

F.No.1-28/2016-S&S  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(S&S Section)  
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New Delhi, the November, 2016

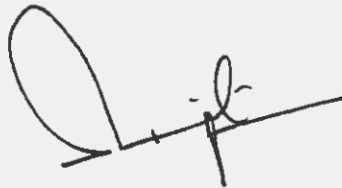
**TENDER DOCUMENT**

**Sub: NOTICE INVITING TENDERS (NIT) FOR ENPANELLMENT OF AGENCIES FOR  
HIRING OF NON-AC COMMERCIAL VEHICLE**

Date of issue of Tender Document	:	18.11.2016
Last Date & time for submission of Tender Document	:	12.12.2016 at 11:00 AM
<b>Date &amp; time for opening of Tender Document</b>		12.12.16 at 11:30 AM
Technical Bids	:	12.12.16 at 11:30 AM
Financial Bids of eligible Tenderers	:	To be opened later

**CONTENTS OF TENDER DOCUMENT**

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F.No. 1-28/2016-S&S  
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Shastri Bhawan, New Delhi-110 001  
Dated the November, 2016

**1. e-TENDER NOTICE**  
**(Hiring of Taxi Services)**

e-tenders are invited by the Ministry of Human Resource Development in two bid system (i.e. **Part-I: Technical Bid and Part II: Financial Bid**) from reputed, experienced and financially sound Tours and Travel Agencies / Firms **located in Delhi/New Delhi (within the periphery of 15 Kms. from Shastri Bhawan)** having an **annual turnover of Rs.20.00 Lakhs** or more for the last **three** years in the business of tours and travel / taxi operation, for hiring of commercial vehicles (**Non-AC Commercial vehicles only**) for official use of the Ministry of Human Resource Development, initially for a period of **one** year. The Contract can be extended further for two years, one year at a time subject to mutual consent / agreement on the same terms and conditions.

2. The tender documents can be downloaded from the website <http://eprocure.gov.in/eprocure/app> from 18.11.16 to 12.12.16 (upto 11.00 AM).

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 proforma. Tenders are to be submitted **only online** through e-Procurement portal "<http://eprocure.gov.in/eprocure/app>". 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. 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 of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) in the form of a Demand Draft/pay order/Fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the Pay and Accounts Officer, Department of Higher Education, Shastri Bhawan, New Delhi must be submitted to the Section Officer, S&S Section, Room No. 123-C, Shastri Bhawan, New Delhi on or before last date of bid submission 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 disqualified and that bid will not be considered.

5. The Technical Bids will be opened online on **12.12.16** at 11:30 AM in Room No.123, 'C' Wing, Shastri Bhawan, New Delhi. At the first instance the technical bids shall be evaluated by the Tender Evaluation Committee. At the second stage, the Financial Bids will be opened of only those bidders who qualify in the technical bid.

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

7. The Ministry of Human Resource Development reserves the right to reject any or all the quotations without assigning any reason thereof.

  
(SUJIT KUMAR)

Under Secretary to the Government of India  
Tel. No.23073109

## 2. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. Ministry of Human Resource Development, Shastri Bhawan, New Delhi requires the services of reputed well established and financially sound taxi service providers (hereinafter referred to as "Service Providers") to provide non-ac rental commercial taxi services for Delhi/NCR & around Delhi.
2. The contract shall be initially for a period of one year from the date of letter of awarding the contract. However, the contract may be extended subsequently, on mutual consent, for a further period of one year at a time (upto a maximum of two extensions of one year each) as may be decided by the competent authority, after review of performance.
3. The interested service providers have to submit the tenders through e-procurement portal as per required packet/cover contents.
4. The estimated value of the contract is about Rs.50 lakhs.
5. The Earnest Money of Rs.1,50,000/- (Rupees One lakh Fifty only) in the form of a Demand Draft/pay order/Fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer(Education)**, Shastri Bhawan, New Delhi has to be submitted along with the tender. Bids shall not be considered in case the earnest money is not submitted by **12.12.16** till 11:00 AM. Late receipt of earnest money viz., after closure of online bidding time, or non receipt of earnest money will make the bidder disqualified and that bid will not be considered.
6. The said Earnest Money Deposit will not bear any interest and the earnest money of unsuccessful bidder would be returned without any interest after finalization of the contract.
7. The successful bidder will have to deposit a **Performance Security Deposit of Rs.3,00,000/- (Rupees Three lakhs only)** in the form of Account Payee Demand Draft, Fixed Deposit, Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer(Education)**, Shastri Bhawan, New Delhi with the Ministry of Human Resource Development for the due fulfilment 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 the Ministry of Human Resource Development on account of unsatisfactory services.
8. **Conditional bids shall not be considered and will be rejected summarily.**
9. 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.

