



**Government of India -  
Ministry of Communications & IT -  
Department of Telecommunications -  
Office of the Dy. Director General (TERM), U.P. (West) -  
I Floor, Brahmampuri Telephone Exchange, Meerut-250002 -**

**Tender No.: 30-75/TERM/UPW/Tender Comm. Vehicle/15-16/**

**Dated 26.08.2015**

**Tender Document  
For -  
HIRING OF LIGHT COMMERCIAL  
VEHICLES -  
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**Cost of Tender document: Rs. 525/-**

**SDE-II (TERM)**  
O/o DDG (TERM), UP (West) Circle,  
1<sup>st</sup> Floor, Brahmampuri Telephone Exchange,  
Meerut: 250002 (UP).



भारत सरकार -

संचार एवं सूचना प्रौद्योगिक मंत्रालय -

दूरसंचार विभाग -

कार्यालय उप महानिदेशक (टर्म), उत्तर प्रदेश (पश्चिम) -

प्रथम तल, ब्रह्मपुरी दूरभाष केंद्र, मेरठ-250002

निविदा संख्या:- 30-75/टर्म/यू0पी0डब्लू0/टेन्डर कार्मसियल व्हीकल/2015-16

दिनांक-26.08.2015

सेवा में,

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**विषय:- किराये पर हल्के वाणिज्यिक वाहन हेतु सीमित निविदा आमंत्रण सूचना।**

श्रीमान,

सीमित निविदा एतद् द्वारा किसी भी केन्द्रीय/राज्य सरकार/सार्वजनिक क्षेत्रों के उपक्रमों में कम से कम एक साल के लिए हल्के वाणिज्यिक वाहनों की आपूर्ति में अनुभवी एकमात्र स्वामी/भारतीय फर्मों/कंपनियों से, दो गैर ए0सी0 डीजल (टाटा इंडिका या समकक्ष) हल्के वाणिज्यिक वाहनो की उप महानिदेशक (टर्म) उ0 प्र0 (पश्चिम) प्रथम तल, ब्रह्मपुरी दूरभाष केंद्र, मेरठ-250002 के कार्यालय में किराये पर आपूर्ति हेतु, निविदा आमंत्रित की जाती है। उक्त निविदा की अनुमानित लागत रु0 7,20,000/- (रुपये सात लाख बीस हजार मात्र) है एवं बयाना जमा राशि रु0 18,000/- मात्र है। निविदा की अनुसूची निम्नानुसार है-

निविदा विक्रय की अवधि	: 21.09.2015	सायं 16:00 बजे तक
निविदा जमा करने की अंतिम तिथि	: 22.09.2015	दोपहर 15:00 बजे तक
निविदा खुलने की तिथि	: 22.09.2015	दोपहर 15:30 बजे तक

निविदा प्रपत्र को उप मण्डल अभियन्ता-द्वितीय (टर्म) कार्यालय उप महानिदेशक (टर्म) उत्तर प्रदेश (पश्चिम), प्रथम तल, ब्रह्मपुरी दूरभाष केंद्र, मेरठ-250002 से सभी कार्य दिवसों में प्रातः 11:00 बजे से सायं 5:00 बजे तक रु0 525/- (रुपये पांच सौ पच्चीस मात्र) लेखाधिकारी (रोकड) कार्यालय संचार लेखा नियंत्रक, उत्तर प्रदेश (पश्चिम) तृतीय तल, ब्रह्मपुरी दूरभाष केंद्र मेरठ -250002 के यहां जमा करके प्राप्त किया जा सकता है।

निविदा दस्तावेज वेबसाइट [www.dot.gov.in](http://www.dot.gov.in) से भी डाउनलोड कर सकते हैं लेकिन निविदा दस्तावेज की अपेक्षित लागत **AO (Cash) O/o CCA, UP (West), Meerut** के पक्ष में डिमांड ड्राफ्ट के रूप में जमा करना होता है अन्यथा निविदा निरस्त कर दी जायेगी।

सभी तरह से पूर्ण निविदा प्रपत्र इस कार्यालय को पंजीकृत डाक अथवा दस्ती (by hand) के माध्यम से 22.09.2014 को दोपहर 15:00 बजे तक पहुंच जाना चाहिए। वे निविदा प्रपत्र जो निर्धारित अवधि में इस कार्यालय को प्राप्त नहीं होते हैं उन्हें निरस्त कर दिया जाएगा। यह कार्यालय डाक के कारण विलंब या अन्य किसी भी बाह्य कारक के विलंब कारणों के लिए उत्तरदायी नहीं होगा।

उप मण्डल अभियन्ता-द्वितीय (टर्म)  
कार्यालय उप महानिदेशक (टर्म)  
उत्तर प्रदेश (पश्चिम), मेरठ।



**Government of India -  
Ministry of communications & IT -  
Department of Telecommunications -  
Office of the Dy. Director General (TERM), U.P. (West) -  
1<sup>st</sup> Floor Brahampuri Telephone Exchange, Meerut-250002 -**

**Tender No.: 30-75/TERM/UPW/Tender Comm. Vehicle/15-16/**

**dated 26.08.2015**

To,

\_\_\_\_\_

\_\_\_\_\_

**Sub:- Notice Inviting Tender for hiring of Light Commercial vehicles.**

Dear Sir,

Limited tender is hereby invited from the experienced sole proprietors/Indian Firms/ Companies, having experience in supplying light commercial vehicles for at least one year to any Central/State Govt. organization / PSUs, for providing services of registered light commercial vehicles on hired basis for the hiring of two Non A/C diesel (Tata INDICA or equivalent) Light Commercial vehicles for the office of the DDG(TERM), UP(West), 1<sup>st</sup> Floor Brahmpuri Telephone Exchange Building, Meerut – 250 002. The estimated cost for hiring of vehicles is about Rs. 7,20,000/- for one year. The EMD amount is Rs. 18,000/-. The schedule of tender is as under:

Last Date of sale of tender	:	21.09.15 up to 16:00 Hrs.
Last date of receipt of tender	:	22.09.15 up to 15:00 Hrs..
Date of opening of tender	:	22.09.15 at 15:30 Hrs.

