

Government of India
Department of Telecommunications
Office of the Controller of Communication Accounts
Trivandrum-695033

BID DOCUMENT

CCA-KRL/6-20/2015 ADMIN

TENDER FOR HIRING OF

MULTI UTILITY VEHICLES

ON LONG TERM USE

in the O/o the CCA, Kerala at Trivandrum

Price Rs. 150/-

Signature of the bidder

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GOVERNMENT OF INDIA
DEPARTMENT OF TELECOMMUNICATION
OFFICE OF THE CONTROLLER OF COMMUNICATION ACCOUNTS
V-FLOOR, DOOR SANCHAR BHAVAN, THIRUVANANTHAPURAM-695033
NOTICE INVITING TENDER

Sealed Tenders are invited on behalf of the President of India up to 15.00 hrs on 18/08/2015. for hiring Light commercial diesel driven one AC vehicle i.e **Tata Indigo/Manza/Hyundai Accent/Swift Dzire or equivalent & One Non AC (Tata Indica/Vsta/Indigo or equivalent** not older than 2012 year model , **commercially registered** from the prospective contractors recognized by Govt of India/State Govt. The bidder should have and supplied a vehicle to any State Govt/Central Govt/PSUs during the last 2 years..

Model & Make	Requirement
Tata Indigo/Manza/Hyundai Accent/Swift Dzire (AC) or equivalent	01
Indica Vista/indigo (Non AC) or equivalent	01

Schedule to the invitation of Tender.

1. Tender No.CCA-KRL/6-20/2015-Admn dated 21/07/2015.
2. Time and last date of issue of Bid Document : 10.00 Hrs. to 16.00 Hrs 17/08/2015.(Only 5 days week)
3. Time and Date of depositing tender/bid : upto 15.00 hrs of 18/08/2015.
4. Time and date of opening of bid : 15.30 Hrs of 18/08/2015.
5. Minimum Validity of tender offer : 90 days from the date of opening
6. Services to be provided : Hiring of One AC light Commercial Vehicle & One Non AC model as specified above not older than 2012
7. Duration of contract : One year from the date of award of contract with an option of extension for a further period of one year on the same rate and conditions.
- 8 Estimated cost of contract : 4,00,000/- (Approximate)
9. Intending eligible bidders may obtain Bid Document from Dy.CCA (Admn), O/o the Controller of Communication Accounts. Vth floor, Door Sanchar Bhavan, PMG Junction, Trivandrum-33 on payment of Rs.150/- (Rupees One hundred fifty only) (non refundable) from 10.00hrs to 16.00 hrs on all working days **from 21/07/2015 to 17/08/2015**. The payment will be accepted either in the form of Demand Draft drawn on any Scheduled/Nationalized Bank in favour of **The Sr. Accounts Officer, (Cash) O/o the Controller of Communication Accounts, Department of Telecom, Trivandrum-33 payable at Trivandrum or in cash at the cash counter of o/o CCA. Tender form can also be downloaded from the e procurement portal <http://eprocure.gov.in/epublish/app> and in such case the tender should be accompanied with DD for Rs 150/- drawn in favour of the Sr. Accounts Officer (Cash) O/o the CCA, DoT, Trivandrum towards the cost of tender document payable at Trivandrum**

Dy. Controller of Communication Accounts (Admn)

Signature of the bidder

SECTION II

INSTRUCTIONS TO BIDDERS

SERVICES TO BE PROVIDED

1. Services to be provided are given in Section V

2. Eligible Bidders

Owners or those authorised to operate the vehicle of the vehicle having valid commercial licence for vehicles as specified. **The Person who have power of attorney to operate has to produce the vehicle for test drive on the specified date.** The Bidder or otherwise authorised to operate should own Light Motor vehicles ie. **Tata Indigo/Manza/Hyundai Accent/Swift Dzire or equivalent (One A/C) & Tata Indica Vista/indigo or equivalent (One Non AC)** not older than year 2012 and registered as taxi. **The proof of ownership or authorised to operate the Vehicle should be submitted along with the tender document.**

- b. Registered with Service tax (if applicable)(NOT Applicable , if the Revenue is less than the limit prescribed by the service tax Act)
- c. PAN & copy of the latest ITR filed.

3. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. The Tendering Authority in no case shall be responsible for these costs regardless of the conduct or outcome of the bidding process.

4. Bid Document

- 4.1. Bid document includes
 - a. Notice Inviting Tender
 - b. Instructions to bidders
 - c. General condition (Commercial) of the contract
 - d. Special conditions of contract
 - e. Services to be provided
 - f. Bid form
 - g. Bid acceptance form.
 - h. Letter of authorization attending bid opening.
 - i. Proforma for bill
 - j. Pre receipt for EMD release.
 - k. Performance Security Bond Form

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 the bidder's risk and may result in rejection of the Bid.

4.3 Prospective Bidder requiring any clarification on the Bid document shall notify the CCA in writing in such a way that the latter shall respond in writing to any request for the clarification of bid document 2 working days prior to the date of opening of Tender.

5. Document required to be submitted for establishing Bidders Eligibility and Qualification

- i) Proof of the ownership or authorisation to operate of the vehicle, attested copies of the registration book, insurance paper and valid taxi permit of the vehicle
- ii) Attested copy of valid service tax registration certificate. (if applicable)
- iii) Attested copy of PAN card.(Income Tax Department) and income tax returns (latest)
- iv) Receipt of EMD

6. Amendment to bid document

- i) At any time, prior to the date of submission of bid, The Tendering Authority 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.

- 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 completed in accordance with clause 8 and 9.(kept in an inner cover duly closed)
- e Documents as per clause 5.

8. Bid Form

The bidder shall complete the Bid Form as per Section- II & V.

9. Bid Price

- i) The bidder shall quote the rates in words and figures in English. If over writing or ambiguity, the rate quoted in words shall prevail.
- 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.

Signature of the bidder

9.1. The rates has to be quoted per vehicle as per the Bid Form at Sec.VII

9.2 The above rates include wages to the driver, cost of fuel, maintenance charges, consumables etc and for providing vehicle in a perfect running condition, continuously. Failure to comply with the above shall invite penalties to the extent mentioned below.

9.3 (i) Overtime beyond normal working should be quoted per Hrs. In any case the total overtime allowance allowable will be limited to Rs 300/- per day.

(ii) Night halt per night of outside head quarters will also be limited to Rs 300/- per night.

(iii) Claim will be restricted to either over time charge or night halt and not both

9.4. In case of non-provision of vehicle continuously for a period of more than one week it shall be treated as a breach of contract, and the performance security deposit shall be forfeited. In case, due to some breakdown, the vehicle is not available, the contractor shall make arrangements to provide alternate vehicle at his own cost and responsibility, Rates terms and conditions of contract quoted, once accepted by The Tendering Authority shall remain valid for a period of one year.

10. Clause by clause compliance.

A clause-by-clause compliance of service to be provided (SECTION V) and special condition (Section IV) shall be given.

11.Bid Security (EMD)

1. Pursuant to clause 6, the bidder must deposit Rs.10000/- (Rupees Ten Thousand only) as Bid Security (Rs 5000/- for one vehicle). The Bid Security shall be either in cash to be credited at the cash counter of o/o CCA, Vth floor, Door Sanchar Bhawan, PMG Junction ,Trivandrum-33. or in the form of Demand draft drawn on any scheduled /nationalized bank in favour of The Sr. Accounts Officer (Cash), O/o the CCA, Department of Telecom, TVM-33, Payable at TVM and the cash receipt or Demand draft should be kept along with the bid.

12. 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.** A bid not secured in accordance with Para 11.1 to 11.2 shall be rejected by the Tendering Authority as non-responsive.
 - iii.** 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 the period of bid validity.

Signature of the bidder

13. Format and signing of bid.

1 In the original bid document bid form (Section VII) shall be typed or printed or neatly written and shall be signed in each page by the bidder or a person duly authorized to bid the bidder the contract.

2 The over writing /erasures in the bid made by the bidder shall be signed by the person signing the bid.

14. Submission of Bid

1. Tender should be submitted in two bids. Technical bid in one cover and commercial bid in another cover and both put in another cover.

