



भाकृ.अनुप.-राष्ट्रीय आर्किड्स अनुसंधान केंद्र
ICAR-National Research Centre for Orchids
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F. No.NRC(O)/S/40/19-20/16

Dated: 07/01/2020

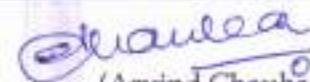
**NOTICE INVITING TENDER FOR ANNUAL RATE CONTRACT FOR HIRING OF
VEHICLE THROUGH E-PROCUREMENT**

(Tender Notice for Hiring of Vehicles at ICAR NRC for Orchids, Pakyong, Sikkim & Darjeeling)

The Director, ICAR-NRC for Orchids, Pakyong invites online bids under Two bid system from the registered Cab Operators/registered travel agencies/firms for hiring of vehicles as and when required basis for official use (local/out-station tour) of the Institute under Annual Rate Contract (for a period of one year and the Contract can be extended further one year time subject to satisfactory performance and mutual consent/agreement on the same terms and conditions).

CRITICAL DATE SHEET

Tender ID (To be allotted by portal after uploading of tender)	2020_DARE_533960_1
Tender Reference No.	F.No.NRC(O)/S/40/19-20/ Dated:
Date and Time of publishing of Tender through e-procurement Portal	08.01.2020 4:00 PM
Document Download Start date & Time (Online)	08.01.2020 4:30 PM
Bid Submission Start Date & Time (Online)	08.01.2020, 5:00 PM
Document Download End date & Time & Time (Online)	20.02.2020, 10:00 AM
Bid Submission end date & Time (Online)	20.02.2020, 11:00 AM
Date & time for opening of technical Bid (Online)	21.02.2020, 2:00 P.M
E.M.D to be paid in the shape of Demand Draft in favour of "Director, ICAR-NRC for Orchids, Pakyong, payable at SBI, Pakyong Branch code (9036) only.	Rs. 6,000.00 (Rs. Six Thousand only)
Tender Document Fee to be paid in the form of Demand Draft in favour of "Director, ICAR-NRC for Orchids, Pakyong, payable at SBI, Pakyong Branch code (9036) only.	Rs. 500.00 (Rs. Five Hundred only) (Non- Refundable)
Address for Communication	The Director, ICAR -NRC for Orchids, Pakyong-737106 (Sikkim)


(Arvind Chauhaan) 07/01/2020

Administrative Officer i/c

1. The tender form and other details are available on Web Site: <http://www.nrcorchids.nic.in> & CPPP. The interested registered Cab operators/registered Tour & Travel agency/firm may download the tender document from above websites and upload the same after completing in all respect in the e-procure.gov.in portal as per guidelines mentioned in the portal by or before the due date & time. Tenders are to be submitted only online through e-procurement portal <http://eprocure.gov.in/eprocure/app>.
2. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender documents. Tenders sent by any other mode will not be accepted.
3. Any changes/modifications in the tender inquiry will be intimated by corrigendum through www.eprocure.gov.in and Web Site: <http://www.nrcorchids.nic.in> only.
4. In case, any holiday is declared by the Government on the day opening, the tenders will be opened on the next working day at the same time. The Centre reserves the right to accept or reject any or all the tenders.
5. Tender fee and Bid Security (Earnest Money Deposit): The interested firms are required to submit (in original) Tender Fee and Bid Security (EMD) in the form of Demand Draft/Pay Order from any commercial Bank in an acceptable form in favour of "Director, ICAR NRC for Orchids, Pakyong payable at SBI Pakyong code no.(9036), Sikkim" on or before last date/time of bid submission. Bids shall not be considered in case the Tender fee and Earnest money are not submitted before the closing date of tender. The bid security (EMD) will not bear any interest and the bid security (EMD) of unsuccessful tenderer would be refunded without any interest after finalization of the tender.


(Arvind Chauhaan)

Assistant & Administrative Officer I/C

(This tender document contains PART- A to E and ANNEXURE- I to IV, Total 19 pages)

Copy to:

1. PA to Director, ICAR-NRC for Orchids, Pakyong (for his kind information)
2. Chairman (TAC), ICAR-NRC for Orchids, Pakyong for information
3. Scientist In-charge (ARIS CELL), ICAR-NRC for Orchids, Pakyong (with the request to kindly upload the tender notice in Institute website & CPP Portal)
4. General Manager STDC, Undertaking of Govt. of Sikkim, Hotel Mayur, Gangtok, Sikkim 737101
5. Assistant Finance & Accounts Officer, ICAR-NRC for Orchids, Pakyong
6. Vehicle In-charge, ICAR-NRC for Orchids, Pakyong.
7. Notice Board, ICAR-NRC for Orchids, Pakyong and Darjeeling Campus.

