

Indian Institute of Corporate Affairs

**M/o Corporate Affairs
Govt. of India**

e-Tender Notice

Tender Reference No: IICA/35-03/2016

Sl. No	Head	Particular
1.	Name of work	Hiring of 8 Vehicles as given in Bid Document
2.	Estimated Cost	50 Lakhs
3.	EMD	1,75,000/-
4.	Cost of Tender Document	500/-
5.	Last date/ time of e-tender up to	5 th October ,2016 Up to 3:00 PM
6.	Date of publication of e-Tender on web site	21 st September, 2016
7.	Date and Time of opening of Technical Bid	5 th October ,2016 at 3:30 PM
8.	Name and Address of office inviting tender	IICA, Plot no P- 6,7&8, Sector 5, IMT, Manesar, District - Gurgaon, Haryana 122052

Bid Document

e-Tender
for
Hiring of Vehicles

For O/o Indian Institute of Corporate Affairs,
M/o Corporate Affairs, Gol

Plot no P- 6, 7 & 8, Sector 5
IMT Manesar, District Gurgaon 122050
Tender No. IICA/35-03/2016
(Visit us at www.eprocure.gov.in)
Price: Rs. 500/- only

Indian Institute of Corporate Affairs
M/o Corporate Affairs
Govt. of India

Plot No P- 6, 7&8
IMT Manesar
District Gurgaon
PIN 122050

Dated: 21.09.2016

e-Tender Notice No. IICA/35-3/2016

Hiring of Vehicles

By

Indian Institute of Corporate Affairs, IMT Manesar, Gurgaon

To

All intending parties

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.....

Subject: Hiring of Vehicles by O/o the Indian Institute of Corporate Affairs, IMT Manesar

e-Tenders are invited by Indian Institute of Corporate Affairs (here in after called IICA), IMT Manesar, from reputed , experienced and financially sound Vehicle Operator herein referred as "Operator" for hiring of 8(Eight) Vehicles on monthly basis as indicated below registered as commercial vehicles with model not older than two years from the date of publication of e-tender. The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of one year on review of performance, depending upon the requirements and administrative conveniences of the IICA.

1)The quantum of requirement of vehicles shall be as under:-

S.No	Description	Model	Project requirement
1	Vehicle on monthly basis	Toyota Innova	2
2		Maruti Ciaz/Honda City	2

3		Etios, Swift Dzire	4
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Note:

* The above requirement is tentative and it may increase or decrease depending on the needs of the IICA.

* Depending on the requirement of the office, the office may increase or decrease the number of vehicles in any particular category with corresponding decrease or increase in other category while keeping the number of vehicle as same at the time of finalizing the contract.

2) The tender documents can be downloaded from the websites of <http://eprocure.gov.in> from 21-09-2016 to 05-10-2016 (up to 3:00 PM).

3) The interested vehicle operator may submit the tenders online at <http://eprocure.gov.in> in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed Proforma. All documents in support of eligibility criteria etc are also to be self attested, scanned and uploaded along with the Tender Documents. Tender sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

4) The Earnest Money Deposit (EMD) of Rs. 1, 75,000/- (Rupees One Lakh Seventy Five Thousand only) and cost of Tender Document amounting to Rs.500/- (Five Hundred only) in the form of account payee, Demand Draft/Bankers Cheque in favor of IICA, Delhi has to be submitted to the Senior Executive (Admin), O/o IICA, IMT Manesar, between 21-09-2016 to 05-10-2016 (Up to 3.00 PM). Bid shall not be considered in case the EMD and Cost of tender document is not submitted by 3.00 PM on 05-10-2016. Late receipt of EMD and cost of tender document after closure of online bidding time will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD and cost of tender document, it would not be considered and would be rejected summarily.

5) The Technical bid will be opened on 05-10-2016 at 03:30 PM by a tender opening committee of IICA. At the first stage the technical bids shall be evaluated by the tender evaluation committee (TEC) constituted for the purpose by the IICA. At the second stage, a financial bids of only those bidders who qualify in technical bid will be opened for which the date and time will be intimated to those qualifying technical bid at the later date. The tender evaluation committee(TEC), after evaluation of the Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the Members of the TEC.

6) The competent authority reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Documents, without assigning any reason, thereof.

7) DG and CEO, IICA, Manesar reserves the right to accept or reject any or all the tenders without assigning any reason.

