

# ***BID DOCUMENTS***

Tender for Engagement of agencies for hiring of vehicle

**O/o Controller of Communication Accounts  
Assam Telecom Circle**



**Govt. of India**

**Ministry of Communications & IT  
Department of Telecommunications  
O/O Controller of Communication Accounts  
Assam Telecom Circle,  
Panbazar, Guwahati -01**

**Sold to :**

**M/s \_\_\_\_\_**

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**Govt. of India**  
**Ministry of Communications & IT**  
**Department of Telecommunications**  
**O/O Controller of Communication Accounts**  
**Assam Telecom Circle,**  
**Panbazar, Guwahati -01**

ASM/CCA/HouseKeeping/Tender/2015/

Dated 23/03/2015

**TENDER NOTICE**

Sealed two Bids(Technical & financial) Tenders are invited for the work of outsourcing of office upkeep and housekeeping services initially for a period of one year, from reputed contractors having executed similar work with Government /PSU/Public Sector Banks. The last date for submission of tender documents will be 1100 hrs on 21/04/2015. The tenders will be opened at 1130 hrs of 21/04/2015 in the presence of tenderers or their duly authorized representative, who may be present in the office of Controller of Communication Accounts, Assam Telecom Circle, Guwahati, Assam on the given date and time.

The tender documents can be procured from the C.A.O(Admin)of office of Controller of Communication Accounts, Assam Telecom Circle, Panbazar, Guwahati - 01 on payment of Rupees 500/- (Rupees Five Hundred) in cash ( Non refundable) up to 1500 hrs of each working day till 20/04/2015. The receipt of Rs. 500/- must be enclosed in the Technical bid. Technical bid without the above receipt or D/D will be rejected. The closed sealed envelope containing the Tender documents, duly superscribed as "TENDER FOR UPKEEP & HOUSEKEEPING SERVICE" should be submitted by registered/speed post or drop in the office box by 21/04/2015 upto 1100 Hours.

**Accounts officer(Administration)**  
**O/o the Controller of Communication Accounts**  
**Assam Telecom Circle, Panbazar, Guwahati -01**  
**Tele No. 0361-2736280**

## TERMS AND CONDIDITON OF TENDER

### I. SCHEDULE:

Date & Time of issue if Bid Documents	:	From 23/03/2015 to 20/04/2015 (during working hours )
Last Date & Time for receipt of tenders	:	21/04/2015, 1100 hrs
Date & Time for opening of Technical bids	:	21/04/2015, 1130 hrs
Financial bids	:	Technically successful bidder(s) will be informed date for about opening of financial bids later.
Place of opening the Tenders	:	O/o the CCA, Assam Telecom Circle, 5 <sup>th</sup> Floor, BSNL Bhawan
Validity of Tenders	:	1 (one ) year

**Tenders completed in all respect must reach to AO(Admn), O/o the CCA, Assam Telecom Circle, Guwahati on or before at time indicated above and the tenders received after the schedule date and time will be rejected.**

### II. GENERAL CONDITIONS:

1. Sealed tenders are invited for providing Three(03) Semi skilled and Unskilled Manpower at the office of Controller of Communication Accounts, Assam Telecom Circle from contractor who have executed work of similar nature and magnitude in a single contract satisfactorily in Government Departments or Public Sector Undertaking/Public Sector Banks. The tenderers must have their office/branch at Guwahati and the address and contact details must be mentioned in the technical bid. The tenderers are required to produce proof to fulfilling these conditions along with latest Income Tax Clearance Certificate. The tender should be complete in all respects. Rates should be quoted as given in the “Financial Bid”.
2. The contract shall be for a period of one year from the date of agreement. The period of contract may b e extended on the same terms and conditions for a further period at the sole discretion of Controller of Communication Accounts, Assam Telecom Circle.
3. The tenders shall be submitted in a sealed cover with the name of the contract written on the envelop, containing the “technical bid” (Annex -I) and “Financial Bid” (Annex-II) separately in two different smaller sealed envelop. The envelop of Financial Bid should contain only the one page performa of Financial Bid as per Annex-II. The sealed tender superscribed as “**Tender for engagement of agencies for upkeep and housekeeping service in O/o the Controller of Communication Accounts, Assam Telecom Circle**” may be dropped in the tender box placed in the office of Controller of Communication Accounts, Assam Telecom Circle, Panbazar, Guwahati -01 (Assam) or should be submitted by registered/speed post upto 1100 hours dated 21/04/2015.
4. The “Technical Bid” must contain the receipt of Rs. 500/- (Rupees five hundred) only, (non refundable) or the demand draft of Rs. 500/- in favour of Accounts Officer, DOT Cell, Assam Telecom Circle, payable at Guwahati towards the cost of the tender documents.
5. The tenderer has to make a declaration in writing whether he is related to any employee of the office of Controller of communication Accounts, Assam Telecom Circle, Pan bazar, Guwahati -01.(Annexure ‘A’)If any relative of the bidder is an employee of office of Controller of communication Accounts, Assam Telecom Circle, the name and designation and relationship of such employee shall be intimated to the office of Controller of Communications Accounts, Assam Telecom Circle, Guwahati while submitting the tender. Tender should be in the specified form as per enclosed format (Non transferable).
6. The Earnest Money Deposit (EMD) amounting to Rs. 10,000/- (Rupees Ten thousand) only be in form of demand draft or bankers cheque drawn in favour of Communication Accounts Officer, DOT Cell, Assam Telecom Circle should be accompany the tender. Tenders received without earnest money shall be summarily rejected.

