

**F.No. J-15017/33/2016-Genl. I**  
Government of India  
**Ministry of Electronics and Information Technology**  
Ministry of Communications and Information Technology  
6, CGO Complex, Lodhi Road,

New Delhi 110003.  
Dated 30.01.2017

**E-TENDER DOCUMENT**

***CRITICAL DATE SHEET***

|                                  |                               |
|----------------------------------|-------------------------------|
| <b>Published Date</b>            | <b>31.01.2017 at 10.15 AM</b> |
| <b>Bid Document Download</b>     | <b>31.01.2017 at 03.15 PM</b> |
| <b>Bid Submission Start Date</b> | <b>31.01.2017 at 03.15 PM</b> |
| <b>Bid Submission End Date</b>   | <b>22.02.2017 at 01.15 PM</b> |
| <b>Bid Opening Date</b>          | <b>22.02.2017 at 03.15 PM</b> |

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**No. J-15017/33/2016 Genl. I**  
Government of India  
Ministry of Electronics and Information Technology  
6, CGO Complex, Lodhi Road,

New Delhi 110003.  
Dated 30.01.2017.

**Subject:- Invite the e-bid for the rate contract for supplying of hired vehicles on the rental basis in MeitY.**

**1. e - Tender Notice**

On behalf of the President of India, e-tenders are invited from empanelled firm located in NCR for supplying of hired vehicles initially for a period of one year. The rate contract can be extended further two years on the basis of mutual consent/agreement and based on satisfactory performance during the period on the same terms and conditions of both the parties (Ministry and Firm).

2. The tender documents can be downloaded from the website “<http://eprocure.gov.in/eprocure/app>” from 31.01.2017 (03.15 PM) to 22.02.2017 (upto 01.15 PM).

3. The interested service providers may submit the tenders online at “<http://eprocure.gov.in/eprocure/app>” in two bid system (i.e. **Part I : Technical Bid and Part II : Financial Bid**) in the prescribed Performa. Tenders are to be submitted only online through e-procurement portal i.e. “<http://eprocure.gov.in/eprocure/app>”. All the documents in support of eligibility criteria etc. are to be scanned and uploaded along with the Tender Documents.

4. Tenders sent by any other mode will not be accepted.

Joint Director  
T.No.24301240

**NB :** The terms and conditions of the bid are enclosed at **Annexure-I** which should be carefully noted and complied with. Specification of the hired vehicles are given in BoQ which must be used for quoting rates.

## 2. Scope of work and General instructions for Tenderers

**Scope of work:** Supplying of hired vehicles for rental basis of the Ministry of Electronics and Information Technology (MeitY), 6, CGO Complex, New Delhi 110003.

### **General Instructions:**

- i) The interested service providers have to submit the tender through e-procurement portal as per required packet/cover contents.
- ii) The rate contract shall be initially for a period of one year from the date of letter of awarding the rate contract. However, the rate contract may be extended subsequently, on mutual consent, for a further period of two years as may be decided by the competent authority, after review of performance.
- iii) The Contractor shall not be allowed to transfer, assign, pledge or sub-contract its services under any circumstances without written permission of the Ministry.
- iv) Rates quoted by the bidders would remain valid and fixed for a period of one year from the date of award of contract. No request for escalation on any ground including the increase in the price of petrol, Minimum Wages/Salary for Driver, vehicle price, insurance, maintenance, road tax, etc. shall be entertained.
- v) **The vehicles to be deployed should not be more than two years old (model January, 2015 to onwards) and should not have run more than 30,000 K.M. It shall have clean seat covers/upholstery, good look and should be in perfect running condition fulfilling the latest emission norms prescribed by Transport Authority of National Capital of Delhi. It may be noted that the monthly lump sum amount to be paid to the bidder includes all costs involved such as cost of petrol/ driver salary/ maintenance charges/ incidental charges, etc. round the clock services, the Saturdays, Sundays and holidays of the month i.e. taking into consideration of the whole month. On requirement basis as & when required.**
- vi) **The driver deployed on the vehicle should be resident of a location nearer the Electronics Niketan Building should be reach only with in 30 minutes of information.**
- (i) **Taxi playing on Petrol fuel and Hybrid diesel will be acceptable.**
- (ii) **The vehicle should be registered with the Transport Authority along with all valid documents such as valid insurance, road tax payment, R.C. etc. ( copy of R.C issued by Transport Authority to be checked by the Ministry)**
- (iii) The bidder would be solely responsible to ensure that vehicle deployed fulfill all essential and legal conditions stipulated by Transport Authority and other agencies for such deployment and this Ministry or its official does not undertake any responsibility for any breach of such legal conditions.