Sd/-

(Sh. B. S. Chopra)
Sr. Executive
Administration Department
IICA, M/o Corporate Affairs
Government of India

A. SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDER

1. IICA, IMT Manesar, Dist. Gurgaon requires the services of reputed well established and financially sound Vehicle operator (hereinafter referred to as "Operator") to provide on rental basis commercial vehicles.

2. The contract shall be initially for a period of one year from the date of letter awarding the contract. However, the contract may be extended subsequently, on mutual consent, on the same terms and conditions for a further period of one year as may be decided by the competent authority, after review of performance.

3. All registered agencies who are providing similar kind of services for at least last 2 years and having average turnover of Rs. 5 Lakh per month during the last 2 years in the books of accounts may submit the bid in the prescribed format.

4. The tender shall be evaluated under Two Bid System. The interested operated have to submit the Technical Bid and the Financial Bid online through the e-procurement portal <https://eprocure.gov.in/eprocure/app> only. Tenders sent by any other mode will not be considered and the same will be rejected summarily. The technical bid should be submitted in Proforma as given in Section E and the financial bid should be submitted in Proforma as given in Section 'F'.

5. The Earnest Money Deposit (EMD) of Rs. 1,75,000/- (Rupees One Lakh Seventy Five Thousand only) and Cost of Tender document amounting to Rs.500/- (Rupees five hundred only) in the form of Demand Draft/Bankers' Cheque drawn in favor Indian Institute of Corporate Affairs, payable at Delhi has to be submitted to the Senior Executive (Admin.), O/o IICA IMT Manesar, District Gurgaon between 21-09-2016 to 05-10-2016 (up to 3.00 PM). Late receipt of EMD and Cost of tender document, after closure of online bidding time, will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD and Cost of tender document amounting to, it would not be considered and would be rejected summarily.

6. The said EMD will not bear any interest and the earnest money of unsuccessful bidder would be returned without any interest after finalization of the contract but not later than 30 days after conclusion of contract.

7. The EMD shall be valid for a period of 45 days beyond the final tender validity period.

8. EMD of a bidder will be forfeited, if the bidder withdraws or amends its

tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.

9. The successful bidder will have to deposit Performance Security Deposit of Rs. 2, 50,000 (Two lakhs fifty thousand only), in the form of either Fixed Deposit Receipt (FDR), Demand Draft (DD) or Bank Guarantee made in the name of the Agency and hypothecated to the O/o IICA, IMT Manesar, Dist. Gurgaon covering the entire period of the contract as per the enclosed format at Annexure-II. Performance Security Deposit should remain valid for a period of 90 days beyond the stipulated date for cessation of the contract for initial one year. In case, the contract is further extended beyond the initial period, the Performance Security Deposit will have to be accordingly renewed by the successful bidder.

10. Performance Security shall be refunded to the operator without any interest whatsoever, after it duly performs and completes the contract in all respects but not later than 60 days of completion of all such obligations under the contract.

11. Performance security will be forfeited by IICA in the event of a breach of contract by the operator, in terms of the contract.

12. Conditional bids shall not be considered and will be rejected summarily.

13. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction either in the Technical Bids or Financial Bids is permitted. In no case should there be any change in the format of the Financial Bid. The bids submitted in the Proforma other than the Proforma provided for the purpose, will be rejected summarily.

14. 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 stamp paper duly sworn in and affirmed by all the partners admitting the execution of the partnership agreement or the general power of attorney, which may be scanned and uploaded along with the tender documents. The attested copy of the certificates of registration of firm and the name of authorized partner to interact with O/o IICA, IMT Manesar, Dist. Gurgaon should also be scanned and uploaded along with the tender documents.

15. The Technical Bid shall be opened online on the scheduled date and time

at 03.00 P.M. on 05-10-2016 and for this purpose the server time will be considered.

16. The financial bid of only those bidders will be opened, which are found technically qualified by the Tender Evaluation Committee (TEC) on a date that would be intimated later.

17. The bidding firm has to give a self certificate to the effect that it has not been blacklisted by any Central Ministry/Department, PSUs or Bank etc. The certificate has to be scanned and uploaded along with the tender documents. 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 thereafter.

18. 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.

