



**Government of India
Ministry of Communications
Department of Telecommunications
Telecom Enforcement, Resource & Monitoring Cell, Karnataka
Ground Floor, Sanchar Complex, WMS Compound, 47th Cross, 9th Main,
5th Block, Jayanagar, Bangalore – 560 041**

Tender No. DDG/TERM/KTK/VEHICLE TENDER: 2017-18/4

E-Tender DOCUMENT

For Hiring of Light Commercial Vehicles
by Karnataka and Bangalore TERM Cells
(Department of Telecommunications)

(Visit us at <http://www.dot.gov.in> or <https://eprocure.gov.in/eprocure/app>)

COST OF THE TENDER FORM- Rs 570/- (inclusive of tax)

Due date/Time of receipt: 1600 Hrs of 22/05/2017

Due date/Online Opening at: 1600 Hrs of 23/05/2017

Not transferable

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Dated: 01/05/2017

Notice Inviting e-Tender (NleT) for Hiring of Vehicles

- 1) E- tenders on behalf of the President of India are invited under Two Bid System i.e. Technical Bid and Financial Bid for Hiring of Taxi registered vehicles under Karnataka Tourist Permit on Yellow background plate and Black letters on Monthly basis for the use of TERM cells of Bangalore and Karnataka .

SL NO	Offices where services required	Model	Job Description	Quantity (approx)	Approx Cost (Rs.)	Earnest Money Deposit (2.5%) Rs	Security Deposit (5%) Rs
1	O/o DDG TERM Karnataka, Bangalore 41	Non AC Tata Indica or equivalent	1200 Kms/month	2	600000	15000	30000
2		AC Swift Dzire/Sx4 /Verito/Indigo or equivalent	1500 Kms/month	3	1200000	30000	60000

Tenderer also has to quote for daily hiring charges as specified in the financial bid format for occasional hiring of vehicles.

Note: The tenderer can submit single DD for Rs 45000/- for the above EMD. The DD has to be submitted offline before 1600 hrs on 22/05/2017 and scanned copy of DD to be uploaded online.

2. Schedule

Dates of issue of Bid Document	:	01/05/2017 (1030 hrs) to 1530 Hrs of 22/05/2017
Last date & time for receipt of tenders	:	22/05/2017 (Time:16:00 hrs.)
Physical submission of EMD and tender document fee:		22/05/2017 (Time:16:00 hrs)
On-line opening of Tender Bids (Technical bids)	:	23/05/2017 (Time: 16:00 hrs.)
Date & time for opening of Financial Bids for technically qualified bidders	:	Will be intimated later

Place of opening the Tenders : O/o DDG TERM Karnataka, Ground Floor, Sanchar Complex, WMS Compound, 47th Cross, 9th Main, Jayanagar 5th Block, Bengaluru-560 041.

Bid Validity period/validity of bid offer for acceptance by DoT : 150 days from the date of opening of tender.

3. **Accessibility of Tender Document:** Tender document can be obtained by downloading it from the website <https://www.eprocure.gov.in/eprocure/appor> www.dot.gov.in
4. **Tender Document Fee:** DD/Bankers cheque for an amount of Rs.570/- (Rupees: Five Hundred and seventy only) inclusive of taxes @ 14% (non refundable) from Nationalized/ scheduled bank drawn in favour of “**CAO (Cash), O/o C.C.A. Karnataka Telecom Circle, Bangalore**”, payable at Bengaluru has to be submitted offline (Scanned copy of DD to be uploaded online) towards tender document fee failing which the tender bid will be rejected. Bidders are requested to write their name and full address at the back of the Bank draft submitted.
5. **Sale of physical copy of tender Document:** Not applicable
[DOT has decided to use the process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold]
6. **Submission of tenders:** Tenders have to be submitted only online at <https://eprocure.gov.in/eprocure/app> in two bid systems i.e. (i) technical bid and (ii) financial bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. The list of documents to be submitted along with technical bid or envelope and financial bid or envelope are detailed in section-IV (part A) under clauses 4.1 and 4.2
7. The Department reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the DDG (TERM), Karnataka, Ministry of Communications, Department of Telecommunications in this regard shall be final and binding on all.

Sd/-
Director I
Ministry of Communications
Department of Telecom,
Telecom Enforcement, Resource & Monitoring Cell, Karnataka
Ground Floor, Sanchar Complex, WMS Compound,
47th Cross, 9th Main, 5th Block, Jayanagar, Bangalore – 560 041

(All details have to be filled and scanned copy along with scanned copies of all the documents have to be uploaded online as part of technical bid envelope)

Section - I

Instructions to Bidders

Pre-Qualification Requirement for Bidders.

The bidders should furnish the under mentioned information, failing which their bids will not be considered.

1. Name of the firm
Address and Telephone Number

2. Name of the Contact Person
Telephone/Mobile Number

3. Name of the bank
(With full address)

4. Bank Account Number

5. PAN No.
(Please enclose photocopy of PAN Card)

6. Service Tax Regn. No
(Please enclose photocopy Registration Certificate)

7. The bidder should submit an affidavit (for proprietor firm)/ copy of partnership deed (for partnership firm)/registration certificate of the firm (for Pvt. Ltd/Public Ltd Co).

8. The bidders should have at least two light commercial vehicles (TATA Indica or equivalent or higher) of model not older than 2015, Taxi registered in the name of proprietor /partners of the firm. Details of the vehicles may be indicated against column 7(ii) in Section II.

9. The bidder should enclose copy of registration certificate and valid comprehensive insurance cover for the vehicle in favour of proprietor/partners/firm as documentary evidence in support of each vehicle.