The Tender Document can be obtained on all working days between 1100 Hrs. to 1700 Hrs. from the SDE-II (TERM), O/o DDG (TERM), UP (West), 1<sup>st</sup> Floor Brahampuri Telephone Exchange Building, Meerut-250002 by depositing an amount of Rs. 525/- with AO (Cash) O/o the CCA, UP (West), Third Floor, Brahampuri Telephone Exchange, Meerut - 250002.

Tender document can also be downloaded from the website [www.dot.gov.in](http://www.dot.gov.in). In case the tender document is downloaded from website, the cost of the tender document in the form of DD in favour of AO (Cash), O/o CCA UP West, Meerut payable at Meerut is to be enclosed with the bid along with requisite Bid security & other documents, failing which the tender will be out rightly rejected.

The tenders completed in all respect must reach this office by registered post or by hand up to 15:00 Hrs. of 22.09.2015. The tenders received after the scheduled date and time will be rejected out rightly. This office will not be responsible for postal delay or any other delay, caused due to external factors.

**SDE-II (TERM)  
O/o DDG (TERM), UP (West), Meerut**

**SECTION-I -**

**IMPORTANT INSTRUCTIONS FOR BIDDERS -**

1. The bidder should submit an affidavit (for proprietor firm) / copy of partnership deed (for partnership firm)/ registration certificate of the firm (for Pvt. Ltd/Pub. Ltd Cos.).
2. The bidders should have at least one Light Commercial vehicle registered in the name of proprietor/partners of the firm/ company. Details of the vehicles may be indicated against clause 8 in Section-V
3. The bidder shall have experience of supplying vehicles to Central/State Govt. organization / PSU for minimum one year.
4. The bidder shall give the details of the vehicle that the firm would likely provide to TERM Cell in Section-V (Technical Bid Form). However, the details of actual vehicles to be supplied shall be given at the time of acceptance of work order by the successful bidder. In case the successful bidder fails to provide the vehicles to be supplied along with valid papers within 7 days of issue of work order, his performance guarantee (security deposit) will be forfeited and he may be barred from taking part in any tender from this office for next one year.
5. The bidder should enclose duly self-attested copy of registration certificate and valid comprehensive insurance cover in favour of proprietor/partners/firm/lessee as documentary evidence in support of the vehicles in point 2 above.
6. The bidder should submit TECHNICAL BID FORM duly filled as per Section-V of the bid documents.
7. The bidder should submit a demand draft for Rs. 18,000/- (Rs Eighteen Thousand Only) in favour of AO (Cash), O/o CCA UP (West), Meerut payable at Meerut towards earnest money deposit (EMD). Bids not accompanied by the requisite amount of Earnest money shall be rejected out rightly.
8. The bidder should submit a demand draft for Rs. 525/- (Rs Five Hundred Twenty Five only) in favour of AO (Cash), O/o CCA UP (West), Meerut payable at Meerut towards cost of bid document if downloaded from the website or copy of Receipt from CCA towards depositing requisite Tender fee should be attached. Bids not accompanied by the requisite amount towards cost of bid document shall be rejected out rightly.
9. The bidder shall submit the No near relative certificate as per Section-IX of the bid documents.
10. The Declaration regarding non-tampering of tender document should be submitted as per Section-X.
11. The Affidavit of Blacklisting/Non-Blacklisting of Bidder is to be submitted as per Section-XI
12. **Financial Bid: -**

The financial bid (Section-VI) duly signed and stamped is to be submitted in Envelope II duly super-scribed as FINANCIAL BID. Both Envelope-I (Technical bid) & Envelope-II (Financial bid) are to be put in a bigger cover which should also be sealed and super-scribed as “Tender for Hiring of Light Commercial Vehicles” and shall be sent by registered post or delivered in person to

SDE-II

O/o DDG (TERM), UP(West), Meerut

1<sup>st</sup> Floor, Brahmpuri Telephone Exchange, Delhi Road, Meerut

The responsibility for ensuring that tenders are delivered in time would solely vest with the bidder. The DOT shall not be responsible if the bids are delivered elsewhere or late.

**INSTRUCTIONS TO BIDDERS****A. - INTRODUCTION:****1. - DEFINITIONS:**

- (a) "The DDG (TERM)" means the Deputy Director General (Telecom Enforcement, Resource and Monitoring Cell), UP (West), Meerut.
- (b) "The Bidder" means the individual or partners or the company who participates in this tender and submits its bid.
- (c) Vehicle means Car / SUV having Light Commercial all India Taxi permit having Engine Swept Volume / Displacement at least 1100CC

**2. - ELIGIBILITY OF BIDDERS:**

- (i) The participating bidder should be a Sole Proprietor/ Partnership firm/ Company. The bidder should submit an affidavit (for proprietor firm) / duly self-attested copy of partnership deed and registration certificate (for partnership firm)/ duly self-attested copy of MoA and registration certificate of the firm (for Pvt. Ltd/Pub. Ltd Company).
- (ii) The manufacturing year of the vehicles to be supplied shall be YEAR 2013/2014/2015
- (iii) The bidder should submit the duly self-attested photo copies of Service Tax registration, issued by the Central Excise Department, Government of India.
- (iv) The bidder should submit the duly self-attested photocopy of PAN document.
- (v) The bidder should enclose duly self-attested copy of registration certificate and valid comprehensive insurance cover in favour of proprietor/partners/firm/lessee
- (vi) The bidder should enclose the Cost of Tender document (if Downloaded from website) in form of DD of Rs 525/- and EMD of Rs.18,000/- either in cash receipt or in form of Demand Draft, valid for 180 days from the date of opening of tender.
- (vii) The bidder should have at least one year of experience in providing services of supplying vehicles to Central/State Govt. organization / PSUs etc. (Attach the self-attested copies of relevant experience documents)

**3. - COST OF BIDDING:**

The bidder shall bear all costs associated with the preparation and submission of the bid. The TERM unit will in no case, be responsible or liable for these costs, regardless of the conduct of the bidding process.

