



**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF TELECOMMUNICATIONS
O/O THE PR. CONTROLLER OF COMMUNICATION ACCOUNTS,
KOLKATA "TELEPHONE HOUSE"
8, Hare Street, 2nd & 4th Floor, KOLKATA – 700001.
Phone : (033) 2213 7402, Fax: (033) 2231 3537/2213 8824
E-mail- pccakolkata@gmail.com**

BID DOCUMENT
TENDER DOCUMENT
FOR
LIMITED TENDER FOR HIRING OF VEHICLE.
FOR USE IN
O/o Pr. CONTROLLER OF COMMUNICATION ACCOUNTS, KOLKATA.

Tender No: CCA/CTD/ Tender(Vehicle)/2017-18 dated 09.05.2017

Total No. of Pages -23

Price Rs. 500/-

SECTION-I

CHECK LIST FOR BIDDERS

Sr. No.	Documents	Yes /No/ (N/a)
1.	Cost of Tender documents. DD No. Amt. Date	
2	EMD DD No. Amt. Date	
3	Whether all the Pages are signed & properly tagged with all documents and enveloped properly sealed?	
4	Whether Bid form is filled up and signed?	
5	Whether Bidder's Profile is filled up?	
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 vehicles.	
9	Attested copy of latest Income Tax return.	
10	Attested copy of PAN card	
11	Attested copy of Service Tax certificate	
12	(Annexure-I) Declaration that commercial vehicle of Model not older than 2014 will be supplied.	
13	(Annexure-II) Bio-data of Bidder.	
14	(Annexure-III) Declaration regarding no relative working in DoT on Rs. 100/- Stamp Paper.	
15	(Annexure IV), Letter of Authorization for attending tendering process, in original if applicable	
16	(Annexure VI) Declaration towards Non – tampering of tender document.	
17	(Annexure VII) Declaration on Rs. 100/- stamp paper about blacklist/non-blacklisted.	
18	Technical Bid (As per section-V) to be submitted in separate sealed envelope.	
19	Financial Bid (as per section VI) to be submitted in separate sealed envelope.	

SECTION – II

GENERAL (COMMERCIAL) CONDITIONS

1. Eligibility Conditions

- a) The bidder should have own or have power of attorney for at least two vehicle of required make (not older than 2014 Model) registered as Taxi. The same vehicle (or later model) is to be provided in case the bid is successful. The bidder shall submit full details of the vehicle as per Annexure-1 along with documentary proof.
- b) The bidder shall be registered for Service Tax (if applicable) & Income Tax.

2. Documents required to be submitted along with the bid

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

- a. Document showing ownership of vehicle of required make (not older than 2014 model) in taxi category.
- b. Declaration that firm shall be able to supply the vehicles in taxi category (not older than 2014 model) (Annexure-1).
- c. Bid Security(EMD) of required amount in form of Demand Draft/Bank Guarantee.
- d. Bio – data of the Bidder (Annexure-II).
- e. Valid Service TAX Registration Certificate if applicable
- f. Latest Income TAX return along with copy of PAN card if applicable.
- g. Documents regarding **registration of company under Companies Act / Firm registration / Proprietorship/ Partnership Deed** as the case may be.
- h. Certificate of Near Relative not working in DoT as per Annexure- III . (To be executed & attested by Public Notary/Executive Magistrate on Rs.100/- stamp paper by the bidder).
- i. Declaration of Non-tampering of Document (Annexure VI).
- j. Declaration of non Blacklisting (Annexure VII). (To be executed & attested by Public Notary/Executive Magistrate on Rs.100/- Stamp paper by the bidder).
- k. Pre-receipt of refund of EMD.

Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in any respect may result in rejection of the Bid. **All the pages of the tender document and certificates shall be duly signed by the bidder.**

3. Packing Bid Documents:

- a) Tender should be submitted in **two covers; One** super scribed Technical Bid and the **Second** Financial Bid and both the envelopes are in turn be put in another envelope and this envelope should be superscripted prominently as **“TENDER FOR HIRING OF TAXI’s**. All the three envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the prices will be made in the Technical Bid. Tenders received without proper sealing are liable to be rejected.
- b) Tender will be opened in the presence of Bidders present on the due date of opening. Technical Bids of the Tenders received will be opened on that day and the sealed Financial Bids will be kept in O/o Pr.CCA, Kolkata custody. The Time, Date and Venue of the opening of FINANCIAL BIDS will be intimated only to those Bidders, whose Technical Bid is accepted after evaluation of details and documents furnished in **Technical Bids Form**. No correspondence in this regard will be entertained. Incomplete Tender or Tender in which both technical Bid and Financial Bid are found in the same envelope is liable to be rejected. All Columns should be furnished with relevant details and no column should be left blank.

- c) Financial Bid of the selected bidders only will be opened.
- d) Bidder shall furnish the documents as per **Technical Bid Form**.
- e) Rates should be quoted as per the schedule of Rates at **Section VI**. The format of Financial Bid Form should not be changed in any manner. Addition/ deletion/ alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.
- f) **Unsigned** Technical Bid(Section-V) and Financial Bid(Section-VI) will be considered as Invalid Bid.

4. Prescribed Format

Tender offers shall be submitted in the prescribed format **along with the original tender document** and enclosed Price bid. Price bids offers not adhering to the prescribed format are liable to be rejected summarily.

5. Bid Price

I. The supplier shall quote in original in the Scheduled Rates format attached along with bid document for types of vehicles given in the "Services to be provided".

II. Fixed rate should be quoted per month basis as well as on hourly basis including cost of fuel, wages of driver, and other incidental charges. The prices quoted by the bidder shall remain firm during the period of contract and shall not be subject variation on any account except in case of changed in petrol/diesel prices.

III. In case of change in fuel prices during the contract period, rates will be proportionately increased/decreased on quarterly basis, taking into consideration;

- (a) Total K.M. run by each vehicle during the calendar month taking into account average mileage of ten K.M. per liter.
- (b) Rate of fuel approved by Govt. as on date of entering into agreement.
- (c) Rate of fuel on first day of the quarter concerned.
- (d) First review will be made at the end of first Quarter of run of the vehicle.

IV. Rate quoted in any other format /sheet will not be considered. Rate should be quoted in enclosed sheet in English figures & words without any overwriting, corrections, errors, omissions etc. Any corrections in bid or rate sheet are required to be signed by the bidder otherwise tender may be rejected summarily.

V. In case of reduction of taxes and other statutory duties during contract period, O/o the Pr. CCA Kolkata shall take the benefit of decrease in these taxes /duties for the supplies made from the date of enactment of revised duties/taxes.

VI. Any increase in taxes and other statutory duties/levies during the contract period shall be borne by the supplier.

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

6. Bid Security (EMD):

- 6.1 The bidder must deposit Rs16,000/- (Rupees Sixteen thousand only) as Bid Security (Non-Interest Bearing). The Bid Security shall be in the form of Pay Order /DD from any nationalized bank payable at Kolkata in favour of A. O. (Cash) O/o Pr.CCA, Kolkata valid for 90 days from the date of tender opening.

- 6.2 The successful bidder's bid security will be discharged/adjusted upon the bidder's acceptance of the award of contract satisfactorily in accordance with the clause and furnishing the performance security.
- 6.3 The bid security may be forfeited
- a) If the bidder withdraws his bid during the period of validity specified in the bid form.
 - b) If the successful bidder fails to sign contract within a week of the issue of letter of intent.
 - c) If the successful bidder fails to furnish performance security in accordance with Clause 10.
 - d) A bid not secured in accordance with clause 5 (i) shall be rejected by the O/o Pr.CCA, Kolkata, as non-responsive and returned to the bidder.
- 6.4 The bid security of the unsuccessful bidder will be discharged/ returned as early as possible, but not later than 30 days after the expiry of the period of bid validity.