- (iv) The drivers should possess valid commercial driving license issued by appropriate authority and should be well mannered/disciplined/uniform and adequately educated.**
- (v) The Contractor shall ensure that vehicles deployed are comprehensively insured and claims, if any shall be directly entertained by the Contractor from the Insurance Company. Ministry shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/parts and accessories therein. Similarly, Ministry shall not be responsible for any third party claims. The Ministry will also not be responsible for any challan and violation of the Traffic Rules by the driver concerned.
- (vi) Service Tax, Toll Tax, State Tax and Parking Charges extra payable but the Contractor shall have to produce proof of payment of such taxes and charges.**
- (vii) The contractor shall claim the applicable taxes on the bill of each taxi on monthly basis which would be paid by the Ministry for a month. After completion of a month the contractor will be required to submit the receipt of tax deposited with appropriate authorities to the Ministry. The Ministry would not allow the tax claimed by the contractor after a month until and unless the tax receipts are submitted along with the bills and the tax already given by the Ministry for the earlier period would be recovered from the bills so raised.
- (viii) Payment of monthly bill shall be made within sixty days of the presentation of the bill after submission of monthly log book in original along with pre-receipted bill in duplicate.
- (ix) The calculation of mileage shall be from the reporting MeitY to MeitY and will not be calculated on garage to garage basis.
- (x) The Contractor shall ensure that the odometer of car supplied is properly sealed so that no tempering is done with a view to inflate distance traveled.
- (xi) The authorized/dealing officer of the Ministry may get the odometer of the supplied car checked from any workshop and cost thereof will be borne by the Contractor.
- (xii) In case of any breakdown/non attending duty by the driver within the time, the Contractor shall make arrangement for providing alternative taxi/vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
- (xiii) The driver should be well conversant with all traffic signals, roads and routes of Delhi and NCR.
- (xiv) The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission of the concerned officer.
- (xv) The Contractor shall provide the names and address of the drivers and police verification reports along with copy of driving license.

- (xvi) Log Book (separate for each month) in the format prescribed by the Ministry should be maintained by the Contractor. It would be the responsibility of the Driver to get each entry signed from the reporting officer or any other officer authorized by him. This Log Book, in original, must be deposited with the Ministry while submitting the monthly bill or as and when directed by the Ministry.
- (xvii) The log book, over-time allowance, etc. will be as per Staff Car Rules which should invariably be compiled by the selected service provider.
- (xviii) Once a particular driver has been attached with a particular vehicle normally Contractor should not change the driver in a casual manner unless and until directed to do so by the Ministry.
- (xix) If the vehicle is out of order or if condition of vehicle is found to be unsatisfactory, Contractor shall provide a substitute vehicle immediately. In case, vehicle does not report on time or does not report at all, the Ministry would have a right to hire a vehicle from the market and cost incurred by the Ministry will be deducted from the bills or any other payment payable to the contractor.
- (xx) The Contractor should always keep necessary tools kit and valid “pollution under control certificate” with the vehicles of all times.
- (xxi) The Contractor should have an adequate number of telephones (landline and mobile) for contact round the clock. The driver shall observe all etiquette and protocol while performing the duty and shall wear neat uniform and must carry mobile phone in working condition, for which, no separate payment shall be made by this office.
- (xxii) Every Driver shall have to report for duty compulsorily in similar uniform which should be provided by the service provider borne at their cost.
- (xxiii) Kilometer start Meity to Meity. No claim for dead mileage will be admitted by the Ministry.
- (xxiv) The rates are to be quoted separately for hiring on monthly basis and hiring on daily basis (Hrs. & KMs). Further rates have been called for various makes/ models separately for ACs and Non-AC vehicles. It shall be the sole prerogative of the Ministry to choose any make/ model or a combination of makes/ models for actual hiring. Contractor has to provide the desired make/model on quoted price failing which the contract may be terminated for lack of services and Performance Security may be forfeited.
- xxv) **Applicant contractor must provide demand Draft for Rs. 1000/- (Rupees One Thousand Only) (non-refundable) (to be purchased on or after publication date of this tender)** in favour of Pay & Accounts Officer, Ministry of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi -110003 payable at New Delhi obtained from any Nationalized/Scheduled Bank valid for Six months with their application/downloaded tenders as the cost of tender forms/documents. The all applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re-tendering, the firm which has submitted the Demand Draft in earlier calls will require to submit DD alongwith their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected.