**B. - BID DOCUMENT****4. - BID DOCUMENT**

- (a) The Job required, bidding procedures and contract terms are prescribed in the bid document which includes:-

Sl No.	Title	Sections
1.	Notice Inviting Tender (NIT)	-
2.	Important Instructions to Bidders	I
3.	Instructions to Bidders	II
4.	General Conditions	III
5.	Special Conditions	IV
6.	Technical Bid Form	V
7.	Financial Bid	VI
8.	Performance Guarantee Bond Form	VII
9.	Letter of Authorization	VIII
10.	No Near Relative Working in DOT	IX
11.	Declaration of Non-Tampering	X
12.	Affidavit of Blacklisting/Non Blacklisting	XI
13.	Tender Compliance Sheet	XII

- (b) The Bidder is expected to examine all instructions, forms, terms and conditions in the Bid Document. Failure to furnish, complete information required as per the bid document or submission of bids not substantially responsive to the bid document in every respect will be at the bidder's risk and will result in rejection of the bid.

**5. - CLARIFICATION OF BID DOCUMENTS:**

A prospective bidder, requiring any clarification of the bid documents may notify the TERM unit in writing at the TERM unit's mailing address indicated in the Invitation of bids. The TERM unit may respond in writing to any request for clarification of the bid documents, which may need clarification and is received not later than 7 days prior to the date for the submission of bid.

**C. - PREPARATION OF BIDS**

**6. - PREPARATION AND SUBMISSION OF BID:**

6.1 The tender should be submitted in **two parts** namely -**Technical Bid** and **Financial Bid**. Each bid should be properly separately sealed, seal means wax sealed or sealed with PVC tape/ Adhesive tape, the document should not be sealed merely with gum or stapler pin. These envelopes are to be placed inside an outer envelope and properly sealed as mentioned above and cover shall be addressed to the undersigned. The outer envelope containing sealed cover should bear the address, Tender Number and date, subject of tender, date and time of opening of the same.

6.2 The both inner envelopes should be super scribed as "**Technical Bid**" and "**Financial Bid**" respectively along with Tender Number, subject of Tender.

**7. - BID FORM:**

7.1. The bidder should submit the Technical bid and the Financial Bid in the format as contained in the tender document.

7.2. The printed terms and conditions contained in the Tender Document shall form part of Bid as well as Agreement.

7.3. TERM unit shall not accept any deviations in respect of any Light Commercial conditions as laid down in the bid documents.

7.4 The bidder should seal the Technical and Financial Bid in two envelopes separately and put them into one envelope, duly sealed.

7.5 The envelope containing the tender bid should bear the name and complete postal address including telephone no. of the bidders.

7.6 All the pages of the bid document should be signed by the bidder.

**8. - SUMMARILY REJECTION OF BIDS:**

Any one or more of the following actions/omissions will cause summary rejection of bid:-

(a) Any bid, received late without conclusive proof that it was delivered before the specified closing time.

(b) Any bid unless exempted specially, not accompanied by required earnest money or received for shorter validity period and insufficient amount of EMD.

(c) Any bid, without letter of authority from the principal, where ever required.

(d) Any bid received unsealed.

(e) Any bid, not signed by duly authorized signatory at all appropriate places.

(f) Any bid, not accompanied by the required documents (duly self-attested), as contained in clause-2 of Section-II and documents listed in section-XII.

(g) Cost of bid document is not submitted.

(h) Any conditional bid.

**9. BID PRICES:**

(a) Bids with firm price only are accepted.

(b) Rates should be quoted in figures as well as in words.

(c) Rates must be specified in the format as per Financial Bid in Section-VI enclosed.

(d) No increase or decrease in the rates shall be allowed for any reason during the validity of agreement.

## 10. BID SECURITY (EARNEST MONEY DEPOSIT) -

- 10.1 The bidder must enclose the Earnest Money of Rs.18,000/- (Rupees Eighteen Thousand Only) in the form of **Demand Draft in favour of “AO (Cash) O/o CCA, UP (West), Meerut”** along with the Bid.
  - 10.2 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the Department in respect of any previous work will be entertained.
  - 10.3 The bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case, the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid EMD will be forfeited.
  - 10.4 The tenders without Earnest Money will be summarily rejected.
  - 10.5 No interest shall be paid on the amount of EMD, deposited against this tender.
  - 10.6 The EMD (bid security) of the unsuccessful bidders will be discharged/returned as promptly as possible, but not later than 30 days after award of the contract by the DDG (TERM) or expiry of the bid validity pursuant to clause 11 whichever is earlier.
  - 10.7 The successful bidder's EMD (bid security) will be discharged upon the bidder's acceptance of the Letter of Intent (LOI) satisfactorily pursuant to the clauses 26, 27 and 28.
  - 10.8 The EMD (bid security) may be forfeited
    - (i) If a bidder withdraw his bid during the period of bid validity specified by the bidder in the bid form.
- OR**
- (ii) In case of a successful bidder, if the bidder fails to sign the Agreement in accordance with clause 26 of Section-II.