PART-A

Instructions for Online Bid submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, only using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

SUBMISSION OF BIDS

de

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.



4/19

9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.



General Terms & Conditions of the Contract

IMPORTANT INFORMATION

1. **PURCHASER and CONSIGNEE** :The Director, ICAR-NRC for Orchids, Pakyong, Sikkim
2. **PERIOD OF CONTRACT**: One year from the date of conclusion of Rate Contract. Contract period may be extended for further one year depending upon requirements with mutual consent/agreement as may be decided by the competent authority, after review of performance.
3. **FIRM & FIXED RATES**: Prices should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration. In case of award of contract the rates approved by NRCO will remain firm & fixed throughout the period of contract agreement.
4. **NON TRANSFERABILITY**: This tender is non-transferable.
5. **TERMS & CONDITIONS**: Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of the Authority.
6. **TENDER FEE**: The original tender fee in format of DD shall reach this office before closing date & time of bid submission.
7. **Bid Security (EARNEST MONEY)**: The original EMD in form of DD shall reach this office before closing date and time of bid submission.
8. **Performance Security**: The successful tenderer shall deposit Rs. 25,000/- (Twenty Five Thousand) (in lump-sum) as security deposit within 15 days of award of contract which will be refunded after satisfactorily completion of the Annual Rate Contract. If the services are not performed satisfactorily or terms and Conditions of contract agreement are violated the performance security is liable to be forfeited. No interest will be paid on performance security.
9. **PRESCRIBED FORMS**: Online bids under two bid systems (Technical bid and Financial bid) through e-procurement in the format prescribed (**PART-D, Technical bid & PART-E, Financial bid**) in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. The tender sent by Courier/Registered post/Telegraphic/Telex/Fax/ Email will not be accepted and ignored straightaway.
10. **NRC (O) RIGHTS**: The Director, ICAR-NRC for Orchids, Pakyong reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

11. **LEGAL CONTRACT:-** The supplier shall execute a legal contract agreement along with undertaking in duplicate on stamp paper of appropriate value (charges to be borne by the supplier/travel agency), immediately after the receipt of the award letter but not later than by 15 days of the date of issuance of award letter. The subsequent matter will be got typed on non-judicial stamp papers of Rs. 100/-. Each page of this contract agreement should be duly stamped & signed by the authorized signatory of the firm. A copy of power of attorney in respect of the authorized signatory, that he is authorized to sign the contract on behalf of the firm, is also to be attached with the contract agreement. All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in Gangtok only.

Note: - Contract agreement is to be signed at ICAR-NRC for Orchids, Pakyong. Contract agreement by post shall not be entertained.

12. The rates should be quoted as per the Financial Bid format /BOQ format uploaded on the CPP Portal. Taxes, if any, should be indicated separately. It must be noted that the contract shall be awarded to the firm which fulfils all the required specifications, terms and conditions and remains L-1.
13. Modification in the tender documents after the closing date and time is not permissible.
14. It terms and Conditions of tender & contract agreement are not adhered then EMD shall be forfeited. The bids shall be valid for 06 months from the date of opening of tender.
15. The Director, ICAR-NRC for Orchids, Pakyong shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
16. Rates once finalized will not be enhanced during the period of the contract, under any foreseen or unforeseen circumstance.
17. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money/performance security deposited would be forfeited.
18. The Director, ICAR-NRC for Orchids, Pakyong reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
19. If any dispute(s) arises between ICAR-NRC for Orchids, Pakyong and the firm with reference to the contract; ICAR-NRC for Orchids, Pakyong will decide it and its decision will be binding on the firms.
20. **Bid Validity** ; 180 days
21. **Jurisdiction of Court :-** The court of the Gangtok shall have a jurisdiction to decide any dispute arising out of or in respect of contract.