- xxvi) The Earnest Money Deposit (**Annexure-I**) should be submitted to the Joint Director, Genl. Admn. Ministry of Electronics and Information Technology, 6, CGO Complex, Electronics Niketan, New Delhi on or before last date of bid submission upto 01.00 PM. Without which the quotations will not be considered. Late receipt of Earnest Money viz. after closure of online bidding time, or non-receipt of Earnest Money will make the bidder dis-qualified and that bid will not be considered.
- xxvii) The successful bidder will have to deposit Performance Security to the Section officer, General-I Section, Ministry of Electronics and Information Technology, 6, CGO Complex, Electronics Niketan, New Delhi for the due fulfillment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty/any liability of any kind imposed by (MeitY) on account of unsatisfactory services.
- xxviii) The bid must be valid for a minimum period of ninety days from the due date
- xxix) No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids, its EMD will be forfeited.
- xxx) The Technical Bid shall be opened online on the Scheduled date and time i.e. 22.02.2017 at 03.15 PM.**
- xxxi) If after award of the contract, the successful bidder (L-I) fails to provide required service/materials the rate contract is liable to be cancelled alongwith forfeiture of Performance Security Deposit and other consequential actions such as Blacklisting of the firm etc.

**3. Eligibility Criteria for qualify the Technical Bids:-**

- i) The bidder are required to quote the rate for both monthly basis as well as daily basis  
Otherwise the bid will summarily be rejected.
- ii) The firm should have sufficient experience for similar type of works in this field for the last 2 years (documentary proof to be upload) (**Vehicle provided model January, 2015 to onward) minimum Ten commercial vehicles dully registered in the name of the firm.**
- iii) Bidders are required to upload a statement indicating the contracts on hand with details of the Departments/Ministries/PSUs and reputed business Organizations, contact of dealing person (Name & Designation) with complete official address and Telephone/Mobile number.
- iv) Bidders are required to upload PAN No. in r/o firm or Service Tax Registration Certificate allotted by concerned authorities.
- v) The vehicles to be deployed should not be more than two years old (i.e. January, 2015 to onward) and should not have run more than 30,000 K.M.
- (vi) The commercial vehicle should be registered with the Transport Authority along with all valid documents such as valid insurance, road tax payment, R.C. etc. (Copy of R.C issued by Transport Authority to be checked by the Ministry).

- vii) Bidder is required to upload Balance Sheet along with Profit and Loss statement duly certified by Chartered Accountant having turnover of more than Rs. 50 lakh for the Financial Year 2014-15 and 2015-2016.
- viii) Bidders are required to upload a Declaration on letter head stating that the bidder has not been black-listed by any Ministry/Department/Organization.
- ix) Bidders are required to upload the scanned copy of the EMD of Rs. 1,20,000/- (One Lakh Twenty Thousand Only) should be in the form of Pay Order/ Demand Draft issued by any commercial bank in favour of 'Pay & Accounts Officer, MeitY payable at New Delhi and physical EMD may be deposited Section Officer, General-I Section, MeitY.

If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc., the Earnest Money Deposit or the Performance Security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefore.