10. The bidder/firm should furnish a clear declaration that they will be able to supply all the tendered requirement of commercial vehicles of models registered not earlier than **2015** and in good running condition.

11. The bidder should submit a copy of the latest Service Tax return.

12. The bidder should submit EMD in the form of DD for the requisite amount as indicated at Clause No 1 of NIT and Clause 6.1 of General conditions of Contract under Section IV (Part A). Bidders are requested to write their name and full address at the

back of the Bank draft submitted in support of Tender document. Bids not accompanied by the requisite amount of Earnest money shall be rejected outright. The DD/Bank Guarantee has to be submitted offline before 1600 hrs of 22/05/2017 & scanned copy of DD to be uploaded online.

(All details have to be filled and signed copy has to be scanned and uploaded online as part of technical bid envelope)

Section II

Schedule of Requirement

The contractor shall furnish the following information for Hiring of Light Commercial Vehicles.

1. Name of the firm
2. Address for communication
3. Registered office if any
4. Location of Garage
5. Telephone No. (Office, Residence, Garage).
6. Name of proprietor/partners/directors.
7. (i) Date/year of commencement of business.

(ii) Details of vehicles as detailed in Clause No 1 of NIT, not older than 2015 model, owned by the bidder.

Sl. No	Regn. No	Make and model	AC/ Non-AC	Date of Purchase	Indicate petrol/ diesel/ CNG driven Bharat II norms	Photocopy of RC/ Insurance enclosed
1						
2						
3						
4						

8. Contact name of the person with Mobile no for service before 8 AM and after 6 PM and during the day.
9. Any other information, which the bidder considers necessary to bring to the notice.

It is certified that the above information/certificates are true and in case of any of these found to be false, I/we shall be liable for any action as decided by the Dept of Telecommunications.

Dated.

Signature of Tenderer
with Seal

Section-III

Technical Specifications

1 General:-

Department of Telecommunication requires AC /Non A.C. taxis for the official use of Telecom enforcement, Resource & Monitoring Cells of Bangalore and Karnataka. It is therefore intended to enter into contract with taxi operator(s)/contractor(s) for a period of one year extendable for another one year with same terms and conditions with mutual consent for hiring of these cars on “as and when required” on monthly /daily basis.

2 Scope of work:

- 2.1 The contractor shall provide taxis as detailed on Clause 1 of NIT of models not older than 2015 as per requirement. The cars shall initially report as indicated below.

SL NO	Office where to report	Jurisdiction
1	O/o DDG TERM, Karnataka, Ground Floor, Sanchar Complex, WMS Compound, Jayanagar Bengaluru-560 041.	Normal jurisdiction will be the entire state of Karnataka.

Regular reporting will be as directed by the controlling officers within the jurisdiction of city of Bangalore and suburbs as and when required on monthly / daily basis upon intimation for the same. The vehicle may be used for journey to various stations of Karnataka or neighboring states without any extra payments.

- 2.2 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 column 7(ii) in Section II. In case the number of vehicles available with the contractor are not adequate or the contractor is not able to allot the vehicle indicated in the bid document under any specific unavoidable circumstances it is the responsibility of the contractor to make available adequate number of vehicles available as per contract by other suitable arrangements at his end. But, the payment will be released with reference to the approved contract and rate.
- 2.3 The contractor will provide well-behaved drivers having knowledge of different routes, knowing minor repairs of vehicles, having valid driving licenses and also having proper uniforms and name badge. The driver would also be equipped with Mobile phone for communication at the cost of the contractor.
- 2.4 The vehicle provided by the contractor must be in excellent condition and have proper and complete documents, which should be shown to the user /officer in charge of the vehicle, if asked for. If the vehicle provided by the Contractor is found not to be in good condition or without proper document, the vehicle is liable to be rejected and returned. No payment shall be made on account of vehicle, so rejected
- 2.5 Normally, any change of Vehicle or driver on a regular basis shall be after written intimation to this office.
- 2.6 The drivers of the vehicle will maintain Log books. The entries in the log book must be got certified from the officer and deposit the same at the close of each month duty with

the officer in-charge, Department of Telecom. In case of daily hiring, trip sheet to be got signed by the user officer immediately after use.

- 2.7 The contractor will comply with all the statutory requirements like pollution, emission, noise etc.
- 2.8 Rate and price variation : The schedule of value (to be filled in by bidder) is enclosed in section VI. In case of award of contract, the price shall remain firm for a period of one year from the date of award of the contract and extension thereof.

Section-IV (PART –A)

GENERAL CONDITIONS OF CONTRACT

1. Definition of terms.

- 1.1 Department or DOT means Telecom Enforcement, Resource & Monitoring Cell, Karnataka, Department of Telecommunications its office situated at Ground Floor, Sanchar Complex, WMS Compound, 47th Cross, 9th Main, 5th Block, Jayanagar, Bangalore-41.
- 1.2 The bidder /tenderer means the firm / agency who participates in this tender and submits its bid.
- 1.3 Contractor/Agency/Firm means the bidder whose bid will be accepted by Department of Telecommunication and shall include such successful bidder, its legal representatives, successors.
- 1.4 EMD shall mean Earnest Money Deposit.
- 1.5 Security Deposit shall mean monetary guarantee furnished by the successful tenderer for due performance of the contract.

2.0 Receipt and opening of Tenders:

- 2.1 Tenders duly filled in will be received and opened on the same date and time indicated in the Notice inviting tenders in the presence of tenderers / their authorized representatives who wish to be present. In case of authorized representatives, they have to bring with them the letter of authority from the corresponding tenderer as per Annexure-VI.
- 2.2 If due date of receipt of tenders and that of opening of tender is declared to be a holiday subsequently, the tender would be received and opened on the next working day but the time of receipt and opening will remain the same.
- 2.3 Department of Telecommunications reserves the right to postpone and/or extend the date of receipt/opening of tenders or to withdraw the tender notice without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from the Department.