7. EMD of successful tenderer will be forfeited if he fails to commence the work as per letter of award. EMD of the unsuccessful tenderers will be returned within 2 weeks after award of work only if a pre-receipt is enclosed with the tender documents for this purpose.
8. Controller of communication Accounts, Assam Telecom Circle, does not bind himself to accept the lowest or any bid and reserves to himself the right of accepting the whole or any part of the bid.
9. The contractor shall fulfill the legal requirement of obtaining License under the contract Labour (Regulation & Abolition) Act. The contractor should submit the Contract License issued by the Labour Commissioner, under Contract Labour (R & A) Act.
10. Every paper of the tender documents must be signed by the tender with the seal of the Contractor/Agent/Firm and has to be submitted with the "Technical Bid". Bid without it may result in rejection.
11. On taking over the responsibility, the contractor shall formulate the mechanism and duty assignment of personnel in consultation with the Controller of Communication Accounts, Assam Telecom Circle or officers designated by him/her. The contractor shall further be bound by any carry out of the directions given by the Controller of Communication Accounts, Assam Telecom Circle or the officer designated by him/her in this respect from time to time.
12. It will be the responsibility of the contractor to meet the cost of transportation, food medical and any other requirement of contractor's manpower for carrying out the contract work. Office of the Controller of Communication Accounts, Assam Telecom Circle, will have no liability in this regard at any stage.
13. For all intent and purpose, the contractor shall be the "Employer" within the meaning of different labour legislation in respect of manpower deployed for contractual services.
14. The manpower deployed by the contractor shall not have any claims of Master and Servant relationship vis a vis O/o the Controller of communication Accounts, Assam Telecom Circle nor have any principal agent relationship with or against the Controller of Communication Accounts, Assam Telecom Circle.
15. The manpower deployed by the contractor for the contract shall not be entitled to any claim, for pay, perk and other facilities which may be admissible to casual, ad-hoc, regular/confirmed manpower of the O/o Controller of Communication Accounts during the currency or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not be entitled to or any will have any claim for absorption or relaxation for absorption in the regular/otherwise capacity in the O/o Controller of Communication Accounts. Contractor should make it know of the above to the manpower of the contractor.
16. The contractor shall be solely responsible for redressal of grievances/resolution of disputes relating to the manpower deployed.

17. The Office of Controller of Communication Accounts, Assam Telecom Circle shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the contractor during the course of their executions of services, or for payment towards any compensation.

18. The contractor will be required to pay minimum wages prescribed under the minimum wages Act by the competent authority. The contractor will maintain proper record as required under the law/Acts. The contract will remain valid for one year or the period specified in the letter communicating the acceptance, which ever is earlier, unless terminated earlier by Controller of Communication Accounts, Assam Telecom Circle.

19. The Contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed for the preservation of peace and protection of persons and property of Controller of Communication Accounts.

20. The Contractor shall communicate to the controller of Communication Accounts, the name, residential address, age, etc of each of the persons deployed by him. For the purpose of proper identification of the personnel of the contractor. Contractor shall issue identity cards and the said personnel shall be duty bound to display them at the time of duty.

21. The persons deployed by the contractor must be courteous and should bear a good conduct/moral character. Such person should not have any past criminal record. The persons should preferably be young, energetic and possess a good health and sound mind. On any case such person must be free from all contagious diseases. No labour below the age of 18 years shall be employed/arranged for the work by the contractor at the O/o Controller of Communication Accounts. The candidates should preferably be under 35 years.

22. The contractor shall be liable to disburse the wages to the deployed personnel and there will be no responsibility on the part of O/o Controller of Communication Accounts, Assam Telecom Circle.

23. The contractor will arrange to send 3 persons. In case any of the persons deployed by the contractor does not come up to the mark or does not perform duties properly or indulges in any unlawful acts or disorderly conducts, the contractor shall replace the particular person so deployed on demand by the Controller of Communication Accounts in case of any of the aforesaid acts on the part of the person concerned. The contractor shall ensure that all the employees get the stipulated wages determined by Minimum Wages Act from time to time and other benefits as are admissible under various Labour Laws and the contractor shall provide full information in respect of wages, etc, paid to his employees so employed, in conformity with the provisions of Contract Labour (Regulation and Abolition) Act, 1970.

24. The tenders will be summarily rejected in the following cases :-

- (a) If not sealed properly (wax sealed or by cello tape)
- (b) It not signed by the authorized person with official seal at the prescribed place.
- (c) If the rates quoted are not on the proforma signed by Accounts Officer, O/o the Controller of Communication Accounts.
- (d) If there is over writing in quoting rates and not attested properly
- (e) If EMD is not attached
- (f) If not submitted with in due date and time.

25. The contractor shall be responsible for fulfilling all his obligations towards the persons deployed under Law, namely, under the Minimum Wages Act, Contract Labour Act,

Employee Provident Fund Act, Bonus Act, Shops & Establishment Act, etc, as applicable and amended from time to time.

26. The contractor shall confirm to the provisions of Central & State Act (s) or the Regulations on the subject as well as the terms and conditions of the agreement to be executed.

27. The contractor shall on demand, furnish copies of wages register/muster roll etc, to the Controller of Communications Accounts, Assam Telecom Circle for having paid all the dues to the persons deployed by the contractors for the work. This obligation is imposed on the contractor to ensure that the contractor is fulfilling his commitments towards his employees so deployed under various Labour Laws, having regard to the duties of Controller of Communication Accounts in this respect as per the provisions of the Contract Labour (Regulation & Abolition) Act, 1970.

28. The contractor shall maintain all the records prescribed under the Contract Labour (Regulation & Abolition) Act, 1970 and under the other related labour regulations and furnish these for inspection when demanded by the Controller of Communication Accounts, Assam Telecom Circle or the concerned Central/State Govt./Judicial Authorities, as the case may be.

29. The contractor shall keep the Controller of Communication Accounts, Assam Telecom Circle indemnified against all claims whatsoever in respect of the employees deployed by him/her. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the sole responsibility of the contractor to contest the same. In case of O/o Controller of Communication Accounts, Assam Telecom Circle is made a party and is supposed to contest the case, the contractor shall reimburse to O/o Controller of Communication Accounts on demand. The contractor shall ensure that no financial or any other liability comes to O/o the Controller of Communication Accounts in this respect of any nature whatsoever and shall keep O/o the Controller of Communication Accounts indemnified in this respect.

30. Income Tax at the prevailing rate and surcharge thereon will be deducted from the monthly bills of the contractor as per rule.

31. The contractor shall execute an agreement in the format prescribed within the time stipulated by the Controller of Communication Accounts, Assam Telecom Circle.

32. Before signing the agreement, the contractor shall deposit 10% of the value of contract as **Security Deposit** in the form of bank guarantee in prescribed Proforma, valid for 3 months or more beyond the period of contract i.e. 15 months in case of one year contract. The rate expressed as monthly price for the entire scope of the contract shall remain unchanged through out the entire period of contract.

33. The contract may be terminated by giving one month's prior notice by either party. Further, the contract may also be terminated on any of the following contingencies.

- a) On expiry of the contract period as stated above.
- b) On account of committing breach by the contractor of any of the terms & conditions of the agreement.
- c) Assigning the contract or any part thereof or any benefit or interest therein or there tender by the contractor to any third person or sub-letting whole or part on the contract to any third person.
- d) On contractor being declared insolvent by competent court of law.

34. It shall be the duty of the contractor to remove all the persons deployed by him/her on termination of the contract on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature to O/o the Controller of Communication Accounts, Assam Telecom Circle.

35. The workers deployed by the contractor shall perform work assigned to them by Controller of Communication Accounts or by any other authorized officer by him on all 6 days of the week i.e. Monday to Saturday from 9 AM to 6 PM. The contractor may be called upon for the services on Saturday, Sunday or Holiday also, if required, without any extra charge. No other emoluments shall be entitled to except the actual bus fare for services outside the office premises.

36. The contractor shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons. On a given day there should be always 3(Three) semiskilled/unskilled labourer as per agreement otherwise it will attract liquidated damages @ Rs. 200 per day (per such case) on the service providing agency, besides deduction in payment on pro-rate basis.

### **III. ARBITRATION**

Except where otherwise provided in the contract all instructions herein before mentioned and as to the quality of personnel deployed on the work or as to any other question, claim, right matter or thing whatsoever in any way arising out of or relating to the contract, instructions, others on these conditions or otherwise concerning the works, or after the completion or abandonment thereof, shall be referred to the sole arbitration of the person appointed by the Controller of Communication Accounts, Assam Telecom Circle. The arbitrator to whom the matter is originally referred, being unwilling or unable to act for any act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. The arbitrator shall give speaking award. The award of the Arbitrator shall be final and binding. The cost of the arbitrator shall be borne by the contractor.

### **IV SCOPE OF WORK**

This office has initial requirement of three unskilled manpower. The unskilled manpower should be at least matriculation pass with a fair command on Hindi/English. The nature of services shall include carrying out of all the functions generally performed in this office by Attendants/Messengers including but not limited to the work in the Dak section, Dispatch of the Dak at post office, delivery of the letters to other offices and any other duty assigned to him/her.

The nature of service will require the following abilities :

- a) Opening and closing of the office
- b) Regular cleaning, sweeping and mopping of the office building/ compound, dusting of furniture etc so as to maintain general cleanliness and hygiene in office.
- c) Cleaning of the electrical appliances like fans and lights
- d) Making arrangement for tea, Coffee, Water etc during the meeting and routinely to the officers and other visitors/representatives.
- e) Any other miscellaneous type of work assigned by the officer-in-charge.
- f) Photo copying, making sets of reports and other general office documents.
- g) Dispatch and delivery of official letters by messenger, ordinary post and registered post.
- h) Distribution of office dak & files of general nature among the officer
- i) Any other miscellaneous type of work assigned by the officer-in-charge.

The requirement of this office may increase or decrease during the initial period of contract also.



The manpower to be engaged should be between 18-35 years in age. His/Her antecedents should have been got verified by the agency from the local police authorities. The copies of police verification report is to be submitted to this office before engaging the persons.

## **V EVALUATION**

This is a two stages tender. Tenderers successful in the Technical bids will be considered for evaluation for financial bids. Financial bids of technically unsuccessful bidders will not be opened and the EMD will be refunded. The contractor shall quote the monthly price for the entire scope of the contract. All statutory charges and applicable taxes shall be indicated separately as per Annex -II

The rates quoted shall remain fixed and no escalation is permitted during the contract period. No conditional clauses/rates shall be quoted in the bid. Bids with conditional/ambiguous/unreasonable rates will be rejected. The bid shall remain valid up to 6 (six) months from the date of opening of the tender.

Items C,D,E & F of the financial bid (Annex II) are fixed in terms of percentage and therefore the evaluation of financial bids will primarily be based on the items A,B & C.

In case of any additional/specific requirement not originally covered in this scope, the tenderer shall provide those services as per the same rates as determined by this tender.

## **VI. PERIOD OF CONTRACT**

The period of contract will be one year from the date of commencement, extendable further on satisfactory performance on same rates, terms and conditions at the sole discretion of the O/o Controller of Communication Accounts, Assam Telecom Circle.

**Accounts officer(Admn)**  
**O/o the Controller of Communication Accounts**  
**Assam Telecom Circle, Panbazar, Guwahati -01**  
**Tele No. 0361-2736280**

**TECHNICAL BID**

( To be enclosed in a separate sealed envelope)

***For providing services of unskilled and semiskilled to  
O/o CCA, Assam Telecom Circle  
Department of Telecommunications***

1. Name of Tendering Company/Firm/Agency : \_\_\_\_\_  
( Attach certificate of registration )
2. Name of proprietor/Director of Company/Firm/ Agency. : \_\_\_\_\_
3. Full Address of Reg. Office : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_
4. Full address of operating/ Branch office : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-Mail Address : \_\_\_\_\_
5. Banker of company/Firm/Agency with full address : \_\_\_\_\_  
( Attach certified copy of statement of A/c for last Three years)
- Telephone No. of Banker : \_\_\_\_\_
6. PAN/GIR No. (Attach attested copy ) : \_\_\_\_\_
7. Service Tax Registration No.( Attach attested copy) : \_\_\_\_\_
8. E.P.F. Registration No. ( Attach attested copy ) : \_\_\_\_\_
9. E.S.I. Registration No. ( Attach attested copy ) : \_\_\_\_\_
10. Financial turn over of the tendering Company/Firm/Agency for the last 2 financial years :

( Attach separate sheet if space provided is in-sufficient )

Financial year	Amount (Rs. Lacs)	Remarks, if any
2011-12		
2012-13		
2013-14		

11. Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of PSUs and Government Department during the last three years in the following format. Attested copies of work orders may also be attached.

Sl. No.	Details of client along with address telephone and FAX No.	Amount Contract (Rs lacs)	Duration of contract	
			From	To
1.				
2.				
3.				

( if the space provided is insufficient, a separate sheet may be attached)

12. Proof of payment of Rs 500/- towards cost of tender document.

13. Details of EMD :

Demand Draft No \_\_\_\_\_ date of Issue

Name of the issuing Bank and Branch \_\_\_\_\_

14. Additional information, if any:  
( Attach separate sheet, if required)

Signature of authorized person

Date :

Name :

Seal :

Place :

( To be enclosed in a separate sealed envelope )

*For providing services of unskilled and semiskilled to  
O/o the Controller of Communication Accounts, Assam Telecom Circle*

**FINANCIAL BID**

*Name of the work : Engagement of agencies for office upkeep and house keeping service  
in O/o the Controller of Communication Accounts, Assam Telecom Circle*

The Contractor shall quote the monthly price for the entire scope of the contract. All statutory charges and applicable taxes shall be indicated separately as

Item	Condition	Total monthly Amount in Rs ( Figure )		Total monthly Amount in Rs (words)	
		Semi-skilled	Unskilled	Semi-skilled	Unskilled
A. Monthly wages for unskilled three labour	Fixed as per the office of the Labour Commissioner Assam Govt.				
B. ESI	As applicable under relevant rules				
C. EPF	As applicable under relevant rules				
D. other Mandatory charges	As fixed by the Labour Commissioner, Assam Govt. or other Central or State Govt Authority				
E. Service Tax	As applicable under relevant rules				
F. Service charge	To be quoted by tenderer				
Total cost per Month (in Rs)					

All statutory payment are to be calculated only on Basic. Tenderer shall submit documentary evidence in support of C,D,E & F

Declaration : I agree that in correct furnishing of information and in correct quoting of statutory payment like EPS/ESI/Bonus/Service Tax and non furnishing of copies of documents/certificates shall render my tender liable for rejection and I agree that no claim shall be made by me on this account.

Date :

Signature of the Tenderer  
With full address & Contact Nos.

***DECLARATION OF NEAR RELATIVES TO BE SUBMITTED BY THE TENDERER***

We M/s \_\_\_\_\_

R/o \_\_\_\_\_ here by certify that none of our relatives (s) defined in the tender documents is/are employed in O/o the Controller of Communication Accounts, Assam Telecom Circle as per details given in tender documents. In case at any stage, it is found that the information given by us is false/incorrect, O/o the Controller of Communication Accounts, Assam Telecom Circle shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

**Signature of the tenderer with seal**

**Date :**

**Certificate of Minimum wages to be submitted by the tenderer**

We M/s \_\_\_\_\_

R/o \_\_\_\_\_ here by certify that we comply with the minimum wages Act that are to be paid to the labourers engaged by us vide latest rate as fixed by Labour Commissioner, Assam Govt. while quoting the rates for the tender. Any dispute arises out of the payment of minimum wages responsibility lies with us only. We also certified that we must comply with the ESI, EPF Service Taxes and other mandatory charges regularly as per the existing rules with out any fail.

**Signature of the tenderer with seal**

**Date :**

**DECLARATION**

I \_\_\_\_\_  
\_\_\_\_\_ Proprietor/Partner(s)  
hereby declare that the firm/company namely M/s \_\_\_\_\_ past by  
DOT/any other Government or Semi-Government Organisation (Name of the Organisation  
\_\_\_\_\_) from taking part in tenders.

Was/were black listed/debarred by DOT/any other Government or Semi-Government  
organization (Name of the Organisation \_\_\_\_\_) from taking part in  
tender for a period of \_\_\_\_\_ years wef \_\_\_\_\_. The period is  
over on \_\_\_\_\_ and now I/we/firm/company is entitled to take part in the  
tenders \_\_\_\_\_ from  
\_\_\_\_\_.

In case the above information is found false at any time, I/we are fully aware that the  
tender/contract will be rejected/cancelled by the Controller of Communication  
Accounts, Assam Telecom Circle, and EMD/SD shall be forfeited in favour of Department of  
Telecommunications. In addition to the above, the Controller of Communication Accounts,  
Assam Telecom Circle will not be responsible to pay the bills for any completed/partially  
completed months 9s).

Date :

**Signature of the tenderer with seal**

**ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID**

1. Application – Technical Bid
2. Attested copy of registration of agency
3. Certified copy of the statement of bank account of agency for the last three years
4. Attested copy of PAN/GIR card
5. Attested copy of the latest IT return filed by agency
6. Attested copy of Service Tax registration certificate
7. Attested copy of the P.F. registration letter/certificate
8. Attested copy of the E.S.I. registration letter/certificate
9. Certified documents in support of financial turnover of the agency
10. Certified documents in support of entries in column 14 of Technical Bid application.
11. Duly filled up/certified Annexures ‘A’, ‘B’ & ‘C’.
12. **Copy of the terms and conditions at pages 3-10 in Tender Documents with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.**





**Govt. of India**  
Ministry of Communications & IT  
Department of Telecommunications  
O/O Controller of Communication Accounts  
Assam Telecom Circle, 5<sup>th</sup> Floor, BSNL Bhawan,  
Panbazar, Guwahati – 781001

No. ASM/CCA/TENDER/2014-15/11

Dated at Guwahati the 23/03/2015

**NOTICE INVITING TENDER**

Sealed Tenders are hereby invited on behalf of the President of India from bonafide contractor/owner of vehicle/registered car renting agencies for supplying 2(two) commercial Diesel-driven vehicle (Indica/Indigo/Honda City) on monthly rental, for a period of 1(one) year, on regular basis, from the date as may be specified in the letter of acceptance of tender, for the use of O/o Controller of Communication Accounts, Assam Telecom Circle, Guwahati – 781001.

2. The method of submission of tender, Earnest Money Deposit, Security Deposit and other General terms and conditions applicable to contract have been mentioned in Section – I.
3. The intending tenderer can give the specifications of the vehicle/s available at its disposal in the Technical Bid and quote the rates of monthly rental separately in the Financial Bid.
4. Although the lowest bid will be preferred subject to fulfilment of other conditions, it is not necessary that the lowest bidder must be awarded the contract. The right to reject any one or all of the tenders without assigning any reason to any of the bidders is reserved to “The Controller of Communication Accounts, Assam Telecom Circle, Guwahati”.
5. The closed, sealed envelope, containing the Tender documents, duly super-scribed as “**TENDER FOR HIRING OF VEHICLE FOR O/O CONTROLLER OF COMMUNICATION ACCOUNTS, ASSAM TELECOM CIRCLE**” and addressed to the “**THE ACCOUNTS OFFICER (ADMIN), O/O CONTROLLER OF COMMUNICATION ACCOUNTS, ASSAM TELECOM CIRCLE, 5<sup>TH</sup> FLOOR, BSNL BHAWAN, PANBAZAR, GUWAHATI – 781001**” should be submitted by speed/registered post or drop in the office box so as to reach the designated officer within the last [i.e. 21/04/2015 ]
6. The parameters & technical specifications given in Part-I of Section-II will be strictly applicable. The terms and conditions specific to the contract have been mentioned in Part-II of Section-II. The proforma for submission of tender has been given in Section-III (for Technical Bid) and Section-IV (for commercial Bid) to this Notice Inviting Tender. The scheduled of tender is given as under:
7. Schedule of Tender:-

Tender NO.ASM/CCA/TENDER/2014-15		dated 23/03/2015	
Last date and time of receipt of tender	:	21/04/2015 at 16:00 Hours	
Amount of Earnest Money Deposit as per clause 5 of Section-I	:	Rs.15000/- (Rupees Fifteen thousand) only.	
Mode of Payment of Earnest Money	:	Bank Guarantee/DD from any nationalized bank payable at Guwahati in favour of AO, O/o CCA, Assam Telecom Circle, BG shall be valid for 180 days from the date of tender opening	
Mode of Submission of Tender	:	Speed/Registered Post or drop in the office box.	
Date and time of opening of tender	:	21/04/2015 at 16:30 Hours	
Venue of opening tender	:	Room of AO(Admn), O/o CCA, Assam Telecom Circle, BSNL Bhawan, Panbazar, Guwahati - 781001	

8. Complete set of 'Tender forms' duly containing the terms and conditions of the contract can be procured against cash payment Rs.500.00 [Rupees Five hundred] only from the AO(Admn) in the O/o the CCA, Assam Telecom Circle, BSNL Bhawan, Panbazar, Guwahati-781001 on any working day (Monday to Friday) from **11:00 Hrs. To 14:00 Hrs. from 24/03/2015 to 20/04/2015**
9. The tenders complete in all respect must reach to the designated officer on or before the date and time indicated in the Schedule of Tender in para-7 above, by 16:00 Hours. Submission of Tender by any other mode is strictly prohibited. The tender(s) received after the scheduled date and time will be rejected outrightly.

Accounts Officer (Admn),  
O/o CCA, Assam Circle,  
Guwahati – 781001

Tele No. 0361-2736280

## SECTION – I

Subject : Notice Inviting Tender for hiring 2(two) Commercial vehicles for the use of O/o Controller of Communication Accounts, Assam Telecom Circle, BSNL Bhawan (5<sup>th</sup> Floor), Panbazar, Guwahati – 781001

**1. Parties:**

The parties to the contract are the contractor (the tenderer to whom the work have been awarded) and the Government of India through the Controller of Communication Accounts, Assam Telecom Circle for and on behalf of President of India.

**2. Address:**

For all purpose of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be the final unless the contractor notifies a change of address by a separate letter sent by registered/speed post with acknowledgement due or drop in the office box, to the Controller of Communication Accounts, Assam Telecom Circle, BSNL Bhawan (5<sup>th</sup> Floor), Panbazar, Guwahati – 781001. The contractor shall be solely responsible for the consequences of any omission or error to notify change in the aforesaid manner. Submission of tender complete in all respects on or before date and time indicated in NIT is sole responsibility of the bidder. Bids/received Tenders after scheduled date and time will be rejected outrightly.

**3. Eligibility Conditions:**

1. The bidder shall own two commercial vehicles of model not older than two years (i.e. Jan'2013) in its own name or Company's name; or  
  
The bidder shall own two commercial vehicles of model not older than two years (i.e. Jan'2013) on lease basis.
2. The bidder will furnish certified copies of ownership of commercial vehicles either in its own name or in the name of the company or on lease basis.
3. The bidder shall submit full details of the vehicles that can be assigned in their favour and shall give a clear declaration that the firm will be able to supply commercial vehicles of model not older than 2 years.
4. The bidder should have at least two years experience certificate of satisfactory performance in similar services with Central Govt./State Govt./Public Sector.
5. The bidder shall be registered for service Tax, Income Tax, Registrar of company.

#### **4. Documents required to be submitted along with the bid:**

The bidder shall furnish the following documents alongwith the bid:

- a) Document showing proof of ownership in case of own vehicle or in the name of the firm or in case of leasehold vehicles a power of Attorney/Affidavit, authorizing the bidders to use the vehicle for hiring on stamp paper duly notarized.
- b) Declaration that firm shall be able to supply vehicles with commercial registration valid for plying within the state of Assam.
- c) The bidder shall furnish the particulars of the past performance with supporting documents (two years experience Certificate). The experience certificate from the organization shall be in a sealed cover.
- d) Bid Security of required amount in form of Demand Draft/Bank Guarantee.
- e) Valid Service TAX Registration Certificate (self attested)
- f) Latest Income TAX return along with copy of PAN card (self attested)
- g) Registration with registrar of the company includes partnership deed or article/ Memorandum of Association as the case may be or an affidavit stating that it is a proprietary concern.
- h) Certificate of Near Relative not working in DoT as per Annex-III. (to be Executed & attested by Public Notary/Executive Magistrate on Rs.100/- non-judicial stamp paper of Bidder.
- i) Declaration of non Black listing (Annexure-IV)

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

#### **5. Earnest Money Deposit:**

- 5.1. Earnest Money of Rs. 15,000 (Rupees Fifteen thousand) only must be deposited by the bidders in the form of Bank Guarantee/DD from any nationalized bank payable at Guwahati in favour of AO(Cash), o/o CCA, Assam Telecom Circle.
- 5.2. 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.
- 5.3. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or back out after quoting the rates the aforesaid amount of earnest money will be forfeited to the Government.
- 5.4. The tenders without Earnest Money Deposit will be summarily rejected.
- 5.5. No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of earnest money or security deposit deposited.

- 5.6. The EMD 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. The successful bidder's EMD will be discharged/refunded upon the bidder's acceptance of the award of contract satisfactorily and after furnishing the performance security/security deposit.

**6. Preparation and submission of Tender:**

The tender should be submitted in two parts namely (i) Technical Bid along with the proof of Earnest Money Deposit (in form given in Annexure-I) and (ii) Financial Bid (in form given in Annexure-II) and each should be kept in a separate sealed cover. Both the bids should be kept in another sealed cover addressed to the AO(Admn), O/o CCA Assam Telecom Circle. The outer envelope containing sealed covers should bear the address, Tender No. and date, subject of tender, date and time of opening of the same. The inner envelopes should be superscribed with Tender No., subject of tender, whether the envelope in containing 'Technical Bid' or 'Financial Bid' and date of opening of tender.

**7. Signing of Tender:**

The tenderer should sign and affix its firm's stamp on each page of the tender and all its Annexures as the acceptance of the offer made by the tenderer will be deemed as a contract and so separate formal contract will be drawn. No page should be removed/detached from this Notice Inviting Tender/Tender document.

**8. Technical Bid:**

- 8.1. The Technical Bid should be submitted in form given in Annexure-I along with the demand draft or bank guarantee obtained for the deposit of Earnest Money Deposits for the amount indicated above along with full details of technical facilities for executing the contract.
- 8.2. The copies of the documents listed in para 4 of Section I are also to be submitted with the technical bid.

**9. Financial Bid :**

The Financial Bid should be submitted in form given in Annexure-II in a separate sealed cover kept inside the main cover. The financial bids of the tenderers short-listed after evaluation of technical bids only be opened on specified date and time to be intimated to the respective tenderer.

**10. Validity of the Bid :**

The bids shall be valid for a period of 180 days from the date of submission of the Tender. Bids with shorter validity period will not be considered.

**11. Opening of Tender :**

- 11.1. 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. Letter of authorization for attending bid opening by representative should reach O/o CCA, Assam on or before the tender opening date i.e. 21/04/2015 or shall be carried by representative on the bid opening date.

11.2. In case the date fixed for the opening of the bids is declared as a 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.

**12. Criteria for Evaluation of Tender :**

12.1. The evaluation of tenders will be made first on the basis of technical information furnished in form given in Annexure-I and then on the basis of Financial Information furnished in form given in Annexure-II. The Financial Bid (Annexure-II) of such firms found valid based on technical parameters (as per Annexure-I) will be opened on the date, time and venue to be announced after opening of the Technical Bid.

12.2. 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.

12.3. If there is any discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, O/o - CCA, Assam 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 - CCA, Assam.

12.4. O/o the CCA, Assam 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.

12.5. O/o - CCA, Assam reserves right to counter offer price against price quoted by the bidder.

**13. Right of Acceptance :**

13.1. The Controller of Communication Accounts, Assam Telecom Circle, BSNL Bhawan reserves all rights to reject any tender including of those tenders which fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Controller of Communication Accounts, Assam Telecom Circle in this regards shall be final and binding.

13.2. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will render the contractor's quotation liable for rejection.

**14. Award of Contract :**

O/o the CCA, Assam shall consider placement of letter of intent to the bidder whose offer has been found technically and commercially acceptable. The bidder shall within 10 days of the issue of the letter of intent give his acceptance and sign agreement with CCA, Assam.

**15. Right to vary Quantities :**

CCA, Assam reserves the right to increase or decrease the required quantity by one vehicle of service specified in the schedule of requirements without any change in the hiring charges of the offered quantity and other terms and conditions.

**16. Time Schedule for Completing of Works :**

The successful tenderer will have to sign an agreement for a period of 1(one) year.

**17. Termination of Contract :**

17.1. CCA, Assam may, without prejudice to any other right/remedy for breach of contract, terminate the contract in whole or in parts

(a) If the contractor fails to arrange the supply of any or all of the vehicle(s) within the period specified in the contract or any extension thereof granted by the CCA, Assam.

(b) If the contractor fails to perform any other obligations under the contract Agreement.

17.2 CCA, Assam may, without prejudice to any other rights under the law or the contract provided, get the hiring done at the risk and the cost of the contractor, in the above circumstances.

17.3. Notwithstanding anything contained herein, CCA, Assam also reserves the right to terminate the contract at any time or stage during the period of contract, without assigning any reason and without incurring any financial liability to the service provider/contractor.

**18. Termination for Insolvency:**

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

**19. Miscellaneous Conditions:**

19.1. CCA, Assam reserves the right to counter offer price against price quoted by the bidder.

19.2. CCA, Assam reserves the right to disqualify such bidders for one year who fails to honour their bid.

**20. Security Deposit:**

20.1. The successful tenderer will have to deposit a sum equivalent to 10% of contract value indicated in letter of Intent in favour of AO(Cash), O/o CCA, Assam Telecom Circle towards Security Deposit within 10 days from the date of acceptance of the tender vide bank guarantee/DD from any nationalized bank payable at Guwahati. The Security Deposit will not be adjusted against any payment due to the firm from the Department or the Central Government.

