

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 07.04.2017

E-TENDER DOCUMENT

CRITICAL DATE SHEET

Tender Document Published	07.04.2017 at 02.30 PM
Bid Submission Start Date	07.04.2017 at 04.00 PM
Bid Submission End Date	27.04.2017 at 03.00 PM
Bid Opening Date	28.04.2017 at 04.00 PM

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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 07.04.2017.

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>” dated 07.04.2017 (02.30 PM). Bid submission start date from 07.04.2017 to 27.04.2017 (03.00 PM) and bid opening date on 28.04.2017 (04.00 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. Specifications 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 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. (Original 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 of the drivers 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 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) The Earnest Money Deposit (**Annexure-I**) should be submitted to the Section Officer, Genl. I Section, Ministry of Electronics and Information Technology, 6, CGO Complex, Electronics Niketan, New Delhi on or before last date of bid submission upto 03.00 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 date of published.
- 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. 28.04.2017 at 04.00 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) Bidders are required to upload scanned copy of documentary evidence indicating that the firm is located in National Capital Region of Delhi.
- ii) Bid form (as per annexure-I)
- iii) The bidder are required to quote the rate for both monthly basis as well as daily basis otherwise the bid will summarily be rejected.
- iv) Bidders are required to upload scanned copy of sufficient experience for similar type of works in this field for the last 2 years.
- v) Bidders are required to upload scanned copy of RC atleast ten commercial petrol vehicles registered in the name of the firm (Vehicles provided model January, 2015 to onward) (Original R.C issued by Transport Authority to be checked by the Ministry).
- vi) Bidders are required to upload scanned copy of Balance Sheet along with Profit and Loss statement duly certified by Chartered Accountant having turnover of more than Rs. 20 lakh for the Financial Year 2014-15 and 2015-2016.
- vii) Bidders are required to upload scanned copy of the PAN No. in r/o firm or Service Tax Registration Certificate allotted by concerned authorities.
- viii) Bidders are required to upload the scanned copy of the EMD of Rs. 1,20,000/- (Rupees 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.
- ix) Bidders are required to upload the scanned copy of the Income Tax returns for the last two year i.e. 2014-2015 and 2015-2016.
- x) Bidders are required to upload the scanned copy of the Declaration on letter head stating that the bidder has not been black-listed by any Ministry/Department/Organization.
- xi) Bidder are required to upload the scanned copy of the tender acceptance letter.
- xii) Bidders are signed with seal all the pages of quotations, documents, specification, etc. otherwise the bid will be rejected.

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 Performa other than the Performa 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 excluding of Service tax, 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. **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.
6. **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.
7. **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.
8. **Performance Security:** The successful bidder shall require to submit a Performance Security of Rs. 1,50,000/- (Rupees One lakh Fifty Thousand only) 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.

9. CATEGORY AND NUMBER OF VEHICLES REQUIRED

At present 14 Nos. AC/Non-AC Petrol 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.

10. 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 30 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 all over consolidate. 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.

11. **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.

12. **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.

13. 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.

14. **Force Majeure**: Notwithstanding the provision of the **clause 8**, the firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for breach, if and to the extent that, its delay in 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.

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 : 27.04.2017**
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) : _____

cont...2/-

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 commercial vehicle)						
2.	Economy Cars with AC (Tata Indica, Maruti Wagon-R, Hyundai-i10 or equivalent only for petrol commercial vehicle)						
3.	Sedan Cars with AC (Tata Indigo/Maruti Dzire/ Hyundai Xcent, Amaze, or equivalent only for petrol commercial vehicle)						
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 for petrol/Diesel commercial vehicle)						
6.	Volvo Coach (Bus) 40 seater Luxury (only for Diesel)	NA	NA	NA			

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

Sl. No.	Description	Yes or No	Page
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 of the Department/Ministries/PSUs and reputed business organization (documentary proof to be upload)		
5.	Copy of RC atleast ten commercial petrol vehicles registered in the name of the firm (Vehicle provided model January, 2015 to onward) (Original RC issued by Transport Authority to be checked by the Ministry.)		
6.	Proof of Annual Turn-over which should not be less than 20 lakh along with the Balance Sheet and Profit and Loss Account for the last two years (2014-2015 and 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 and 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.	Copy of the tender acceptance letter.		
12.	Have you signed with seal all the pages of quotations, documents, specification, etc. otherwise the bid will be rejected.		

B. Price Bid Cover

Sl. No.	Description	Yes or No	Page
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)

To

Sh. B.D. Sharma
Joint Director
Ministry of Electronics and Information Technology
Electronics Niketan, 6, CGO Complex
New Delhi-110003

Subject:- Acceptance of Terms & Conditions of Tender.

Tender Reference No. J-15017/33/2016-Genl.I

Name of Tender/Work: _

Supplying of hired vehicles on the rental basis in MeitY.

Dear Sir,

1. I/We have downloaded/obtained the tender documents for the above mentioned 'Tender/Work' from the web site(s) namely:-

<http://eprocure.gov.in/eprocure/app>

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from **Page No. 1 to 19** (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/organization 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)

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, 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 submit 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 enrol 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 Enrolment” 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. Bidder 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/TCS/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.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS /e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note to the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

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 documents 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.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or Other Important Documents” are available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

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 on 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 documents. The original should be posted/couriered/give 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 date 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 colored (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 person 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 key. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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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.

10. 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 meeting.

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. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +917878007973.

