

Tender No. 9-17/2017/DDG(A) MPLSA BPL/Vehicle Tender/10 dated 03/01/2018

**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF TELECOMMUNICATIONS
OFFICE OF THE Sr. DEPUTY DIRECTOR GENERAL MP LSA
2nd Floor, Doorsanchar Bhawan, Hoshangabad Road, Bhopal-462015 (MP)**

Tender No. 9-17/2017/DDG(A) MPLSA BPL/Vehicle Tender/10 dated 03/01/2018

E-BID DOCUMENT

TENDER FOR

**For Providing Vehicles on Hiring Basis to
O/o Sr.DDG MP LSA Bhopal M.P.**

Not transferable

Price of Bid Document: Rs. 590.00

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

Name of Tenderer:

Signature & Stamp:

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2nd Floor, Doorsanchar Bhawan, Hoshangabad Road, Bhopal-462015 (MP)

Tender No. 9-17/2017/DDG(A) MPLSA BPL/Vehicle Tender/10 dated 03/01/2018

NOTICE INVITING TENDER

1. E-Tender on behalf of the President of India, are invited under Two Bid System viz. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies /Firms /Agencies for providing Vehicles on Hiring Basis to the office of Sr. DDG MP LSA, BHOPAL, for a period of one year and further extendable by one year.

SL	Description of services	Vehicles Models	Type of Vehicle	Qt.	Estimated Cost	Usage Area
1	Hired commercial registered vehicles on monthly basis	ETIOS/Swift DZire/Ford Figo Aspire or any Sedan vehicle equivalent or higher version. (Diesel driven)	Non- AC	6	Rs.25,90,000.00 (inclusive of all excluding GST)	ALL M.P.
2.	Hired commercial registered vehicles on Call basis for	Innova/Xuv 500 or equivalent or higher version. (Diesel driven)	Non- AC	As per require ment		

2. Applicant should submit following amounts in form of DD or Pay order from Nationalized/scheduled bank / Online payment through Bharatkosh or NTRP in favour of "CAO (CASH), CCA MP, Bhopal" payable at Bhopal. DD/Pay order has to be submitted offline (physically) while Scanned copy of DD/ Pay order/ Online Payment Transaction details should be uploaded online. In case of fee exemption valid self attested registration certificate issued by NSIC to be uploaded online. Bidders are requested to write their name and full address at the back of the demand draft/ Pay order submitted to the office:

(a) Rs.590/- (Rupees Five Hundred Ninety Only) towards tender document fee. This amount is non-refundable.

(b) Rs.64750/- (Rupees sixty four thousand seven hundred fifty only) toward Ernest Money Deposit (EMD).This money is refundable to non-qualified bidders or in case of cancellation of tender.

3. The aforesaid DDs/Pay orders/ Online Fee Submission or an application for fee exemption valid self attested registration certificate issued by NSIC towards cost for Tender document, EMD should be submitted to ADG A- II, O/o Sr. DDG ,Bhopal on or before 15:00 Hours of 31.01.2018, failing which the tender bid will be rejected.

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4. The duly filled tender documents shall not be accepted if these are not accompanied by the scanned copy of the demand draft/Pay order/ Bharatkosh transaction details towards the Tender fee and the requisite bid security (EMD) or for fee exemption valid self attested registration certificate issued by NSIC. If at any stage it is found that payment has not been realized the application of bidder shall be cancelled and its offer as bidder shall be rejected.
5. The DD/ Pay Order/ Online payment using PFMS towards the cost of tender document and that towards the Earnest Money Deposit should bear the date after the date of NIT.

Note

i. Non-Tax Receipt Portal (NTRP) also known as “Bharatkosh”. Non-Tax Receipt Portal (NTRP) is the initiative of O/o Controller General of Accounts, M/o Finance, Government of India to provide one stop services to deposit any fees/fine/other money into the Government Account through the web based portal <https://bharatkosh.gov.in>. For further information, user guides are available at <https://bharatkosh.gov.in/static/UserGuide.asp>.

ii. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app> (herein after as Tender website). The portal enrolment is free of cost. Interested bidders may submit their quotation online on tender website as per the tender document. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above mentioned website. Any corrigendum/addendum regarding this tender will be available on the above website and www.dot.gov.in also.

6. Schedule:

Date of issue of Bid Document	: Bidder can download the Bid Document from 05/01/2018 from the E Procurement portal http://eprocure.gov.in/eprocure/app or the DOT website http://www.dot.gov.in .
Last Date & time for receipt of tender	: 31/01/2018 at 15:30 hrs.
Physical submission of EMD and tender document FEE	: 01/02/2018 at 15:00 hrs.
On-line opening of Tender Bids(Technical bid)	: 01/02/2018 at 16:00 hrs.
Date & time for opening of Financial Bid for Technically qualified bidders.	Will be intimated later.
Place of opening the Tenders	: Room no 208,2nd Floor, Doorsanchar Bhawan, Hoshangabad Road, Bhopal
Bid Validity Period/Validity of Bid offer for Acceptance by DOT.	: 90 days from the date of opening of the tender.

7. Accessibility of Tender Document : Tender document can be obtained by downloading it from the website <http://www.eprocure.gov.in> or www.dot.gov.in

Name of Tenderer:

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8. **Submission of Tenders:** The bid along with the necessary documents should be uploaded in the e-procure.gov.in portal as per guidelines mentioned in the portal. Tender have to be submitted only online at <http://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 and financial bid are detailed in clause No.16 of Section-II of the Tender Document.

9. 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 Sr.DDG MPLSA, BHOPAL, Ministry of Communication, Department of Telecommunications in this regard shall be final and binding on all.