(A) One superscribed as Technical bid which should contain

- (i) EMD receipt/DD in original
- (ii) Bid documents of all pages signed and bid forms filledup.
- (iii) Attested copy if partnership deed or propartionership/Memorandum of Association/Artcle of Association as applicable. If not applicable the same should be indicated.
- (iv) Attested copy of document of ownership or other authority to operate the vehicle.
- (v) Attested copy of PAN card and latest Income tax return
- (vi) Attested copy of of service tax certificate (if applicable)

(B) The second cover superscribed as Financial bid which contain the financial bid only (Section X of the bid form)

Both the covers are put in to another envelop and this should be superscribed prominently as TENDER FOR HIRING OF VEHICLE. All the three covers are to be duly sealed.

2. The bids should be duly sealed and addressed to

**Sri .A.Malaichamy,
Dy. CCA (Admn),
Office of the CCA,
Vth Floor, Door Sanchar Bhavan,
P.M.G Jn., Thiruvananthapuram - 695033.
Contact .No. 0471-2303797**

3. The sealed tenders should be put in the tender box kept in the room of Dy.CCA (Admn) on or **before 15.00 hrs on due date 18/08/2015.**

15. Bid Opening

1. The Tendering Authority shall first open the technical 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 at the office of the nominated officer – noted above. The bidder shall submit authorization letter to this effect before they are allowed to participate in bid opening (Format is given in section VIII).

2. The bid shall be opened on the notified day for evaluating the details and once considered the vehicle should be produced for test run. The vehicle in good running and physical condition

only will be accepted. Replacement by another vehicle will not be allowed unless prior approval of CCA is obtained.

3. The bid submitted without EMD and copies of RC Book, Valid Taxi permit, pollution certificate and insurance etc will be rejected at the time of opening.

16. Evaluation

1. The Tendering Authority shall evaluate, consider and the financial bids of only those bids, which qualified so, on the opening of technical 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. The inner cover containing the bid form (Section VIII) will be opened only when all other conditions for submission of documents are satisfied.

2. If there is a discrepancy between words and figures, the amount in words shall prevail prior to detailed evaluation; The Tendering Authority 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.

3. A bid determined as substantially non-responsive will be rejected by The Tendering Authority at any stage.

4. The Tendering Authority shall evaluate in detail and compare only the substantially responsive bids and comparison of bids shall be on the price of the services offered inclusive of all levies and charges as indicated in the price schedule in section VII of the bid document.

5. If the rate quoted by the existing contractor is the same as another contractor, preference will be given to the previously plying vehicles subject to all other conditions. However, final selection will be the prerogative of the CCA, Kerala, Trivandrum.

17. Award of Contract

The Tendering Authority shall consider placement of letter of indent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall within 7 days of issue of letter of intent, give his acceptance and enter into contract agreement with The Tendering Authority.

18. Right to vary quantities

The tendering authority shall have the right to vary the requirement of quantity i.e. He may accept the tender for one vehicle or two vehicles even though the quotation is submitted for two vehicles

19. Signing of Contract

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

20. Annulment of Award

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

21. Period of Validity of bids

1. 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 The Tendering Authority as non-responsive.
2. A bidder accepting the request of The Tendering Authority for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

SECTION III
(to be kept in cover for Technical bid)

GENERAL 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 The Tendering Authority.

2. Security Deposit

- The EMD of the successful bidder shall be converted into security deposit.
- Security Deposit will be refunded after completion of contractor's performance obligations under the contract.
- If the contractor fails or neglects any of his obligations under the contract it shall be lawful for The Tendering Authority to forfeit either whole or any part of security deposit furnished by the bidder as compensation for any loss resulting from such failure

3. Performance Security

3.1 The successful bidder shall be required to deposit an amount of **Rs 20000/-** or 5% of cost of contract whichever is high per vehicle within 2 weeks of conveying CCA, Kerala Circle, Trivandrum intention for accepting the bid as performance security

3.2 Performance Security shall be paid either by cash in the cash counter in CCA, Kerala Circle, Trivandrum and obtain ACG 67 receipt or by Bank Guarantee.