20.2. The security Deposit can be forfeited by order of the CCA, Assam Telecom Circle in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as considered by the Department sufficient to cover any incorrect or excess payment made on the bills to the firm shall be retained until the final report on the account of firm's bill has been received and examined.

## **21. 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 CCA, Assam 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.

## **22. Arbitration:**

- 22.1 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 CCA, Assam, 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 CCA, Assam or by whatever designation such officer may be called (herein after referred to as the said officer) and if the CCA, Assam or the said officer is unable or unwilling to act as such, than to the sole arbitration of some other person appointed by the CCA, Assam 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.
- 22.2. 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.
- 22.3. The venue of the arbitration proceeding shall be the office of O/o CCA, Assam at Guwahati or such other place as the arbitrator may decide.

## **23. Set-Off (Recovery of Sum Due):**

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by CCA, Assam and Set-off the same against any claim of O/O CCA, for payment of a sum of money arising out of this contract or under any other contract made by contractor with O/O CCA, Assam.

## **24. Terms of Payment:**

Payment shall be made within 15 days from the date of receipt of monthly bill in the O/o CCA, Assam. Monthly bills shall be submitted in duplicate to the O/o CCA, Assam, Guwahati along with the copy of the log book vehicle wise (log book duly signed by the user and the driver of the vehicle).



**25. Duration of the Contract:**

Normally the contract will be awarded for One year. However, extension for the One year/ part thereof will be considered on the same rates, terms and conditions.



## **SECTION– II**

### **Part – I**

#### **Parameters and Technical Specification**

1. The Vehicles should be :-  
Diesel-driven Indica/Indigo/Honda City Vehicle;  
And the particulars of the vehicle model, year of manufacturing, and running condition should be furnished.
2. The model of vehicle should not be older than 2 years ( i.e, Jan 2013) and should be in excellent running condition.
3. Particulars of upto date registration, road tax, insurance and other documentations/statutory requirements of the vehicle should be furnished along with attested photocopy of documents.
4. The vehicle should be kept properly serviced and excellently maintained at all times.
5. In case of supplied vehicle found unsatisfactory; the contract may be terminated at any time without assigning any reason.

### **Part – II**

#### **Terms and Conditions Specific to the Contract.**

##### **A. SPECIAL CONDITIONS OF THE CONTRACT**

1. The special conditions of contract shall supplement the parameters and Technical Specification of the contract as contained in Part I above and wherever there is conflict, the provisions herein shall prevail over those in Part I.
2. O/o the CCA, Assam, reserves the right to disqualify a bidder for suitable period in case he fails to honour his bid.
3. Any liability under any Act or statute shall be of the contractor and under no circumstances shall O/o - CCA, Assam assume responsibility.
4. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor. Any breach of such laws or regulations shall be deemed to be breach of this contract.

5. No sub-contracting is permissible. The bidder should have at least two Vehicles (not older than 2 years ) registered as Taxi in its own name or firms name or on lease contract with their owners.
6. The near relatives of all employees working in the Department of Telecommunications either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as: (a). Members of a Hindu Undivided Family; (b). they are husband and wife. (c). The one is related to the other in the manner as father, mother, son, son's wife (daughter-in-law) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) husband (brother-in-law).
7. The contractor shall assign the job of driving of hired vehicles to experienced drivers having appropriate and valid license and also assume full responsibility for the safety and security of officers/officials as well as essential store items while running the vehicle by ensuring safe driving. O/o - CCA, Assam shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under Section 29 of IPC and any loss caused to O/o – CCA, Assam have to be suitably compensated by contractor.
8. The contractor shall send the vehicle for periodical servicing at the cost of the contractor, O/o – CCA, Assam will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of fuels, lubricants, repairs, maintenance, taxes, insurance, etc., will be contractor's liability.
9. Regular checking of meter by the designated transport authority may be got done by the contractor and requisite certificate may be shown to O/o – CCA, Assam as and when demanded.
10. Shortage in utilizing the contractual 1500 Kms as the case may be per month in any particular month shall be adjusted over subsequent 3 months.
11. Change of commercial vehicle of same type and model (not older than 2 years) will be allowed on written request and approval of controlling officer showing the reference of previous vehicle & Kms run of that vehicle during that quarter. Old and new vehicle will be considered in continuation for counting shortage in utilizing the contractual 1500 Kms in particular month of that quarter.
12. The vehicle may be used anywhere within the territorial jurisdiction of Assam Telecom Circle.
13. Change of other type of vehicle (not older than 2 years) will be allowed during break down of contracted vehicle and with approval of controlling officer.
14. TDS applicable will be deducted from the payable amount of the bill.
15. Maximum 10 (ten) kilometers 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.
16. The contractor shall abide with all local/municipal/state/central laws and regulations.

17. The drivers shall be provided working mobile phone at the cost of the contractor, so as to enable the CCA, Assam office to contact them as and when required, during the period of the contract.
18. Payment of all kinds of Government taxes or duties for supplying vehicles in Assam will be the liability of the contractor.
19. Tampering of meter reading, vehicle usage timings overwriting of summary/log book sheets and misbehavior by the drivers while on duty shall be viewed seriously and may lead to even cancellation of the contract at the discretion of the CCA, Assam.
20. The service provider/contractor shall not engage any person below the age of 18 years for driving purpose.
21. Vehicles up-keep shall be in good condition along with good and clean Seat covers & curtains. All seat covers and curtains are to be cleaned periodically at least once in every week. Vehicles so hired may be inspected time to time by any authorized officer of O/o the CCA, Assam office.

## **B. SERVICE TO BE PROVIDED**

1. **Service:** Provision of commercial vehicles with licensed drivers, registered commercial vehicles on hiring basis for running in territorial jurisdiction of O/o the CCA, Assam.
2. **Contract Period:** Under normal circumstances the contract shall be valid for a period of one year from date of signing of agreement and may be extended up to one year beyond contractual period if agreed by the contractor and the CCA, Assam on the same rates, terms and conditions.
3. **Quantity:** Estimated number of vehicles to be hired is 2 (TWO). However it should be clearly noted that O/o – CCA, Assam shall place the order only as per the actual requirement from time to time.
4. **Duty hours:** Ten hours per day for six days per week. The actual duty hours shall be specified by users of vehicles. Charges for extra duty will be provided when applicable, maximum up to 50 Hours.
5. **Notice Period:**
  - 1) For regular requirements one day in advance.
  - 2) Telephonic intimation shall be considered as notice.
6. **a. Reporting Place:** Any place within the jurisdiction of the Office of CCA, Assam. Actual place of reporting shall be specified by users of vehicles.  
**b. Jurisdiction:** Vehicle shall be required to run to any station within the territorial jurisdiction of Assam.

**7. Counting of Distance:** 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 whichever is less.

**8. Accuracy of Meter Reading:** The accuracy of meter reading should tally with the actual distance of run at any instant and controlling/ authorized officer shall have full power to check up the meter for its correctness and to take action to recover the actual loss to the O/o – CCA, Assam.

**9. Penalties:**

- I. In case of break down, vehicles have to be replaced by other immediately or within not more than one hour. In case of non availability of suitable vehicle as referred in General Terms and Conditions a penalty up to Rs.500/- per occasion 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 700/- per breakdown shall be imposed.
- II. In case of non-availability of vehicles penalty of Rs 700/- per day shall be imposed in addition to deduction at pro-rata basis for that day.
- III. In case of non-availability of vehicles during extra hours Penalty or Rs 500/- per occasion shall be imposed.
- IV. In case of meter found faulty, the vehicle with faulty meter should be repaired immediately or vehicle should be replaced till the meter is rectified. The controlling/authorized officer shall have full powers to check up the meter and to take action to recover the actual loss to the O/o – CCA, Assam as deems fit.

**10. Special:**

- I. Intending bidder must have a telephone where requisition of vehicles can be conveyed round the clock. Telephone Number must be specified in the bid.
- II. Payment of any Govt. Tax including service tax or duty for playing the vehicles in the service area will be liability of contractor.
- III. Parking and Toll charges, if any, may be claimed by producing the Parking/ Toll slips.

**DECLARATION**

“I/We hereby declare that I/We have carefully gone through the terms & conditions of tender notice No. ASM/CCA/Tender/2014-15 Dated: 23/03/2015 in detail and agree to the rates submitted by me/us in the Financial Bid and I/We agree in full”.

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 - I

### PROFORMA FOR TECHNICAL BID

(Tenderer may use separate sheet wherever required)

Sub : Notice Inviting Tender for hiring 2 vehicles as below:- Diesel-driven Vehicle  
(Indica/Indigo/Honda City) on monthly rental, for a period of 1(one) year, one regular basis.

1. Name 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) necessary documents may be enclosed.
3. Bank Guarantee/DD No \_\_\_\_\_ Dated \_\_\_\_\_ Name of Bank \_\_\_\_\_  
\_\_\_\_\_(To be enclosed) and amount of Earnest Money Deposit Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) only.
4. Particular of \_\_\_\_\_ with model etc. indicating upto date \_\_\_\_\_ Registration/Insurance etc. (Attested Photo copies to be submitted)
5. Year of manufacturing of the vehicle and date of registration \_\_\_\_\_
6. Whether each page of NIT and its annexure have been signed and stamped.
7. List of important contract of the nature stated above undertaken during the last three years whose summary is enclosed (Summary may be enclosed on separate sheets for each contract).
8. Income Tax/ Professional Tax Clearance Certificate. \_\_\_\_\_  
\_\_\_\_\_(Attested copies to be enclosed)
9. Documents prescribed vide clauses 3 & 4 of Section 1.
10. Any other relevant information by the tenderer.

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

(Date signature of tenderer with  
stamp of the firm)

**Annexure – II**

**PROFORMA FOR FINANCIAL BID**

Subject : Notice Inviting Tender for hiring 2 vehicles as below:- Diesel-driven Vehicle (Indica/Indigo/Honda City) on monthly rental, for a period of 1(one) year, on regular basis.

Rental Charge per month for the contract inclusive of fuel, all kinds of incidental charges and all taxes etc as per detailed given below in Indian rupees. In addition the charges for the Daily km hire slab should also be filled.

**1. Monthly km Hire Slab:**  
**VEHICLE Regn No:**

Sl. No.	Item	Rate in words		Rate in figures	
		AC	Non AC	AC	Non AC
1	Rate for 1 <sup>st</sup> 1500 kms per month				
2	Rate beyond 1500 kms per month				
3	Outstation night halt charge				
4	Extra hours				

**2. Daily km Hire Slab: For contingent & occasional requirement for day to day work for which additional vehicle will be requisitioned.**

Sl. No.	Item	Rate in words		Rate in figures	
		AC	Non AC	AC	Non AC
1	4 Hrs or upto 40 kms				
2	8 Hrs or upto 80 kms				
3	10 Hrs or upto 100 kms				

**3. Any other information:-**

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Dated at .....

(Date Signature of tenderer with stamp of the firm)

**Annexure – III**

**(To be executed & attested by Public Notary/Executive Magistrate on Rs 100/-**

**Stamp Paper by the bidder)**

**CERTIFICATE**

I \_\_\_\_\_, s/o \_\_\_\_\_  
R/o \_\_\_\_\_ hereby certify that none of my relative(s) as defined  
in Section-II Part-II Clause 6 of tender document is/are employed in O/o – CCA, Assam, Guwahati  
unit of DOT as per details given in tender document. In case at any stage, it is found that the  
information given by me is false/ incorrect, CCA, Assam shall have the absolute right to take any  
action as deemed fit, without any prior information to me.

Signature \_\_\_\_\_

(For and behalf of the contractor)

Name \_\_\_\_\_

Place \_\_\_\_\_

Date.....



**ANNEXURE – IV**

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

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/contact will be rejected/cancelled by the O/o – CCA, Assam, 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 : \_\_\_\_\_  
\_\_\_\_\_

Seal of the firm should be Affixed

Date : .....

Signature of Bidder with seal :