Assistant Director General (Admin-II)
Office of Sr.DDG MP LSA
2th Floor, Doorsanchar Bhawan
Bhopal (M.P.)-462015

Name of Tenderer:

Signature & Stamp:

SECTION II
INSTRUCTIONS TO BIDDERS

1. Definitions:

- i. "The purchaser" means the Department of Telecommunications, Ministry of Communications, Government of India.
- ii. "The bidder" means the individual or firm who participates in this tender and submits its bid.
- iii. "The supplier" means the individual or firm providing services under contract.
- iv. The Services means all the Services, which the supplier is required to provide to the purchaser under the contract.
- v. Letter Of Intent (LOI) means the written communication to the successful bidder of the intention of the purchaser to accept the tender as per the terms & conditions contained & referred there in.
- vi. "The Purchase Order" means the written order placed by the purchaser on the supplier signed by purchaser including all section incorporated by reference therein. The purchase order shall be deemed as "Contract" appearing in the document.
- vii. "The contract Price" means the price payable to the supplier under the purchase order/work order for the full & proper compliance of his contractual obligations.
- viii. The records, terms & expressions not specifically defined herein or in the tender documents, shall have the same meaning assigned to them, as the case may be. The Head notes are for guidance only & shall not affect the interpretation or construction of any provision thereof in the tender documents.
- ix. Date of receipt of communication of purchase order will be taken as actual date of receipt or 7 days from date of dispatch in case of postal delivery; whichever is earlier unless specifically mentioned.

2. Services to be provided: As per Section V.

3. Eligibility Criteria

- i. The bidder should be sole proprietors or registered firm /company or registered travel agency or registered tour operator.
- ii. The bidder should own/should have on lease contract minimum three Vehicles (not older than 2016 model) in the own/ firm's name for use as commercial vehicles in the state of M P. The proof of ownership and /or lease should be submitted with bid document.
- iii. The bidder shall submit full details of the vehicle 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 2016.
- iv. The bidder should have at least two years experience of satisfactory performance in similar services with Central Govt. /State Govt. /Public sector/Govt. Local bodies.
- v. The bidder shall be registered for GST & income tax.

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4. 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 or outcome of the bidding process.

5. Bid Document

i. Bid document includes

- a. Notice Inviting Tender- Section I
- b. Instructions to Bidders- Section II
- c. General (Commercial) Conditions of Contract- Section III
- d. Special Conditions of the Contract- Section IV
- e. Schedule of Requirements- Section V
- f. Technical Bid Form – Section VI
- g. Financial Bid Form- Section VII
- h. Format for Performance Bank Guarantee- Section VIII
- i. format for Agreement – Section IX
- j. Check list & instructions of bid document- Section X
- k. Format for letter of Authorization for attending of Bid Opening- Section XI

The bidder is required to examine all instructions, forms, terms and specifications in the Bid document. Failure to furnish all or any of the information required as per Bid document or submission of the bids not substantively responsive may result in rejection of the bid.

iii. A prospective bidder requiring any clarification on the Bid documents shall have to notify the purchaser in writing. The purchaser shall respond in writing to any such request which it receives not later than 7 days prior to the date of opening of Tender.

6. Amendment to bid document

- i. At any time, prior to the date of submission of Bids, DOT may, for any reason, whether on its own initiative or in response to any clarification received from a bidder, shall modify bid documents by amendments and the same will be uploaded on the portal and these amendments will be binding on them.
- ii. In order to provide prospective bidders a reasonable time to take the amendment in to account in preparing their bids, the DOT may, at its discretion, shall extend the deadline for the submission of bids suitably. Any amendment to the Bid document shall also be uploaded in the web site as and when it is made.
- iii. Bidders who download the Bid document through internet are to take care of these amendments while submitting their bids.

7. Bid Form

The bidder shall complete the bid form and the appropriate price schedule furnished in the bid document as per Sections VI & VII.

Name of Tenderer:

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8. Bid Price:

- i. The supplier shall quote the price as per format enclosed (section VII) and fill up the relevant parts accordingly.
- ii. Bids submitted with variable prices shall be rejected as a non-responsive bid.
- iii. The prices quoted by the bidder shall remain firm during the entire period of the contract & shall not be subject to variation on any account except in case of change in diesel prices.
- iv. In case of change in diesel prices during the contract period, rates will be proportionately increased/decreased on quarterly basis.
No escalation is admissible on any account whatsoever during the first three months of the contract. After three months of contract increase or decrease in hire charges due to variation in Diesel rates will be worked out and paid only when the variation to base rate is $\pm 10\%$. Such increase or decrease in the hire charges due to these variations shall be worked out from the base rate on the following formula:

Increase or decrease in Diesel during the month =

$$\frac{\text{Actual KMs run by the vehicle X (Revised rate per litre - Base rate per litre)}}{\text{Average KM per litre of Diesel consumption (KMPL)}}$$

(Note:- The Base Rate of Diesel is the prevailing rate on the date of commencement of work / contract. The Average KMPL is to be assumed as **15Kms for sedan vehicle in the required category in Diesel driven**. If there is decrease in Diesel Price, formula will indicate negative figure which means the deduction shall be done from the bill.

- v. The review for change in hire charges due to change in diesel rates shall be affected at the end of quarter, irrespective of start of contract i.e. on 31st March, 30th June, 30 Sept, and 31st December. The change in hire charges, if any, shall be applicable from the 1st day of next quarter. Base Rate of diesel would be diesel prices as on date of award of contract.
- vi. The service provider shall submit supplementary bill for reimbursement towards increase in Diesel price on monthly basis without accumulation. This supplementary bill is to be supported with proof of diesel price prevailing on 1st of start of quarter.
- vii. The unit prices shall be quoted with sufficient details to enable the purchaser to arrive at total prices of the services offered.
- viii. The rates quoted by the tenderer must be reasonable & logical. The tender can be rejected on the basis of unreasonable & illogical rates.
- ix. "DISCOUNT" if any, offered by the bidders shall not be considered unless specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like discount etc. into account.
- x. In case of reduction of taxes and other statutory duties during contract period, purchaser shall take the benefit of decrease in these taxes/duties for the supplies made from the date of enactment of revised duties/taxes.
- xi. Any increase in taxes and other statutory duties/levies during the contract period shall be borne by the supplier. Bid Price shall be inclusive of all taxes. However, these taxes shall be shown separately in the bill while claiming.