#### **4. Terms and conditions**

- i) The rate approved in this tender shall be valid for the whole of the period of the rate contract and no upward revision will be allowed during the period of the contract.
- ii) All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction either in the Technical Bids or Financial Bids is permitted. In no case should there be any change in the format of the Financial Bid. The bids submitted in the proforma other than the proforma provided for the purpose, will be rejected summarily.
- iii) The bidders should have at least one dedicated landline telephone connection and one mobile for contact. The details of the same may be furnished in the bid (**Annexure-I**).
- iv) Selected lowest Bidder(s) shall be empanelled as Service Providers on the fixed rate for one year from the date of signing of Agreement. The contract may be extended for next two years if mutually agreed to by both the parties on year to year basis. In case, the empanelled service provider is found in breach of any condition(s) of tender/agreement at any stage or services of service provider are found not to the satisfaction to the Ministry, the agreement/contract may be terminated leading to forfeiture of performance security. The decision of the Ministry shall be final in this regard.
- v) It may specifically be mentioned whether quotation is strictly as per terms and conditions of the tender. Deviation if any must be spelt out specifically in Technical Bid. In the absence of this, the quotation may be rejected.

- vi) The bidder must quote for all items as per price schedule (BoQ), **the quantity of which is tentative and may vary time to time.** The evaluation of bids shall be made on overall basis. Conditional discounts, if any offered shall not be considered for evaluation purpose. **After technical bids have been opened, then no bidding firm will be allowed to withdraw or on notifying the rates, refuses to accept the tender or violate any other terms and conditions of the tender, its EMD will be forfeited.**
- vii) All the rates quoted in BoQ must be inclusive of Service tax excluding Parking level, Toll Tax and State Tax etc. which shall be paid by the Ministry on applicable rates.
- viii) Duly constituted committee shall first open and evaluate Technical Bids. Price bids of only those bidders shall be opened whose technical bids are found to be in order as per terms and conditions of tender. Intimation to this effect shall be separately sent to the bidders whose bids are found technically acceptable. **The lowest quoted bidder(s) shall be chosen on the basis of total lowest bid price received.**
- ix) The Ministry reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever

5. **Promotion of Micro and Small Entrepreneurs of SC/ST categories:-** The Micro and Small Enterprises owned by Scheduled Castes or Scheduled Tribes will be given weight age in accordance with Notification Order S.O. 581(E) dated 23.03.2012 issued by Micro and Small Enterprises. The details may be noted from the website "<http://msme.gov.in/>" (Procurement Policy MSME 2012).

In case the contract is awarded to Medium Entrepreneurs on the basis of lowest quotation, the Department may allow the contract to be shared in the ratio of 80:20 on the lowest rates between Medium Entrepreneur and Micro or Small Entrepreneur, respectively, competing the bidding process subject to fulfillment of tender conditions.

6. **Receipt of Tax liability:** The contract awarding firm for supplying of hired vehicle on the rental basis in MeitY will be given applicable tax on the bills raised in the first quarter. The firm will ensure that the tax receipts are deposited to the Ministry, while raising bill for the second and subsequent quarters. In case the receipt(s) is/are not submitted by the firm, the tax would not be paid to the firm and the already paid tax would be recovered from the bill so raised.
7. **Payment:** Payment shall be made through ECS to the firm only on satisfactory acceptance of the work as well as receipt of pre-receipted bill in triplicate. In case any item is found to be not as per ordered specification or does not meet the requirement or found to be of sub-standard quality, the same shall be rejected and supplier should replace the same without extra charge within the specified delivery schedule.



8. **Earnest Money Deposit (EMD)**: Each quotation must be accompanied by Earnest Money Deposit as per **Annexure-I** which shall be in the form of Demand Draft / Pay Order in the name of “Pay & Accounts Officer, Ministry of Electronics and Information Technology” payable at New Delhi. Quotations received without Earnest Money deposit are liable to be rejected.

1. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraws amends, impairs or derogates from the tender in any respect within the period of validity of the tender.
2. The earnest money of all the unsuccessful tenderers will be returned as early as possible after award of contract letter. No interest will be payable by the Ministry on the Earnest Money Deposit.
3. Earnest Money of successful bidder shall be returned after furnishing of performance Security.