3.1 Preparation of Tender :

- 3.2 The bidders are required to submit the tender documents completed in all respects after satisfying each and every condition laid down in the tender document.

Bid Documents include:

1. Detailed Notice Inviting Tender
2. Pre-Qualification Requirement for Bidders (Section I)
3. Schedule of Requirement (Section II)
4. Technical Specifications (Section III)
5. General (Commercial) Conditions of Contract (Section IV Part A)

6. E-tendering instructions to Bidders (Section IV Part B)
7. Special Conditions of Contract (Section V)
8. Contract Form (Annexure-1)
9. Bid Form (Annexure-II)
10. Performance Security Bond Form (Annexure-III)
11. Certificate for the documents downloaded from the website (Annexure-IV)
12. Near Relationship Certificate (Annexure-V)
13. Letter of authorization to attend bid opening. (Annexure-VI)
14. Undertaking & declaration (Annexure-VII)

3.2 All rates shall be written both in figures and in words. Corrections, if any are to be made by crossing out, initialing and rewriting. In case of discrepancy between the words and the figures, the rates indicated in the words shall prevail. All cutting, insertion needs to be authenticated. **No over writing / usage of correction fluid will be permitted.**

4 SUBMISSION OF BIDS:

4.1 Bids must be submitted by the bidder on or before the 1600 hrs of **22.05.2017**

4.2 a) The technical bid or envelope shall contain:

- i) Bid security/EMD (scanned copy of DD or bank guarantee to be uploaded online & **original DD/bank guarantee to be submitted off line**)
- ii) Cost of the tender document i.e. document fee (scanned copy of DD to be uploaded online & **original DD to be submitted offline**)
- iii) All documents/certificates/declarations showing fulfillment of pre-qualification requirement as listed in section-I (to be scanned and uploaded online)
- iv) Schedule of requirement as listed in section-II (This one page section-II has to be signed after filling all the details and scanned copy to be uploaded online)
- v) Bid form as mentioned in Annexure-II (signed copy has to be scanned and uploaded online)
- vi) Certificates as mentioned in Annexure-IV and V (signed copies have to be scanned and uploaded online)
- vii) Letter of authorization as mentioned in Annexure-VI (signed copy has to be scanned and uploaded online)
- viii) Undertaking and declaration as mentioned in Annexure-VII (signed copy has to be scanned and uploaded online)

b) The Financial bid or envelope shall contain:

- i) Duly filled in Financial bid as mentioned in section –VI (BOQ)

Note: Original DDs of EMD and tender document fee have to be submitted offline as detailed under clause 6 of Section-IV (Part-B)

4.3 The Purchaser may, at his discretion, extend this deadline for the submission of bids by amending the bid documents in accordance with Clause 6 in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subjected to the extended deadline.

- 4.4 The bidder shall submit his bid offer against a set of bid documents purchased by him for all or some of the system/equipments as required of the bid documents. He may include alternate offer, if permissible as per the bid. However, not more than one independent and complete offer shall be permitted from the bidder.
- 4.5 “Financial Bid” of those Agencies / firms who fulfill the terms & conditions as specified in Section I to V will only be opened separately.
- 4.6 Only tenders complete in all respects and received on or before the due date and time shall be considered.
- 4.7 Tenders should be submitted and signed by a duly authorized person giving full name of the firm with its current business address.
- 4.8 Department of Telecommunications reserves the right to reject any or all tenders without assigning any reasons whatsoever.
- 4.9 Department of Telecommunications reserves the right to award the contract to one or more parties.
- 4.10 The quotation shall be valid for a period of at least 5(five) calendar months from the date of opening of the tenders.
- 4.11 The bidders should satisfy themselves before submission of the tender to Department of Telecommunications that they meet the qualifying criteria and capability as laid down in the tender documents.
- 4.12 The bidder may modify or withdraw the bid after submission provided that the written notice of the modification or withdrawal is received by the DoT prior to the deadline prescribed for submission of bids.

5.0 Cost :

- 5.1 Bidders are requested to quote firm price. No cost escalation will be accepted for the rates quoted.

6.0 Earnest Money Deposit :

- 6.1 Bidders shall submit along with the tenders, Earnest Money as indicated in clause No 1 of NIT in the form of Demand Draft drawn on any of the Commercial Banks payable at Bangalore in favour of “CAO (Cash), O/o C.C.A. Karnataka Telecom Circle, Bangalore”. Tenders not accompanied by the requisite amount of Earnest Money shall be rejected.
- 6.2 Earnest Money shall be forfeited in case of the following :
- i) EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or increases the rates after deadline for submission of the bid but before the validity of the quotation expires.
 - ii) On refusal to enter into contract after award of contract.
 - iii) If the work is not commenced on the date of starting the work after work is awarded to the contractor.

6.3 No interest is payable on the Earnest Money Deposit under any circumstances and will be returned on completion of tendering process.

6.4 **Preliminary evaluation:**

6.4.1 DoT shall evaluate the bids to determine that they are complete, no computational errors have been made, required sureties have been furnished, the documents have been properly signed and the bids are generally in order.

6.4.2 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between amount quoted in words and figures, the amount in words shall be taken for evaluation.

6.4.3 Prior to the detailed evaluation, the DoT will determine the substantial responsiveness of each bid to the bid documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bid Documents without material deviations. The DoT's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

6.4.4 A bid determined as substantially non-responsive will be rejected by the DoT and shall not be considered subsequent to the opening of bids by correction of the non-conformity.