9. Earnest Money Deposit:

- i. The Earnest Money Deposit is required to protect the Purchaser's interests against the risk of bidder's conduct, which would warrant forfeiture of the bid security.
- ii. An Earnest Money Deposit (EMD) of Rs. 64750/- as mentioned in NIT in the form of A/C

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payee Demand draft drawn in favor of the 'CAO (CASH), CCA M.P.', payable at Bhopal from a nationalized/scheduled bank / Bharatkosh transaction details towards the Tender fee and the requisite bid security (EMD) or for fee exemption valid self attested registration certificate issued by NSIC. should be enclosed with the bid.

- iii. Amount or amounts payable, if any, to the bidder or the bid security furnished by the bidder in respect of an earlier bid, shall not be adjustable against this bid.
- iv. The amount deposited as bid security shall carry no interest during the entire period it remains with Department of Telecommunications.
- v. The Earnest Money Deposit of unsuccessful bidders will be discharged /returned as early as possible, but not later than 30 days after the expiry of the period of bid validity.
- vi. The Earnest Money Deposit of the successful bidder will be converted as part of performance guarantee.
- vii. The bid security (i.e. EMD) shall be forfeited:
 - (1) if the bidder withdraws his bid during the period of bid validity ; or
 - (2) In the case of a successful bidder, if the bidder fails to sign the contract and /or fails to furnish performance guarantee (S.D.) in accordance to the relevant clauses of the documents(s).
- Viii. A bid not secured in accordance to para 9 shall be summarily rejected as a non-responsive bid.

10. Filling of Bid Document

- i. The bid shall be filled either typed or printed or neatly hand written and all pages of the enclosures numbered sequentially and all pages of the bid document should be signed by the bidder or a person duly authorized to bind the bidder to the contract.
- ii. Over writing/erasures if any in the technical bid must be duly authenticated with the full signature of the person signing the bid. Overwriting/Corrections are not permitted in the financial bid.
- iii. Violation of the above clauses will lead to the rejection of the tender.

11. Submission of Bid:

The bid along with the necessary documents should be uploaded in the e-procure.gov.in portal as per guidelines mentioned in the portal. Tender have to be submitted only online at <http://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 and financial bid are detailed in clause No.16 of Section-II of Tender Document.

12. Modification and withdrawal of bids.

The bidder may modify online his bid before the deadline prescribed for submission of bid.

13. Summary Rejection of Bid:

One or more of the following reasons will render a bid liable to summary rejection:-

- i. A bid not secured in accordance with para 9 of section II of the bid document.
- ii. Downloaded bid document without DD/payment through Bharatkosh for requisite amount towards price of bid document (Rs. 590/-) in favour of 'CAO (CASH), CCA M.P.' payable at Bhopal from a Nationalized/Scheduled bank.

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- iii. Conditional bid or bid received with validity for a shorter period than prescribed.
- iv. Documents establishing eligibility as per clause 3 not submitted.
- v. Over-writing/ corrections in the Financial Bid form.

14. Evaluation:

- i. All bids will be examined for responsiveness with respect to terms & conditions in the bid document.
- ii. Thereafter the evaluation will be done for substantively responsive bids only.
- iii. A substantively responsive bid is one that conforms to all the terms and conditions of the Tender Documents without any material deviations. The bid's responsiveness shall be based on the contents of the bid itself without recourse to any extrinsic material.
- iv. A bid determined as substantively non-responsive shall be rejected.
- v. The bidder(s) shall not be permitted to make corrections after opening of bid to make such bid(s) substantively responsive.
- vi. The purchaser is not bound to accept the lowest or any tender and reserves the right to accept the whole or any part of the tender and of allotting the quantities offered. The bidders shall supply the quantities as decided by the purchaser at the approved rates.
- vii. The purchaser may waive minor non-conformance or irregularity(s) in a bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of the bid(s).
- viii. Arithmetical error, if any shall be rectified in the following manner:
 - a. If there is a discrepancy between words & figures; the amount in words shall prevail.
 - b. If there are errors in the calculations or rate of applicable Govt. levies, duties & taxes, the same will be corrected by the purchaser.

15. Commercial Evaluation of Substantively Responsive Bids:

- i. On bid opening day mentioned in the NIT, only technical bids will be opened which will be evaluated for responsiveness. Financial bids of those bidders whose technical bids are found to be responsive only will be opened and commercially evaluated, on a different date. Date of opening of financial bids will be intimated to all eligible bidders.
- ii. **The ranking shall be based on the prices offered inclusive of all taxes (excluding GST) as per evaluation criteria given in the financial bid.**

16. Documents comprising the bid

The submitted bid document shall comprise the following components:-

PART A

A. Technical Bid:-

- i. Technical Bid form duly filled (as per section VI).
- ii. Price of bid form in the form of DD from a nationalized/scheduled bank payable at Bhopal / Bharatkosh transaction in favour of 'CAO (CASH),CCA M.P.' or for fee exemption valid self attested registration certificate issued by NSIC should be enclosed with the bid..
- iii. EMD of Rs.64750/- in the form of DD from a nationalized/scheduled bank payable at Bhopal / Bharatkosh transaction in favour of 'CAO (CASH),CCA M.P.' or for fee

