/-	For each violation per vehicle

#### **D. TECHNICAL BID QUALIFICATION CRITERIA**

The Tendering Agency/Firm must fulfill the following technical specifications in order to be eligible for clearing the technical evaluation of the bid described in detail in **Section D & E**.

- (i) The office/ sub office/ branch office of the service providers should be located in Lucknow, Uttar Pradesh. The proof of address is to be scanned and uploaded with Bid documents.
- (ii) In case partnership firms, a copy of the partnership agreement, or General Power of Attorney (GPA) duly attested by a Notary Public, should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement of the GPA. The attested copy of the certificate of registration of firm should also be furnished along with the tender. The said documents are to be scanned and uploaded with Bid documents.
- (iii) The service providers must have a minimum of two years experience in supplying taxies to Government Ministries/Departments/Public Sector companies, Nationalized Banks or reputed companies. Proof of at least one contract relating to supplying of taxi series to Ministries/Departments of Central Government/State Government, PSUs, Nationalized Banks or reputed companies in last two years along with attested copies of the supply order should be furnished. The said documents are to be scanned and uploaded with Bid documents.
- (iv) The service providers should have a minimum annual turnover (billing amount) of Rs 5, 00,000/- (Rupees Five lakhs) each year during last two financial years i.e. 2015-16 and 2016-17. A copy of turn over statement **from car rental services** duly certified by the Chartered Accountant is to be furnished with the tender documents and copy of Income Tax Return for the last two years, i.e. 2015-16 and 2016-17 should also be submitted. The said documents are to be scanned and uploaded with Bid documents.
- (v) *The condition of prior turnover and prior experience may be relaxed for Startups (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality & technical specifications and making suitable provisions in the bidding document.*
- (vi) The service providers should have their own Bank Account. The certified copy of the account maintained for the last two years issued by the Bank shall be scanned and uploaded with Bid documents.
- (vii) Self attested copy of the PAN card of the bidding firms shall be scanned and uploaded with the Bid document.
- (viii) The service providers should be registered under GST Act. Certified copy of the registration shall be scanned and uploaded with the Bid documents.
- (ix) Self certificates that the firm has not been blacklisted by any Central Government Ministries/Departments/PSUs/Banks etc. should be scanned and uploaded with Bid documents.
- (x) If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/Performance security will be forfeited.

\* \* \* \* \*



**E. PROFORMA FOR TECHNICAL BID**

F.

Sl.No	Particulars	
1	Name of the person/firm submitting the bid (hereinafter referred to as the bidder or operator)	
2	Status of the bidder (Individual/ Partnership Firm/Company/Any other (Specify)	
3	Full address of Registered Office	
4	Full address of operating/Branch office in Luckow with Telephone/Fax/e-mail address	
5	Banker of Agency with full address (attach bankers certificate of account maintenance for the last two years)	
6	Registration No. of the Agency/ Firm	
7	PAN No.	
8	GST Registration No	
9	Service Tax(Now GST) paid during financial years 2015-16 and 2016-17	
10	Annual turnover and IT returns of the Agency/ Firm for financial years 2015-16 and 2016-17	
11	Number of vehicles commercially registered in the name of the bidder or Power of Attorney in case of non-ownership of the Vehicles. Proof of ownership (RC to be enclosed) and Power of Attorney to be enclosed.	
12	Details of major contracts handled in last two years in the prescribed format at <b>Annexure – I</b>	
13	Certificate of satisfactory performance from the organization to whom the service was provided.	
14	Certificate – not blacklisted etc	

Signature of authorized person

Date:

Name:-

Place:

Seal

**DECLARATION**

1. I, ..... son/daughter/wife of Shri .....

Proprietor/Director/authorized signatory of the Agency/firm mentioned above,  
is competent to sign this declaration and execute the tender documents;

2. I have carefully read and understood all the terms and conditions of the  
tender and undertake to abide by them:

3. The information/documents furnished along with the above application are  
true and authentic to the best of my knowledge and belief. I/we, am/are well  
aware of the fact that furnishing of any false information/fabricated document  
would lead to rejection of my/our tender at any stage besides liabilities  
towards prosecution under appropriate law and forfeiture of EMD and  
Performance Guarantee.

Signature of authorized person

Date:

Name :

Place:

\* \* \* \* \*

**F. PROFORMA FOR FINANCIAL BID**

**1. DeZire**

Sl.No	Items	Rate in figures	Rate in Words
1	Rate for 1 <sup>st</sup> 2500 Kms	Rs.	
2	Rate Beyond 2500 Kms	Rs..... per Km	
3	Outstation night halt charges	Rs..... Per night	
4	Extra Hours (Beyond 11 Hours per day)	Rs..... per hour	

**2. Dezire/Amaze (Non-AC)**

Sl.No	Items	Rate in figures	Rate in Words
1	Rate for 1 <sup>st</sup> 2500 Kms	Rs.	
2	Rate Beyond 2500 Kms	Rs..... per Km	
3	Outstation night halt charges	Rs..... Per night	
4	Extra Hours (Beyond 11 Hours per day)	Rs..... per hour	

**3. CRYSTA (INNOVA)**

Sl.No	Items	Rate in figures	Rate in Words
1	Rate for 1 <sup>st</sup> 2500 Kms	Rs..... per Km	
2	Rate Beyond 2500 Kms		
3	Outstation night halt charges	Rs..... Per night	
4	Extra Hours (Beyond 11 Hours per day)	Rs..... per hour	

Note:

1. Rate exclusive of all taxes (Central/State etc.) as applicable from time to time.
2. Proper documents in support of any taxes paid to (Central/State etc.) is to be submitted at the time of submission of claim.
3. Rates are to be quoted for all above categories - Compulsory

Signature of the Bidder:

Name of the Bidder:

Date:

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

**1. Dezire**

SI. No.	Particulars (A)	Approx. Quantity (B)	Total (A*B)
1	Rate for first 2500 Kms say Rs. X	1	X
2	Rate Beyond 2500 Kms say Y/Km	1	Y
3	Outstation night halt charges say Rs. N per night	1	N
4	Extra Hours charges say Rs. H per hour	1	H
Total Evaluated Cost = C =			X+Y+N+H

2. Dezire/Amaze (Non-AC)

SI. No.	Particulars (A)	Approx. Quantity (B)	Total (A*B)
1	Rate for first 2500 Kms say Rs. X	1	X
2	Rate Beyond 2500 Kms say Y/Km	1	Y
3	Outstation night halt charges say Rs. N per night	1	N
4	Extra Hours charges say Rs. H per hour	1	H
Total Evaluated Cost = C =			X+Y+N+H

3. **CRYSTA (Innova)**

Sl.No	Items	Approx. Quantity (B)	Total (A*B)
1	Rate for first 2500 Kms say Rs. X	1	X
2	Rate Beyond 2500 Kms say Y/Km	1	Y
3	Outstation night halt charges say Rs. N per night	1	N
4	Extra Hours charges say Rs. H per hour	1	H
Total Evaluated Cost = C =			X+Y+N+H

**Annexure - I**

**Details of major contracts during last 2 years**

Sl. No	Details of client along with address, telephone and FAX number	Amount of contract (in Rs. Per year)	Duration of Contract	
			From	To
1.				
2.				
3.				
4.				
5.				

\* \* \* \* \*

**PERFORMANCE GUARANTEE BOND FORM**

(Vide Para 13)

In consideration of the President of India (hereinafter called "the Government") having (hereinafter called the "said Contractor (s)") from the demand under terms and conditions of an Agreement/Purchase Order No....., dated..... Made between and contained in the said Agreement on production of a Bank guarantee for

..... we. (Name of Bank) (hereinafter referred to as "the Bank") as the request of

(contractor (s) do hereby undertake to pay to the Government an amount not exceeding

..... against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of Bank)\_\_\_\_\_ do hereby under take to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of breach by the said Contractor(s) of any of the terms and conditions contained in the said Agreement or by reason of the Contractor(s) failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Government in these counts shall be final and binding liability under this guarantee shall be restricted to an amount not exceeding.

3. We undertake to pay to the Government and money so demanded notwithstanding any dispute or disputes raised by the Contractor(s)/supplier(s) in any suit or proceedings pending before any court or tribunal relating to our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there **under and the Contractor(s)/ Supplier(s)** shall have no claim against us for making such payment.

4. We (name of Bank)..... further agree that guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue if the said Agreement have been fully paid and its claims satisfied or discharged or till (Office/ Department) Ministry of certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of THREE YEARS from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

5. We (name of Bank.....) further agree with the Government that the

Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the Government or any indulgence by the Government 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 effects to so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/ Supplier(s).

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

Dated\_\_\_\_\_

For\_\_\_\_\_

(Indicate the name of Bank)

Accepted

(.....)

Signature of accepting authority of DOT

\* \* \* \* \*

**CERTIFICATE**

"I..... S/o ....."

r/o..... hereby certify that none of relative(s) as defined in the tender document is/are employed in DOT unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, DOT shall have the absolute right to take any action as deemed fit, without any prior intimation to me."

Signature of authorized person

Date:

Place:

Name:

\* \* \* \* \*



### Annexure-IV

**CHECK LIST and the order in which the documents are to be submitted for the tender.**

<b>Sl. No.</b>	<b>Documents</b>	<b>Page No.</b>
1.	Bid Security	
2.	Turn over certificate	
3.	Performance Security Bond	
4.	Certificate regarding having the office in Lucknow	
5.	Certificate for proof of experience	
6.	Certificate for proof of financial standing	
7.	Certificates for proof of service tax/sales tax	
8.	Certificates for proof of income tax	
9.	No relative certificate	
10.	Any other	

**Bidders to ensure:**

- A. That all pages have been stamped and signed by the authorized Person(s).**
- B. That all the pages have been numbered.**
- C. That all the documents are legible (clearly readable).**

\* \* \* \* \*

**Check list and the order in which the documents are to be submitted for the Technical Bid.**

SI No.	Documents	Page No.
1.	Scanned copy of Bid security in the form of Bank Draft for Rs. 38,000/- <b>[as per clause 5 of section A]</b>	
2.	Letter of authorization to attend bid opening <b>[as per annexure X]</b>	
3.	Power of Attorney <b>[as per Clause (ii) of Section D]</b>	
4.	Certificate of Incorporation/Registration of firm/partnership Deed/proprietorship Deed/declaration of proprietorship etc. as the case may be <b>[as per Clause (ii) of Section D]</b>	
5	Copy of the experience certificate minimum of two years along with copy of supply order (as per clause (iii) of section D)	
6.	Copy of minimum annual turnover (billing amount) of Rs. 5,00,000/- (Rupees Five Lacs only) each year during last two financial year 2015-16 and 2016-17 and income tax returns for last two financial years <b>[as per clause (iv) of section D]</b>	
7.	<b>Copy of bank account of the service provider with certified copy of the account maintained for the last two years (clause (v) of section D)</b>	
8.	Copy of PAN <b>[as per Clause (vi) of Section D]</b>	
9.	Copy of sales tax/VAT/Service tax/Trade Tax Registration certificate <b>[as per Clause (vii) of Section D]</b>	
10.	Certificate to the effect that the firm is not blacklisted by any Central Government Ministries/Departments/PSUs/Banks during last three year <b>[as per Clause (viii) of Section D]</b>	
11.	No near relative certificate <b>[as per Clause 25 of Section A]</b>	
12.	Scanned copy of tender document	
13.	Tender Acceptance letter <b>[as per Annexure-VIII]</b>	

**Bidders to ensure:**

- A. That all pages have been stamped and signed by the authorized person(s)
- B. That all the pages have been numbered.
- C. That all the documents are legible (clearly readable).

\* \* \* \* \*

**Annexure-VI**

**Check list and the order in which the documents are to be submitted for the Financial Bid**

<b>Sl. No.</b>	<b>Documents</b>	<b>Page No.</b>
1	Bid Form(as per proforma given in Annexure-VII)	
2	Price schedule(price bid/BOQ) as given in <a href="http://eprocure.gov.in">http://eprocure.gov.in</a>	

**Rate amount only is to be quoted in excel BOQ only**

\* \* \* \* \*

**BID FORM**

Tender No.: \_\_\_\_\_ Date .....

(Name & Address of the Purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda

Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver ..... in conformity with said drawings, conditions of contract and specifications for sum of (Total Bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence delivery of taxies within ( ) week/month from the date of issue of your letter. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.

We agree to abide by this Bid for a period of one year from the date of issue of letter and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

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

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

Dated this .....day of .....2018

(Signature)

Witness..... Tele No.(s):-

Signature of.....

Signature..... FAX No.(s)

in capacity of.....

Address..... E-Mail Address:- Duly authorized to sign the bid for and on behalf of.....

\* \* \* \* \*

**TENDER ACCEPTANCE LETTER  
(To be given on Company Letter  
Head)**

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Acceptance of Terms & Conditions of Tender.**

Name \_\_\_\_\_ Tender Reference No: \_\_\_\_\_  
of \_\_\_\_\_ Tender/Work \_\_\_\_\_ :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

5. In case any provisions of this tender are found violated , then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit and/or performance security deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal

\* \* \* \* \*

**Log Book**

Ministry/Department.....

Driver Name.....

Date	Vehicle No.	Starting Meter Reading	Closing Meter Reading	Total Kms	User Name	Details of Journey/Route/visited places	Purpose of Journey	Signature

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

Subject: Authorization for attending bid opening on ----- (date) in the tender no. --  
----- of DoT

Following persons are hereby authorized to attend the bid opening for the tender

mentioned above on behalf of -----

(Bidder) in order of preference given below.

-----

Order of Preference	Name	Specimen
signature		

-----

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

\* \* \* \* \*