## 11. PERIOD OF VALIDITY OF BIDS

The Bids shall remain valid for 180 days from the date of bid opening. A bid valid for a shorter period shall be rejected by the TERM unit as non-responsive.

## 12. - FORMATS AND SIGNING OF BID

- 12.1. The original and all copies of the bid shall be typed or printed and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by written power of attorney accompanying the bid. The person or persons signing the bid shall initial all pages of the original bid, except for un-amended printed literature.
- 12.2 Individual signing the bid or other documents connected with the agreement shall indicate the full name below the signature and must specify whether he signs as:-
  - (a) A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
  - (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- 12.3 In case, the bidder is signing as partnership firms, a copy of the partnership agreement, or general power of attorney duly self-attested, should be furnished by all the partners admitting execution of the partnership agreement or the general power of attorney. The self-attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- 12.4 In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- 12.5 A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the office of DDG (TERM), UP (West), Meerut may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- 12.6 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be initialed by the

person or persons signing the bid. In the absence of such an authorization the bid will be considered as non-responsive.

- 12.7 The bidder should sign and affix his/her firm's seal at each page of the tender document as the acceptance of the offer. No page should be removed/ detached from this tender document.
- 12.8 The bidder will submit-

**(a) Technical Bid:**

The Technical bid Form should be submitted in the format given in tender document (Section-V) along with all requisite documents, duly self-attested as contained in Clause-2 of Section-II and document listed in Section-XII of the tender document. The tender document in original, duly signed each page by the bidder, should also be enclosed with the Technical Bid. All the certificates submitted by the bidder should be valid on the date of tender opening.

**(b) Financial Bid:**

The financial bid should be submitted in the format given in the tender document (Section-VI).

**D. - SUBMISSION OF BIDS**

**13. - SEALING AND MARKING OF BIDS**

- 13.1 The bidder shall seal the bid in an inner and an outer envelope.
- 13.2 (a) The inner and outer envelopes shall be addressed to the undersigned at the following address:

**SDE-II (TERM)**

O/o the DDG (TERM), UP (West),  
1<sup>st</sup> Floor, Brahampuri Telephone Exchange,  
Meerut- 250002.

- (b) The inner and outer envelopes shall bear (items/services), the tender number and the words **“DO NOT OPEN BEFORE THE DATE OF OPENING.”**
- (c) The inner and outer envelopes shall indicate the name of the bidder to enable the bid to be returned unopened in case, it is declared late.
- (d) Outstation Tenders shall either be sent by Registered Post or delivered in person. The responsibility for ensuring that outstation tenders are delivered in time would rest with the bidder.
- (e) Bids delivered in person, shall be delivered in the tender box kept under the charge of the SDE-II (TERM) O/o the DDG (TERM), UP (West), 1<sup>st</sup> Floor, Brahampuri Telephone Exchange, Meerut-250002 on or before the date and time specified in the tender document.

- 13.3 The TERM unit shall not be responsible if the bids are delivered elsewhere. The DDG(TERM) shall have no responsibility for the bids' misplacement or premature opening, if the outer envelope is not sealed and marked as required by Para 13.2.

**14. - SUBMISSION OF BIDS:**

- 14.1 Bids must be received by the undersigned at the address specified under Para 13.2 not later than the date and time specified in the tender document.
- 14.2 The DDG(TERM) may at its discretion, extend the deadline for the submission of bids by amending the bid documents in accordance with clause 5 of Section-II in which case all rights and obligations of the DDG(TERM) and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**15. LATE BIDS**

Any bid received by the TERM cell after the deadline for submission of bids prescribed by the TERM cell pursuant to clause 14, will be rejected and returned unopened to the bidder.



## 16. - MODIFICATION AND WITHDRAWAL OF BIDS

- 16.1 The bidder may modify or withdraw its bid after submission provided that written notice of the modification or withdrawal is received by the undersigned prior to the deadline prescribed for submission of bids.
- 16.2 Subject to clause 16, no bid may be modified subsequent to the deadline for submission of bids.

## E. - BID OPENING AND EVALUATION

### 17. - OPENING OF BIDS:

- 17.1. The TERM unit will open bids, in presence of the bidders or their authorized representatives, who choose to attend, at the date and time specified in Tender Document. The bidder's representatives, who are present, shall sign in attendance register. Authority letter to this effect shall be submitted, as per Section-VIII, by the bidder/representative before they are allowed to participate in bid opening. Financial bids shall be opened on a later date of short-listed bidders after techno-Commercial evaluation.
- 17.2 Tender of those bidders shall not be opened who do not comply with the Clause-13 of Section-II. All three envelopes (main envelope and the inner envelope of Technical & Financial Bids) must contain Tender Enquiry No., Subject of Tender, address of the bidder and address of Authority to whom the tender is addressed."

### 18. - PRELIMINARY EVALUATION:

- 18.1. The TERM shall evaluate the bids to determine whether they are complete and no computational errors have been made. The TERM unit shall also determine whether required sureties have been furnished and the documents have been properly signed.
- 18.2. In case of any arithmetical error, such as discrepancy between words and figures, the amount shown in words shall prevail. The decision of DDG (TERM) in this regards shall be final and binding on the parties.
- 18.3. The DDG (TERM) may waive or seek for any document for any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- 18.4. The technical bids will be evaluated in respect to their substantive responsiveness or otherwise. Thereafter, TERM unit shall open the financial bids of only those firms/bidders whose technical bids are found to be qualifying in the technical evaluation.