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- exemption valid self attested registration certificate issued by NSIC should be enclosed with the bid.
- iv. Documentary evidence established in accordance with clause 3 that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted. The following documents shall be submitted along with the technical bid form:-
 - a. Self-attested copy of Certificate of Incorporation and/or valid Shop & Establishment Registration Certificate, as applicable.
 - b. Self-attested copy of Article/Memorandum of Association or Partnership Deed or Declaration stating that the firm is a proprietary concern, as the case may be, of the Company/Firm/Agency in respect of clause 3.
 - c. Self-attested copy of PAN card of the Company/Firm/Agency in respect of clause 3.
 - d. Self-attested copy of the GST registration of the Company/Firm/ Agency in respect of clause 3.
 - e. Self-attested copies of RC books of the three vehicles owned/leased in respect of clause no.3.
 - f. Self-attested copy of experience certificates in respect of clause no. 3.
 - v. Certification regarding near relatives as per Annexure-II of section VI. 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 directors of company.
 - vi. Tender document duly signed and stamped on all pages.
 - vii. Declaration as per Annexure-I of Section VI

All the above documents are to be scanned and uploaded online in the e-procurement site.

At any point of time original documents may be asked for verification. In case originals are not produced before due date bids may be rejected.

PART – B

B. Financial bid:-

Financial bid form at Section VII duly filled & signed and uploaded on line in the e-procurement site.

Assistant Director General (Admin-II)
Office of Sr.Dy. Director General MP LSA
2th Floor, Doorsanchar Bhawan
Bhopal (M.P.)-462015

Name of Tenderer:

Signature & Stamp:

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.

2. Period of validity of bids

- i. 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 Sr. DDG MP LSA, BHOPAL as nonresponsive.
- ii. A Bidder accepting the request of Sr. DDG MP LSA, BHOPAL for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify bid.

3. Cancellation of bid

Sr. DDG MP LSA, Bhopal reserves the right to cancel the bid (Tender) partly or fully without assigning any reason.

4. Contacting the Purchaser

No bidder shall try to influence the Purchaser on any matter relating to its bid, at any stage. Any effort by a bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

5. Award of Contract

Sr. DDG MP LSA, BHOPAL shall consider placement of letter of intent to the bidder whose offer has been found technically, commercially and financially acceptable.

6. The bidder, within 15 days of issue of letter of intent, shall give his acceptance along with performance security bond in conformity with section VIII of the bid document.

7. Annulment of Award

Failure of the successful bidder to comply with the requirement of Clause 6 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event Sr. DDG MP LSA, BHOPAL may make the award to any other bidder at the discretion of Sr. DDG MP LSA, BHOPAL or call for new bids.

8. Signing of Contract: - Signing of Agreement shall constitute the award of the contract on the bidder.

9. Performance Security

- i. **The successful tenderer will have to deposit a Performance Security Deposit within 15 days of the issue of the formal order, for a sum equivalent to 5% of contract value** subject to revision at the time of placing the work order. The performance security should be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of 'CAO (CASH), CCA M.P.', payable at Bhopal or Fixed Deposit Receipt (FDR) from a Commercial Bank. Made in the name of the Company / Firm / Agency but hypothecated to the 'CAO (CASH), CCA M.P., and Bhopal'. The performance security

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- should remain valid for a period of 27 months (24+3) from date of award of the contract.
- ii. Performance security will be discharged after three months (from the end of contract) after compliance of contractor's performance obligations under the contract.
 - iii. If the agency fails to deploy vehicles against the initial requirement within 15 days from date of placing the order, the Performance Security Deposit shall stand forfeited without giving any further notice.
 - iv. If the contractor fails or neglect any of his obligations under the contract it shall be lawful for Sr. DDG MP LSA, BHOPAL to forfeit either whole or any part of performance security deposit furnished by the bidder as compensation for any loss resulting from such failure.

In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this office besides annulment of the contract.

10. Extension of contract period.

The contract shall be for one year (unless otherwise specified). However the purchaser reserves the right to extend the contract period on the same rates and terms & conditions **for a further period of one year..**

11. Right to vary quantities:

- i. Sr. DDG MP LSA, Bhopal reserves the right at the time of award of contract or at any time during the contract period, to increase the number of vehicles upto 50% or decrease the number of vehicles upto 50%. However the performance security is to be submitted for additional vehicle on similar terms and conditions mentioned in the clause 9 of section –III.
- ii. **In exception circumstances, Sr.DDG MPLSA, Bhopal reserves the right to decrease the number of vehicles to be hired by any extent as per the requirement/circumstances.**

12. PAYMENT TERMS :

- i. The agency shall raise the bill, in triplicate, along with log sheet, duly verified by user of the vehicle, in respect of the vehicles deployed and submit the same to O/o Sr. DDG MP LSA BHOPAL in the first week of the succeeding month.
- ii. The claims in bills regarding Goods & service Tax and any other dues to be paid to the government etc. should be necessarily accompanied with documentary proof pertaining to the concerned month's bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of this office.
- iii. As far as possible the payment will be released by second week of the succeeding month.
However if there is delay in payment, purchaser shall not be responsible to make payment of interest etc.