7. Submission of Bid:

- a. The bids should be duly sealed and addressed to O/o Pr.CCA, Kolkata, and dropped in the Tender Box provided in the O/o Pr.CCA, Kolkata, Telephones House, 2nd floor, Kolkata-700001 on or before 14:30 hours of the due date.
- b. Any bid received after the specified time and date for submission of bids shall be rejected and returned to the bidder unopened.

8. Tender Opening

- a. The bids shall be opened in the presence of the bidder or their authorized representative, who wish to be present at the time of opening of bids on due date at their own cost.
- b. In case the date fixed for the opening of the bids is declared as holiday by the Government of India, the revised schedule will be notified. However, in the absence of such notification, bids will be opened on the next working day, time and venue remaining unaltered.

9. Bid Evaluation

- a. Bids shall be evaluated to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed (all the pages should be signed) and whether bids are generally in order.
- b. If there is any discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, O/o Pr.CCA, Kolkata will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of the bid document, without material deviation. A bid determined as substantially non-responsive will be rejected by O/o Pr.CCA, Kolkata.
- c. O/o Pr.CCA shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the services offered inclusive of all the levies and charges as indicated in the Schedule of Rates in Section VI and Evaluation of the bid will be as per Section VII.

10. Performance Security

- a. The successful bidder shall be required to deposit an amount equal to 5(five) percent of the contract value as Performance Security within 15 days of issue of letter conveying O/o Pr.CCA, Kolkata's intention of accepting the bid. The failure to deposit the security deposit within prescribed time of 15 days may result in cancellation of bid / offer. In this regard the decision of Pr.CCA, Kolkata will be final.

- b. Performance Security shall either be submitted in the form of Bank Guarantee issued by a scheduled bank in the proforma provided in Annexure- V of the bid document or in the form of DD drawn from any nationalized bank payable at Kolkata in favour of Accounts Officer(Cash), O/o Pr.CCA, Kolkata.
- c. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for O/o Pr.CCA, Kolkata to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting in such failure.

11. Rights of acceptance:

O/o the Pr.CCA, Kolkata reserves all rights to reject any tender including of those tenders who fail to comply with the instruction and does not bind itself to accept the lowest or any specific tender. The reason for rejecting a bid will be disclosed where any enquiry is made by the bidder.

12. Arbitration

12.1 In the event of any question, dispute or difference arising under the agreement in connection therewith (except as to matters, the decision to which is specifically provided under this agreement) the same shall be referred to sole arbitration of the Pr.CCA, 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 Pr.CCA, or by whatever designation such officer may be called (herein after referred to as the said officer) and if the Pr.CCA, Kolkata or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the Pr.CCA, or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

12.2 The arbitrator may from time to time with the consent of both the parties extend 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.

12.3 The venue of the arbitration proceeding shall be the office of O/o Pr.CCA, Kolkata or such other place as the arbitrator may decide.

13. Contract Period:

Under normal circumstances the contract shall be valid for a period of 1 year from the date of acceptance of the tender. However, contract may be extended for further period of upto one year on the same rate, terms and conditions.

14. Parking & Toll charges:

Payment of any Govt. tax on duty for plying the vehicles for Pr. CCA, Kolkata within West Bengal will be the liability of the contractor. Parking and Toll charges, if any, may be claimed by producing the Parking/Toll slips.

15. Penalty:

In the event of the contractor failing to :

(i) Observe or perform any of the conditions of the work as state out herein or

(ii) Execute the work in good and workman like manner and to the satisfaction of and by the time fixed by the Department of Telecommunications

a) It shall be lawful for the O/o the Pr.CCA, Kolkata, Department of Telecommunications in its discretion in the former event to remove or withhold any part of the work until such times as he may be satisfied that contractor is able to do and will duly observed the said conditions and in the latter event to reject or remove as the case may required any supply order execute otherwise than in a good and workman like manner to the satisfaction of and by the time fixed by O/o the Pr.CCA, Kolkata, Department of Telecommunications and in both or either of the events, aforesaid to make such arrangements as he may think fit for the reproduction of the work so remove or work in lieu of that so rejected or remove as aforesaid on account and at the risk of the contractor.

b) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates O/o the Pr.CCA, Kolkata, Department of Telecommunications may charge the amount of such excess cost to the contractor and the same may at any time thereafter be deducted from any amount that may become due to the contractor under this or any other contact or from the security deposit or may be demanded of him to be paid within seven days to the credit of O/o the Pr.CCA, Kolkata, Department of Telecommunications.

c) In the event of discovery of any error or defect due to the fault of the contractor at any time after the delivery of goods ordered, the contractor shall be bound if called upon to do so, to rectify such error or defect at his own cost to satisfaction of and within the time fixed by the O/o the Pr.CCA, Kolkata, Department of Telecommunications. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected the O/o the Pr.CCA, Kolkata, Department of Telecommunications shall have the power to deduct from any payment due to the contractor such sum as he may deem expedient.

d) In the event of a supply being wholly rejected, O/o the Pr.CCA, Kolkata, Department of telecommunications may at its discretion either.

(i) Permit the Contractor to re-do the same within such time as he may specify at contractor's own cost which shall include the cost of all sorts i.e. materials and transportation etc, or other source than the contractor in which case the amount of extra cost, if any, shall be recovered from the contractor in the manner provided in sub- clause (b) of this clause

e) The powers of O/o the Pr.CCA, Kolkata, Department of Telecommunications under this condition shall in no way after prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 14 above.

f) Since the supply order being awarded to the contractor is of important nature the time schedule given in clause 13 must be adhered to, failing which a penalty at the rate 15 % for every day's/week's/month's delay will be recovered in the manner stated in sub-clause (b) of this clause.

16. Natural Calamity, strike etc.

In case of strike, combination of workmen or natural calamity of any kind fire accidents, or circumstances beyond the control of the firm causing stoppage of his work, whereby the delivery or completion of work may be suspended resulting in under delay without penalty, Department of Telecommunications shall have the power during such a stoppage to get the work done elsewhere without charging the contractor. No obligation will rest on Department of Telecommunications to pay for any portion of the work undertaken before such a stoppage. The contractor shall provide every facility for removal and use of materials may be necessary for timely completion of the work.

SECTION-III

PARAMETERS AND TECHNICAL SPECIFICATION for executing the work mentioned in the preamble

Subject: Notice Inviting Tender for supply of vehicle on Rental Basis for One year.

Part-I

Parameters and Technical Specification for executing the work.

- 1) CAR HIRE CHARGES SHOULD BE QUOTED FOR AVERAGE RUNNING OF 1500 KM PER MONTH. SEPARATE RATE PER KM SHOULD BE QUOTED FOR EXCESS MILAGE.
- 2) THE O/o The PR.CCA, KOLKATA, HAS THE SOLE RIGHT TO ENGAGE VEHICLE FOR REQUIRED HOURS A DAY, AS WELL AS FOR REQUIRED DAYS OF WEEK. NO ADDITIONAL TERMS & CONDITIONS REGARDING ENGAGEMENT OF VEHICLES FOR SPECIFIC HOURS A DAY AND/OR SPECIFIC DAYS OF A WEEK WILL BE ENTERTAINED. THE BIDDERS WILL ONLY FILL IN THE COMMERCIAL BIDS (SECTION-VI) IN PRESCRIBED FORMAT IN COMPLIANCE WITH THE NOTES THEREON.
- 3) NO COLUMNS OF THE COMMERCIAL BID BE KEPT BLANK. IN CASE OF NO BID TO OFFER, THE EARMARKED SPACE SHOULD BE FILLED IN BY "NIL" REMARK.
- 4) THE DEPARTMENT RESERVES THE RIGHT TO EXTEND THE PERIOD OF CONTRACT FOR FURTHER PERIOD UPTO ONE YEAR ON THE SAME RATE TERMS & CONDITIONS IF AGREED BY THE CONTRACTOR.
- 5) PHOTOCOPY OF REGISTRATION CERTIFICATE OF THE VEHICLE SHOULD BE ACCOMPANIED WITH THE TENDER QUOTATION. IN CASE PURCHASE OF NEW VEHICLE IS PROPOSED AFTER BECOMING SUCCESSFUL BIDDER THEN IN THAT CASE REGISTRATION CERTIFICATE NEED NOT BE FURNISHED AT TENDER STAGE.