6.4.5 The DoT may waive 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.

6.5 **Detailed evaluation:**

DOT shall evaluate the financial bids of eligible bidders (qualifying technical bids) to determine the L-1 bidder as per following calculations:

Charges for a vehicle for One month = Monthly charge quoted + Charges for 200 Extra km per month + Charges for 20 extra hours per month.

Monthly hiring charges for all vehicles specified in clause 1 of NIT with rates specified in Financial bid will be worked out for 12 months (A).

Daily hiring charges for 25 days of hiring with 50 Hrs extra and 500 Kms of extra running for 12 months for both types of vehicles specified in financial bid form (B).

Total of A & B will be the criteria for deciding L1

7.0 **Security Deposit :**

7.1 The contractor shall furnish performance security to DoT as indicated at Sl No 1 of NIT in the form of Bank guarantee as in Proforma Annexure-III within 15 days of award of the contract failing which necessary action including forfeiture of the Earnest Money Deposit will be taken against the contractor.

7.2 The security Deposit will be refunded on successful completion of the contract.

7.3 No interest is payable on the Security Deposit.

- 7.4 Security Deposit will be forfeited to DoT in case of Termination of the contract for Un- satisfactory performance and/or Non-performance of the contract
- 8.0 Tax Deduction At source:** Income tax and any other taxes as may be applicable from time to time during the currency of the contract shall be deducted at source from the bills.
- 9.0 Deviation:** The contractor must comply with the tender specification and all terms and conditions of contract. No deviation will be permitted.
10. **Award of Contract:** DoT shall accept the lowest bid or any Tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason there of and without incurring any liability to the affected bidders for the action of DoT.
11. **Terms of Payment:** The bills in duplicate will be submitted for any month in the first week of the following month to the officers in charge of the Vehicles for the offices indicated at Sl No 2.1 of section III by the respective contractors for payment. The bills will be accompanied by log book, vehicle wise and proof of payment of Service Tax to the concerned Dept for the previous month.
- Bill for occasional hiring of vehicle on daily rent basis also to be submitted in the first week of following month consolidating all such daily hiring for the previous month, attaching relevant trip sheets authenticated by the user officer.
12. **Duration/Period of Contract:** Normally contract will be for 1(one) year from the date of signing of the agreement. However, extension for the next Year/part thereof will be considered at the same rates keeping in view of satisfactory performance of the firm and on mutual agreement.
- 13.0 Termination of Contract:**
- 13.1 In case of any default by the Contractor and in case of any violation of the terms and conditions of this contract, DoT may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 15 days notice in writing to the Contractor. In such a case the Security Deposit paid by the contractor will be forfeited to DoT and the contractor is liable to be blacklisted for a period of 3 Years.
- 13.2 All instructions, notices and communications 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. 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.
- 14.0 Arbitration:** Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration in Indian Arbitration and Conciliation Act 1996 and the award made in pursuance thereof shall be binding on the parties.

- 15.0 Jurisdiction of Courts:** The courts/any other Tribunal or Forum in Bangalore alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out of this contract.
- 16.0 Insurance:** The Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Contractor. The Contractor shall arrange necessary insurance cover for any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on DoT, the same shall be reimbursed/indemnified by the Contractor.
- 17.0 Miscellaneous Conditions:**
- 17.1 No other person except Contractor's authorized representative shall be allowed to enter DoT premises.
- 17.2 Within DoT premises, the Contractor's personnel shall not do any private work other than the normal duties.
- 17.3 Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep DoT indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
- 17.4 The personnel engaged by the Contractor are subject to security check by the DoT Security Staff at any time.
- 17.5 Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances including extra hour duty & night halts allowance to his personnel that might become applicable under any Act or Order of the Govt. DoT shall have no liability whatsoever in this regard and the Contractor shall indemnify DoT against any/all claims, which may arise under the provisions of various Acts, Governments Orders etc.
- 17.6 Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- 17.7 The contractor should prepare instruction sheet to the drivers with regard to their behaviour, salient conditions of the contract, numbers in case of emergency and ensure that the copy of the same shall be kept in the vehicle at all times.

SECTION –IV (PART B)

SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

General:

These Special Instructions (for e-Tendering) supplement ‘General Instructions to Bidders’ (GIB), as given in Section-4 Part A of the Tender Documents. Submission of Bids only through online process is mandatory for this Tender.

e-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, O/o DDG,TERM,KARNATAKA,DOT has decided to use the (<http://www.eprocure.gov.in>) through NIC’s (National Informatics Centre) Central Public Procurement Portal, Ministry Of Communications & Information Technology, Government of India. Benefits to Suppliers are outlined on the Home-page of the E-portal.

Instructions:

1. Tender Bidding Methodology:

Sealed Bid System ‘single Stage – 2 e-Envelopes.

In case of two e-Envelope system Financial & Techno-commercial bids shall be submitted by the bidder at the same time.