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13. Liquidated Damage Charges:

- i. In case of break down, vehicles have to be replaced immediately (within one hour). In case of non-availability of suitable vehicle penalty up to Rs.200/- may be imposed for every hour beyond first hour in addition to deduction on pro-rata basis for the period. If the number of break downs exceeds three times in a month, a penalty of Rs.1000/- per break down shall be imposed in addition to deduction on pro-rata basis for the period.
- 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 for that day.
- iii. In case of non-availability of vehicles, during extra hours, a penalty of Rs. 200/- per hour shall be imposed.
- iv. If drivers are reporting late – a penalty of Rs 50/- per hour per occasion if the delay is more than half an hour.
- v. In case of meter found faulty, the vehicle with faulty meter should be repaired immediately or vehicle should be replaced till the meter is rectified. The controlling / authorized officer shall have full powers to check up the meter and to take action to recover the actual loss to the Sr. DDG MP LSA, BHOPAL
- vi. In case a vehicle of lower category is provided a penalty of Rs. 500/- per day will be imposed.

14. Termination of Contract.

Sr. DDG MP LSA, BHOPAL, may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts.

15. Termination for insolvency

Sr. DDGMP LSA, BHOPAL 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.

16. 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 Sr. DDG MP LSA, BHOPAL 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.

17. Resolution of disputes & Arbitration:

Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the Department of Telecommunications, Ministry of Communication.

Name of Tenderer:

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18. 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 Sr. DDG MP LSA, BHOPAL and set off the same against any claim of Sr. DDG MP LSA, BHOPAL for payment of a sum of money arising out of this contract or under any other contract made by contractor with Sr. DDG MP LSA, BHOPAL.

19. Delays In the Supplier's Performance:-

- i. Services under the contract shall be provided strictly in accordance with the schedule specified in the purchase order.
- ii. Delay(s) in the performance of service obligations shall render the supplier liable to any or more of the following sanctions:-
 - a. forfeiture of performance security (SD)
 - b. imposition of liquidated damages
 - c. termination of the contract for default
 - d. Barring participation of bidder in all future tenders of DoT for a period of 3 years or more.
- iii. If at any time during performance of the contract, the supplier should encounter conditions impeding timely delivery of the services, the supplier shall promptly notify the purchaser in writing of the full fact about the delay, its likely duration & cause(s). As soon as practicable after receipt of the supplier's notice, the discretion to extend the period for performance of the contract after mutual discussions, lies with the purchaser i.e. Sr. DDG MP LSA BHOPAL.

20. Right to Cancel the Contract.

- i. The purchaser shall have the right to cancel the contract wholly or in part in the event he is constrained to do so on account of any decline, diminution, curtailment or stoppage of the work(s), by giving one month's notice.
- ii. The purchaser shall have the right to cancel the contract & forfeit S/D if subsequently it is found that the approved contractor is a "family member of employee of Department of Telecommunication as per the clause 21 below".

21. Tenderer whose near relatives are employees of MPLSA/CCA/DoT are not eligible to participate in this tender. 'Near Relatives' in relation to a Government Servant includes:-

- i. Members of a Hindu Undivided Family,
- ii. They are husband and wife,
- iii. 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).

A declaration to this effect is required to be enclosed in the technical bid cover. Format for declaration is at Annexure-II of Section VI.

Assistant Director General (Admin-II)
Office of Sr. DDG MP LSA
2th Floor, Doorsanchar Bhawan
Bhopal (M.P.)-462015

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Name of Tenderer:

Signature & Stamp:

SECTION IV
SPECIAL CONDITIONS OF CONTRACT

1. The special conditions of contract shall supplement the instructions 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 section III.
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. Sr. DDG MP LSA BHOPAL reserves the right of disqualifying such bidders who have a record of not meeting contractual obligations against earlier contract entered into with other departments/offices of central government.
4. The contract shall automatically expire after one year from commencement of the contract unless extended as per clause 10 of section III.
5. The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Department.
6. The tenderer will be bound by the details furnished by him / her to this Department, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
7. 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.
8. 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.
9. The contractor shall assign the job of driving of hired vehicles only to medically fit, 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. Sr. DDG MP LSA BHOPAL shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to O/o Sr. DDG MP LSA BHOPAL have to be suitably compensated by contractor.
- 10. A vehicle not registered for commercial purpose/not insured properly shall not be supplied to Sr. DDG MP LSA BHOPAL in any case and all taxes etc., due on such vehicles shall be liability of the contractor.**
11. The contractor shall send the vehicle for periodical servicing at the cost of the contractor. Sr. DDG MP LSA BHOPAL will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing, limited to one day in a calendar month as mutually agreed by both the parties to the agreement. The cost of lubricants, repairs, maintenance, taxes insurance, etc., will be the contractor's liability.
12. Driver should have proper dress and use of sheet belt is mandatory for driver while driving the vehicle.
13. Vehicles to be engaged should have valid certificate of fitness and PUC certificate.
14. Sr. DDG MP LSA BHOPAL reserves the right for placement of full tendered quantity on the approved bidder.

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Name of Tenderer:

Signature & Stamp:

15. Regular checking of meter by the designated transport authority may be done by the contractor, and requisite certificate may be shown to Sr. DDG MP LSA BHOPAL as and when demanded.
16. The office of Sr. DDG MPLSA shall not be responsible for any damages, losses, claims, financial or other injury to any vehicle/person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
17. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in driving the vehicle.
18. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.
19. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department/GST Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
20. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof this office is put to any loss / obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
21. The Sr.Deputy Director General MP LSA DoT, Ministry of Communications & IT reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

Assistant Director General (Admin-II)
Office of Sr. Dy. Director General MP LSA
2th Floor, Doorsanchar Bhawan
Bhopal (M.P.)-462015

Name of Tenderer:

Signature & Stamp:

SECTION V

SCHEDULE OF REQUIREMENT

1. Details of vehicles required:-

Sl. No.	Category	Duration of hiring	No. of vehicles Required/Route Kms	Make & Model of the vehicle
1.	Non-AC Car	Monthly Basis	6 No	Non –AC, ETIOS/Swift DZire/Ford Figo Aspire or any Sedan vehicle equivalent or higher version (Diesel).
2.	Non-AC Car	Call basis	As per requirement	Non-AC, Innova/Xuv 500 or equivalent or higher version (Diesel).