19. Successful bidder will be decided on the basis of lowest price as given in the Financial Bid.

20. If after award of the contract, the successful bidder (L1) fails to provide required number of vehicles/taxies, the contract is liable to be cancelled along with forfeiture of performance security deposit and other consequential actions such as blacklisting of the firm etc.

21. The non-conformities between the figures and words of the quoted prices to be taken care of as indicated below:-

(a) If there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly.

(b) If there is an error in a total corresponding to the addition or subtraction or subtotals, the subtotals shall prevail and the total shall be corrected: and

(c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

If there is such discrepancy in an offer, the same is to be conveyed to the bidder with target date on the above lines and if the bidder does not agree to the observation of the IICA, the tender is liable to be ignored.

22. Tolerance Clause: During the period starting from issue of tender enquiry

till placement of the contract, IICA, IMT Manesar, Dist. Gurgaon reserves the right to increase or decrease the quantity of the required vehicles without any change in the terms & conditions and prices quoted by the tenders.

IICA, IMT Manesar, Dist. Gurgaon reserves the right to increase or decrease the number of vehicles in exigencies of service.

23. The contractor shall indemnify the office against all other damages/charges for which the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the period or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The office of IICA shall not be responsible financially or otherwise for any injury to the driver or person deployed by the operator during the course of performing the duties.

24. The drivers so deployed should exhibit high level of honesty and integrity and should maintain correct records of timing and Kms. as per actual usage and should not indulge in manipulating such record(s) or inflate Kms. readings, timings or locations, either on their own or on the instigation of operator/his officials or Officers of IICA or users of such taxis.

25. The bidder should give a certificate that none of his/her near relative is working in IICA The near relative for this purpose are defined as :-

- (a) Members of a Hindu Undivided Family (HUF).
- (b) Husband or Wife
- (c) If one is related to the other in the manner as Father, Mother, Son(s) & Son's wife (daughter-in-laws), Daughter(s) and Daughter's husband (son-in-laws), Brother(s) and Brother's wife, Sister(s) and Sister's husband (brother-in-law)

The Bidder or its authorized signatory should furnish certificate saying that none of the near relative of proprietor OR all partners of partnership OR all the Directors of the company excluding Government of India/Financial institution nominees and independent non-official part time Directors appointed by Govt. of India or the Governor of the state is working in the unit where the tender is being applied as per the enclosed format at Annexure-III. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it comes to the notice of IICA. The company or firm or the person will also be debarred for further participation in the bids in IICA.

26. FORCE MAJEURE:

26.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

26.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of the two parties, namely IICA and the Operator.

26.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively.

26.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

27. The checklist at Annexure - IV must be completed and duly signed by the bidder.

B. TERMS AND CONDITIONS

1. The contract shall be valid for a period of one year from the date of letter awarding the contract, which may be extended subsequently on mutual consent and on the same terms and conditions for a period of one year, as may be decided by the competent authority, after review of performance.

2. In the event of bidder being unable to supply the entire quantity of vehicles, the remaining quantity will be awarded to the second lowest responsive bidder (L2) at the rates offered by the Lowest responsive bidder.

3. The contract can be terminated at any time on account of unsatisfactory services upon review of performance by the competent authority in the

Office of the IICA, IMT Manesar Dist. Gurgaon. The unsatisfactory service shall mean and include non-compliance and non fulfillment of any of the contractual obligations by the contractor or poor performance or violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings, brought to its notice in writing by the CAO, IICA, IMT Manesar, Dist. Gurgaon .

4. By virtue of this agreement, no relationship of employees and employer will be created between the drivers deployed and the IICA. It will be the sole responsibility of the operator to pay salary and other perks to its drivers and no complaints by any of its drivers in this regard will be entertained by the IICA.

5. The agreement can be terminated earlier by giving one month's written notice by the IICA and three months notice by the operator without assigning any reason and the decision of the competent authority shall be binding on the operator. No claims for compensation of loss of revenue due to such decision shall be entertained.

6. All the vehicles to be provided by the successful bidder should be of a model not older than two years from the date of publication of this e-tender and should be in sound condition and also have decent interiors with other modern necessary accessories and facilities along with safety measures and necessary modern day comforts including those depending on the climatic conditions.

7. The services shall be provided on 24x7 basis. The vehicles shall be at the disposal of the IICA, IMT Manesar, Dist. Gurgaon for deployment for normally 5 days in a week (Monday to Friday) as part of the monthly package basis. The vehicles may also be requisitioned on Sundays at times and availability of vehicle on such occasion shall also be necessarily ensured. The payment of such usage shall be accommodated within the approved monthly package.