2. Broad outline of activities from Bidders prospective:

1. Procure a Digital Signing Certificate (DSC)
2. Register on NIC’s (National Informatics Centre) Central Public Procurement Portal (CPPP)
 3. Create Users and assign roles on CPPP
 4. View Notice Inviting Tender (NIT) on CPPP
 5. Download Official Copy of Tender Documents from CPPP
 6. Clarification to Tender Documents on CPPP
- Query to DOT (Optional)
- View response to queries posted by DOT, as addenda.
7. Bid-Submission on CPPP: Prepare & arrange all document/paper for submission of bid online and offline.
8. Attend Public Online Tender Opening Event (POTOE) on CPPP Opening of Techno-commercial Part
9. View Post-TOE Clarification posted by DOT on CPPP (Optional) Respond to DOT’s Post-TOE queries.
10. Attend Public Online Tender Opening Event (TOE) on ETS Opening of Financial-Part (Only for Technical Responsive Bidders)
11. Participate in e-Reverse Auction on CPPP (Not applicable in this Tender).
12. Submission of offline documents in sealed envelope at O/o DDG, TERM, KARNATAKA, GROUND FLOOR, SANCHAR COMPLEX, WMS COMPOUND, JAYANGAR 5TH BLOCK, Bangalore-560041
13. **Please take care to scan documents that total size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.**
14. Utmost care may be taken to name the files/documents to be uploaded on CPPP. There should be no special character or space in the name of file. Only underscores are allowed.

The illustrative examples are given below:-

File name	Allowed or not allowed in CPPP	Reason for allowed / not allowed
QA Certificate	not allowed	Space in between words / characters not allowed
QA Certificate(1)	not allowed	Special characters not allowed
QA_Certificate	allowed	Under score allowed between words /characters
QACertificate	allowed	Upper & lower cases allowed

15. It is advised that all the documents to be submitted (See Clause 5 below) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ Section -VI (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer. The names & total size of documents (Preferably below 50 MB) may be checked.

For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the CPPP.

3. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in> for more details].

4. REGISTRATION

To use the NIC's Central Public Procurement Portal (<https://www.eprocure.gov.in>). Vendor needs to register on the portal. The vendor should visit the home-page of the portal (www.eprocure.gov.in) and to the e-procure link then select Bidders Manual Kit.

Note: Please contact NIC Helpdesk (as given below), to get your registration accepted / activated

Help Desk Nos:

Telephone No. 1800 233 7315

Email ID: cppp-nic@nic.in (Please Mark CC: support-nic@ncode.in)

DOT Contact 1:

TERM's Contact Person: Sri Anil Kumar Wagh, Director -I, O/o DDG, TERM, KARNATAKA

Telephone/ Mobile: 080-26544666 / 948010803

E-mail ID: dirtermktk-dot@nic.in

DOT Contact 2:

TERM's Contact Person: Sri Kota Vijay, ADG

Telephone / Mobile: 080-26643088 /9483525533

E-mail ID: adgterm.ktk-dot@nic.in

5. Bid related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on CPPP. Broad outline of submissions are as follows:

- Submission of Bid Security/ Earnest Money Deposit (EMD)

- Submission of digitally signed copy of Technical Bid & Financial Bid (Excel Sheets).
- Tender Documents/Addendum/Addenda
- Two Envelopes
 - Techno-commercial -Part
 - Financial-Part

Each of the above electronic envelopes consists of Main bid and Electronic form (both mandatory) and bid Annexure (Optional).

NOTE: Bidder must ensure that after following above the status of bid submission must become – “Complete”.

Bidders must ensure that all documents uploaded on e-tender portal as files or zipped folders, **contain valid files and are not corrupt or damaged due to any processing at bidder PC system like zipping etc. It shall be the responsibility of bidder himself for proper extractability of uploaded zipped files.**

Any error/ virus creeping into files/folder from client end PC system cannot be monitored by e-tender software/server and will be bidder’s responsibility only.

In case the files are non-extractable or illegible otherwise, then the bidder’s authorized representative shall be given one chance by Tender Opening Committee to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence.

If, even after above chance, the bidder is unable to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence then no fresh bid in any form, soft or hard copies, shall be accepted by tendering authority and his bid shall be summarily rejected and treated as non-responsive.

6. Offline Submissions:

The bidder is requested to submit the following documents offline to O/o DDG, TERM, KARNATAKA, GROUND FLOOR, SANCHAR COMPLEX, WMS COMPOUND, JAYANGAR 5TH BLOCK, Bangalore-560041, on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall be super scribed as “E tender for HIRING OF VEHICLES FOR OFFICIAL USE of BANGALORE AND KARNATAKA TERM CELLS” and the words ‘DO NOT OPEN BEFORE’ (1600 hrs 22.05.2017).

1. EMD-Bid Security in Original in accordance with Clause 6.1 of Section-IV Part A.
2. DD/ Bankers cheque against payment of tender fee in accordance with Clause 4 of NIEt for hiring of vehicles.

Note: The Bidder has to upload the Scanned copy of all above mentioned original documents during Online Bid-Submission.

1. Special Note on Security of Bids

Security related functionality has been rigorously implemented in CPPP in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender’s software. Security related aspects as regard Bid Submission are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the ‘Electronic Forms’ and the ‘Main-Bid’ are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a ‘password’, a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in CPPP is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

Typically, ‘Pass-Phrase’ of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officers who will open the bid. Else Tender Opening Officer may authorize the bidder to open his bid himself.

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

7. Public Online Tender Opening Event (TOE)

CPPP offers a unique facility for ‘Public Online Tender Opening Event (TOE)’. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) dully authorized are requested to carry a Laptop and Wireless Connectivity to Internet.

Every legal requirement for a transparent and secure ‘Public Online Tender Opening Event (TOE)’ has been implemented on CPPP. As soon as a Bid is decrypted with the corresponding ‘Pass-Phrase’ as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The work of taking notes during a manual ‘Tender Opening Event’ is therefore replaced with this superior and convenient form of ‘Public Online Tender Opening Event (TOE)’.

CPPP has a unique facility of ‘Online Comparison Chart’ which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders in electronic forms. A detailed Technical and/ or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.