Part-II

Terms and Conditions Specific to the Contract

- 1) VEHICLE SHOULD REPORT TO THE RESPECTIVE PLACE AS MENTIONED IN SECTION-IV OR AS PER DIRECTION OF THE AUTHORITY. DELAYED/NON-SUPPLY OF VEHICLE VIZ. IF ALTERNATIVE ARRANGEMENT HAD TO BE MADE FOR NON-SUPPLY OF VEHICLE, COST INCURRED WILL BE REALISED FROM THE VENDOR AND 3% PENALTY WILL BE ON THE TOTAL BILL OF THAT WEEK.
- 2) IN CASE OF SUPPLY VEHICLES FOUND TO BE UNSATISFACTORY THE CONTRACT MAY BE TERMINATED AT ANY TIME WITHOUT ASSIGNING ANY REASON THEREOF.
- 3) PAYMENT WILL BE MADE AS PER ACTUAL DETENTION/UTILIZATION FROM THE REPORTING OFFICE. MAXIMUM 10 (TEN) KILOMETRES PER DAY OR THE ACTUAL DISTANCE COVERED IN ROUND TRIP BETWEEN USER DELIVERY ADDRESS AND THE GARAGE/NORMAL PARKING PLACE, WHICHEVER IS LESS WILL BE GIVEN FOR COUNTING OF DISTANCE ON DAYS THE VEHICLE IS ACTUALLY CALLED FOR DUTY. FOR THIS PURPOSE, THE CONTRACTOR WILL HAVE TO SUBMIT THE ADDRESS OF GARAGE/NORMAL PARKING PLACE.
- 4) IN CASE OF ACCIDENT ETC. DAMAGE CAUSED WILL BE THE CONTRACTOR'S LIABILITY.

SECTION-IV

Terms and Conditions specific to the contract

1. Vehicle should report to the respective places as per direction of the Authority. Delayed/non supply vehicle, viz, if alternative arrangement has to be made for non-supply of vehicle, cost incurred will be realized from the contractor and 3% penalty will be levied on the total bill of that week.
2. In case of supplied vehicle is found unsatisfactory; the contract may be terminated at any time without assigning any reason thereof.
3. Payment will be made as per actual detention/utilization from the reporting office. Duty hour will be calculated on the basis of the difference between the reporting time and releasing time on each day as noted on the duty slip by the user. The counting of distance will be effective from the starting point of the user and closing at the point wherever user completes his/ her travel. The distance covered in each way between user delivery address and the garage/ normal parking place will be allowed on actual basis or 5 Kms (i.e to and fro 10 km) whichever is less.
4. The vehicles should not be older than 2014 Model.
5. The contractor shall provide duly licensed and experiences drivers for operating the vehicle and pay the wages to him. The driver should not have any past criminal records.
6. Department will not bear any enroute expenditure or responsibility while in use.
7. The car should be placed duly cleaned and washed; seat covers/towels are to be changed twice in a week. The drivers should be well behaved, neatly turned out, properly shaven (or with neatly cleared beards).He should wear shoes or sandals and not chappals. He should not be intoxicated/drunk while on duty.
8. The driver must wear a dress which should always be clean and properly ironed.
9. The driver must be provided with a working mobile telephone connection, so that driver can be contacted by the officers, whenever required. This is essential and will not be waived off. The cost of the mobile phone as well as monthly recharge cost will be borne by the vehicle provider.
10. The vehicle should be placed daily refilled with adequate fuel.
11. Engagement of the Vehicle.
 - 11.1 Vehicles are to be provided on all working days from Monday to Saturday. On Sundays/Gazeted holidays declared by Govt. of India, if required as per direction of the authority, he will be paid 20% extra of the pro-rata daily charges.
 - 11.2 The vehicles are normally required to run with in the state of West Bengal.
 - 11.3 For detention of vehicle beyond 11.00 P.M. of a day, night halt charges will be paid.