8. The vehicles required at Gurgaon/Manesar will be provided from garage at Gurgaon/Manesar with maximum dead mileage not exceeding 8kms. In case taxis are supplied from Delhi garage, mileage will be counted from Gurgaon/Manesar garage subject to a minimum of 8km. Similarly in case vehicle is required at Delhi, maximum dead mileage of not more than 8 Kms will be allowed.

9. No mileage will be allowed for lunch/breakfast or for filling of petrol/diesel etc.

10. The average running of vehicles may at times exceed the prescribed limit of kilometers in a day/month.

11. The firm will ensure that the fuel tank of vehicles provided is completely filled up before deputing the vehicle for duty.

12. The firm will ensure that all drivers have live mobile phone connection so that they can be contacted, whenever, required.

13. The drivers provided by the firm should be well mannered, courteous and polite to the officers with whom they are attached. They should be well acquainted with Delhi- NCR area. They should wear uniform with name badge. The drivers should not smoke or drink while on duty and should not play cards, etc. during waiting time.

14. During the periodical maintenance of the vehicles, the operator shall provide standby vehicles of same make & year.

15. The operator shall be responsible for complying with obligations under Income Tax, ESI, PF, Contract Labour (Regulation and Abolition) Act, Wages Act, Labour Laws etc. and damages to third party arising due to accident etc.

16. Vehicle shall be equipped with GPS, first aid box and mandatory spares parts, viz. tool kit, fuses, spark plugs, belts, fire extinguisher, torch, umbrella etc.

17. It will be the responsibility of the operator to comply with all statutory obligations on his part arising out of this contract.

18. Payment shall be made on presentation of the bills along with duly filled log books (details of journeys performed by the user officer) verified/certified by the user officer and submitted in the first week of the following month to the Senior Executive (Admin.), IICA, IMT Manesar, Dist. Gurgaon for arranging the payment. A format for log book is prescribed in Annexure-VIII.

19. The operator shall be responsible for all litigations arising out of the non-payment of road tax, service tax etc. and other dues to the appropriate authorities and also for the payment of due compensation to the drivers and any other parties involved in the event of deaths/injuries/damages arising out of accidents and due to various other causes etc.

20. In case of dispute of any kind, the firm shall abide by the decision of the competent authority in the IICA IMT Manesar. In case the dispute is required to be referred to Arbitration, it shall be referred to the sole arbitrator under Arbitration and Conciliation Act, 1996. The place of settlement of dispute shall be Delhi. In case the settlement of dispute is sought through the Courts, it will be in the jurisdiction of the Courts at Delhi-NCR region.

21. The operator shall be responsible for keeping the vehicles insured in compliance with the provisions of Motor Vehicle Act.

22 The operator shall also be responsible for compliance with the legal provision in respect of the vehicle and shall indemnify the Department from any loss on this account.

23. The vehicles will have to be fitted/provided with the following mandatory/additional

accessories/utilities:-

- (i) Clean Seat covers
- (ii) Reading lamp/light
- (iii) Tissue paper box
- (iv) Car perfume
- (v) Mobile charger
- (vi) Seat belts (Front & Rear)
- (vii) Umbrella during Monsoon.

24. The firms should have sufficient numbers of drivers having experience of driving operator Delhi-NCR region.

25. The operator should have an adequate number of telephones for contact round the clock and the number of the same should be given to Senior Executive (Admin.) and dealing assistant with the Staff Cars in the Admin. Section, O/o IICA, IMT Manesar, Dist. Gurgaon as well as to the officers to whom the respective vehicles have been provided.

26. The operator shall not deploy any of the taxies provided/attached to IICA for any other commercial purposes, after duty hours or on holidays.

27. The operator shall ensure that the odometer of the vehicles/cars supplied is properly sealed so that no tampering is done with a view to inflate the distance travelled.

28. A daily record indicating duration of deployment and mileage covered by each of the deployed vehicle from the point of reporting for duty to the point of vehicle released shall be maintained in a log book in the prescribed standard format at Annexure -VIII and will be subjected to scrutiny by the IICA.

29. In special circumstances as and when vehicle is not used for any number of working days, proportionate deduction in monthly bill will be made without being prejudiced to any of the clause mentioned above and the vehicle supplier. Prior information will be given to the operator in this regard.