9. **Performance Security**: The successful bidder shall require to submit a **Performance Security of Rs. 3,00,000/- (Rupees Three lakh)** as indicated in within fifteen days of the issue of Acceptance of Bid letter by the Ministry. The performance security may be in the form of Demand Draft/Pay order/Bank Guarantee or Fixed Deposits Receipts (FDR) of any commercial Bank. In case, the contractor fails to provide satisfactory services during the term of contract, the performance security submitted by the firms will be forfeited without prejudice to other remedies. No interest will be payable by the purchaser on the performance security. Performance Security should be valid for a minimum period of 14 months from the date of acceptance.

The job carried out shall be to the satisfaction of the Ministry failing which deductions up to 10% of the total bill are deducted, depending upon the severity of negligence. The Ministry may also resort to blacklist the agency for a suitable period of time on the lapse on its part. The decision of the competent authority shall be final and binding on the firm/agency. The Ministry at any time can terminate the contract without assigning any reason, if the work of the firm is found unsatisfactory. In this respect, the decision of the Ministry will be final and binding on the firm.

## **10. CATEGORY AND NUMBER OF VEHICLES REQUIRED**

At present 14 Nos. AC/Non-AC Petrol and Hybrid commercial vehicles of different makes/models are required to be deployed on monthly rental basis. However, this number may be increased or decreased at any time during the currency of the contract depending upon the actual requirement of the Ministry. Similarly, the selected contractor will be required to provide taxi on day-to-day rental basis as per agreed terms as and when required.

## **11. EVALUATION OF BIDS**

(i) A committee constituted by Competent Authority for this purpose will first examine the technical bids to determine its eligibility with reference to tender document. The committee shall determine the conformity of each bid to the bidding documents. Ministry may seek any clarification, if so required. The technical bids not conforming to the tendered conditions shall be declared unresponsive. Price bids of only those bidders whose technical bid is found to be qualified shall be opened by the duly constituted committee in the presence of technically qualified bidders for which separate intimation shall be given to them.

(ii) For price comparison purpose, fixed monthly charges toward 2400 Kilometer and additional mileage charges for an average 500 kilometer per month and 100 extra hours per months beyond 10 hours per day shall be considered for monthly hire and for day to day basis hiring fixed daily charges towards 80 kilometer per day and additional mileage charges for an average 50 kilometer per day and 5 extra hours per day beyond 10 hours daily duty shall be considered. However, additional mileage charges and extra hour's charges shall be paid for actual mileage and hours only. Evaluation will be made package wise. Bids must be submitted in the prescribed format placed at annexure-II and annexure-III failing which, the bid may be treated as unresponsive.

(iii) Competent authority in the Ministry reserves the right to reject all or any of the bids.

(iv) Incomplete bids are liable to be rejected.

12. **Agreement deed:** -The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 15 days from the date of award of the contract. Agreement/contract will be signed after the submission of the performance security at the following terms.

- a) The period of contract for completion of job shall be 90 days from the date of award of contract/submission of the performance security/Agreement Deed whichever is later but not more than 15 days. The contractor has to submit all the formalities within 15 days, failing which the schedule of time will be counted from the date of award of contract.
- b) The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.

13. **Arbitration:** In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the party, the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, then Ministry will appoint the sole Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 will apply. The arbitration proceedings will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or reenactment there of including the rules framed there under.

#### 14. PENALTY AND TERMINATION

(i) It would be the first and foremost responsibility of the Contractor to ensure that deployed vehicles are in good working condition and contract is executed as per agreed terms and conditions. In case at any stage, it is observed during surprise check or in case of any complaint received from any officer about the condition of the deployed vehicle, Ministry may impose a penalty up to of Rs. 500/- on each occasion. In case of breakdown, the vehicle has to be replaced by a substitute vehicle immediately within a span of half to one hour. In case of non-availability of suitable vehicle within prescribed time period, a penalty up to Rs. 300/- per occasion may be imposed. If the number of breakdown exceeds three times in a month for a particular vehicle, a penalty of up to Rs. 500/- per breakdown shall be imposed. In case of non-availability of vehicle or if the vehicle is absent, penalty of up to Rs. 500/- per day may be imposed in addition to deduction at pro-rata basis for that day. In case of non-availability of vehicle during extra hours, a penalty of up to Rs. 300/- per occasion may be imposed. The vehicle should report at proper time as required by the concerned officer. If there is delay of more than half an hour, a penalty of up to Rs. 300/- will be imposed per occasion. In case of any other breach of contract or deficiency in service, a penalty o up to Rs. 300/- may be imposed on each occasion.

