



**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & IT
DEPARTMENT OF TELECOMMUNICATIONS
O/O CONTROLLER OF COMMUNICATION ACCOUNTS
M.P. TELECOM CIRCLE, 1ST FLOOR DOORSANCHAR BHAWAN,
BHOPAL-462015**

e-BID DOCUMENT

**TENDER DOCUMENT
FOR
“HIRING OF VEHICLE “
FOR USE IN**

**O/o THE CONTROLLER OF COMMUNICATION ACCOUNTS
M.P. TELECOM CIRCLE, 1ST FLOOR, DOORSANCHAR BHAWAN,
BHOPAL 462015**

eTender No: CCA-MP/eTender/Hiring of Vehicle /2016-17 Dated: 10-02-2017

Total No. of Pages – 20 (Twenty)

Price Rs. 200/-



Government of India
Ministry of Communications & Information Technology
Department of Telecommunications
Office of the Controller of Communication Accounts
MP Telecom Circle, Doorsanchar Bhawan, Hoshangabad Road
BHOPAL

No.CCA/MPTC/Admn/Sedan Vehicle /2016-17

Dated: - 10 -02-2017

Notice Inviting e-Tender (NIeT) for Hiring of Office Vehicle (Sedan Type)

Section I

e-Tenders are invited on behalf of the President of India for hiring of one Sedan Type commercial registered A/C vehicle like Toyota Etios, Maruti SX-4, or similar not older than 2015 model on monthly basis. The prospective contractors who can supply minimum one VEHICLE for office of the CCA - M.P. Telecom Circle, Bhopal may upload/ submit their tender the details of which are mentioned as under.

Sr No.	Activity Description	Time Schedule
1	Tender No.	CCA-MPTC/Admn/Tender/Hiring Sedan Vehicle/Sedan/2016-17 Dated: 10-02-2017
2	Start time and date of download of bid document	From 10/02/2017 06:00 PM
2	Last date and time of Uploading tender / Bid	18:00 Hours of 07-03-2017
3	Time and Date of Opening of Tender / Bid	11:00 Hours of 09.03.2017
4	Minimum Validity of tender offer	90 days from the date of Opening
5	Services to be offered	Supply, on monthly basis, one sedan type commercial A/C vehicle like ETIOS / Maruti SX-4 / or similar not older than 2015 model.
6	Estimated cost of tender	Rs.5,00,000/- for one year
7	EMD	Rs.8,500/-
8	Duration of contract	One year from the date of award of contract with an option of extension for a further period of one year on the same rates, terms and conditions.

Intending eligible bidders may download Bid Document from our website www.ccamp.nic.in and <http://eprocure.gov.in>. The printout of the tender documents duly signed and sealed by the bidder and scanned copy of the same may be uploaded along with all certificates and other documents as required in the Tender Document. With this a scanned copy of DDs for EMD and tender Fee may also be uploaded.

The cost of Tender document amounting to Rs. 200- (Two hundred only) and EMD Rs. 8500- (Rs. Eight Thousand five Hundred only) in favour of Sr.A.O. (Cash) Office of The CCA Bhopal has to be submitted to the Sr.A.O. (Admn.) Office of The Controller of Communication Accounts First Floor, Door Sanchar Bhavan, Bhopal up to 06:00 PM **07/03/2017**. Bids Shall not be considered in case the cost of tender document is not submitted by 06:00PM of **07/03/2017**.

Hard Copy of the Technical Bid with all the certificates and other documents should also be submitted in duly sealed envelop to the Sr.A.O. (Admn.) Room No. 111, First Floor Doorsanchar Bhavan Hoshangabad Bhopal 462 015 **up to 06:00 PM on 07/03/2017**. This hard copy will only be used in cases where e tender have been received and only for the purpose of verifying the documents uploaded on the site by the tenderers. Similarly hard copy of the Financial Bid, in a duly sealed envelope, should be submitted with the envelope of tender document.

Late receipt of cost of tender form and EMD, after closure of the online bidding time will make the bidder disqualified and that bid will not be considered. If bid is received without cost of tender documents and EMD the same will be rejected summarily.