3.3 Performance security will be discharged after compliance of contractor(s) performance obligation under the contract

3.4 If the contractor(s) fails or neglect any of his obligations under the contract, it shall be lawful for the CCA, Kerala Circle, Trivandrum to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure

4. Contract agreement

The Successful bidder has to execute a contract agreement with THE TENDERING AUTHORITY in non-judicial stamp paper of appropriate worth.

5. EXECUTION TIME LIMIT

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

Signature of the bidder

6. PAYMENT TERMS

- Monthly bills (Format given in section X) shall be submitted in duplicate to the authority specified in contract along with the **LOG BOOK** duly signed by the user. (Format given in section XI)
- Income tax at relevant rates will be deducted from the monthly bill, as per existing guidelines of the Income tax department

7. Termination of Contract

❖ THE TENDERING AUTHORITY 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 THE TENDERING AUTHORITY.

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

(c) The tendering authority also reserves the right to terminate the contract at any time, after giving a notice of 30 days without assigning any reason

❖ THE TENDERING AUTHORITY 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.

8. Termination for insolvency.

THE TENDERING AUTHORITY 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 his right of action or remedy as hirer.

9. Force Majeure

a. 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 nor shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or

cease to exist, and the decision of THE TENDERING AUTHORITY 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.

10. Arbitration

a. 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 the agreement), the same shall be referred to sole arbitration as decided by the Controller of Communication Accounts , Kerala, Trivandrum -33. In case the designation of the officer is changed or his office is abolished then in such case the sole arbitration of the officer with whom such responsibilities are entrusted with or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Arbitrator or the said officer is unable or unwilling to act as such, then to the sole Arbitration of some other person appointed by the Controller of Communication Accounts , Kerala, Trivandrum -33 or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.

b. 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.

c. The venue of the arbitration proceeding shall be Office of The Controller of Communication Accounts ,Kerala, Trivandrum -33 or such other place as the Arbitrator may decide.

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

SECTION IV

(to be kept in cover for Technical bid)

SPECIAL CONDITIONS OF CONTRACT

1. The special conditions of contract shall supplement the instruction to the Bidders as contained in section II and general (commercial) conditions of the contract as contained in section III and wherever there is a conflict, the provisions herein shall prevail over those in Section II and Section III.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the bids will be opened on next working day, time and venue remaining unaltered.
3. THE TENDERING AUTHORITY reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with THE TENDERING AUTHORITY.
4. THE TENDERING AUTHORITY 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 provisions 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. Employees either directly recruited or on deputation to CCA office and their family members are prohibited from participating in the bidding process. In case it is found out any bidder is related to any of the employee of CCA office, who can either influence the bidding process or the contract during its operation shall be considered and the bid is liable for rejection.
8. **The bidder should give a certificate to the effect that none of his/her relative is working in the units of THE TENDERING AUTHORITY 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 TENDERING AUTHORITY will not pay any damages to the company or firm or

Signature of the bidder

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 currently 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. THE TENDERING AUTHORITY shall have no direct or indirect liability arising out of any negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to THE TENDERING AUTHORITY have to be suitably compensated by contractor.

10. In no case a vehicle which is not registered for the commercial purpose shall be supplied to THE TENDERING AUTHORITY and taxes etc. due on such vehicles shall be liability of the contractor.

11. The contractor shall send the vehicle for periodical servicing at the cost of the contractor. The cost of lubricants, repairs, maintenance, taxes, wages insurance, etc. will be to the contractor's liability.

12. Regular checking of meter by the designated transport authority may be done by the contractor, and requisite certificate may be shown to THE TENDERING AUTHORITY as and when demanded.

13. The contractor shall ensure that there shall be a facility to contact the driver at any time during the day or night i.e. communication facility, if any, required for the same shall be provided by the contractor at his own cost.

14. During the course of Tender period, if there is hike in the cost of diesel, only proportionate increase will be made in the quoted amount taking an average of 10km per litre and basic rate for liter approved by Govt. as on the date of entering into agreement for this purpose.

15. Normally contract will be awarded for 1 (one) year. However, extension for the next Year/part thereof will be considered keeping in view the various factors, such as prevailing market price, satisfactory performance of the firm etc.

16. Duration of contract: One year from the date of award of contract with an option of extension for a further period of one year on the same rate and conditions.