30. The vehicles will be inspected by the Chief Administrative Officer or any other authorized officer, on 15th of every month or any other day as decided, also to check if the term and conditions mentioned above are being fulfilled or not. In case of any deviation from the above mentioned terms and conditions penalty will be deducted from the monthly bill depending on the report of the Chief Administrative Officer or any other action as per the agreement and this document may also be initiated.

* * * * *

C. PENALTY CLAUSES

Penalty will be levied, for the violation of terms and conditions of the contract in the following manner:-

Sl. No.	Violations	Penal amount per month per vehicle			Remarks
		1 st instance	2 nd instance	3 rd instance	
1.	Non functioning of AC vehicle	Rs. 500 deducted per day per vehicle			
2.	Failure to provide alternative arrangement within one hour of vehicle breakdown	500/-	1000/-	2000/-	Rental charges for the day will also not be paid and the charges for any hired taxi for that day will be deducted
3.	Tampering with meters of vehicles	500/-	1000/-	2000/-	Competent authority has the discretion to terminate the contract along with forfeiture of performance security and
4.	Changes of driver without prior Intimation to the Senior Executive (Admin.), O/o the IICA, IMT Manesar and the officers with whom the vehicles are attached	500/-			On each occasion
6.	Delay (more than 30 minutes) in reporting for duty by driver/vehicles	500/-	1000/-	2000/-	Rental charges for the day will also not be paid
7.	Non-compliance of any other terms & conditions	500/-	1000/-	2000/-	For each violation per vehicle

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D. TECHNICAL BID QUALIFICATION CRITERIA

The Tendering Agency/Firm must fulfill the following technical specifications in order to be eligible for clearing the technical evaluation of the bid described in detail in Section D & E.

(i) The office of the operator should be located in Delhi and Gurgaon region. The proof of address is to be scanned and uploaded with Bid documents.

(ii) In case partnership firms, a copy of the partnership agreement, or General Power of Attorney (GPA) duly attested by a Notary Public, should be furnished on stamp paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement of the GPA. The attested copy of the certificate of registration of firm should also be furnished along with the tender. The said documents are to be scanned and uploaded with Bid documents.

(iii) The operator must have a minimum of one years experience in supplying taxies to Government Ministries/Departments/Public Sector companies, Nationalized Banks or reputed companies. Proof of at least one contract relating to supplying of taxi series to Ministries/Departments of Central Government/State Government, PSUs, Nationalized Banks or reputed companies in last two years along with attested copies of the supply order should be furnished. The said documents are to be scanned and uploaded with Bid documents.

(iv) A copy of turn over statement duly certified by the Chartered Accountant is to be furnished with the tender documents and copy of Income Tax Return for the last two years, i.e. 2013-2014 and 2014-15.should also be submitted. The said documents are to be scanned and uploaded with Bid documents.

(v) The operator should have their own Bank Account. The certified copy of the account maintained for the last two years issued by the Bank shall be scanned and uploaded with Bid documents.

(vi) Self attested copy of the PAN card of the bidding firms shall be scanned and uploaded with the Bid document.

(vii) The operator should be registered with Service Tax Departments. Certified copy of the registration shall be scanned and uploaded with the Bid documents.

(viii) Self certificates that the firm has not been blacklisted by any Central Government Ministries/Departments/PSUs/Banks etc. should be scanned and uploaded with Bid documents.

(ix) If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/Performance security will be forfeited.

* * * * *

E. PROFORMA FOR TECHNICAL BID

Sl. No.	Particulars	
1.	Name of the person/firm submitting the bid (hereinafter referred to as the bidder or operator)	
2.	Status of the bidder (Individual/ Partnership Firm/Company/Any other (Specify)	Along with documents required under clause(ii) of section D
3.	Full address of Registered Office/Full address of operating/Branch office in Delhi and Gurgaon with Telephone/Fax/e-mail address	Along with documents required under clause(ii) of section D
4.	Banker of Agency with full address (attach bankers certificate of account maintenance for the last two years)	Along with documents required under clause(v) of section D
5.	Registration No. of the Agency/ Firm	Along with documents required
6.	PAN No.	Along with documents required under clause(vi) of section D
7.	Service Tax Registration No.	Along with documents required under clause(vii) of section D
8.	Annual turnover and IT returns of the Agency/Firm for financial years for last two years	Along with documents required under clause(iv) of section D
9.	Number of vehicles commercially registered in the name of the bidder or Power of Attorney in case of non-ownership of the Vehicles. Proof of ownership (RC to be enclosed) and Power of Attorney to be enclosed	Along with necessary documents proof.
10.	Details of major contracts handled in last two years in the prescribed format at Annexure -I	Along with documents required under clause(iii) of section D
11.	Certificate of satisfactory performance from the organization to whom the service was provided.	Along with necessary documents required under clause(iii) of section D
12.	Self Certificate - not blacklisted no near relative, no termination of agreement.	As per the clause (viii) &(ix) of section D and clause 25 of section A
13.	Tender Acceptance letter	As per Annexure VII
14.	Scanned copy of EMD in the form of Bank Draft for Rs. 100,000/-	As per clause 5 of section A
15.	Scanned copy of Cost of tender document Amounting to in the form of crossed Demand Draft of Rs. 500/-	
16.	Letter of authorization	

17.	Any other document as mentioned in section D and E	
18.	Any other Document	

Note: All the documents mentioned above should be combined in form of single PDF file in the above mentioned order with page numbers given and stamped and signed by the authorized person, to be uploaded at once.

Date:

Place:

Signature of authorized person

Name:-

Seal:

DECLARATION

1. I ... son/daughter/wife of Shri Proprietor/Director/authorized signatory of the Agency/firm mentioned above, is competent to sign this declaration and execute the tender documents;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of EMD and Performance Guarantee.

Signature of authorized person

Date:

Name:

Seal:

Place:

* * * * *

F. **PROFORMA FOR FINANCIAL BID**

Rate of vehicles (including all taxes and levies except service tax)

			A	B	C	D
Sl. No.	Make & Model of Vehicles	Category	Rates for 2500 Kms. (in Rs. Per month)	Rates of additional Kms. (in Rs.)	Rates for 100 Kms. For 12 hours (in Rs. Per day)	Rates for extra hours beyond prescribed
1.	Toyota Innova					
2.	Maruti Suzuki Ciaz /Honda City/ Maruti Suzuki SX-4/ Honda Amaze or higher equivalent AC	AC				
3.	Maruti Suzuki Swift Dzire / Etios or equivalent	AC				

Note:

1. The finalization of lowest bidder will be based on the rates quoted by the bidder for different segment of vehicles as demanded.
2. Depending on the rates quoted and other conveniences of the office, the number of vehicles in any category may increase or decrease with corresponding decrease/increase in other categories.

* * * * *

Annexure I

Details of major contracts during last 2 years

Sl. No.	Details of client along with address, telephone and Fax no.	Amount of contract (in Rs. Per Year)	Duration of contract	
			From	To
1.				
2.				
3.				
4.				
5.				

PERFORMANCE GUARANTEE BOND FORM

(Vide Para 13)`

In consideration of the President of India (hereinafter called "the Government") having (hereinafter called the "said Contractor (s)") from the demand under terms and conditions of an Agreement/Purchase Order No....., dated..... Made between and contained in the said Agreement on production of a Bank guarantee for we. (Name of Bank) (hereinafter referred to as "the Bank") as the request of (contractor (s) do hereby undertake to pay to the Government an amount not exceeding against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of Bank) _____ do hereby under take to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of breach 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 Government in these counts shall be final and binding liability under this guarantee shall be restricted to an amount not exceeding.

3. We undertake to pay to the Government and money so demanded notwithstanding any dispute or disputes raised by the Contractor(s)/supplier(s) in any suit or proceedings pending be for any court or tribunal relating to our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for Payment there under and the Contractor(s)/ Supplier(s) shall have no claim against us for making such payment.

4. We (name of Bank)..... further agree that guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue if the said Agreement have been fully paid and its claims satisfied or discharged or till (Office/ Department) Ministry of 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. Unless a demand or claim under this guarantee is made on us in writing

on or before the expiry of THREE YEARS from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

5. We (name of Bank.....) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any 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 or from time to time any of the powers exercisable by the Government 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 Contractor(s) or for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision have effects to so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/ Supplier(s). 7. We (name of the bank) lastly undertake not to revoke this guarantee during its currency except with previous consent of Government in writing.

Dated _____
(Indicate the name of Bank)

For _____

Accepted (.....)
Signature of accepting authority of IICA

Annexure - III

CERTIFICATE

"I.....S/o.....R/o.....
..... hereby certify that none of relative(s) as defined in the tender document is/are employed in IICA unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, IICA shall have the absolute right to take any action as deemed fit, without any prior intimation to me."

Signature of authorized person

Date:

Place:

Name:

* * * * *

Annexure-IV

Check list and the order in which the documents are to be submitted for the Technical Bid.

Sl. No.	Particulars	
1.	Name of the person/firm submitting the bid (hereinafter referred to as the bidder or operator)	
2.	Status of the bidder (Individual/ Partnership Firm/Company/Any other (Specify))	Along with documents required under clause(ii) of section D
3.	Full address of Registered Office/Full address of operating/Branch office in Gurgaon with Telephone/Fax/e-mail address	Along with documents required under clause(ii) of section D
4.	Banker of Agency with full address (attach bankers certificate of account maintenance for the last two years)	Along with documents required under clause(v) of section D
5.	Registration No. of the Agency/ Firm	Along with documents required
6.	PAN No.	Along with documents required under clause(vi) of section D
7.	Service Tax Registration No.	Along with documents required under clause(vii) of section D
8.	Annual turnover and IT returns of the Agency/Firm for financial years for last two years	Along with documents required under clause(iv) of section D
9.	Number of vehicles commercially registered in the name of the bidder or Power of Attorney in case of non-ownership of the Vehicles. Proof of ownership (RC to be enclosed) and Power of Attorney to be enclosed.	Along with necessary documents proof.
10.	Details of major contracts handled in last two years in the prescribed format at Annexure -I	Along with documents required under clause(iii) of section D
11.	Certificate of satisfactory performance from the organization to whom the service was provided.	Along with necessary documents required under clause(iii) of section D
12.	Self Certificate - not blacklisted no near relative, no termination of agreement.	As per the clause (viii) &(ix) of section D and clause 25 of section A
13.	Tender Acceptance letter	As per Annexure VII

14.	Scanned copy of EMD in the form of Bank Draft for Rs. 100,000/-	As per clause 5 of section A
15.	Scanned copy of Cost of tender document Amounting to in the form of crossed Demand Draft of Rs. 500/-	
16.	Letter of authorization	
17.	Any other document as mentioned in section D and E	
18.	Any other Document	

Note: All the documents mentioned above should be combined in form of single PDF file in the above mentioned order with page numbers given and stamped and signed by the authorized person, to be uploaded at once.

Bidders to ensure:

- A. That all pages have been stamped and signed by the authorized person(s)
- B. That all the pages have been numbered.
- C. That all the documents are legible (clearly readable).
- D. That the requirements as mentioned in Section D and Section E are fully met.

* * * * *

Annexure-V

Check list and the order in which the documents are to be submitted for the Financial Bid

Sl. No.	Documents	Page No.
1	Bid Form(as per Proforma given in Annexure-VI)	
2	Price schedule(price bid) as given in Bid Document at http://eprocure.gov.in	

* * * * *

Annexure - VI

BID FORM

Tender No.:

Date _____

(Name & Address of the Purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver in conformity with said drawings, conditions of contract and specifications for sum of (Total Bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence delivery of taxies within () week/month from the date of issue of your letter. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.

We agree to abide by this Bid for a period of one year from the date of issue of letter and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until an Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid, you may receive. Dated this day of 2016

(Signature)

Witness Tele No. (s):-

Signature.....FAX No. (s)

Address E-Mail Address:-

Signature of

in capacity of

Duly authorized to sign the bid for and on behalf of

* * * * *

Annexure - VII

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

Date:

To,

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name

Tender/Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(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. _____ (including all documents like annexure(s), to 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 Institute 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 and/or performance security deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

* * * * *

Annexure-VIII

Log Book

Ministry/Department.....

Driver Name.....

Date	Vehicle No.	Starting Meter Reading	Closing Meter Reading	Total Kms	User Name	Details of Journey/Route/visited places	Purpose of Journey	Signature

Annexure-IX

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on ----- (date) in the tender no. ----- of IICA.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference	Name
	Specimen signature

-----|

II

Alternate Representative
Signatures of bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder.

Note:

1. Maximum of two representatives will be permitted to attend bid opening.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

* * * * *