ACCA (Admn)

SECTION II
INSTRUCTIONS TO BIDDERS

Financial Bid : Though the pro forma of Financial Bid has been uploaded with this Tender Document but it is for kind attention of the bidders that the Financial Bid must not be uploaded with this Tender Document. The bidders must ensure that the Financial Bid must be uploaded separately on to the site. Similar practice is to be observed while submitting hard copy of the tender document. Here also the hard copy of Financial Bid must be submitted separately in a duly sealed envelope.

SERVICES TO BE PROVIDED (With Terms and Conditions)

1. Service to be provided : are given in Section V

2. Eligible Bidders

- a. The Bidder should own at least one vehicle of model not older than year **2015**, registered as commercial cars in his name or firm's name for use as commercial vehicles. The proof of ownership should be produced when called for.
- b. The Bidder shall also submit full details of the vehicles that can be assigned in their favour and shall give a clear declaration that the firm will be able to supply commercial vehicles of model not older than year **2015**
- c. The Bidder shall have experience of minimum period of one year for similar type of contract of supplying commercial cars to Govt. Organizations or any large Public Sector Undertaking.

3. Cost of Bidding

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

4. Bid Document (Sale of physical copy of Tender Document is not applicable)

4.1 Bid document includes

- a. Instructions to bidders (Section II)
- b. General condition (Commercial) of the contract (Section III)
- c. Special conditions of contract if any (Section IV)
- d. Schedule of requirement and Hire Charges
- e. Services to be provided (Section V)
- f. Bid form (Section VI) and Financial Bid (Section VII)
- g. Performance Security Bond Form (Section VIII)
- h. Certificate of Non-participation of near relatives in the tender (Section- IX)
- i. Declaration regarding black listing/not blacklisting/debarred from Tender by Dot/Govt. Dept (Section X).
- j. Certificate of experience for minimum period of one year.

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

Signature and stamp of the bidder

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

5. Documents required to be submitted for establishing Bidders Eligibility and Qualifications.

- i. The Bidder shall furnish the particulars of past performance with supporting documents.
- ii. Partnership Deed or proprietorship deed or Articles/Memorandum of Association as the case may be, latest Annual Account in form/C 6
- iii. Latest Income Tax Clearance Certificate (ITCC)
- iv. Valid and authenticated certificate from the MP state/Any other public institution that the vehicle is registered for the commercial purpose.
- v. Certificate issued by the Central Excise and Service Tax Deptt in connection with registration.

6. Amendment to bid document

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

7. Documents comprising the bid

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

- a. Documentary evidence established in accordance with clause 2 that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted
- b. Bid security furnished in accordance with clause 11
- c. A clause by clause compliance as per clause 10
- d. Bid form and price schedule completed in accordance with clause 8 and 9

8. Bid Form

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

9. Bid Price:

- i. The supplier shall quote as per price schedule given in Section VII for the required vehicle.
- ii. The price quoted by the bidder shall remain fixed during entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- iii. "Discount" or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

Signature and stamp of the bidder

10. Clause by clause compliance:

A clause –by- clause compliance of service to be provided (Section V), and special condition (Section IV), shall be given. In case of deviation a statement of deviation shall be given.

11. Bid Security:

11.1 The bidder must deposit Rs.8,500/- (Rupees Eight Thousand Five Hundred only) as bid Security (EMD). The Bid Security shall be in the form of DD drawn in favour of Sr. AO (Cash) O/O The CCA, Bhopal which may be submitted along with hard of the tender and its scanned copy uploaded with tender documents..

11.2 The successful bidder's security will be discharged after the bidder's acceptance of the award of contract satisfactorily in accordance with clause 16 and furnishing the performance security.

11.3 The Bid Security may be forfeited:

- a. If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form.
- b. If the successful bidder fails.
 - i. To sign contract in accordance with clause 18
 - ii. To furnish performance security in accordance with clause 2 of Section III.
 - iii. To furnish a bid not in accordance with 11.1 shall be rejected as non-responsive at the bid opening stage and returned to the bidder unopened.
 - iv. The bid security of unsuccessful bidder will be discharged /returned as early as possible as but not later than 30 days after the expiry of the period of bid validity.