(ii) In case of quality of service provided by the contractor found wanting/inadequate, the competent authority may terminate the contract agreement after giving fifteen (15) days notice. In that case the competent authority may forfeit the Performance Security deposit as stated above.

(iii) The contract shall be valid for one year form the date of award. However, Ministry may terminate the contract any time after giving fifteen (15) days notice without assigning any reason thereof to the contractor.

(iv) In case of material breach of any of terms and conditions mentioned in the Tender Document, the Competent Authority will have the right to terminate the contract, cancel the work order without assigning any reason and nothing will be payable by this Ministry in that event and the Performance Security deposit may also be forfeited.

15. **Force Majeure**: Notwithstanding the provision of the **clause 9**, the firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for breach, if and to the extent that, it's delay min performance or other failure to perform its obligation under the agreement is the result of an event of Force Majeure. For purpose of this clause, "Force Majeure" means an event beyond the control of the firm and not involving the firm's fault or negligence and not foreseeable. Such events may include, but are not restricted to, act of the 'Ministry' either in its sovereign or contractual capacity, wars or revolutions, fire, floods, epidemics, quarantine restrictions and freight embargoes. If the Force Majeure situation arises, the firm shall promptly notify the 'Ministry' in writing of such condition and the cause thereof. Unless otherwise directed by the 'Ministry' in writing, the firm shall continue to perform its obligation under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

16. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.

**(B.D. Sharma)**  
**Joint Director**

BID FORM

1. **Tender No. J-15017/33/2016-Gen1-I : Due Date : 22.02.2017**

2. Whether quoted for both monthly hire

: \_\_\_\_\_  
basis and daily hire basis **YES/NO**

3. Name and Address of Bidding Firm :

\_\_\_\_\_  
\_\_\_\_\_

4. Name and Designation of the

: \_\_\_\_\_  
Person signing the bid

5. Mobile/Land Line Telephone Number

: \_\_\_\_\_

6. Earnest Money Deposit Details

: \_\_\_\_\_

7. PAN No., Service Tax Registration :

\_\_\_\_\_  
Certificate No : (copy enclosed)

9. Annual turnover of last two financial

: \_\_\_\_\_  
Years (2014-15 & 2015-16) (copy of  
profit & loss account and balance sheet  
duly signed by Chartered Accountant enclosed)

10. Location of Garage

: \_\_\_\_\_

11. Total No. of vehicles owned

: \_\_\_\_\_  
by the Bidder(copy of RCs attached)

12. Total No. of Drivers with the

: \_\_\_\_\_  
Contractor

13. No. of years of experiences (Not less

: \_\_\_\_\_  
than 2 years) in providing vehicles in  
Government Sector/PSU/Reputed  
Organizations (documents as per bid  
document attached)