CPPP has a unique facility of a detailed report titled ‘Minutes of Online Tender Opening Event (TOE)’ covering all important activities of ‘Online Tender Opening Event (TOE)’. This is available to all participating bidders for ‘Viewing/ Downloading’.

There are many more facilities and features on CPPP. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

NOTE: In case of internet related problem at a bidder’s end, especially during ‘critical events’ such as – a short period before bid-submission deadline, during online public tender opening event, during e-auction, it is the bidder’s responsibility to have backup internet connections. In case there is a problem at the e-procurement/ e-auction service-provider’s end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of DOT by the bidders in time, then DOT will promptly re-schedule the affected event(s).

8. **Other Instructions:-**

For further instructions, the vendor should visit the home-page of the portal (www.eprocure.gov.in), click on eprocure and go to the Bidders Manual Kit. The compatible support software (PDF Converter, Java, etc) for online bid submission may be downloaded from CPP Portal.

The help information provided through '**CPPP User-Guidance Center**' is available in three categories –

Users intending to Register/First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of CPPP.

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to

1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender Submission deadline on **CPPP**.
2. Register your organization on **CPPP** well in advance of your first tender submission deadline on **CPPP**.
3. Get your organization's concerned executives trained on **CPPP** using online training module well in advance of your tender submission deadline on **CPPP**.
4. Submit your bids well in advance of tender submission deadline on **CPPP** ((DOT should not be responsible any problem arising out of internet connectivity issues).

Note: While the first three instructions mentioned above are especially relevant to first-time users of the **CPP-Portal**, the fourth instruction is relevant at all times.

9. **Minimum Requirements at Bidders end**

- Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP)
- 2 Mbps Broadband connectivity with UPS.
- Microsoft Internet Explorer 6.0 or above
- Digital Certificate(s) for users.

10. **PRICE SCHEDULE / BOQ:**

Utmost care may kindly be taken to upload price schedule / BOQ. Any change in the format of price Schedule/BOQ file shall render it unfit for bidding. Following steps may be followed: -

1. Download price schedule/BOQ Section-VI (for Indigenous Item) in XLS format.
2. Fill rates in down loaded price schedule / BOQ as specified in XLS format only. Please enter only bidder name and rates in figures (excluding service tax).
3. BOQ Section -VI file is password protected XLS file. Don't unprotect the file. Price has to be filled in the same file and the same has to be uploaded.
4. Save filled copy of downloaded Consolidated sheet / BOQ, price schedule / BOQ file, in your computer and remember its name & location for uploading correct file (duly filled in) when required.

Section-V

SPECIAL CONDITIONS OF CONTRACT

- 1.1 The contractor shall maintain the log book as per Proforma approved by DoT for every trip/requisition separately. The log book should be got signed by the user which would indicate the opening and the closing meter reading with time and date at the garage/at the point of starting/ending the journey by the user. It should be ensured that there is no overwriting in the log book. In no case, log book without signature will be accepted in support of the bill for payment.
- 1.2 In case of breakdown/servicing/repair, the contractors shall provide alternate vehicle of same or upgraded Make and Model immediately, anyway not later than 1 Hr, failing which vehicle shall be hired from any other source(s) at the risk and cost of the contractor.
- 1.3 The chargeable mileage will be the total mileage (i.e. from garage to garage) including the mileage from garage to DoT and back, limited to a maximum of 10 KMs . (i.e. The Journey of up to a maximum of 10 KMs to and fro between the garage and place of regular reporting will be at the expense of DoT. Any extra KMs to be run between garage and normal duty place will have to be borne by the contractor).
- 1.4 There shall be no minimum mileage per day for vehicles on monthly basis. Extra hours shall be over and above 12 hours per day (The time will start from place of reporting and closes at the place of release by the DoT Officer) and Extra mileage will be over and above 1200/1500 Kms in a month.

Pickup and drop from Airport and Railway/Bus stations shall be on-demand at no extra cost other than above and at any time of the day/night whenever required. Parking/toll tickets will be reimbursed on production of parking/toll vouchers.
- 1.5 The outstation night charges shall applicable only when vehicle will be taken outside the city limits of Bangalore and its suburbs.
- 1.6 In case if any vehicle is utilized below 1200/1500 Kms in a month, balance Kms shall be carried forward for next three months and will be adjusted against extra mileage, if any, without any extra cost to DOT, otherwise it will lapse.
- 1.7 Estimated number of vehicles to be hired is as indicated at SI No1 of NIT. However it should be clearly noted that Department shall place the order as per the actual requirements from time to time. The actual requirement may vary.
- 1.8 The vehicles required on monthly basis, the contractor shall increase or reduce the number of vehicles to be hired as and when specifically intimated by DoT in advance.
- 1.9 The near relatives of all employees working in the Department of Telecom; 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(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband(brother-in-law).

1.10 The tenderer(s) should give a certificate as per Annexure-V to the effect that none of his/her such relative is working in the units of DoT as defined above. In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of Limited company by all Directors of the Company. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is noticed. DoT will not pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation in the tenders in the concerned unit.

2. **Deduction in case of Vehicle not meeting the specification**

2.1 The vehicle provided by the contractor must be in excellent condition. The contractor shall ensure proper cleaning, upkeep of interiors & seat covers of the vehicle. If the interior of the vehicle is not in good condition, the deduction to the extent of 1.5% of the total amount from the bill of that vehicle shall be made for that particular month.

2.2 The contractor shall ensure that vehicle reports at the time asked by the officer of DoT in charge of the vehicle.

If vehicle reports beyond a delay of more than half an hour, an amount of Rs.50/- per occasion shall be deducted from the bill of that vehicle.