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

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

13. Submission of Bid:

- i. The scanned copy of the Bid along with all certificates and necessary documents, as prescribed in the Tender Document, should be uploaded to the site <http://eprocure.gov.in> up to **06:00PM of 07/03/2017**. Similarly hard copy of the same, duly signed and sealed, with DDs for EMD and Tender Fee addressed to Sr.AO (Admn), O/O CCA, M.P.Telecom Circle, Doorsanchar Bhawan, Bhopal and delivered in person or dropped in the Tender Box provided in the chambers of Sr.AO (Admn) O/O CCA, 1st floor, Doorsanchar Bhawan, Bhopal on or before **18.00 hrs of due date i.e. 07-03-2017**.
- ii. Any bid received after the dead line for submission of bids shall be rejected summarily.

Signature and stamp of the bidder

14. Bid Opening:

CCA, office Bhopal shall open all received e-bids received online only of the bidders whose hard copy of the Bid is received along with DDs for EMD and Tender Fee. While opening e-bids presence of the bidders, who have submitted the bid, is not necessary. All information in this regard will be uploaded from time to time on the site <http://eprocure.gov.in>

15. Evaluation:

15.1 CCA, office Bhopal shall evaluate the technical bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly submitted and whether bids are generally in order i.e only technically acceptable offers will be evaluated and ranking awarded.

15.2 If there is a discrepancy between words and figures the amount in words shall prevail prior to detailed evaluation. CCA, office Bhopal, will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of the bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by CCA, office Bhopal

15.3 CCA, office Bhopal shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered inclusive of all levies and charges as indicated in the price schedule in section VII of the bid document.

16. Award of Contract

CCA, office Bhopal shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall within 10 days of issue of letter of intent, give his acceptance along with performance security amounting Rs. 25,000- (Rs. Twenty Five Thousand) in conformity with Section VIII with the Bid Document.

17. Right to vary quantities:

CCA, office Bhopal reserves the right at the time of award of contract to increase the required quantity of services specified in the schedule of requirements without any change in hiring charges of the offer or other terms and conditions.

18. Signing of Contract

18.1. Signing of Agreement shall constitute the award of hiring contract on the bidder.

18.2. Upon the successful bidder furnishing the performance security the CCA,office Bhopal shall discharge its bid security in pursuant to Clause – 2 of section III

Signature and stamp of the bidder

19. **Annulment of Award**

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

20. **Period of validity of bid**

- 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 CCA, Bhopal as non-responsive.
- ii. A Bidder accepting the request of CCA, office Bhopal for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify bid.

21. **Cancellation of bid**

CCA, office Bhopal reserves the right to cancel the bid partly or fully without assigning any reason.

Signature and stamp of the bidder

SECTION III**GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT****1. Application**

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

2. Performance Security

2.1 The successful bidder shall be required to deposit an amount equal to 5% of the Tendered value i.e. Rs. 25,000- (Rs. Twenty Five Thousand only) within 2 weeks of conveying CCA, Bhopal intention for accepting the bid as Performance Security. However if the work is awarded to more than one bidder the security deposit will be collected proportionately among the successful bidders, as per the allotment of vehicles.

2.2 Performance security shall be submitted in the form of Bank Guarantee issued by a scheduled Bank and the pro forma provided in Section IX of the bid document. Performance security also can be paid by cash in the cash counter in O/o CCA, Bhopal and obtain ACG-67 receipt.

2.3 Performance security will be discharged after compliance of contractor's performance obligation under the contract.

2.4 If the contractor fails or neglect any of his obligations under the contract it shall be lawful for CCA,office Bhopal to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

3. EXECUTIVE TIME LIMIT

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

4. PAYMENT TERMS

Monthly bills shall be submitted in duplicate to the authority specified in contract along with duty slips duly signed by the user. The bills should contain full details of the claim such as charge for the total KM , Service Tax with Cess thereon ,Local Tax and any other levy.

5. Termination of Contract.

5.1 CCA, office Bhopal may without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts:

- a. If the contractor fails to arrange the supply of the vehicles within the period(s) specified in the contract or any extension thereof granted by CCA, office Bhopal or
- b. If the contractor fails to perform any other obligation(s) under the contract.

Signature and stamp of the bidder