22. **Force Majeure Clause** :- The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, Epidemics, quarantine restrictions, strikes, lockout or any act of war. Notice of the happening of any such event is given by either party to the other within 15 days from the date of occurring thereof. However either party at its discretion can terminate the contract in such cases.
23. **Acceptance or rejection of offer** :- The Director, ICAR-NRC for Orchids, Pakyong reserves the right to accept or reject any tender in part or full without assigning any reason thereof. The successful bidder should submit order acceptance letter within 10 days from the date of issue.
24. The Director, ICAR-NRC for Orchids, Pakyong reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
25. **Authorized Signatory/ Signing of Tender:** Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are digitally signed as:
- " a sole proprietor" of the concern or constituted attorney of such sole proprietor;
 - a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

NOTES:

- In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
 - In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
 - A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, NRC(O) may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
26. **Liquidated Damages:** In case the firm does not provide the hiring vehicle (s) in time, action will be taken against the firm / travel agency and the vehicle(s) may be hired from another sources at their risk and cost and recover the additional expenses paid by the Institute (if any) from the travel agency including administrative expenses under the contract, the total

damages, so claimed shall not exceed 10% of the total cost of hiring vehicle(s). Besides that, a penalty of Rs. 500/- would be imposed for every such laps.

27. In case of award of contract duty slip/Log book showing starting time/ closing time and starting K.M/ closing K.M should be update at the end of each trip and signature of the Indenting officer/ Vehicle I/C should be recorded.
28. In case of award of contract, bills in triplicate along with duty slip/log book showing starting time/ closing time and starting KM/ Closing KM duly signed by the indenting officer/ Vehicle I/C shall be submitted at the end of each month for necessary payment.
29. Financial bid will be open only for those bidders whose Technical Bid qualifies in all aspect. Financial bid for technically disqualified bidders will not be opened/ Considered.

Signature of authorized representative of firm with Name & Seal



PART-C

Other Terms & conditions of Contract for hiring of vehicles as and when required basis:

1. The rate of hire charges per km. should be quoted separately for each vehicle inclusive of all charges i.e. P.O.L., Maintenance. /Repair of vehicle, Insurance, Permit, fitness, Rent etc. No other claim made over the quoted rate will be admissible.
2. The vehicle should be clean and in good conditions (mechanically as well as get up wise i.e. out body/Upholstery etc. should be decent looking with proper seat covers etc.) (preferably new vehicles/model of year 2018 and onwards) and registered as commercial vehicle with RTO department. The hired vehicle will have to be fitted/provided with the mandatory additional/utilities such as clean seat covers, mobile charger, seat belt (front/rear), quality radio music system, car perfume, reading lamp etc.
3. The Institute shall not be responsible/liable for any type of wear & tear/repair/accident etc. in respect of vehicle(s) to be hired. In case the hired vehicle meets an accident/or is damaged, the travel agency will be held responsible for any type of loss/damage/claims.
4. The Cab operator owner/firm should be in a position to provide the commercial vehicle(s)/Cab/Taxi registered with Transport Department as and when required/needed (as intimated on short notice by telephone or otherwise by the office). It should be provided/made available/arranged immediately to this Institute (within 12-24 hours after receipt of order) under ARC.
5. On every occasion when vehicle is provided by agency, the agency will communicate the vehicle/ Taxi number, Driver Name and Contact details by SMS to I/C Vehicle, ICAR-NRCCO
6. The owner/firm/travel agency should be in a position to provide standby/substitute vehicle in case of any breakdown.
7. Driver of travel agency on providing hired vehicle should carry valid licence in his name and he should in clean uniform/name badge, having good character and conduct. The driver will not consume intoxicating drinks or drug while on duty of hired vehicle. The driver should be provided with a mobile phone by the contractor, he should be professional drivers and fully aware with the routes of Sikkim, West Bengal & North East India as and when hired vehicle required to the Institute. TA/DA etc. will have to pay by the Agency to their driver while on tour for outstation duty. Officer using vehicle will not be responsible for making any kind of payment to driver for TA/DA halt charges etc.
8. Driver shall all times obey traffic rules while driving the hired vehicle and if he disobeyed the traffic rules and any penalties imposed /caused, the same will be paid by the driver of travel agency and if he fails to pay the same on the spot, the penalty amount if paid by any officer of the Institute, the amount will be recovered from the monthly bill of the firm before making payment.