If the Vehicle reports beyond a delay of 15 minutes for more than 3 occasions in a month, an amount of Rs 500/- will be deducted from the bill to be paid to the contractor.

2.3 In case of non-reporting/refusing to provide the requisite vehicle, the cost of hiring of vehicle will be deducted on pro-rata basis. In addition, a penalty of Rs. 500/- per occasion will be levied besides any other penal action which may include termination of Contract and DoT will be free to hire the same from any other source(s).

2.4 In case the alternate vehicle has not been provided in case of breakdown or the vehicle not made available during extra hours as per requirement, Contractor will not be paid for the usage of the vehicle, if any, for the same day. More over a penalty of Rs 250/- will be levied over and above the cost of engagement of alternate vehicle by DoT from other sources.

2.5 DoT reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by DoT, which may even lead to termination of Contract.

3. **Price:**

3.1 The rates quoted by the party shall be firm during the currency of contract.

- 3.2 The maintenance cost, charges of fuel, road tax, permit fee, passenger tax, border tax, state tax, challans, salary of the driver, the overtime of driver etc. are the responsibility of the contractor for which no payment shall be made by DOT.
4. **INSURANCE :**
The provided vehicle must be fully and comprehensively insured covering the risk to the Driver and passengers.
5. The tampering of meter reading, vehicle usage timings, overwriting of log sheet and misbehavior of driver shall be viewed seriously, leading to even cancellation of contract.
6. Parking/ Toll charges shall be paid by the contractor which will be reimbursed as per actual by DoT on production of documentary evidence.
7. One or more than one vehicle depending upon the requirement can be called at any time during the day and night.
8. No advance payment shall be made under any circumstances.
9. The contractor shall be fully responsible for any loss or damage to the vehicle and also liable to pay full compensation for any injury or any other loss to passengers.
10. The work can be bifurcated among two or more parties at the sole discretion of DoT and no Contractor/agency shall have any objection to the same.
11. The vehicle sent for duty on requisition must have all relevant documents like registration book/driving license/insurance road tax/receipt permit fee/ passenger tax/border tax/ etc. The vehicle should be licensed and shall conform to all Government Rules and Regulations being in force from time to time.
12. The bill in duplicate along with log book duly signed and stamped by the user of the vehicle or his representatives should be sent to the officers in charge of the vehicles for the offices as mentioned at Sl No1 of NIT for payment by the 5th of the following month. Further, bills relating to particular vehicle hired on monthly basis are required to be submitted in one batch in chronological order (1st of the month to last date of the month) and will not be mixed up with the bills pertaining to other vehicle. In other words, the vehicle-wise bills are required to be sent to DoT for payment. In case of vehicles hired on daily rent basis, a consolidated bill for all such hiring during the month, in chronological order, along with duly user authenticated trip sheets to be submitted by 5th of the following month. It should be ensured that there is no overwriting in the log book. In no case, log book without signature will be accepted for payment and if it is found so, the amount will be disallowed.

Annexure-I

CONTRACT FORM

1. This agreement is made this..... day.....between.....(name of the company).....herein after called the first party which expression shall include his heirs, executors and administrators/their successors and Telecom Enforcement, Resource & Monitoring Cell, Karnataka, Department of Telecom, herein after called “DOT”, the second party, through DIR (TERM), Karnataka herein after include his successors and assignees, shown as under:-

That whereas the first party shall and will execute the work described as providing taxis/vehicles to DOT, Karnataka as per all the terms and conditions given in notice inviting Tender dated _____ and all its sections and annexures which shall become part and parcel of this agreement.

This agreement is made for a period of one year from.....,..... as in clause 12 of section IV of the bid document as decided upon to do so by the second party on the same terms, norms and rate.

IN WITNESS THEROF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS DAY OF2017.

Witness
For
Contractor

Witness
For
DoT

(All details to be filled and signed copy has to be scanned and uploaded online as part of technical bid envelope)

ANNEXURE-II

BID FORM

Tender No.

Date.....

(Name and Address of the purchaser)

Dear Sir,

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide taxi in conformity with the conditions of contract and specifications and as per the schedule of prices attached herewith and made part of the Bid.

We undertake, if our Bid is accepted, to commence providing vehicles as per your Work order.

If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum as specified in the contract for the due performance of the Contract.

We agree to abide by this Bid for a period up to 150 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal work order of contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

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

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

Dated this..... day of2017

Signature of
In Capacity of

Duly authorized to sign the
bid for and on behalf of

Witness.....

Tele No(s):-

Signature.....

Fax No(s)

Address.....

E-Mail Address:-

ANNEXURE-III

PERFORMANCE SECURITY BOND FORM

1. In consideration of the president of India (hereinafter called 'the Government') having agreed to exempt..... (herein after called 'the said Contractor(s)' from the demand, under the terms and conditions of an..... For the supply of(hereinafter called' the said Agreement'), of said Agreement, on Production of a bank guarantee forwe, (Name of the bank).....(hereinafter referred to as 'the Bank') at the request ofcontractor(s) do hereby undertake to pay to the Government an amount not exceeding..... Against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (Name of the bank)..... do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of the contractor(s) failure to perform the said agreement. Any such demand make on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Government in these counts shall be final and binding on the bank. However, our Liability under this guarantee shall be restricted to an amount not exceeding.....

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so make by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) 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 during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till..... (Office/department) Ministry ofcertifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee. Unless a demand or claim under this guarantee is make on us in writing on or before the expiry of ONE and HALF YEAR from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

5. We (name of the bank).....further agree with the Government that the Government shall have the fullest liberty without our consent and without affection in any manner our obligations hereunder to vary and of the terms and conditions of the said agreement or to extend time of performance by the said contract(s) from time of time or the postpone for any time or from time to time any of the powers exercisable by the Government against and said Contract(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, of extension being granted to the said contract(s) for any forbearance, act or omission on the part of the Government of any indulgence by

the government to the said contract(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.

This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

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

Dated theday of

For.....
(indicate the name of the bank)

Witness:-

Telephone No(s):-

STD Code-

FAX No.

E-mail Address:-

(All details to be filled and signed copy has to be scanned and uploaded online as part of technical bid envelope)

ANNEXURE-IV

CERTIFICATE FOR THE DOCUMENTS DOWNLOADED FROM THE WEBSITE

"I..... (Authorised signatory) hereby declare that the tender document submitted has been downloaded from the website <http://www.eprocure.gov.in> or <http://www.dot.gov.in> and no additional/deletion/correction has been made in the document downloaded. I also declare that I have enclosed a DD/Bankers Cheque No. Dated.....for Rs..... towards the cost of tender document along with technical bid".

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 OF THE BIDDER WITH SEAL

(All details to be filled and signed copy has to be scanned and uploaded online as part of technical bid envelope)

ANNEXURE-V

CERTIFICATE REGARDING NEAR RELATIVES

I S/o resident of hereby certify that none of my near relative(s) as defined in Section V clause 1.9 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)

(All details to be filled and signed copy has to be scanned and uploaded online as part of technical bid envelope)

ANNEXURE-VI

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: - Authorization for attending bid opening on..... (date) in the tender of

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (bidder) in order of preference given below:-

Order of Preference	Name	Specimen Signature
1.		
2.		

Signatures of bidder

Or

Officer authorized to Sign the bid Documents on behalf of the bidder.

Note1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed.

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

(All details to be filled and signed copy has to be scanned and uploaded online as part of technical bid envelope)

ANNEXURE-VII

UNDERTAKING & DECLARATION

For understanding the terms & conditions of tender and specifications of work

a) Certified that:

1. I/We..... have read, understood, and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.
2. If I/We fail to enter into the agreement & commence the work in time, the EMD/SD deposited by us will stand forfeited to DoT.

b) The tenderer hereby covenants and declares that:

1. All the information, documents, photo copies of the documents/certificates enclosed along with the tender offer are correct.
2. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, DoT reserves the right to debar our tender offer/cancel the LOA/Purchase/work order if issued and forfeit the EMD/SD/bill amount pending with DoT. In addition, DoT may debar the contractor from participation in its future tenders.
3. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from page No..... to (Including all documents like annexure(s), schedules etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

Date:

Signature of tenderer

Place:

Name of tenderer
along with date & seal

(Bidder Name and Values have to be filled and uploaded online)

Section –VI

FINANCIAL BID (BoQ)

FORMAT FOR QUOTING RATES FOR VEHICLES ON MONTHLY BASIS AND DAILY BASIS

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Note 1: In case of any vehicle is utilized below 1200/1500 Kms in a month, balance Kms shall be carried for next three months and will be adjusted against extra mileage, if any without any extra cost to DOT, otherwise it will go lapse. (for monthly basis hired vehicles)

Note 2: There shall be no minimum mileage per day. Extra hours shall be over and above 12 hours per day (normal day shall be from 08:30 hrs to 20:30 hrs.) and Extra mileage will be over and above 1200/1500 Kms in a month. (For monthly basis hired vehicles)

Note 3: The outstation night halt charges shall be applicable only when vehicle will be taken outside the city limits of Bangalore and halts.

Note 4: An amount of Rs 250/- (Rupees Two hundred and fifty only) will be paid for outstation stay.

Note 5: The rates quoted should be inclusive of statutory taxes as may be applicable (except service tax which will be paid as applicable)

Note 6: The detailed evaluation procedure to arrive at L-1 bidder will be as mentioned in clause 6.5 under section-IV (part-A) of tender document

Note 7: Rates should be quoted for all the items

S.No	Item Description	Item Code/ Make	Quantity	Units	Rates in Figures (Excluding service tax) to be entered by the bidder Rs. P	Total amount in Rs. (excluding service tax)	Total amount in words
1	Non-AC Tata Indica or equivalent (monthly basis)						
1.01	Charges for 1200 KMs per month in Rs.	Item1	2	No.s			
1.02	Charges for extra KM (over 1200 KMs per month) in Rs. Per KM	Item2	200	KMs			
1.03	Charges for extra hours beyond 12 hours in Rs. Per hr.	Item3	20	HRs			
2	AC Swift Dezire/Indigo/Verito or equivalent (Monthly basis)						
2.01	Charges for 1500 KMs per month in Rs.	Item4	3	No.s			
2.02	Charges for extra KM (over 1500 KMs per month) in Rs. Per KM	Item5	200	KMs			
2.03	Charges for extra hours beyond 12 hours in Rs. Per hr.	Item6	20	HRs			
3	Non-AC Tata Indica or equivalent (Daily basis)						
3.01	Charges for 100 KMs and 8 hrs in Rs.	Item7	25	days			
3.02	Charges for extra KM beyond 100 KMs in Rs. Per KM	Item8	500	KMs			
3.03	Charges for extra hours beyond 8 hours in Rs. Per hr.	Item9	50	Hrs			
4	AC Swift Dezire/Indigo/Verito or equivalent (Daily basis)						
4.01	Charges for 100 KMs and 8 hrs in Rs.	item10	25	days			
4.02	Charges for extra KM beyond 100 KMs in Rs. Per KM	item11	500	KMs			
4.03	Charges for extra hours beyond 8 hours in Rs. Per hr.	item12	50	Hrs			
	Total in Figures						
	Quoted rate in words						