11.4 For non availability of the vehicle for day(s) of a month ; penalty of Rs. 200/- per day shall be imposed in addition to deduction at pro-rata basis for that day(s).

12. The vehicle should be maintained and kept in good order and necessary repairing work be carried out by the contractor at his own cost.

13. In the event of the vehicle detailed in Annexure-I comes under consideration for the contract; it should be placed/provided, on demand, for inspection/test at any place fixed by the O/o the Pr.CCA, Kolkata, before finalization of the tender.

14. Fixed lump sum charges should be quoted for calendar month as a whole for the vehicles to be hired on monthly basis.

15. No. of vehicles may be increased or decreased at any time by O/o the Pr.CCA, Kolkata and the vendor is to supply the same under the same rate, terms and conditions during the period of contract entered into.

16. O/o Pr. CCA, Kolkata may discontinue engagement of vehicle(s) during the day of absence of the officer and payment for that calendar month will be made on pro-rata basis for the days of use of the vehicle(s).

17. Insolvency Act:

In the event of the firm being adjusted insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise or in specified the Department of Telecommunications shall have power to terminate the contract without previous notice.

18. Breach of Terms & Conditions:

In case of breach of any terms & conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason therefore and nothing will be payable by this Department in that event and the security deposit shall also stand forfeited.

19. Subletting of Work:

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

20. Right to call upon Information regarding status of work:

The O/o the Pr.CCA, Kolkata, will, have the right to call upon information regarding status of supply at any point of time.

21. Precautionary Measures:

21.1 While observing the economy in costs in his own interest the contractor must be careful that quality and cleanliness of the work is maintained as well as time schedule prescribed etc. should not be disturbed.

21.2 The contractor must take every care to see that the work or any portion of thereof does not fall into unauthorized hands.

22. The tender is not transferable. Only one tender shall be submitted by one tenderer.

23. TERMS OF PAYMENT:

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

23.2 The contractor shall submit the bill in the first week of following month in respect of previous month supported by copies of the log sheets duly signed by the competent authority of Department of Telecommunications, for sanction of the amount of bill and pass in the bill for payment.

23.3 All payment shall be made by e payment gateway/cheque only.

23.4 The O/o the Pr.CCA, Kolkata, shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in prescribed para.

23.5 The term "Payment" mentioned in this Para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and security Deposit governed by the separate clauses of the contract.

24. Set off Clause.

Any sum of money due to payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by O/o the Pr. CCA, Kolkata and set off against any claim of O/o the DDG(TERM) for payment of sum of money arising out of this contract or under any other contract/work /given by O/o the Pr. CCA, Kolkata.

SECTION-V
TECHNICAL BID

Subject: Notice inviting Tender for supply of vehicle on rental basis for a period of One year.

1. Name & address of the Tenderer/Concern: _____

2. Nature of the Concern: _____

(i.e. sole proprietor or partnership firm or a company or a Government Department or a Public sector organization)

3. Details of DD/Bank Guarantee submitted towards EMD: _____

4. Details of vehicles offered:

Kind of vehicle	Model No	Year of Manufacturing	Date of original purchase	Type of fuel used	Kilometers run by the vehicle	Fitness/roadworthiness of the vehicle	Registration No/Date of vehicle

Dated at

(Dated signature of Tenderer with Stamp of Firm)

SECTION-VI
FINANCIAL BID

Subject: Notice inviting Tender for supply of vehicle on rental basis for a period of One year

1. Price quoted for the work is inclusive of fuel charges, drivers wages and all kinds of incidental charges and all taxes.
2. Details of rate offered (in rupees):

Particulars	Fixed rate per vehicle (in Rs in figure and words) per month for average running of 1500 Kms & 10 Hrs duty per day (inclusive of all charges mentioned in section-II)	Rate per vehicle (in Rs in figure and words) per km for mileage exceeding 1500km per month (inclusive of all incidental charges mentioned in Section-II)	Rate per vehicle (in Rs in figure and words)per hour for duty performed beyond 10 Hrs per day	Outstation Night halt charges per vehicles per day
AC Honda City/Swift Dzire/SX4 or higher version				

Note:

1. The Department of Telecom has the sole right to engage vehicles for required hours a day as well as for required days of week. No additional terms & condition regarding engagement of vehicles for specific hours a day and/or specific days of a week will be entertained.
2. No columns of the Technical Bid be kept blank in case of no bid to offer, the earmarked space should be filled in by "NIL" remark.

Dated.....at

(Dated signature of Tenderer with Stamp of Firm)

SECTION-VII

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

1. A/C (Diesel Driven) Honda City/Swift Dzire/SX4 or higher version

Sl. No.	Particulars (A)	Approx. Quantity (B)	Total (A*B)
i)	Rate for first 1500 Kms say Rs X	2	2X
ii)	Rate beyond first 1500 Kms, say Rs.Y/KM	100 Kms each	200Y
iii)	Rate per Hour beyond 10 Hrs of engagement in a day say Rs Z/Hrs	30 Hrs each	60Z
iv)	Out station Night Halt charges for engagement of vehicles beyond 11.00 P.M. of a day say Rs. N per day	2 days each	4N
Total Evaluated Cost = C1 =			2X +200Y+60Z+4N



(Asish Dasgupta)

**Dy. Controller of Communication Accounts
O/o the Pr. CCA, Kolkata**

Annexure-I

DECLARATION

“I / We hereby declare that I/We have carefully gone through the terms & conditions of tender notice No. CCA/CTD/TENDER(VEHICLE)/2017-18 dated 09.05.2017 in detail and agree to the rates submitted by me/us in the Rate Sheet and I/We agree in full”.

“I / We Declare that I/We will be supplying the following taxi or a taxi of same make, colour and same or later model.

- 1. Model of Vehicle:
- 2. Registration number:
- 3. Year of Manufacture:

“I also declare that the other vehicle of required make, and model and colour shall also be supplied by me”

1) Signature of the Party : _____

Full Name in Block Letters: _____

Capacity in which the Tender is signed: _____

2) Full Address: _____

Telephone Number: Office _____

Res. _____

Annexure-II

BIO DATA OF THE BIDDER

1) Name & Address of Firm/Party: _____

Telephone Number (O)

(R)

(Mobile)

2) Whether it is Proprietorship or Partnership _____

3) Full Name(s) of Proprietor or Partners _____

(Attested copies of partnership deed _____

should invariably be attached along _____

with Authorizations)

4) Permanent Account Number (Income Tax) _____

5) Sales Tax Registration Number of the Firm/Party _____

Annexure-III

DECLARATION REGARDING NEAREST RELATIVES WORKING IN D.O.T.

(To be executed & attested. by Public Notary/Executive Magistrate on Rs.100/- stamp paper by the bidder)

I/ We declare :-

1. That I or any of my partner am/is neither working in any capacity in anywhere in the DOT, nor am/is removed/ dismissed from service of DOT.
2. That none of my near relatives are working in any capacity in DOT nor removed/ dismissed from service of DOT.

Or

The details of my near relatives working in DOT are as under:

Sr. No.	Name and Address	Capacity in which working	Office in which working

3. That in case of change of partners or change in constitution of the firm, I shall abide by the conditions of the contract and shall bring any change to the knowledge of the O/o Pr. CCA, Kolkata immediately.
4. i) That I /We shall intimate the names of persons working in DOT related to our employees who are working with me /us in any capacity or are subsequently employed by me/us.
ii) That none of my employees is a removed/dismissed employee of either any unit of DOT.
5. That I/ We am/are aware that any breach of the condition would render the contract liable for termination along with cancellation of any other existing contracts and forfeiting of my/our Earnest Money Deposit /Security deposit held by O/o Pr. CCA, Kolkata.
6. If at any time, it is found that the information given in the above appendix is Incorrect/incomplete, the contract is liable to be terminated without assigning any reason and the SD shall be forfeited and legal actions shall be initiated without any prejudice i.e. to the rights of the O/o Pr. CCA, Kolkata to debar the firm from entering into future contracts.

Place :

Signature :

Date:

Name:

(Capacity in which he is signing)-----

NOTE: The term "relatives" means wife/husband/parents and grand parents/children/ grand children / brothers/ sister /uncles/aunts/cousins and their corresponding in- laws.

Annexure-IV

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach O/o Pr. CCA, Kolkata on or before date of bid opening)

To
The CCA,
O/o Pr. CCA, Kolkata,
8, Hare Street,
Kolkata- 700 001.

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

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

Name of the Representative

Specimen Signature

1. _____

Signature of the Bidder

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

Annexure-V

PROFORMA OF PERFORMANCE SECURITY BOND

1. In consideration of Pr. Controller of Communication Accounts, Kolkata (hereinafter called Pr. CCA Kolkata) having agreed to exempt _____ (hereinafter called the said Service Provider(s) from the demand of security deposit of Rs _____/- on production of Bank Guarantee for Rs _____/- for the due fulfilment by the said service provider of the terms and conditions to be contained in an Agreement in connection with the contract for the supply of _____ we, (name of the bank) _____ (hereinafter referred to as "the bank") at the request of _____ service provider do hereby undertake to pay to Pr. CCA, Kolkata, an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the Pr. CCA, Kolkata, by reason of any breach by the said service provider of any terms & conditions contained in the said agreement.
2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Pr. CCA, Kolkata stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the Pr. CCA, Kolkata, reason of breach by the said service provider of any of the terms & conditions contained in the said agreement or by reason of the service provider'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 Pr. CCA, Kolkata 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 Pr. CCA, Kolkata, any money so demanded notwithstanding any disputes raised by the service provider/supplier in any suit or proceeding pending before any court or tribunal relating there 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 and the Service Provider/supplier shall have no claims against us for making such payment.
4. We (name of the bank) _____ further agree that the guarantee therein contained shall remain in force and effect immediately for a period of one year from date herein and further agree to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the Pr. CCA, Kolkata under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Pr. CCA, Kolkata certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said service provider(s) and accordingly discharges this guarantee.
5. We (name of the bank) _____ further agree with the _____ Pr. CCA, Kolkata that the Pr. CCA, Kolkata shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the Pr. CCA, Kolkata, against the said service provider and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider(s) or for any forbearance, and or any omission on the part of Pr. CCA, Kolkata, or any indulgence by the Pr. CCA, Kolkata, to the said service provider or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the bank or the service provider/supplier.

7. This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by the Pr. CCA, Kolkata.

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.

Annexure-VI

DECLARATION

I / We declare that :-

Proprietor/ Partner(s)/ Director(s) of M/S. -----

hereby declare that I / We have not tampered the tender document vide

Tender No: CCA/CTD/Tender(Vehicle)/2017-18 Dated : 09.05.2017

Signature -----

Name -----

Name & address of the firm: -----

ANNEXURE-VII

DECLARATION REGARDING BLACKLISTING/DEBARRING FROM TAKING PART IN GOVT.TENDER BY DOT/GOVT. DEPT

(To be executed & Attested by Public Notary/Executive Magistrate on Rs.100/- Stamp paper by the bidder)

I / We Proprietor/ Partner(s)/ Director(s) of M/S. -----
hereby declare that the firm/company namely M/S.-----
-----has not been blacklisted or debarred in the past by
DOT any other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. -----
hereby declare that the firm/company namely M/S.-----
-----was blacklisted or debarred DoT, Govt. Dept. from taking part in
Government tenders for a period of ----- years w.e.f.-----

The period is over on -----and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by O/o Pr. CCA, Kolkata, and EMD/SD shall be forfeited. In addition to the above O/o Pr. CCA, Kolkata will not be responsible to pay the bills for any completed / partially completed work.

Signature -----
Name -----
Capacity in which as signed: -----
Name & address of the firm: -----

Seal of the firm should be Affixed.

Date:

Signature of Bidder with seal.