



**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 Sedan Vehicle/2019-20 Dated:
28-08-2019**

Total No. of Pages – 20 (Twenty)

Price Rs. 500/-



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 /2019-20

Dated: - 28 -08-2019

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 of 1300 to 1500 CC capacity and in good condition, on monthly basis. The prospective contractors who can supply minimum one Sedan ,A/C CAR for office of the CCA – M.P. Telecom Circle, Bhopal may upload their tender, the details of which are mentioned as under.

| Sr No. | Activity Description | Time Schedule |
|--------|--|---|
| 1 | Tender No. | CCA/MPTC/Admn/ Sedan Vehicle/ 2019-20 Dated: 28-08-2019 |
| 2 | Start time and date of download of bid document | From 28/08/2019 18:00 Hours |
| 2 | Last date and time of Uploading tender / Bid | 18:00 Hours of 16-09-2019 |
| 3 | Time and Date of Opening of Tender / Bid | 11:00 Hours of 18.09.2019 |
| 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 car of 1300 to 1500 CC capacity |
| 6 | Estimated cost of tender (Excluding GST) | Rs.5,25,000/- for one year |
| 7 | EMD (2% of the Tender Cost) | Rs. 10,500/- |
| 8 | Duration of contract | One year from the date of award of contract with an option of extension for a further period of one or more 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 on every page 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. 500- (Five hundred only) and EMD Rs. 10,500- (Rs. Ten 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 18:00 hours on **16-09-2019**. Bids Shall not be considered in case the cost of tender document is not submitted by 18:00 hours of **16-09-2019**.

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 18:00 hours on 16-09-2019**. This hard copy will only be used in cases where e tender has been received and only for the purpose of verifying the documents uploaded on the site by the tenderers. However tender shall only be finalized on the basis of Technical and Financial Bids uploaded.

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.


Accounts officer (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 no hard copy of filled Financial Bid must be submitted/uploaded along with the Tender Document.

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 the required parameter and in good condition, 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 in good condition.
- 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 (Section IV)
- d. Services to be provided (Section V)
- e. Bid form (Section VI) and Financial Bid (Section VII)
- f. Performance Security Bond Form (Section VIII)
- g. Certificate of Non-participation of near relatives in the tender (Section- IX)
- h. Declaration regarding black listing/not blacklisting/debarred from Tender by DoT/Govt. Dept (Section X).
- i. Certificate of experience for minimum period of one year or more.
- j. PAN , GST Registration Card and copy of GST Returns filed for the last F.Y. (**Only if under the purview of GST**)

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 GST 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 but except GST.**

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 (EMD):

11.1 The bidder must deposit Rs.10,500/-(Rupees Ten 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 copy of the tender and its scanned copy uploaded with tender documents..

11.2 The successful bidder's security (EMD) 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 30days 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 **1800 Hrs. of 16/09/2019**. 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 **1800 Hrs of due date i.e. 16-09-2019**.
- 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 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. 27,500- (Rs. Twenty Seven Thousand Five Hundred only) 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

8
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. 27,500- (Rs. Twenty Seven Thousand Five Hundred 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 from amongst 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.

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 , GST with TDS 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

5.2 CCA, Bhopal may without prejudice, to other rights under Law or the contract provided get the hiring of vehicle done at the risk and cost of the contractor in above circumstances.

6. Termination for insolvency

CCA,office 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.

7. Force Majeure

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockage or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality and given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be responsible of such events and be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of CCA, office 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.

8. Arbitration

“In the event of any dispute arising between the parties in relation to or under this Agreement, the same shall be settled by arbitration conducted in accordance with the Rules of Arbitration of the Indian Council of Arbitration. The decision of the arbitration tribunal shall be final and binding. The venue of the arbitration shall be Bhopal. The arbitral award shall be enforced in accordance with the provisions of the Arbitration and Conciliation Act 1996”

9 Set Off

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

Signature and stamp of the bidder

**SECTION IV
SPECIAL CONDITIONS OF CONTRACT**

1. The special conditions of contract shall supplement the instruction to the Bidders as contained in section II and general (commercial) conditions of the contract as contained in section III and wherever there is a conflict, the provisions herein shall prevail over those in 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.
3. CCA, Bhopal reserves the right of disqualifying such bidders who have a record of not meeting contractual obligations against earlier contract entered into with CCA, Bhopal
4. CCA, Bhopal reserves the right of blacklisting a bidder for a suitable period in case he fails to honour his bid without sufficient ground.
5. The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent in-ability developed during the use of vehicle supplied by the contractor, the hiring authority will have no responsibility of whatsoever and will not entertain any claim in this regard under the provision of the law.
6. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed as breach of this contract.
7. No sub-contracting is permissible. The near relatives of officers / officials of CCA office , Bhopal, recruited or on deputation are prohibited from participation in this tender. The near relation for this purpose are defined as:
 - (a) Members of a Hindu Undivided Family
 - (b) They are husband and wife
 - (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), Brother(s) and Brother's wife, Sister(s) & sister's husband(brother-in-law).
8. The tenderer (s) should give a certificate to the effect that none of his/her such relative is working in the of CCA office , Bhopal as defined above. In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by branch, of these conditions by the company or firm or any other person. The incomplete tender work will be cancelled and earnest money/ security deposit will be forfeited at any stage whenever it is noticed. The CCA, office Bhopal will not pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.
- 9 The contractor shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/ officials as well as essential store items while running the vehicle by ensuring safe driving. CCA, office 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 CCA, office Bhopal have to be suitably compensated by contractor.

Signature and stamp of the bidder

10. The contractor shall when called upon to do so, place at the disposal of CCA, office Bhopal such number of vehicles as may be required even if the number of vehicles so demanded may be more than the number of vehicles he is required to supply for the purpose of execution of the contract at same rate and terms and conditions.
11. In no case a vehicle not registered for the commercial purpose shall be supplied to CCA, office Bhopal and taxes etc., due on such vehicles shall be liability of the contractor.
12. The contractor shall send the vehicle for periodical servicing at the cost of the contractor, CCA, office Bhopal will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc., will be the contractor's liability.
- 13 .CCA, office Bhopal reserves right to counter offer price against price quoted by the bidder.
14. CCA, office Bhopal reserves the right for placement of full tendered quantity on the lowest bidder.
15. Regular checking of meter by the designated transport authority may be got done by the contractor, and requisite certificate may be shown to CCA, office Bhopal as and when demanded.

Signature and stamp of the bidder

SECTION V**SERVICES TO BE PROVIDED**

| | | |
|----|----------------------|---|
| 1. | Service | Provision of sedan type commercial A/C car of 1300 to 1500CC capacity and in good condition, with licensed drivers, registered commercial vehicle on Hiring basis for running in Bhopal and other Districts of M.P |
| 2. | Period of Contract | Under normal circumstances the contract shall be valid for a period of one year from date of issue of work order. However contract may be extended for further period up to one year or more if agreed by the contractor and CCA, Bhopal on the same rate, terms and conditions. |
| 3. | Quantity | Estimated number of vehicles to be hired is one (which may be increased if needed) |
| 4. | Duty hours | Twelve hours per day on all working days of month. However actual duty hours shall be specified by actual user of the vehicle. Day duty hours are 8 AM to 8PM, |
| 5. | Notice Period | i. One day in advance. ii. Telephonic intimation shall be considered as notice pursuant to clause 17 |
| 6. | Reporting Place | Any place within jurisdiction of Bhopal. Actual place of reporting shall be specified by user of the vehicle. |
| 7. | Counting of distance | From garage to garage but chargeable distance in this respect shall not be more than 5 KMs in each way. |
| 8. | Accuracy of meters | The meter reading should tally the actual distance of run at any instance and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly. |
| 9 | Unutilized KMs | Unutilized KMs of particular month will be carry-forwarded in subsequent three months and KMs will lapse only after 3 months. |
| 10 | Penalties | i. In case of break down , vehicle will have to be replaced by other one immediately not more than one hour. In case of non-availability of suitable vehicle penalty up to Rs. 100- may be imposed in addition to deduction in pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs. 200- per break down shall be imposed. ii. In case of non-availability of vehicle, penalty of Rs. 200/- per day shall be imposed in addition to deduction at pro-rata basis or actual expenditure incurred on that day for office whichever is higher. iii. In case of non-availability of vehicle , during extra hours penalty of Rs.100- per occasion shall be imposed. iv. Late report for duty shall attract penalty Rs. 100- per occasion. v. If late report exceeds more than one hour, vehicle shall be sent back and additional amount Rs. 100- (in addition to (iv) above) as penalty with deduction of amount at pro-rata basis or actual expenditure whichever is more will be imposed. |

Signature and stamp of the bidder

| | | |
|-----|----------------------|---|
| 11. | Special Requirements | <ul style="list-style-type: none"> i. Intending bidder must have a telephone where requisition of vehicles can be conveyed round the clock. Telephone No must be specified in the bid. ii. No vehicle should be supplied having registration in Name of employee of CCA, office Bhopal staff or close relative and Certificate to this effect be given on the body of bill while submitting claim. iii. Payment of any Govt. tax or duty for plying the vehicles in CCA, office Bhopal will be liability of contractor. iv. Parking and Toll charges, if any, may be claimed by producing the parking/Toll slips. v. Intending bidder should arrange issue of proper Identity Cards after verifying the antecedents of his drivers through Local Govt. Offices. vi. The hired vehicles will be utilized fully and shortage if any, in utilizing the contractual KMs. in any particular month will be suitably adjusted over a period of subsequent Three months. vii. The driver engaged must be well behaved , submissive and respectful to those who use the vehicle for Govt. duties or otherwise. |
|-----|----------------------|---|

Signature and stamp of the bidder

SECTION VI
BID FORM

e-Tender No. CCA/MPTC/Admn/Sedan Vehicle /2019-20 Date 28/08/2019

To
Dy. CCA ,
O/o CCA, M.P. Circle,
1st floor, Doorsanchar Bhawan
Hoshangabad Road
Bhopal 462 015.

Dear Sir,

Submission of e bids and Sealed Bids as per the e-tender No. CCA/MPTC/ Sedan Vehicle /2019-20 Dated 28/08/2019 for supply of vehicle I/We herewith submit My/our bid.

1. a) Name of the Bidder
b) Address
.....
.....
c) Tel. No
d) Fax No.
c) Mobile No.
2. Status of the bidder whether
proprietary, partnership, HUF
Ltd., Company etc.
3. Name of the authorized
signatory who is empowered to
sign the agreement, other
documents and correspondence
with CCA, Bhopal
4. Details of past experience
5. EMD particulars Amount Rs.
DD No. Date.
Name of Bank & Branch.....
6. Income Tax Clearance
Certificate No. and date
7. Valid GST registration
certificate (attach proof)

Signature and stamp of the bidder

1. Having the conditions of contract and services to be provided, the receipt of which is hereby duly acknowledged. I/We, understand, offer to provide commercial vehicles in conformity with the conditions of contract and applications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake to enter into agreement within one week of being called up on to do so and bear all expenses including charges for stamps etc., and agreements will be binding on us.
3. If our bid is accepted, we will obtain guarantees of a Schedule Bank for a sum not exceeding 5% of the contract sum for the due performance of the contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.
7. We understand that you are not bound to accept the lowest or any bid you may receive.

Date this..... Day of..... 2019

Signature and Seal of Bidder

List of documents enclosed along with e bid (scanned) and hard copy of Bid Document

1. EMDs in the form of DD No. Date, Name of Bank & Branch.
2. Proof of Registration.
3. Latest Income Tax Clearance Certificate.
4. Experience Certificate.
5. Registration Certificate for Vehicle.
6. Partnership Deed proprietorship Deed/MOA as the case maybe with last Annual Account in form C6.
7. Valid Authentication Certificate from State govt.
8. Clause by Clause compliance (Section IV & V).
9. Certificate of non-participation of near relation in the tender.
10. PAN and GST Registration Card with Mobile Number.

Signature and stamp of the bidder

SECTION VII
SCHEDULE OF REQUIREMENT AND RATE

(FINANCIAL BID)

Important Note : *The tenderers are requested not to quote rate in this format. This has been given here only for sample purpose. The Financial Bid has been uploaded separately and the same may also be downloaded and after quoting rates therein should also be uploaded separately so that it may be opened only of the technically qualified tenderes.*

1. ON MONTHLY BASIS:

| S.No | Type of Vehicle/ Model | Job Description (Monthly charges) | Rates for Hiring Charges of Sedan type A/C car of capacity from 1300 to 1500 CC and in good condition | |
|----------|---|-----------------------------------|---|----------|
| | | | <i>(Excluding GST)</i> | |
| | | | In Figures | In Words |
| 1 | Sedan type A/C car of capacity from 1300 to 1500 CC and in good condition | For 1500 km /month | | |
| | | Rates per Extra km | | |

Note 1 : In case of any conflict between words and figure the quote in words will be taken.

Note 2 : L-1 shall be decided as under :-

- A** Firstly on the basis of lowest rates quoted for 1500 K.M. per month.
- B** If A is tied, on the basis of lowest rates quoted for per extra K.M.
- C** If both A and B are tied , then working experience with this office , shall be the criteria for awarding the contract.

*Certified that I have read the Tender Document thoroughly and carefully and rates quoted in the Financial Bid are inclusive of all leviable Taxes , **but excluding GST**) in figures and words and I am agreeable to the all terms and conditions specified in the of the Tender document*

Signature of the Bidder

Name of the bidder

Date:

Signature and stamp of the bidder

SECTION VIII
PERFORMANCE SECURITY BOND FORM

1. In consideration Controller of Communication Accounts, M.P. Circle having agreed to exempt _____ (herein after called the said contractor(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 contractors of the terms and conditions to be contained in an agreement in connection with the contract for supply of sedan type AC car of capacity from 1300 to 1500 CC and in good condition, we, (Name of the Bank) at the request of _____ contractor's do hereby undertake to pay the CCA, office MP Circle, Bhopal an amount of not exceeding _____, against any laws or damage caused to or suffered or would be caused to or suffered by the CCA, office MP Circle, Bhopal by reason of any branch by the said contractor's of any of the terms and 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 CCA, office MP Circle, Bhopal stating that the amount claimed is due by way of laws or damages caused to or suffered by the CCA, office MP Circle, Bhopal reason of branch by the said contractor 's of any of the terms and conditions contained in the said agreement or by reason of the contractor's 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 CCA, office MP Circle, 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 CCA, office MP Circle, Bhopal any money so demanded notwithstanding any disputes raised by the contractor (s) / supplier(s) in any suit or proceedings pending before any court or tribunal relating to 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 the contractor (s) / supplier (s) shall have no claim against us for making such payment.
4. We (Name of the Bank) _____ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from the date herein and further agrees 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 CCA, office MP Circle, Bhopal _____ under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till CCA, office MP Circle, Bhopal certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor (s) and accordingly discharges this guarantee.

Signature and stamp of the bidder

5. We (Name of the Bank), further agree with CCA, office MP Circle, Bhopal that the CCA, office MP Circle, Bhopal shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary and of the terms and conditions of the said agreement or to extend time of performance by the said contractor (s) from time to time or to postpone for any time to time any of the powers exercisable by the CCA, office MP Circle, Bhopal against the said contractor (s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractors or any indulgence by the forbearance, or any omission on the part of the CCA, office MP Circle, Bhopal or any in indulgence by the CCA, office M.P. Circle, Bhopal to the said contractors 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 charge in the constitution of the Bank or the contractor (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 CCA, office MP Circle, 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 stamp act.

Signature and stamp of the bidder

Section -IX

(Participation of near relatives of the DoT employees in the tender/execution of works in DoT unit is prohibited).

The near relatives for the purpose are defined as:

- a) Members of Hindu Undivided Family
- b) They are husband and wife
- c) The one is related to the other in the manner as father, mother, son(s) & son's wife (daughter in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) husband (brother-in-law).

CERTIFICATE

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

Signature of the Proprietor

1.

2.

3.

Signature and stamp of the bidder

SECTION X

**DECLARATION REGARDING BLACKLISTING/DEBARRING
FROM TAKING PART IN GOVT.TENDER BY DOT/GOVT. DEPT**

I / We Proprietor/ Partner(s)/ Director(s) of M/S. -----

hereby declare that the firm/company namely M/S.-----
-----has not been blacklisted or debarred in the past
by DOT or any other Government organization from taking part in Government
tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. -----
hereby declare that the firm/company namely M/S.-----
-----was blacklisted or debarred DOT, Govt.Dept. from
taking part in Government tenders for a period of ----- years w.e.f.-----

The period is over on -----and now the firm/company is entitled to take part
in Government tenders.

In case the above information found false I/We are fully aware that the tender/
contract will be rejected/cancelled by O/o CCA, MP Telecom Circle, Bhopal., and
EMD/SD shall be forfeited.

In addition to the above O/o CCA, MP Telecom Circle, Bhopal will not be responsible
to pay the bills for any completed / partially completed work.

Signature -----

Name -----

Capacity in which as signed: -----

Name & address of the firm: -----

| |
|--|
| Seal of the firm should be Affixed. |
| |

Date:

Signature of Bidder with seal.