Period of Contract =1 year, extendable for a further period of one year.

SERVICES TO BE PROVIDED

2. **Service:** Provision of registered commercial vehicles with licensed drivers on hiring basis for running in MP.
3. **Contract Period:** Under normal circumstances the contract shall be valid for a period of one year from date of signing of agreement. However contract may be extended for further period of 1 year on the same terms and conditions subject to satisfactory performance of the firm.
4. **Quantity: Estimated number of vehicles to be hired is six** Cars as per description in sl. no 1 above and call basis as per sl. No 2 above (shall be based on requirement only). However it should be clearly noted that Office of Sr. DDG MP LSA, BHOPAL may vary the quantity as per clause no. 11 of General (commercial) Terms & Conditions, Section III.
5. **Duty hours:** Ten hours per day for six days per week. Weekly off will be given. The actual duty hours shall be specified by users of vehicles. Charges for extra hour will be provided when applicable, maximum up to 50 Hours per month.
6. **Notice Period:** 1) For regular requirements one day in advance.
2) Telephonic intimation shall be considered as notice.
 - a. **Reporting Place: Any place within the jurisdiction of the Office of Sr. DDG MP LSA, BHOPAL.** Actual place of reporting shall be specified by users of vehicles.
 - b. **Jurisdiction:** Vehicle shall be required to run to any station within the territorial jurisdiction of MP.
7. **Counting of Distance:** The counting of distance will be effective from the starting point of the user and closing at the point wherever user completes his/ her travel. The distance covered in each way between user delivery address and the garage/ normal parking place will be allowed on actual basis or 5 Kms whichever is less.
8. **Accuracy of Meter reading:** The accuracy of meter reading should tally with the actual distance of run at any instant and controlling / authorized officer shall have full power to

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Name of Tenderer:

Signature & Stamp:

check up the meter for its correctness and to take action to recover the actual loss to the Office of Sr. DDG MP LSA, BHOPAL.

9. Penalties: As mentioned in “Liquidate damage charges” clause 13 of Section III.

10. Special:

- I. Intending bidder must have a telephone where requisition of Vehicles can be conveyed all the 24 Hrs. Telephone Number must be specified in the bid. Driver of the vehicle must be provided with mobile number at the cost of supplier.
- II. Payment of all Govt. Tax (excluding GST) and duty for providing the vehicles in the service area will be liability of contractor.
- III. Parking and Toll charges, if any, may be claimed by producing the Parking / Toll slips in original.

Name of Tenderer:

Signature & Stamp:

SECTION VI
TECHNICAL BID

For providing vehicles on hiring basis to O/o Sr. DDG MPLSA, Bhopal, Department of Telecommunications

1. Name of bidding Company/Firm /Agency: _____

2. Name of proprietor/Director of Company

/Firm/agency: _____

3. Full Address of Reg. Office: _____

Telephone No. : _____

FAX No. : _____

E-Mail Address: _____

4. Full address of Operating Branch Office: _____

Telephone No. : _____

FAX No. : _____

E-Mail Address: _____

5. Banker of Company/ Firm/ agency with full address: _____

Telephone Number of Banker: _____

6. PAN No. : _____

7. GST Registration No. : _____

8. Turnover of the Company/ Firm/Agency for two the financial year (2015-16, 2016-17):-

9. Details of Bank account :

a. Account No.

b. Name of Bank Branch and address:

c. IFSC:

d. MICR

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

Signature of authorized person.

Date:

Name:

Place:

Seal:

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Name of Tenderer:

Signature & Stamp:

Annexure I

DECLARATION

"I/We hereby declare that I/We have carefully gone through the terms & conditions of tender notice Tender No. 9-17/2017/DDG(A) MPLSA BPL/Vehicle Tender/10 dated 03/01/2018 in detail and I/We fully agree to the rates submitted by me/us in the Rate Sheet".

1) Signature of the Party: _____

Full Name in Block Letters _____

Capacity in which the Tender is signed: _____

2) Full Address: _____

Telephone Number: Office _____

Res. _____

Name _____

Sign _____

Name of Tenderer:

Signature & Stamp:

Annexure-II

DECLARATION REGARDING NEAR RELATIVES

I Son/Daughter of a resident of hereby certify that none of my near relative(s) as defined below is/are employed in DoT/MPLSA / CCA . 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.

Definition: The near relatives of all employees working in the Department of Telecommunications (MPLSA/CCA/ DoT); 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).

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)

Name of Tenderer:

Signature & Stamp:

**FINANCIAL BID FORM
SECTION-VII**

SCHEDULE OF RATES

Tender No. 9-17/2017/DDG(A) MPLSA BPL/Vehicle Tender/10 dated 03/01/2018
For

1. ETIOS/Swift DZire/Ford Figo Aspire or any Sedan vehicle equivalent or higher version. (Non A.C., Diesel driven) on monthly basis (for one vehicle):

S.N.	Items	Rate in Words	Rate in Figures
1	Rate upto 1500 Kms per Month. (Ten hours per day for six days per week)	Rs... per month	Rs... per month
2	Rate per extra KM beyond 1500 Kms	Rs... per Km	Rs... per Km
3	Outstation night halt charges	Rs..... per night	Rs... per night
4	Rate per extra hour beyond normal duty hours	Rs..... per hour	Rs.. per hour

Name of Tenderer:

Signature & Stamp:

2. Innova/Xuv 500 or equivalent or higher version (non A.C., Diesel driven) on call basis (for one vehicle) :

S.N.	Items	Rate in Words	Rate in Figures
1	Rate upto 50 Kms per day for 12 hours	Rs... per day	Rs.... per day
2	Rate per extra KM beyond 50 Kms	Rs... per Km	Rs.... per Km
3	Outstation night halt charges	Rs..... per night	Rs... per night

Note: Rates should be inclusive of all levies and charges (Central, State and Municipal) but excluding GST. GST shall be payable separately by O/o Sr. DDG MPLSA BHOPAL as per applicable rules.