17. Termination of contract: The Tendering Authority shall have the power to terminate the contract at any time after serving a notice of 30 days to the bidder/contractor without assigning any reasons.

Signature of the bidder

SECTION V

SERVICES TO BE PROVIDED

1. Service **The vehicle shall be exclusively used by the office during the period of contract and should not be used for any other commercial purpose.**
2. Period of contract Under normal circumstances the contract shall be valid for a period of one year from date of issue of work order. However the CCA, Kerala, Trivandrum may extend the period of contract for one more year in accordance with the terms and conditions.
3. Quantity Estimated number of vehicles to be hired is, One AC & One Non AC .
4. Duty hrs.
 - a) Ten hours (08.30 hours to 18.30 hours including lunch break) per day on all days of a month except Sundays. However actual duty hours shall be specified by actual users of vehicles. Monthly K.M for the Rent to be quoted in the bid is 1500 K.M
 - b) OT will be paid if the vehicle is engaged beyond the normal defined duty hours and on Sunday's and national holidays i.e. January 26, August 15 and October 2 subject to a maximum limit of Rs.300/- per day.
 - c) Night Halt charges per night of stay outside the limit of HQ will be limited to Rs 300/-per night.
5. Reporting Place Any place within the jurisdiction of the Office of CCA. Actual place of reporting shall be specified by users of vehicles.
6. Counting of distance In case vehicle is sent to garage on any day for any reason the chargeable distance in this respect shall not be more than 5 KMs on each way.
7. Accuracy of meters The meter reading should tally the actual distance of run at any instant and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.
8. Penalties
 1. In case of break down, vehicles have to be replaced by another one immediately. In case of non availability of suitable vehicle a penalty up to Rs. 100/- per day may be imposed in addition to deduction on pro-rata basis for the day/period.

9. Special Requirements
1. A removable type signboard indicating "GOVERNMENT OF INDIA" shall be made over to the contractor by the controlling officer. The signboard should be used only when the vehicle is used for the GOVERNMENT OF INDIA purposes. The signboard should be made over to the Controlling Officer when the vehicle is not on GOVERNMENT OF INDIA's use.
 2. Intending bidder must have a telephone where requisition of vehicles can be conveyed all the 24 hrs. Telephone No. must be specified in the bid.
 3. No vehicle should be supplied having registration in the Name of employee of CCA office or their family members and Certificate to this effect be given on the body of bill while submitting claim.
 4. Payment of any Govt. tax or duty for plying the vehicles in Kerala will be the liability of contractor.
 5. Parking and Toll Charges, if any, may be claimed by producing the parking / Toll slips from the office of the users of the vehicle.
 6. **The driver should be provided with mobile phone for keeping contact at any time.** He shall be well dressed and well behaved .Any laxity on the behavior of the drivers shall be considered as breach of contract resulting in termination of contract .

SECTION VI

BID ACCEPTANCE FORM

Tender NO.....

Date

A: (Name & Address of the Purchaser)

Dear Sir,

1. Having the conditions of contract and services to be provided in tender CCA/KRL/6-20/2015-Admin/ the receipt of which is here by duly acknowledged, we, undersigned, offer to provide commercial vehicles in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this bid.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us..
3. 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 of any time before the expiration of that period.
4. 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.
5. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated thisDay of2015

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness.....

Address.....

Signature

Signature of the bidder

Section VII

BID FORM (for AC Vehicle)

1	Tender Number	
2	Name and address of the Tenderer/Contractor	
3	Telephone Number/ Fax Number Mobile No.	
4	Details of EMD	
5	Location of the vehicle proposed	
6	Details of vehicle [a] Type of vehicle	
	(b) Make	
	(c) Capacity	
	(d) Model	
	(e) Registration No.	
	(f) Name of the owner	
8	<p>(a)(i) Monthly Rent (<u>Rate per month 10 HRS daily and 1500 K.M per month</u>)</p> <p>(ii) Mileage ie Rate/Km beyond the specified 1500 KM</p> <p>(b) Overtime allowance per hour beyond the specified normal working hours.</p> <p>(please refer clause 9.3 (i) of instruction to Bidder)</p> <p>(c) Night Halt charge per night of stay outside the limit of HQ</p> <p>(please refer clause 9.3 (ii) of instruction to Bidder)</p>	<p>(a)(i)In figures: In words:</p> <p>(ii)In figures: In words:</p> <p>(b) In figures: In words:</p> <p>(c) In figures: In words:</p>