9. All the related documents of hired vehicle will accompanied with the driver of hired vehicle.
10. The vehicle will be hired on contract basis. The contract is made for a period of one year subject to follow all the terms & conditions of the Contract. It may be extended for a further period of one year subject to the satisfactory performance by the contractor and mutual consent.
11. The Contract is remain valid for a period of one year, this may be terminated before the one year period without ascertaining any reasons or extended the same, this is at the discretion of the Director ICAR - NRC(O),Pakyong.
12. The vehicle provided should be of comprehensive Insurance and covers all risks/losses complete in all respect. In case of any accident or theft or damage etc. all the claims arising out of it will be met by the Agency and this Institute shall not be liable in any matter whatsoever.
13. Copy of PAN/ITCC issued by Dept. of Income Tax should be submitted with the quotation.
14. In case of any injury or death caused due to accident (including third party) all claims arising of it will be met by agency and this institute shall not be liable in any compensation/matter/ legal consequence whatsoever.
15. Copy of Service Tax/GST clearance certificate should be attached with the quotation.
16. Users list, and photo copies of the Contract awarded to firm/travel agency by the other Govt. dept./organizations etc. for the said item of last 2 years should be attached with the quotation.
17. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Institute will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc. Besides, a penalty of Rs. 500/- would be imposed for every such lapse.
18. The successful bidder/service provide travel agency to whom the contract awarded may ensure that no such vehicle to be provided under the contract period which is financed by the bank/or finance company and the firm is defaulter to deposit EMI of such vehicle to them in time of any reason. In case such vehicle provide by the travel agency and during travel of any officer of the Institute with the vehicle any incident happens cause of/come in the notice /faced irregularities, an appropriate action will be taken against the service provide travel agency.
19. Mileage shall be counted from ICAR-NRC for Orchids, Pakyong or any other pickup/drop of location specified by the office/ Vehicle in-charge only and for this purpose the driver deputed shall get the meter reading checked from the vehicle (officer) in-charge ICAR-

NRCO for this purpose. Similarly, at the time of departure meter reading may be got verified by the vehicle In-charge/ officer using the hired vehicle, in prescribe format.

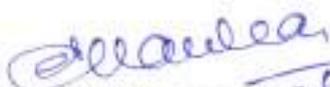
20. The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/settled by the Cab Operator/travel agency. The Institute in no way shall be party to the dispute and will have no liability on this account in any manner whatsoever.
21. Any Police Case lodged in respect of hired vehicle/ driver of hired vehicle will be dealt by the service provide travel agency and no claims for any penalty/legal expenses etc. imposed by Police /Court will be admitted by the Institute.
22. The milometer of the hired vehicle should be sealed and in perfect working conditions.
23. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
24. Non-compliance with any of the above conditions is liable to rejection of tender.
25. No advance payment will be made. The approved firm shall submit the bill (in duplicate) at the end of the month certified by the concerned officer/ Vehicle in-charge who has used the vehicle. No interest is payable on delayed payment.
26. Decision of Director, ICAR-NRC(O), Pakyong will be final for any aspect of the contract and binding to all parties, Disputes arising, if any on the contract will be settled at his level and will not be referred to arbitration.
27. Vehicle indented / order by the institute has to be arranged at give point of time and place with full tank filled with fuel and without delay. Officer using the vehicle will not responsible or make any kind of payment for fuel refilling.
28. Vehicles which are indented/booked by the Institute should possess up-to-date Insurance Coverage, Road Tax & Permit to enter other States (Inter-state & All India Permit).
29. The Rates Quoted By The Tenderer(S) Are Fixed During The Period Of Contract & This Institute Will Not Be Responsible For Any Escalation In Diesel Price/Other Lubricants/Other Statutory Charges Etc. If The Service Provider(S) Withdraw From The Contract, The Performance Security Amount Will Be Forfeited Automatically. The Service Providers Shall Furnish 3 Months' Notice To This Institute Before Withdrawing The Contract During The Period Of Annual Rate Contract

IMPORTANT:

30. The rate should be quoted as per the format in the financial bid (PART-E) schedule attached.
31. Toll Tax, Parking Charges will be paid by this centre on submission of cash receipt duly signed by the Officer used vehicle/ I/C vehicle with the bill.



32. Halt Charges and Outstation charges will be remain fixed as quoted in financial bid, throughout the period of contract agreement and will not be changed in any circumstance.
33. Halt charges will be admissible only for night halt (if any) during outstation duty as per requirement of this office.
34. Outstation charges will admissible for journey (on daily basis) performed beyond 8 (Eight) hrs and outside of Gangtok (Pakyong and Ranipool included) municipal area.


(Arvind Chauhaan) 29/07/2020
Assistant & Administrative Officer I/C

PART-D

Technical Bid

Check list of documents to be uploaded by the tenderer in Technical Bid cover

The Firms are required to upload copies of the following documents:-

Sl. No.	Documents required	YES / No If Yes, then page No.
1.	Scanned copy of Firm's updated registration issued by the Central Govt./State Govt. as a Cab operator	
2.	Updated Registration with Transport Department	
3.	Scanned copy of Earnest Money Deposit (EMD)/its exemption scanned copy and tender fee/its exemption, if any.	
4.	Scanned copy of Tender Fee	
5.	Users list, and scanned copies of the Work Order/Contract awarded to firm/travel agency by the other Govt. dept./organizations etc. for the said item(s) of the last 2 years.	
6.	RTGS detail of the firm	
7.	Scanned copy of Valid PAN issued by Income Tax Department, TIN No. & GST Registration No.	
8.	Scanned copy of Income Tax Return of last 2 years	
9.	Details of Cab operator (Annexure-I)	
10.	Tender acceptance letter (Annexure -II)	
11.	Scanned copy of Signed Price Bid undertaking (Annexure III)	
12.	Undertaking that firm has not blacklisted by any Government organization (Annexure-IV)	
13.	Any other details (if any)	

(Signature of the Bidder, with Official Seal)

PART-E**FINANCIAL BID****(To be submitted separately in Financial bid Cover)**

Sl.No	Particulars	For Non- A/C		For A.C	
		Rate quoted (in figures) per Km	Rate (quoted in words) per km.	Rate quoted (in figures) per Km	Rate (quoted in words) per km.
Local & Outstation Journey					
(i)	Innova or Similar				
(ii)	Tavera/ Ertiga/Scorpio or similar				
(iii)	Tata Sumo/ Bolero or Similar				
(iv)	Alto/Wagonr or Similar				
(v)	Utility/pickup Van or Similar			-	-
For Outstation Duty only					
(i)	Driver Halt Charges				
(ii)	Driver Outstation Charges				

Note:-

1. The rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.
2. The rates quoted should be exclusive of GST. GST will be paid as extra as per actual.
3. No extra charges over quoted rates will be admissible in any circumstance.
4. Rate quoted should not be higher than STDC rates/ operated vehicles.

Signature of authorized representative of firm with Name & Seal

Details of the Cab Operator/Travel Agency/Firm/Company

S.No.	Particulars	
1.	Name of Proprietor of the Tenderer Cab operator/travel agency/firm who	
2.	Name of Tenderer Cab operator/Travel agency/firm	
3.	Registered/Postal Address	
4.	Details of the Cab Operator/Travel agency/ /company/society etc.- i) Individual/UHF ii) Partnership firm (Regd. under partnership act 1932) In case of partnership firm give the details of partners. iii) Company (Regd. Under Indian Companies Act 1956 or Any other	
5.	Regn. No. with the name of Central Govt./State Govt. department wherein registered the firm	
6.	Regn. No. Regd. as Cab Operators with Central Excise Department	
7.	Phone number/Mobile number office residence	
8.	E-mail Address	
9.	PAN No	
10.	TIN /GST Registration. No.	
11.	Applicable Bank Details : Bank Name : Branch Address with Phone No. Account No. Type of Account (Current/Saving) RTGS/IFSC Code & Branch	
12.	Any Other Information	

Signature of the bidder



TENDER ACCEPTANCE LETTER
(To be given on Company Letter head)

Date:

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. : _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender / Work' from the website(s) namely: _____
_____ as per your advertisement, given in the above mentioned website(s).
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. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,



(Signature of the Bidder, with Official Seal)

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

1. I submit the Price Bid for _____ and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document (including PART A to E and ANNEXURE-I to IV), and agree to abide by them for the ARC.
3. I offer to work at the rates as indicated in the price Bid.

Yours Faithfully,



Signature of the firm with seal

(Annexure-IV)

(Printed on letter head of firm)

TO WHOM IT MAY CONCERN

We hereby certify that our firm M/s
.....has not been black listed by any Government, or semi
Government department in India.

(Signature of the Firm with Seal)