Signature of the Bidder:

Name of the Bidder:

Date:

Name of Tenderer:

Signature & Stamp:

EVALUATION FORMULA:

ETIOS/Swift DZire/Ford Figo Aspire or any Sedan vehicle equivalent or higher version. (Non A.C., Diesel driven) on monthly basis and Innova/Xuv 500 or equivalent or higher version (non A.C., Diesel driven) on call basis:

Sr.No.	Particulars (A)	Approx. Quantity (B)	Total (A*B)
1	Rate upto 1500 Kms per Month	1	
2	Rate beyond first 1500 Kms	500 kms	
3	Outstation night halt charges	5	
4	Extra hours	50 Hours	
5	Total Evaluated Cost (1+2+3+4)		
6	Total Evaluated Cost for six vehicles 6X (5)		
7	Rate upto 50 Kms per day for 12 hours	4	
8	Rate per extra KM beyond 50 Kms	1000 kms	
9	Outstation night halt charges	2	
10	Total Evaluated Cost for one vehicle on call basis (7+8+9)		
	Overall cost for one month (5+10)		

Note: The work will be awarded to the L1 bidder as per evaluation criteria in the table above (Sl. No. 10- Overall cost for one month).

Name of Tenderer:

Signature & Stamp:

SECTION VIII

PERFORMA OF PERFORMANCE SECURITY BOND

1. In consideration of O/o Sr. Deputy Director General, DoT, MP (hereinafter called O/o Sr. DDGMP LSA, Bhopal) having agreed to exempt _____ (hereinafter called the said Service Provider(s) from the demand of security deposit/earnest money of Rs _____/- on production of Bank Guarantee for Rs _____/- for the due fulfillment by the said service provider of the terms and conditions to be contained in an Agreement in connection with the contract for the supply of _____ we, (name of the bank) _____ (hereinafter referred to as "the bank") at the request of _____ service provider's do hereby undertake to pay to O/o Sr. DDG MPLSA, BHOPAL, an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the O/o Sr. DDGMP LSA, BHOPAL, by reason of any breach by the said service providers of any terms & conditions contained in the said agreement.
2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the O/o Sr. DDGMP LSA, BHOPAL stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the O/o Sr. DDGMP LSA, BHOPAL, reason of breach by the said service provider's of any of the terms & conditions contained in the said agreement or by reason of the service providers failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the O/o Sr. DDG MP LSA, BHOPAL in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____/-.
3. We undertake to pay to the O/o Sr. DDGMP LSA, BHOPAL, any money so demanded notwithstanding any disputes raised by the service provider(s)/suppliers in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider(s) /supplier(s) shall have no claims against us for making such payment.
4. We (name of the bank) _____ further agree that the guarantee therein contained shall remain in force and effect immediately for a period of one year from date herein and further agree to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the O/o Sr. DDGMP LSA, BHOPAL under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till O/o Sr. DDGMP LSA, BHOPAL certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said service provider(s) and accordingly discharges this guarantee.

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Name of Tenderer:

Signature & Stamp:

5. We (name of the bank) _____ further agree with the O/o Sr. DDG MP LSA, BHOPAL that the O/o Sr. DDGMP LSA, BHOPAL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the O/o Sr. DDGMP LSA, BHOPAL, against the said service provider(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider(s) or for any forbearance, and or any omission on the part of O/o Sr. DDGMP LSA, BHOPAL, or any indulgence by the O/o Sr. DDGMP LSA, BHOPAL, to the said service provider(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

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

7. This guarantee shall be irrevocable and the obligations of the bank herein shall

Not be conditional to any prior notice by the O/o SR. DDG MP LSA, BHOPAL.

Dated: _____

For _____

(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act.

Name of Tenderer:

Signature & Stamp:

SECTION IX

PROFORMA FOR AGREEMENT

(To be executed on Rs.1000/- non judicial stamp paper or e-stamp paper)

1.
This agreement is made this day Between M/s.....
..... (Name of the Company) hereafter called the
'Supplier' the first party which expression shall include his heirs, executors and administrators/their
Successors and Department of Telecommunications, hereinafter called "DOT", the second party, through
Sr. Deputy Director General MP LSA BHOPAL, hereafter include her successors and assignees.

2. That WHEREAS the first party will supply vehicles on monthly/daily hiring basis to O/o Sr. Deputy
Director General MP LSA BHOPAL in accordance with Tender No. Tender No. 9-17/2017/DDG(A)
MPLSA BPL/Vehicle Tender/10 dated 03/01/2018 at the rates quoted by the supplier vide their
financial bid in response Tender No. Tender No. 9-17/2017/DDG(A) MPLSA BPL/Vehicle Tender/10 dated
03/01/2018 and as per all terms and conditions given in the aforesaid tender which shall become part and
parcel of this agreement.

3. The performance Security Bond would be en-cashed by second party in case first party fails to provide
Manpower and/or breaches terms & conditions of the aforesaid tender document.