14. Terms and Conditions mentioned  
: \_\_\_\_\_  
in the Tender Document are ACCEPTABLE/  
NOT-ACCEPTABLE

15. Deviation in Terms and conditions  
: \_\_\_\_\_  
(if any)

16. Capacity in which bid is signed by the  
: \_\_\_\_\_  
Bidder (proprietor/ Partner/ Director)

Signature of Bidder

: \_\_\_\_\_

Name in Block Letters

: \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**FINANCIAL QUOTATION  
(MONTHLY AND DAY TO DAY BASIS RATES)**

| Package No. | Description   | Monthly fixed charges up to 2400 KMs per month with 10 hours duty per day | Additional mileage charges per KM beyond 2400 KMs per month | Excess hours charges beyond 10 hrs per day | Daily fixed charges up to 80 KMs per day with 10 hours duty | Additional mileage charges per KMs beyond 80 KM per day | Excess hours charges beyond 10 hrs per day |
|-------------|---|---|---|--|---|---|--|
| I           | II  | III   | IV  | V  | VI  | VII   | VIII                                       |
| 1.          | Economy Cars without AC (Tata Indica, Maruti WagonR, Hyundai i10 or equivalent) only for petrol and Hybrid commercial vehicles )        |   |   |  |   |   |  |
| 2.          | Economy Cars with AC (Tata Indica, Maruti Wagon-R, Hyundai-i10 or equivalent only for petrol and Hybrid commercial vehicle)             |   |   |  |   |   |  |
| 3.          | Sedan Cars with AC (Tata Indigo/Maruti Dzire/ Hyundai Xcent, Amaze, Etios or equivalent only for petrol and Hybrid commercial vehicles) |   |   |  |   |   |  |
| 4.          | Sedan Cars with AC CIAZ VXI, Honda City, Etios or equivalent only for petrol and hybrid commercial vehicle)                             |   |   |  |   |   |  |
| 5.          | SUV Vehicles with AC Innova, SUV 500 or equivalent only for petrol and Hybrid commercial vehicle)                                       |   |   |  |   |   |  |
| 6.          | Coach (Bus) 40 seater Luxury (Only for Diesel )   |   |   |  |   |   |  |

Signature & seal of the bidder

**CHECK LIST**

Bidders must check whether documents have been enclosed in the respective and bid fulfils the following:

**A. Technical Bid**

| <b>Sl. No.</b> | <b>Description</b>   | <b>Yes or No</b> | <b>Page</b> |
|----------------|--|------------------|-------------|
| 1.             | Documentary evidence indicating that the firm is located in National Capital Region of Delhi.  |                  |             |
| 2.             | Bid Form (as per annexure-I)   |                  |             |
| 3.             | The bidder are required to quote the rate for both monthly basis as well as daily basis, otherwise the bid will summarily be rejected.   |                  |             |
| 4.             | The firm should have sufficient experience for similar type of works in this field for the last 2 years (documentary proof to be upload)   |                  |             |
| 5.             | Atleast minimum ten vehicles dully registered in the name of the firm. (copy of RC enclosed)   |                  |             |
| 6.             | Proof of Annual Turn-over which should not be less than 50 lakh along with the audited Balance Sheet and Profit and Loss Account for the last two years (i.e. 2014-2015, 2015-2016). |                  |             |
| 7.             | Proof of PAN No. & Service Tax Registration Number enclosed  |                  |             |
| 8.             | Bid Security (EMD) of Rs. 1,20,000/- (Rupees One Lakh twenty Thousand Only) through a demand draft in favour of 'PAO' MeitY, payable at New Delhi.                                   |                  |             |
| 9.             | Copy of Income Tax returns for the last two years (2014-2015, 2015-2016).  |                  |             |
| 10.            | The bidder should not have been black listed by any Ministry/Department/PSU and a certificate on the letter head need to be enclosed with technical bid to this effect.              |                  |             |
| 11.            | Have you signed with seal all the pages of quotations, documents, specification, etc.  |                  |             |

**B. Price Bid Cover**

| <b>Sl. No.</b> | <b>Description</b>   | <b>Yes or No</b> | <b>Page</b> |
|----------------|--|------------------|-------------|
| 1.             | Price Schedule as per financial quotation (monthly and day to day basis rates) indicating the each package at column III to VIII ) |                  |             |
| 2.             | Have you quoted for all packages of the tender?  |                  |             |

**Signature and seal of the Bidder**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company letter Head)**

Dated:

To  
-----  
-----  
-----

Subject:- Acceptance of Terms & Conditions of Tender.

Tender Reference No. -----

Name of Tender/Work:\_  
-----  
-----  
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Dear Sir,

1. I/We have downloaded/obtained the tender documents for the above mentioned 'Tender/Work' from the web site(s) namely:-  
-----  
-----
  
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. -----to ----- (including all documents like annexure(s), schedule(s), etc. ) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
  
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
  
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
  
5. In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)