Bid form should be kept in a separate inner cover duly closed and this cover along with other documents should be kept in an outer cover

Signature of the bidder

Section VII

BID FORM (for Non AC Vehicle)

1	Tender Number	
2	Name and address of the Tenderer/Contractor	
3	Telephone Number/ Fax Number Mobile No.	
4	Details of EMD	
5	Location of the vehicle proposed	
6	Details of vehicle [a] Type of vehicle	
	(b) Make	
	(c) Capacity	
	(d) Model	
	(e) Registration No.	
	(f) Name of the owner	
8	<p>(a)(i) Monthly Rent (<u>Rate per month 10 HRS daily and 1500 K.M per month</u>)</p> <p>(ii) Mileage ie Rate/Km beyond the specified 1500 KM</p> <p>(b) Overtime allowance per hour beyond the specified normal working hours.</p> <p>(please refer clause 9.3 (i) of instruction to Bidder)</p> <p>(c) Night Halt charge per night of stay outside the limit of HQ</p> <p>(please refer clause 9.3 (ii) of instruction to Bidder)</p>	<p>(a)(i)In figures: In words:</p> <p>(ii)In figures: In words:</p> <p>(b) In figures: In words:</p> <p>(c) In figures: In words:</p>

Bid form should be kept in a separate inner cover duly closed and this cover along with other documents should be kept in an outer cover

Signature of the bidder

The above rates are offered by me and the rates include all taxes, wages to the driver, cost of fuel, maintenance charges etc. and for providing vehicle in good running condition continuously. I also agree to the conditions stipulated in the Tender Document.

Note:-

(i) For comparison purpose (to arrive lowest rate) in addition to monthly rent notionally mileage for 1500 Km and 5 days of OTA & 01 night halt charge quoted by bidder will be taken in to account and the total of the amount claimed will be taken for comparison.

(ii) The amount payable will be subject to deduction of applicable tax.

Place:

Date:

Signature of the Tenderer

Signature of the bidder

SECTION VIII

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach on or before-, 15.00 Hrs)

To

The Controller of Communication Accounts

Trivandrum-695033

Subject – Authorisation for attending bid opening on at 15.30. Hrs (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 performance given below.

Order of Performance	Name	Specimen Signature
-----------------------------	-------------	---------------------------

I.

II.

Alternate Representative

Signature of bidder

Or

Office 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.

Signature of the bidder

SECTION IX

PRE RECEIPT

(for Refund of Earnest Money)

Received Rs. _____ per vehicle (Rupees -----)
from the Communication Accounts Officer(cash)O/o CCA,Kerala Circle, Trivandrum being the
refund of Earnest Money Deposit made against tender enquiry No.. dtd.
. . . Vide receipt no Dated.....

PLACE:

DATE:

SIGNATURE OF TENDERER.

(Please affix Revenue stamp)

<p>Name :.....</p> <p>Address:.....</p> <p>.....</p> <p>.....</p> <p>Phone No:</p>
--

Note:

1. Receipt in original to be enclosed
2. This should be filled in completely at the time of submission of tender documents.

PROFORMA

BILL FOR THE HIRING OF VEHICLE FOR THE MONTH OF, 2015

FOR THE USE OF CCA AT.....,

Vehicle No :
 Units to which Allotted :
 Type of Vehicle :
 Approval No :
 Work Order No :
 Date of agreement :

Monthly Rent		
Rate per KM	:	
Rate per hour		
Rate/hour for overtime after the normal duty hours and holidays.	:	
Rate / day for night halt	:	
Total Kms. Run	:	
Over time claimed	:	
Charges for ... hrs overtime	:	
No. of night halts	:	
Charges for night halt	:	
Total		

Signature

Name & Address of the Contractor

Signature of the bidder

ADVANCE STAMPED RECEIPT

Received sum of Rs.....(Rupees.....

.....only) from the Communication Accounts officer(cash) O/o the CCA,Kerala Circle,Trivandrum towards hiring charges for providing Vehicle No:..... to O/o the CCA,Kerala Circle,Trivandrum for the month of.....2015 .

PLACE:

DATE:

SIGNATURE

(Please affix Revenue stamp)

LOG BOOK

PETROL ACCOUNT

Date	Kilometer reading	Petrol drawn	Initials of officers IC of car

Ministry/Department.....

Staff Car No.....

Date	Time		Kilometer reading	Kilometers Covered	Period of detention included in cols.2 & 3 (for non-duty journeys only)	Name and designation of officer using staff car	Place visited	Purpose of journey; if official, full details	Signature of officer using the car, his remarks, if any	No of hours after normal duty hours or on Sundays and closed holidays	Initials of officer in charge of vehicle, his remarks if any
	From	To									
1	2	3	4	5	6	7	8	9	10	11	12

			OPENING :								
			CLOSING:								

Section XII

PERFORMANCE SECURITY BOND FORM

1. In consideration of CCA, Kerala Circle Trivandrum having agreed to accept the service for providing hiring of vehicle by _____ for the fulfillment by him of the terms and conditions contained in the agreement in connection with the contract for supply of _____ which inter alia provides for the submission of Performance Security in the form of Bank Guarantee. We _____(Name of the Bank) at the request of contractors do hereby undertake to pay the CCA Kerala Circle, Trivandrum an amount of not exceeding Rs._____-/- (Rupees _____ only) against any loss or damage caused to or suffered or would be caused to or suffered by the CCA, Kerala Circle, Trivandrum by reason of any breach by the said contractors of any of the terms and conditions contained in the said agreement.
2. We (Name of the Bank)_____do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the CCA, Kerala Circle, Trivandrum stating that the amount claimed is due by way of loss or damages caused to or suffered by the CCA, Kerala Circle, Trivandrum reason of breach by the said contractors of any of the terms and 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 CCA, Kerala Circle, Trivandrum 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 the CCA, Kerala Circle, Trivandrum any money so demanded notwithstanding any disputes raised by the contractors(s)/supplier(s) in any suit or proceedings pending before any court or tribunal relating to 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 the contractors(s)/ supplier(s) shall have no claim against us for making such payment.
4. We (Name of the Bank)_____further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from the 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 CCA, Kerala Circle, Trivandrum _____under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till CCA, Kerala Circle, Trivandrum 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.

Signature of the bidder

5. We (Name of the Bank) _____ further agree with the CCA, Kerala Circle, Trivandrum that the CCA, Kerala Circle, Trivandrum shall have the fullest liberty without or consent and without effecting in any manner our obligations time of performance by the said contractor(s) from time to time any of the powers exercisable by the CCA, Kerala Circle, Trivandrum 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 any indulgence by the forbearance or any omissions on the part of the CCA, Kerala Circle, Trivandrum or any indulgence by the CCA, Kerala Circle, Trivandrum to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us

6. This guarantee will not be discharged due to the change in 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 CCA, Kerala Circle, Trivandrum.

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.

CHECK LIST FOR BIDDERS

	Documents	Whether enclosed(Yes/No/N.A)
1	Cost of Tender documents. Amount Rs.....date.....	
2	If tender document is downloaded DD towards price of tender	
3	EMD of Rs. 10000/- in the form DD/cash receipt	
4	Whether all the Pages are signed & properly tagged with all documents and enveloped properly sealed	
5	Whether Bid form is filled up and signed	
6	Whether attested copy of Registration of the firm is attached	
7	Attested copy of partnership Deed or proprietorship deed/ Memorandum of Association/Articles of Association as applicable. If not applicable the same should be indicated.	
8	Documents of ownership of Vehicle	
9	Attested copy of latest Income Tax return	
10	Attested copy of PAN card	
11	Attested copy of Service Tax certificate (if applicable)	
12	Technical Bid (As per section V) to be submitted in separate sealed envelope	
13	Financial Bid (as per section VII) to be submitted in separate sealed envelope	

Signature of the bidder

Signature of the bidder