4. This agreement is made for a period of one year from _____ .

IN WITNESS THEREOF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES
ON THIS ----- DAY OF TWO THOUSAND AND

1. Witness for Supplier Authorized Signatory of Tenderer

Signature: Signature:

Name & Address Name & Address

2. Witness for DOT Authorized Signatory of DoT

Signature: Signature:

Name & Address Name & Address

Name of Tenderer:

Signature & Stamp:

SECTION X
Check List & Instructions of bids

A. Check list of documents submitted online (All documents should be serially arranged & indexed)

S.NO.	Particulars of document	Whether enclosed (Yes/No)	Index No.
i	Technical Bid form duly filled (as per section VI).		
ii	Price of bid form in the form of DD from a nationalized/scheduled bank drawn in favour of 'CAO (CASH),CCA M.P.', payable at Bhopal*/ Online Fee Submission or an application for fee exemption valid self attested registration certificate issued by NSIC towards cost for Tender document.		
iii	EMD of Rs.64750/- in the form of DD from a nationalized/scheduled bank drawn in favour of 'CAO (CASH),CCA M.P.', payable at Bhopal*/ Online Fee Submission or an application for fee exemption valid self attested registration certificate issued by NSIC towards cost for Tender document.		
iv.a	Self-attested copy of Certificate of Incorporation and/or valid Shop & Establishment Registration Certificate, as applicable		
iv.b	Self-attested copy of Article/Memorandum of Association or Partnership Deed or Declaration stating that the firm is a proprietary concern		
iv.c	Self-attested copy of PAN card of the Company/Firm/Agency		
iv.d	Self-attested copy of the GST registration of the Company/Firm/ Agency		
iv.e	Self-attested copies of RC books of vehicles owned		
iv.f	Self-attested copy of experience certificates, work orders		
v	Certification regarding near relatives as per Annexure-II of section VI. 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 directors of company.		
vi	Tender document duly signed and stamped on all pages.		
vii	Declaration as per Annexure-I of Section VI		
viii	Financial Bid – Section VII		

*to be submitted offline in original and scanned copy of DD to be uploaded online.

Name of Tenderer:

Signature & Stamp:

Documents should be enclosed are as follows:-

- I. Technical Bid- *All documents from Sl. Nos. i to vii in the above checklist should be serially scanned and uploaded.*

- II. Financial Bid- *Financial bid Sl. Nos. Viii in the above checklist should be completed in all respects scanned and should be uploaded.*

Document to be submitted offline: *The envelope should be super scribed “**Tender for providing Hired commercial registered vehicles on monthly basis to the O/o Sr. DDGMP LSA, Bhopal Department of Telecommunications** Tender No. 9-17/2017/DDG(A) MPLSA BPL/Vehicle Tender/10 dated 03/01/2018 date of opening 01/02/2018”* The envelope should contain the DDs/Pay orders towards cost for Tender Document and EMD should be submitted offline to the tender inviting authority i.e Director –A-II MPLSA. on or before due date and time as given in NIT. The DD towards the cost of Tender Document and that towards the Earnest Money Deposit should bear the date after the date of NIT.

Name of Tenderer:

Signature & Stamp:

SECTION XI
LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach O/o Sr. DDG MP LSA, BHOPAL on or before date of bid opening)

To,

Sr. DDG MP LSA, BHOPAL

Bhopal

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

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

_____ (Bidder)

Name of the Representative

Specimen Signature

1. _____

Signature of the Bidder

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

Name of Tenderer:

Signature & Stamp:

INSTRUCTIONS FOR ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement are at <https://eprocure.gov.in/eprocure/app> .The bidder must carefully follow the instructions:

- i) Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-procurement / e- tender portal is a prerequisite for e-tendering.
- ii) Bidder should do the enrolment in the e-Procurement site using the “Click here to Enroll” option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/ true information including valid e-mail-id. All the correspondence shall be made directly with the contractors/bidders through e-mail-id provided.
- iii) Bidder need to login to the site through their use ID/password chosen during enrolment/registration.
- iv)Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by NIC/SIFY/TCS/nCode/eMudhra or any Certifying Authority recognized by CCA India on e-Token / Smart Card, should be registered.
- v) The DSC that is registered only should be used by the bidders and should ensure safety of the same.
- vi) Contactor/Bidder may go through the tenders published on the site and download the required tender documents/ Annexures for the tenders he / she is interested.
- vii) After downloading/getting the tender document/ Annexures / Appendices, the bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- viii) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum / Addendum published before submitting the bids online.
- ix) Bidder then logs in to the site through the secured log in by giving the user id/password chosen during enrolment/registration and then by given the password of the e-Token/Smart Card to access DSC.
- x) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the “my tenders” folder.
- xi) From my tender folder, he selects the tender to view all the details indicated.
- xii) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender Annexures and appendices carefully and upload the documents as called for; otherwise, the bid will be rejected.
- xiii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/annexure and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than

Name of Tenderer:

Signature & Stamp:

one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/ rar and the same can be uploaded, if permitted. Bidders Bid documents may be scanned with 75-100 dpi with black and white option. However if the file size is less than 1 MB the transaction uploading time will be very fast.

xiv) Bidder should take into account the corrigendum/Addendum published from time to time before submitting the online bids.

xv) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

xvi) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender .Scanned copy of the same should be uploaded as part of the offer.

xvii) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.

xviii) The bidder has to select the payment option as offline to pay the Tender FEE/EMD as applicable and enter details of the instruments.

xix) The details of the DD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise bid will not be acceptable.

xx) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

xxi) The bidder has to upload the relevant files required as indicated in the covered content. In case of any irrelevant files, the bid will be rejected.

xxii) If price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

xxiii) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock).The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

xxiv)After the bid submission (i.e after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.

Name of Tenderer:

Signature & Stamp:

xxv) The time settings fixed in the sever side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in T-tender system. The bidders should follow this time during bid submission.

xxvi) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

xxvii) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers

xxviii) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.

xxix) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.

xxx) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Simultaneously for any further queries, the bidders are asked to contact over phone: 0755-2573360 or 09425603536.

Name of Tenderer:

Signature & Stamp: