



GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & IT
DEPARTMENT OF TELECOMMUNICATIONS
O/o DEPUTY DIRECTOR GENERAL
TELECOM ENFORCEMENT, RESOURCE & MONITORING CELL, HYDERABAD

BID DOCUMENT
LIMITED TENDER FOR
‘SUPPLY OF HIRED VEHICLES ‘
IN
O/o DEPUTY DIRECTOR GENERAL
TELECOM ENFORCEMENT, RESOURCE & MONITORING CELL, HYDERABAD

No. TERM/HYD/Vehicle Tender / 2014-15 Date : 30-03-2015

(Visit us at www.dot.gov.in) and
www.eprocure.gov.in



भारत सरकार Government of India

संचार एवं सूचना प्रौद्योगिकी मंत्रालय Ministry of Communications and I.T.

दूरसंचार विभाग Department of Telecommunications

उप महानिदेशक टीईआरएम सेल, हैदराबाद का कार्यालय O/o The Dy. Director General, TERM Cell, Hyderabad

दूसरा तल, कवाडीगुडा टेलीफोन केंद्र, भोलकपुर, हैदराबाद-80

II Floor, Kavadiguda Telephone Exchange, Bholakpur, Hyderabad-80

No. TERM/HYD/Vehicle Tender/2014-15

Date : 30-03-2015

Section I

NOTICE INVITING TENDER

On behalf of the President of India, sealed tenders are invited for the supply of hired Vehicles for use of office of Dy. Director General, Telecom Enforcement, Resource and monitoring Cell, Hyderabad upto **13-00 hrs. on 20-04-2015** for hiring of commercial vehicles NON-AC TATA INDICA and AC INDIGO/AC Swift Dezire/Accent/Maruthi SX-4/Toyota Innova or equivalent models not older than 2012 year model from the registered travel agencies having not less than 2 vehicles in the name of the firm or its partners.

Further, EMD of Rs.**28,000/-** (Rupees Twenty Eight Thousand only) may be enclosed along with the sealed tender in the form of DD in favour of CAO (Cash) O/o. Pr. CCA, A.P. Circle, Hyderabad at the time of submission of tender.

The tenders will be opened at **15.00 Hrs on 20-04-2015**.

The terms and conditions are enclosed.

ADG (Admn.)

टीईआरएम सेल हैदराबाद

TERM CELL-Hyderabad

टेलीफोन/Telephone: 040-27537733

Fax : 040-27543322

SECTION II

INSTRUCTIONS TO BIDDERS

SERVICES TO BE PROVIDED

1. **Service to be provided** : Given in Section V

2. **Eligible Bidders**

- a. The Bidder should own sufficient vehicles (minimum 2) of model not older than year 2012, vehicles registered as commercial vehicles in their name or firm's name for use as commercial vehicles. The proof of ownership should be produced along with the bid.
- b. The Bidder shall also 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 year 2012.

3. **Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of the bid. DoT in no case will be responsible for these costs regardless of the conduct of outcome of the bidding process.

4. **Bid Document** :

4.1 Bid Document includes -

- I. Notice Inviting Tender
- II. Instructions to bidders
- III. General (Commercial) conditions of the contract
- IV. Special conditions of contract
- V. Schedule of requirement and Hire Charges
- VI. Services to be provided
- VII. Bid form and price schedule
- VIII. Letter of authorization to attend bid opening
- IX. Certificate on Non-participation of near relatives in the tender

4.2 The bidder is required to examine all instructions, forms, terms, and specifications in the Bid documents. Failure to furnish all or any of the information required as per Bid document or submission of the bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the bid.

4.3 A prospective bidder requiring any clarification on the Bid documents shall notify the purchaser in writing. The purchaser shall respond in writing to any request for the clarification of bid document which it receives not later than 3 days prior to the date of opening of Tender.

5. Documents required to be submitted for establishing Bidders Eligibility and Qualifications :
- Partnership Deed or proprietorship deed or Articles/Memorandum of Association as the case may be.
 - Service Tax Registration Certificate.
 - Registration Certificate of the Travel Agency.
 - Proof of Ownership of at least 2 vehicles.

6. Amendment to bid document

- At any time, prior to the date of submission of bid; DDG, TERM Cell may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.
- The amendments shall be notified in writing to all prospective bidder and these amendments will be binding on them.

7. Documents comprising the bid

The bid prepared by the bidder shall comprise the following components.

- Documentary evidence established in accordance with clause 5 that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted
- Bid security furnished in accordance with clause 11
- A clause by clause compliance as per clause 10
- Bid form and price schedule completed in accordance with clause 8 and 9

8. Bid Form

The bidder shall complete the bid form and the appropriate price schedule furnished in the bid document covering the service to be rendered and price schedule as per Section – V, strictly in the prescribed proforma and the rates quoted shall be inclusive of all taxes etc. i.e. rate should be quoted “all inclusive”.

9. Bid Price:

- The supplier shall quote as per price schedule given in Section V for all types of vehicles given in the schedule of requirement.
- The price quoted by the bidder shall remain fixed during entire period of contract subject to the conditions of this contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

- c. “Discount” or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

10. Clause by clause compliance:

A clause-by-clause compliance of Special Conditions of Contract (Section IV) and Services to be provided (Section V) shall be given. In case of deviation a statement of deviation shall be given.

11. Bid Security:

- 11.1 Pursuant to clause 6, the bidder must deposit Rs.28,000/- (Rupees Twenty Eight Thousand only) as bid Security (EMD). The Bid Security shall be in the form of DD drawn in favour of CAO (Cash) O/o Pr. CCA, Hyderabad which shall be submitted along with tender.
- 11.2 The successful bidder's security will be discharged after the bidder's acceptance of the award of contract satisfactorily in accordance with clause 16 and furnishing the performance security.
- 11.3 The Bid Security may be forfeited:
- a. If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form, and / or
 - b. If the successful bidder fails -
 - i. To sign contract in accordance with clause 18
 - ii. To furnish performance security in accordance with clause 2 of Section III.
- 11.4 If the bidder fails to furnish the bid security in accordance with 11.1, the bid shall be rejected as non-responsive at the bid opening stage and returned to the bidder unopened.
- 11.5 The bid security of unsuccessful bidders will be discharged/returned within 30 days after the finalization of the bids.

12. The bid shall be filled either typed or printed or neatly hand written and all pages numbered consecutively and shall be signed by the bidder or a person duly authorized to bind the bidder to the contract.

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

13. Submission of Bid:

- a. **The Bids should be submitted in prescribed proforma duly sealed and addressed to ADG(Admn), O/o DDG, TERM Cell, 2nd Floor, Kavadiguda Tel. Exchange Building, Hyderabad – 500 080 and delivered in person or dropped in the Tender Box provided in the chamber of ADG(Admn), O/o DDG, TERM Cell, 2nd Floor, Kavadiguda Tel. Exchange Building, Hyderabad on or before 13.00 hrs.of due date i.e. 20-04-2015.**

- b. Any bid received after the dead line for submission of bids shall be rejected and returned to the bidder.

14. Bid Opening:

DDG, TERM Cell, Hyderabad or his representative shall open bids in the presence of bidders or their authorised representatives who wish to be present at the time of opening of bids on **20-04-2015 at 15.00 hrs.** Authorisation letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (Format is given in section VIII)

15. Evaluation:

- 15.1 DDG, TERM Cell, Hyderabad shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly submitted and whether bids are generally in order.
- 15.2 If there is a discrepancy between words and figures, the amount in words shall prevail over the amount in figures. DDG, TERM Cell, Hyderabad, will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of the bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by DDG, TERM Cell, Hyderabad.
- 15.3 DDG, TERM Cell, Hyderabad shall evaluate in detail and compare the substantially responsive bids and comparison of the responsive bids shall be on the price of the services offered inclusive of all levies and charges as indicated in the price schedule in section V of the bid document.
- 15.4 L1 shall be decided by: P for Non AC Vehicles and R for AC Vehicle separately as quoted in Section V among substantially responsive bids.

16. Award of Contract

DDG, TERM Cell, Hyderabad shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall within 10 days of issue of letter of indent, give his acceptance along with performance security as detailed in clause 2 of Section III.

17. Right to vary quantities:

DDG, TERM Cell, Hyderabad reserves the right to increase the number of vehicles to a maximum of 4 (four only) at the time of award of contract or at any time during the contract without any change in hiring charges of the offer or other terms and conditions.

18. Signing of Contract

- 18.1 Signing of Agreement shall constitute the award of hiring contract on the bidder.
- 18.2 Upon the successful bidder furnishing the performance security in pursuant to Clause-2 of section III; the DDG, TERM Cell, Hyderabad shall discharge the bid security of the successful bidder as per clause 11.2

19. Annulment of Award

Failure of the successful bidder to comply with the requirement of Clause 18 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event DDG, TERM Cell, Hyderabad may make the award to any other bidder at the discretion of DDG, TERM Cell, Hyderabad or call for new bids.

20. Period of validity of bids

- a. The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by DDG, TERM Cell, Hyderabad as non-responsive.
- b. A Bidder accepting the request of DDG, TERM Cell, Hyderabad for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify bid.

21. Cancellation of bid

DDG, TERM Cell, Hyderabad reserves the right to cancel the bid partly or fully without assigning any reason.

22. Monthly Run

Depending on the requirement; DDG, TERM Cell, Hyderabad has every right to change monthly run vehicles during the tender period. Accordingly work order shall be issued before the start of a month. In case a vehicle runs less than 2000 kms in a month, the balance kilometers shall be brought forward for the subsequent three months otherwise they will lapse.

SECTION III

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. Application

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in NIT unless otherwise agreed by DDG, TERM Cell, Hyderabad.

2. Performance Security

- 2.1 The successful bidder shall be required to deposit an amount equal to 5% of the Tendered value subject to maximum limit of Rs.5 lakhs within 2 weeks of conveying the intention for accepting the bid as Performance Security. However, if the work is awarded to more than one bidder, the security deposit will be collected proportionately among the successful bidders as per the allotment of vehicles.
- 2.2 Performance security shall be submitted in the form of Bank Guarantee issued by a scheduled Bank as per the proforma provided by this office. Performance security also can be paid in cash or by DD drawn in favour of CAO(Cash), O/o Pr. CCA, Hyderabad.
- 2.3 Performance security will be discharged after compliance of contractor's performance obligation under the contract.
- 2.4 If the contractor fails or neglect any of his obligations under the contract it shall be lawful for DDG, TERM Cell, Hyderabad to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

3. EXECUTIVE TIME LIMIT

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

4. PAYMENT TERMS

Monthly bills shall be submitted in duplicate to the authority specified in contract along with duty slips duly signed by the user. Income Tax as applicable shall be deducted from the bill while making payment of each bill.

5. Termination of Contract.

- 5.1 DDG, TERM Cell, Hyderabad may without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts:
 - a. If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by DDG, TERM Cell, Hyderabad; or
 - b. If the contractor fails to perform any other obligation(s) under the contract.

5.2 DDG, TERM Cell, Hyderabad may without prejudice, to other rights under Law or the contract provided, get the hiring of vehicles done at the risk and cost of the contractor in above circumstances.

6. Termination for insolvency

DDG, TERM Cell, Hyderabad may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

7. Force Majeure

If at 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, lockage or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality and given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be responsible of such events and be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such 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 DDG, TERM Cell, Hyderabad as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

8. Arbitration

- 8.1 In the event of any question, dispute or difference arising under the agreement or in connection therewith (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the DDG, TERM Cell, Hyderabad. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act. 1996.
- 8.2 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- 8.3 The venue of the arbitration proceedings shall be Hyderabad or such other place as the arbitrator may decide.

9. Set Off

Any sum of money due and payable to the contractor (including security deposit refundable to him) under the contract may be appropriated by DDG, TERM Cell, Hyderabad and set off the same against any claim of DDG, TERM Cell, Hyderabad for payment of a sum of money arising out of this contract or under any other contract made by contractor with DDG, TERM Cell, Hyderabad.

SECTION IV

SPECIAL CONDITIONS OF CONTRACT

1. The special conditions of contract shall supplement the instruction to the Bidders as contained in section II and general (commercial) conditions of the contract as contained in section III and wherever there is a conflict, the provisions herein shall prevail over those in other sections.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. DDG, TERM Cell, Hyderabad reserves the right of disqualifying such bidders who have a record of not meeting contractual obligations against earlier contract entered into with any government agency.
4. DDG, TERM Cell, Hyderabad reserves the right of blacklisting a bidder for a suitable period in case he fails to honour his bid without sufficient ground.
5. The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the contractor, the hiring authority has no responsibility of whatsoever and will not entertain any claim in this regard under the provision of the law.
6. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed as breach of this contract.
7. No sub-contract is permissible by DDG, TERM Cell, Hyderabad.
8. The staff of DDG, TERM Cell, Hyderabad or their near relatives recruited or on deputation are prohibited from participation in this tender. The near relation 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) and daughter's husband (son-in-law), Brother(s) and Brother's wife, Sister(s) & sister's husband(brother-in-law).
9. The tenderer(s) should give a certificate to the effect that none of his/her such relative is working in the units of DDG, TERM Cell, Hyderabad as defined above. In case of partnership firm, the certificate will be given by all the partners and in case of Limited Company, by all Directors of the Company. Any breach of these conditions by the company or firm or any other person, the tender/ work will be cancelled and earnest money/ security deposit will be forfeited at any stage whenever it is noticed. The DDG, TERM Cell, Hyderabad 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 concerned unit. (Proforma given as Section-IX).

10. The contractor shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/ officials as well as essential store items while running the vehicle by ensuring safe driving. DDG, TERM Cell, Hyderabad 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 the officers/ officials have to be suitably compensated by contractor.
11. The contractor shall when called upon to do so, place at the disposal of DDG, TERM Cell, Hyderabad such number of vehicles as may be required although the number of vehicles so demanded may be more than the number of vehicles he is required to supply for the purpose of execution of the contract at same rate, terms and conditions. The number of such vehicles to be supplied extra will not be more than 4 (four only) of original schedule or requirement in the NIT.
12. In no case a vehicle is not registered for the commercial purpose shall be supplied to DDG, TERM Cell, Hyderabad and taxes etc., due on such vehicles shall be liability of the contractor.
13. The contractor shall send the vehicle for periodical servicing at the cost of the contractor. DDG, TERM Cell, Hyderabad will not pay any mileage run for such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc., will be the contractor's liability.
14. DDG, TERM Cell, Hyderabad reserves right to counter offer price against price quoted by the bidder.
15. DDG, TERM Cell, Hyderabad reserves the right for placement of full tendered quantity on the lowest bidder.
16. Regular checking of meter by the designated transport authority may be done by the contractor, and requisite certificate may be shown to DDG, TERM Cell, Hyderabad as and when demanded.
17. During the course of the Tender period, if there is hike in the cost of diesel, only proportionate increase will be made in the quoted amount taking an average of 10 KM per litre and basic rate per litre approved by Govt. as on the date of entering into agreement for this purpose. Similarly, if there is decrease in the basic price of diesel, the basic charge tendered will be proportionately reduced.
18. In case the successful bidder supplies a vehicle taken on lease basis by him, then the lease agreement entered into with the vehicle owner should be submitted to this office. In such an event, it is the responsibility of the successful bidder to make the payment to the vehicle owner as per the lease agreement and the DDG, TERM Cell, Hyderabad in no way responsible for the payment to the leased vehicle. However, the successful bidder should make the payment to the vehicle owner and submit proof of the same along with the bill to be submitted to the DDG, TERM Cell, Hyderabad for arranging payment of hire charges.

SECTION V

SERVICES TO BE PROVIDED :

1.	Service	Provision of commercial vehicle with licensed drivers, registered commercial vehicle on Hiring basis for running in twin cities of Hyderabad and Secunderabad and other Districts
2.	Period of Contract	Under normal circumstances the contract shall be valid for a period of one year from date of issue of work order. However contract may be extended for further period upto one year if agreed by the contractor and DDG, TERM Cell, Hyderabad on the same rate, terms and conditions.
3.	Quantity	Estimated number of vehicles to be hired is 3. However it should be clearly noted that DDG, TERM Cell, Hyderabad shall place the order only as per the actual requirement from time to time.
4.	Duty hrs.	Twelve hours per day on all days in a month. Generally, duty hours are from 8 AM to 8 PM. However, actual duty hours shall be specified by actual users of vehicles. Duty time commences from the time of reporting at reporting place.
5.	Notice Period	<ul style="list-style-type: none"> i. For regular requirements - one day in advance. ii. Telephonic intimation shall be considered as notice in emergency cases.
6.	Reporting Place	Any place within jurisdiction of Hyderabad, Secunderabad and R.R. District. Actual place of reporting shall be specified by users of vehicles.
7.	Counting of distance	Counting starts from the reporting place. No extra Kms will be given from garage to reporting place or vice versa.
8.	Accuracy of meters	The meter reading should tally the actual distance of run at any instant and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.
9.	Penalties	<ul style="list-style-type: none"> i. In case of break down, vehicles have to be replaced by other immediately or not more than one hour. In case of non availability of suitable vehicle penalty up to Rs.100/- 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.200/- per break down shall be imposed. ii. In case of non-availability of vehicles, penalty of Rs.200/- per day shall be imposed in addition to deduction at pro-rata basis or actual expenditure incurred on that day for office whichever is higher. iii. In case of non-availability of vehicles, during extra hours.

		<p>Penalty of Rs. 100/- per occasion shall be imposed.</p> <p>iv. Late report for duty shall attract penalty Rs.100/- per occasion.</p> <p>v. If late report exceeds more than one hour, vehicle shall be sent back and additional amount Rs.100/- (in addition to (iv) above) as penalty with deduction of amount at pro-rata basis.</p>
--	--	---

10.	Special Requirements	<p>i. Intending bidder must have a telephone where requisition of vehicles can be conveyed all the 24 hrs. Telephone No must be specified in the bid.</p> <p>ii. Payment of any Govt. tax or duty for plying the vehicles for the office of DDG, TERM Cell, Hyderabad will be liability of contractor.</p> <p>iii. Parking and Toll charges, if any, may be claimed by producing the parking/Toll slips.</p> <p>iv. Intending bidder should arrange issue of proper Identity Cards after verifying the antecedents of his drivers through Local Govt. Offices.</p> <p>v. The hired vehicles will be utilized fully and shortage if any, in utilizing the contractual Kms. in any particular month will be suitably adjusted over a period of subsequent six months.</p>
-----	----------------------	---

SECTION VI

TECHNICAL BID FORM

To
ADG (Admn)
O/o Deputy Director General
Telecom Enforcement, Resource and Monitoring Cell
2nd Floor, Kavadiguda Telephone Exchange Building
Bholakpur, Hyderabad – 500 080

Dear Sir / Madam,

Sub: Submission of Sealed Bids for supply of hired vehicles – Submission of bid.

Ref : Tender No. TERM/HYD/Vehicle Tender/2014-15 dated 30-03-2015

1. a) Name of the Bidder

 b) Address

 c) Tel. No

 d) Fax No.
2. Status of the bidder whether
 proprietary, partnership, HUF
 ltd., Company etc.
3. Name of the authorized
 signatory who is empowered to
 sign the agreement and other
 documents
4. Details of past experience

5. EMD particulars Amount Rs.
DD No.....Date.....
Name of Bank & Branch.....
6. Details of the vehicles 1)
registered in the name of the
firm or partners or proprietor 2)
7. Service Tax Registration No.
8. PAN No.
9. Details of the Banker of the
Company / Firm / Agency
Telephone Number of the
Banker
1. I, _____ Son/Daughter/Wife of
Shri _____ Proprietor / Director/authorized signatory
of the agency/Firm, mentioned above, is competent to sign this declaration and execute
this tender/bid document.
2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them.
3. The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact
that furnishing of any false information / fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution under appropriate law.
4. This bid is valid for a period of 90 days from the date of opening the tender/bid.

Dated this..... Day of..... 2015

Signature and Seal of Bidder

SECTION VII
FINANCIAL BID FORM

1. On monthly basis:

Sl. No.	Type of Vehicle / Model	Job Description	Hiring Charges per Vehicle (Rs.) (Rates to be quoted inclusive of all taxes)	
			In Figures	In Words
A	B	C	D	E
1	Tata Indica or equivalent (Without A/C)	For 2000 kms/month (P)		
		Extra Km beyond 2000 km		
		Rate per Extra Hour		
		Outstation Night Charges		
2	Indigo or equivalent (With A/C)	For 2000 km/month (R)		
		Extra Km beyond 2000 km		
		Rate per Extra Hour		
		Outstation Night Charges		

2. On Daily basis:

Sl. No.	Type of Vehicle / Model	Job Description	Hiring Charges per Vehicle (Rs.) (Rates to be quoted inclusive of all taxes)	
			In Figures	In Words
A	B	C	D	E
1	Tata Indica or equivalent (Without A/C)	8 hrs duty 80km per day		
		Rate per Extra hour		
		Rate per Extra km		
2	Indigo or equivalent (With A/C)	8 hrs duty 80km per day		
		Rate per Extra hour		
		Rate per Extra km		

Certified that I have quoted the above rates inclusive of all taxes and I am agreeable to the terms and conditions of the Tender/Bid.

Place :

Date :

SECTION VIII

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach on _____ or before date of bid opening)

To

The Dy. Director General

Telecom Enforcement, Resource and Monitoring Cell,

2nd Floor, Kavadiguda Telephone Exchange Building, Bholakpur,

Hyderabad – 500 080

Sub:- Authorisation 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

I.

II.

Signature of Bidder / Authorized Signatory

- Note
1. 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.

SECTION IX

The near relatives for the purpose are defined as:

- a) Members of 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) husband (brother-in-law).

CERTIFICATE

I _____ S/o _____

Resident of _____ hereby certify that none of my relatives as defined is (are) employed in the BSNL/DoT. In case at any stage it is found that the information given by me is false/incorrect, the DDG, TERM Cell, Hyderabad shall have the absolute right to take any action as deemed fit/without any prior information to me.

Signature of the Proprietor/Authorised Signatory

1.

2.

3.

Signature of the Tenderer

CHECK LIST

List of documents enclosed along with Bid Document

1. EMD of Rs. 28,000/- in the form of DD drawn in favour of CAO(Cash), O/o Pr.CCA, AP Circle and payable at Hyderabad.
2. Proof of Registration of the firm/ company/ agency.
3. Service Tax Registration Certificate.
4. Experience Certificate, if any.
5. Registration Certificate of 2 Vehicles owned by the bidder or its partners.
6. Partnership Deed / proprietorship Deed/ MOA as the case maybe
7. Clause by Clause compliance (Section IV & V).
8. Certificate of non-participation of near relation in the tender.
9. Letter of authorization for attending the bid opening.