### 19. EVALUATION OF BIDS:

- 19.1 The Technical Bids shall be evaluated strictly on the basis of the eligibility conditions, as contained in Clause 2 of Section-II of the tender document. If any bid does not conform to any of the eligibility conditions, that will be summarily rejected.
- 19.2 The bids, which are found techno-Light Commercially responsive, shall be considered for opening of the Financial Bids.
- 19.3 No post bid clarification at the initiative of the bidders shall be entertained.
- 19.4 Evaluation of substantially responsive bids will be done as follows'- The various rates invited from the bidders are termed as:-  
R1 = Rates for 2000 kms per month for 10 hours per day  
R2 = Rates per extra km over and above 2000 KMs.  
R3 = Rates per extra hour for extra detention beyond 10 hours (Over Time)  
R4 = Rates per night for night halt.  
The rates quoted shall be inclusive of all Taxes/ Levies Excluding Service Tax)  
Evaluation of bids will be done on the basis of below formula using Price quoted by bidder in the financial bid:-  
**Total monthly Cost = (R1 + R2x100 + R3x10 + R4)**

**20. - RIGHT OF ACCEPTANCE:**

The DDG (TERM) does not bind himself to accept the lowest or any other tender. The DDG (TERM) reserves the right to accept or reject any bid, and to annul the binding process and reject all bids, at any time prior to award to contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the DDG's action.

**21. - AWARD OF CONTRACT:**

The contract will be awarded to the successful bidder. It is intended to award the contract to one bidder on the basis of lowest evaluated bid prices.

**22. - DURATION/PERIOD OF CONTRACT**

The period of contract will be for one year from the date of acceptance of the offer. However, extension for the next year/part thereof may be considered by the DDG (TERM) based on the satisfactory performance of the firm.

**23. - TAX DEDUCTION AT SOURCE:**

Income Tax and any other taxes i.e. Education Cess etc as may be applicable from time to time during the currency of the contract shall be deducted at source from the bills.

**24. - TERMINATION OF CONTRACT:**

23.1 In Case of any default by the contractor and in any of terms and conditions (Whether general or special), DOT may without prejudice to any other right or remedy which shall have occurred or shall occur thereafter, terminate the contract, in whole or in part by giving 15 days notice in writing to the contractor.

23.2 All Instructions, notices and communication etc under the contract issued in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the contractor.

Notwithstanding anything contained herein DOT also reserves the right to terminate the contract at any time or stage during the period of contract, by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor.

**25. - COMMUNICATION OF ACCEPTANCE:**

The successful bidder will be informed of the acceptance of his tender by way of Letter of Intent.

**26. - SIGNING OF CONTRACT**

The Agreement will be signed with the successful bidder on the non-judicial stamp paper (value of stamp paper shall be as applicable at the time of agreement) after submission of Performance Guarantee.

**27. - ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the requirement of clause 26 shall constitute sufficient ground for the annulment of the acceptance of the bid and forfeiture of the bid security (EMD) in which event the DDG (TERM) may give the offer to any other bidder at the discretion of the DDG or call for new bids.

**28. - PERFORMANCE GUARANTEE (SECURITY DEPOSIT):**

28.1 The successful bidder will submit the Security Deposit in cash or Bank Guarantee or Demand Draft in favour of "**AO (Cash) O/o CCA, UP(West), Meerut**" of an amount equal to 10% value of the tender cost within 7 days from the date of acceptance. The validity period of the Performance Guarantee shall be 18 months from the date of the contract Agreement.

28.2 The Security Deposit can be forfeited by the DDG (TERM) in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance.

28.3 The Security Deposit shall be refunded after successful completion of the contract and after expiry of the validity period of the Performance Guarantee as contained in Clause- 28.1

**29. ARBITRATION -**

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of DDG (TERM), 1<sup>st</sup> Floor, Brahmpuri Telephone Exchange, Meerut, DOT, Ministry of Communication & IT, Govt. of India. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act 1996. The arbitration proceedings shall take place at Meerut and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

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

**31. FORCE MAJEURE**

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of god (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such 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 department as to whether the supplies/services have been so resumed or not shall be final and conducive, 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.

**SDE-II (TERM)**

O/ o DDG (TERM), UP (West), Meerut.

**GENERAL CONDITIONS OF THE CONTRACT**

1. Submission of bid against this offer will bind the bidder to the acceptance of all the conditions specified herein or in NIT unless otherwise agreed by the DDG (TERM).
2. If the bidder fails to act on the offer of DDG (TERM) by the specified date, the earnest money shall be forfeited by the DDG (TERM).
3. The Earnest Money shall be forfeited, in case the bidder withdraws the offer after opening of the bid but before expiry of the bid validity period.
4. The time period as stipulated in the agreement or letter of offer shall be deemed to be essence of the contract.
5. (i) All disputes and differences arising out of or in any way touching or concerning this agreement whatsoever shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute to sole arbitration of the DDG (TERM), UP (West), Meerut or any person appointed by him. The decision of DDG (TERM), UP (West), Meerut regarding appointment of Arbitrator, shall **be final and binding on the parties.**  
(ii) - The award of such arbitration shall be final and binding on the parties to the Contract.  
(iii) The arbitration proceedings shall take place at Meerut or such other place as decided by the DDG (TERM), UP (West), Meerut. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.
6. The agreement shall be governed by the Indian Laws. The Courts at Meerut shall have jurisdiction to entertain any dispute or the claim arising out of the contract-agreement.
7. **Penalty:**
  - 7.1 In case of break down, vehicle have to be replaced by other vehicle immediately or not more than one hour. In case of non-availability of suitable vehicle a penalty upto Rs. 200/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs.300/- per break down shall be imposed.
  - 7.2 In case of non-availability of vehicle, penalty of Rs. 500/- per day shall be imposed in addition to deduction at pro-rata basis for that day.
  - 7.3 In case of non-availability of vehicle during extra hours, Penalty of Rs 200/- per occasion shall be imposed.
  - 7.4 For non-compliance of any other terms and conditions a penalty of Rs. 100/- per occasion subject to maximum Rs. 500/- per month shall be imposed.
  - 7.5 The powers of the office of DDG (TERM), UP (West), Meerut under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided for forfeiture of security deposit as contained in clause-28.2 of Section-II.
8. The rates should be quoted both in words and figures. In case of dispute, rates quoted in words shall be final.
9. The rates quoted shall be firm and final for the entire period of contract. While quoting the rates, the bidder should keep in mind that the rates are inclusive of all levies and taxes excluding service Tax.
10. In case, there is any increase of taxes and levies during the currency of contract, no benefit shall be passed on to the contractor, however benefit of reduction in taxes (Service Tax) shall be passed on to the Department.
11. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

12. In case of breach of any of the terms and conditions mentioned above, the DDG(TERM), UP (West), Meerut shall have the right to cancel the tender without assigning any reason and shall also have right to forfeit the security deposit.
13. The contractor/tenderer shall not assign or sublet the work or any part of it to any other person or party.
14. The tender is not transferable.
15. The terms of payment shall be as under:
  - 15.1 No payment shall be made in advance and no loan form any bank or financial institution shall be recommended on the basis of the order of award of work.
  - 15.2 The contractor shall submit the bill in the first week of following month of usage month for payment, along with the Log-Book, duly verified by the officer concerned; registration certificate of vehicle and the insurance paper of the vehicle (in case of substitute vehicle provided).
  - 15.3 All payments shall be made by Cheque only.
  - 15.4 The office of DDG (TERM), UP (West), Meerut shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paras.
  - 15.5 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.

**SDE-II (TERM)**

O/o DDG (TERM), UP (West), Meerut.

**SPECIAL TERMS AND CONDITIONS -**

- 1.** The bidder should be capable of supplying all types of Light Commercial vehicles i.e. Car / Vehicle having Light Commercial all India Taxi permit having Engine Swept Volume / Displacement at least 1100CC during the contract of the tender. The bidder should have telephone connection available at their premises for the purpose of communication.
- 2.** Tenderer must ensure that the supplied vehicles are duly registered/ authorized by the concerned RTO for use as public transport. The vehicles should have All India Taxi permit and insurance cover. The manufacturing year of the vehicles to be supplied shall be YEAR 2013/2014/2015. The private vehicles shall not be accepted as taxis.
- 3.** The vehicle to be provided shall be run using the same mode of the fuel as indicated in the registration document of the vehicle.
- 4.** The Vehicles to be provided by the contractor should be neat and clean and in the sound working condition and suitable for usage by the Departmental Officers.
- 5.** The number of vehicles shall tentatively be 2 (two). The number may, however, be increased or decreased by the DDG (TERM), UP (West), Meerut.
- 6.** At least one vehicle shall be registered in the name of the bidder/contractor. In case of other vehicle registered in the name of any other entity, the authorization from that entity in favor of the contractor shall have to be submitted along with the bid.
- 7.** The hired vehicle so supplied by the contractor shall be pollution free as per the standards of the Motor Vehicle Act as applicable.
- 8.** The contractor shall assign the job of driving of hired vehicle only to qualified and expert licensed drivers and also assumes full responsibility for the safety and security while driving. DDG (TERM), UP(West) have no direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under section 279 of IPC and any loss caused to the property of DDG (TERM), UP(West) have to be suitably compensated by the contractor. DDG(TERM), UP(West), shall not bear any tortuous liability, vicarious or otherwise for want of any reasonable care or caution on the part of the drivers in the act of driving of the vehicle engaged/supplied to TERM Cell UP(West).
- 9.** The Vehicles will generally be required by the TERM office for operating in their jurisdiction which covers Western Uttar Pradesh and for touring to Headquarter at New Delhi.
- 10.** The DDG (TERM) office will generally make the requisition for the taxis one or two days before the commencement of the actual journey, if required to destination other than in Western Uttar Pradesh and Delhi. However, at times urgent requisition for vehicle may also be made on telephone, which shall have to be complied with by the contractor.
- 11.** The contractor is bound to provide vehicle throughout the month. The vehicle in general shall be used on weekdays but depending on the requirement it may be called for duty on Saturday and Sunday or on any official holidays for which no extra payment shall be made. The minimum monthly charges per vehicle shall be based on 2000 KMs per month and 10 Hrs. duties per day. No mileage will be allowed for dinner/lunch/ refreshment/tea to the driver.

**12.** The meter reading shall start/ terminate from and to the place of demand in Meerut city as may be required, but chargeable distance from taxi stand in this respect shall not be more than 5Km. in each way. The definition of 'Night Halt' shall be "the detention of driver overnight".

**13.** To the extent possible, the contractor will have to make efforts to provide his own vehicle out of those whose registration Number is indicated against in Clause 7 of Section-V. However, in case of non availability of the assigned vehicles, it shall be the responsibility of the contractor to provide an alternative vehicle of equivalent status or higher in lieu of that vehicle.

**14.** (a) The driver should be in proper uniform, well versed with Meerut, Delhi routes etc. and he should be well behaved and courteous to the officers. The driver should have a mobile connection with him for the purpose of communication.

(b) The vehicle will have to be provided with the clean seat covers and towels.

**15.** The payment will be made by Cheque after the bills are passed by the competent authority. The bills presented for payment must contain Service Tax Registration Number. The service Tax shall be paid extra as per Government rates applicable from time to time.

**16.** The rates, terms and conditions once finalized shall be valid and firm for a period of one year. No escalation in rates will be considered due to any hike in fuels rates or for whatsoever reasons.

**17.** Parking Charges, Toll Charges, Municipal/Cantonment board Charges and Inter State Tax while on duty to TERM Office shall be payable on actual basis on submission of the payment receipts / challan / token with the monthly bill.

**18.** The period of contract can be extended for further one year/part thereof by the DDG (TERM), UP (West), Meerut on the same terms and conditions and keeping in view of the performance of the contractor in the interest of government.

**19.** Unused Kilometer(Km) or Shortage in the contractual 2,000 Km. per month per vehicle in any particular month shall be adjusted in following ways :

- i) With the running extra Km of another Vehicle beyond 2000 Km in current month.
- ii) With the running extra Km of same vehicle or another vehicle beyond 2000 Km in subsequent three month.

**SDE-II (TERM)**

O/o DDG (TERM), UP (West), Meerut.

**TECHNICAL BID FORM**

To,

**SDE-II (TERM)**

O/o the DDG (TERM), UP (West),  
1<sup>st</sup> Floor, Brahampuri Telephone Exchange,  
Meerut- 250002.

**Subject:- Submission of Technical Bid in respect of Tender for Hiring of Light Commercial Vehicles.**

Reference:-30-75/TERM/UPW/Tender Comm. Vehicle/15-16/

dated 26.08.2015

Sir,

The technical bid contains the following details-

1. Name of the bidder : \_\_\_\_\_

2. Address of Bidder (with Tel. & Mob. No.) : \_\_\_\_\_

3. Address of bidder at Meerut (With phone No.) : \_\_\_\_\_

4. Nature of the Ownership:(Sole Proprietor/ Partnership firm/ Company) \_\_\_\_\_

(Affidavit towards sole proprietorship of firm (for proprietor firm) / duly self-attested copy of partnership deed and registration certificate (for partnership firm)/ duly self-attested copy of MoA and registration certificate of the firm (for Pvt. Ltd/Pub. Ltd Company.)

5. The Company / Firm / Agency should have at least one year of experience in providing services of supplying vehicles to Central/State Govt. organization / PSUs etc. (Attach the self-self-attested copies of relevant experience documents)

6. PAN Number of the bidder (Self-attested copy should be attached) \_\_\_\_\_

7. Service Tax Registration No. (Self-attested copy should be attached): \_\_\_\_\_

8. Details of Vehicles:

Owner's Name*	Vehicle Registration No.	Make & Model of Vehicle	Manufacturing year of Vehicle	A/C Or Non A/C	Whether All India Permit is available ( Yes / No)

- Out of these vehicles at least one vehicle should be the registered in the bidder's name otherwise the bid shall be rejected.

9. Earnest Money Deposit.(Details):

10. Original tender document, signed each page by my authorized representative or me.

Dated at Meerut \_\_\_\_\_

**(Signature of the bidder)  
(With seal of the firm)**



**UNDERTAKING:**

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the office of DDG (TERM), UP (West) and shall abide by them.
2. I/We also undertake that I/we have understood the terms and conditions of the tender document and shall conduct the work strictly as per these conditions
3. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

**Dated at Meerut-----**

**(Signature of the bidder)  
(With seal of the firm)**

**FINANCIAL BID:**

To,

**SDE-II (TERM)**

O/o the DDG (TERM), UP (West),  
1<sup>st</sup> Floor, Brahampuri Telephone Exchange,  
Meerut- 250002.

**Subject:-Submission of Financial Bid in respect of Tender for Hiring of Light Commercial Vehicles**

Reference:-30-75/TERM/UPW/Tender Comm. Vehicle/15-16/dated 26.08.2014

Sir,

The Financial bid contains the following details-

**For supply of Non-AC Light Commercial Vehicle:**

S. N.	Service Description (Rates to include all Taxes/Levies etc. imposed by state government / central government for operating a Light Commercial vehicle in Uttar Pradesh) but Excluding Service Tax	Rate in Rs.	
		In figures	in words
1.	Monthly Rates for 10 hours per day up to 2000 Kms. (say R1)		
2.	Rates per KM in excess of initial 2000 Kms. (say R2)		
3.	Rates per hour for extra detention. (say R3)		
4.	Rates per night for night halt. (say R4)		

**Certificates:**

1. Certified that the rates quoted above are inclusive of all Taxes/Levies Excluding Service Tax imposed by state government / central government for operating a Light Commercial vehicle in Uttar Pradesh and shall be firm for one year.
2. No escalation in rates will be demanded due to any hike in fuels' prices or for whatsoever reasons. In case, there is reduction in Service Tax that will be passed on to the Department.
3. Certified that I have carefully quoted the rates both in words and figures. In case of dispute, rates quoted in words shall be final.
4. Certified that I agree all the terms and conditions of the tender document.

Dated at Meerut: -----

**Signature of the bidder)**  
**(With seal of the firm)**

**PERFORMANCE SECURITY BOND FORM**

1. In consideration of The Deputy Director General (TERM), UP(west), Meerut [here in after called the DDG(TERM),UP(West), Meerut], having agreed to exempt \_\_\_\_\_(here in after called the said contractor(S) from the demand of **Security deposit** of Rs. \_\_\_\_\_ on production of Bank Guarantee for Rs. \_\_\_\_\_ for the due fulfillment by the said contractors of the terms & conditions to be contained in an Agreement in connection with the contract for supply of \_\_\_\_\_ (Name of contract) \_\_\_\_\_ we \_\_\_\_\_ (name of the bank) \_\_\_\_\_ (here in after referred to as “the Bank”) at the request of \_\_\_\_\_ contractor’s do hereby undertake to pay to the DDG(TERM), UP(West), Meerut \_\_\_\_\_ an amount of not exceeding \_\_\_\_\_, against any loss or damage caused to or suffered or would be caused to or suffered by the DDG(TERM), UP(West), Meerut, \_\_\_\_\_ by reason of any breach by the said contractor’s of any of the terms & conditions contained in the said agreement.
2. We \_\_\_\_\_ (name of the bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the DDG(TERM), UP(West), Meerut, \_\_\_\_\_ stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the DDG(TERM), UP(West), Meerut, \_\_\_\_\_ reason of breach by the said contractor’s of any of the terms & conditions contained in the said agreement or by reason of the contractors failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the DDG (TERM), UP (West), Meerut, \_\_\_\_\_ 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 DDG(TERM), UP(West), Meerut, \_\_\_\_\_ any money so demanded notwithstanding any disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/ supplier(s) shall have no claim against us for making such payment.
4. We \_\_\_\_\_ (name of the bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of 18 months from date herein and further agrees to extend the same from time to time so that it shall continue to be enforceable till all the dues of the DDG(TERM), UP(West), Meerut \_\_\_\_\_ under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till DDG(TERM), UP(West), Meerut, \_\_\_\_\_ certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s)and accordingly discharges this guarantee.
5. We \_\_\_\_\_ (name of the bank) \_\_\_\_\_ further agree with the DDG(TERM), UP(West), Meerut, that the DDG(TERM), UP(West), Meerut, shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and 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 DDG(TERM), UP(West), Meerut, \_\_\_\_\_ against the said contractor(s) and to forbear or enforce any of the terms & conditions relating to the said

agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, and or any omission on the part of the DDG(TERM), UP(West), Meerut, \_\_\_\_\_ or any indulgence by the DDG(TERM), UP(West), Meerut, \_\_\_\_\_ 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 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 the previous consent of the DDG (TERM), UP (West), Meerut.
8. This guarantee is valid for 18 months from \_\_\_\_\_ to \_\_\_\_\_.

Dated: \_\_\_\_\_

For  
\_\_\_\_\_  
(Name of the bank)

N.B.: This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

To

**SDE-II (TERM)**  
O/o the DDG (TERM), UP (West),  
1<sup>st</sup> Floor, Brahampuri Exchange,  
Meerut- 252002.

**Subject:- Authorization for attending bid opening on 22.09.2015 in the Tender respect of Tender for Hiring of Light Commercial Vehicles.**

Reference:-30-75/TERM/UPW/Tender Comm. Vehicle/15-16/

dated 26.08.2015

Sir,

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:

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signature</b>
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I.

II.

Alternate Representative

Signature of bidder

Or

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

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

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**SECTION-IX**

**AFFIDAVIT REGARDING NO NEAR RELATIVES**

**(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)**

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

**SIGNATURE OF BIDDER WITH NAME AND ADDRESS**

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

**DECLARATION FOR NON TAMPERING OF TENDER DOCUMENT**

I / We / Proprietor/ Partner(s)/ Director(s) of M/s -----, hereby declare that I / We have not tampered the tender document issued vide TENDER No. 30-75/TERM/UPW/Tender Comm. Vehicle/15-16/ which is **downloaded** from the website [www.dot.gov.in](http://www.dot.gov.in) or **purchased** directly from the TERM Cell, UP (West) office.

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

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

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

**SECTION-XI**

**AFFIDAVIT REGARDING BLACKLISTING/ NON-BLACKLISTING  
FROM TAKING PART IN GOVT.TENDER BY DOT/GOVT. DEPT -  
(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate 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 or 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 by DOT, or any other Government Department 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 DDG (TERM) UTTAR PRADESH (WEST), and EMD/SD shall be forfeited. In addition to the above O/o DDG (TERM) UTTAR PRADESH (WEST), will not be responsible to pay the bills for any completed / partially completed work.

**Signature** -----

**Name** -----

**Capacity in which assigned:** -----

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

**Date:**

**Signature of Bidder with seal.**

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



**Tender Compliance Sheet -**

**Sub: Limited Tender for hiring of Light Commercial vehicles in TERM Cell, UP (West), Meerut.**

**Ref: 30-75/TERM/UPW/Tender Comm. Vehicle/15-16/**

**dated 26.08.2015**

<b>S. N.</b>	<b>Description of the document to be submitted</b>	<b>As per clause no./Section No.</b>	<b>Whether complied (Yes/No)</b>	<b>Remarks if any</b>
1.	Cash Receipt/ DD towards cost of tender document of Amount Rs 525/-	Clause No. 2(vi) of Section-II		
2.	Cash Receipt/ DD towards cost of EMD deposition of Amount Rs 18,000/-	Clause No. 2(vi) of Section-II		
3.	Experience Certificate	Clause No. 2(vii) of Section-II		
4.	Submission of affidavit (for proprietor firm) / duly self-attested copy of partnership deed and registration certificate (for partnership firm)/ duly self-attested copy of MoA and registration certificate of the firm (for Pvt. Ltd/Pub. Ltd Company.)	Clause No. 2(i) of Section-II		
5.	Manufacturing Year of Vehicle	Clause No. 2(ii) of Section-II		
6.	Self-attested Copy of Service Tax registration	Clause No. 2(iii) of Section-II		
7.	Self-attested Copy of PAN	Clause No. 2(iv) of Section-II		
8.	Self-attested Copy of Vehicle Registration and Insurance Cover that is mentioned in Section-V Clause No 8	Clause No. 2(v) of Section-II		
9.	Technical information along with undertaking (Technical Bid Form)	Section -V		
10.	Financial Bid	Section-VI		
11.	Each page of Tender Document Signed and stamped	-		
12.	Letter of Authorization for attending the bid opening	Section-VIII		
13.	Affidavit of No Near Relative of the Bidder/Company employed in DOT	Section-IX		
14.	Declaration for non tampering of the Tender documents	Section-X		
15.	Affidavit of "BLACKLISTING & NON-BLACKLISTING" of bidder firm/company	Section-XI		
16.	Any other documents which is not mentioned in this table but are required as per this tender	-		

**Signature** -----

**Name** -----

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

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**(Signature of the bidder)  
(With seal of the firm)**