10. The technical Bid shall be opened online on the scheduled date and time i.e. **12.12.16 AT 11:30 AM.**

11. The financial bid of only those bidders will be opened who qualify in the technical bid. The schedule time for opening of financial bids would be indicated later.

12. 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 Banks etc. The certificate has to be scanned and uploaded alongwith 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 whatsoever will be entertained therefor.

13. 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.

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

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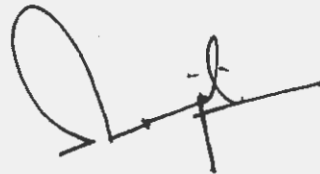
### 3. ELIGIBILITY CRITERIA

1. The Bidder should be a bonafide firm/company registered under relevant law/rules of the Government. Such Registration Certificates must be uploaded with the tender.
2. The firm/company should be registered for SERVICE TAX payment. Copy of registration certificate indicating Service Tax No. should be uploaded with the tender.
3. The firm should have average annual turnover of Rs. 20 Lakhs per annum during 2013-14, 2014-15 and 2015-16. Documents in support of turnover (along with Income Tax & Service tax Returns of the relevant years) must be uploaded with the tender.
4. The firm should have such experience of having successfully completed similar works mentioned in para one of Terms and Conditions during last 7 years ending last day of March, 2016 i.e. 2009-10 to 2015-16as given in at least one of the following :-
  - (i) Three similar completed works (as mentioned in para (i) of terms and conditions) costing not less than the amount equal to 40% of the estimated cost i.e. Rs. 20.00 Lakhs (Rupees Twenty lakhs).

OR
  - (ii) Two similar completed works (as mentioned in para (i) of terms and conditions) costing not less than the amount equal to 50% of the estimated cost i.e. Rs. 25 lakhs (Rupees Twenty Five lakhs).

OR
  - (iii) One similar completed work (as mentioned in para (i) of terms and conditions) costing not less than the amount equal to 80% of the estimated cost i.e. Rs. 40.00 lakhs (Rupees Forty lakhs).
5. Experience certificates as per para 3 above, award letters and performance certificates of last three years i.e. 2013-14, 2014-15 and 2015-16 issued by officers of the level of section officer or above should be uploaded.
6. An Affidavit in the enclosed format at Annexure-II must be submitted by the bidder. A copy of such Affidavit must be uploaded with the tender and original thereof must be submitted along with the EMD.


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#### 4. TERMS AND CONDITIONS

1. Definition of Similar work: The words "Similar work" shall mean the experience in providing commercial vehicles to Govt. Departments/Public Sector Undertakings.
2. The Ministry requires 7-8 commercial vehicles on daily basis. However the demand may vary and may go upto 75 commercial vehicles in a day. The commercial vehicles required are Dzire/Wagon R/ Santro/i10/Tata Vista/Maruti Eeco or equivalent. The number of vehicle may increase or decrease at the discretion of the Ministry. The type/make of vehicle to be hired will be the sole discretion of the Ministry.
3. **The monthly engagement of vehicle will be considered only when vehicle is hired for more than 15 days in a month and for less than 15 days engagement, payment will be made on daily basis**
4. The garage of the firm should be located within **a periphery of 15 kms from Shastri Bhawan.**
5. **The contracting firm will be solely responsible for strict compliance of all the Rules and Regulations notified by Govt. of NCT of Delhi from time to time for plying of commercial vehicles.**
6. There will be no dead mileage. The kilometer age for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the point of reporting for duty to the point of vehicle released. No mileage will be allowed to drivers for lunch / breakfast or for drawl of petrol / diesel / CNG etc.
7. The commercial vehicles should be in very good as well as perfect working condition and are well maintained during the contract period. **None of the commercial vehicles supplied should be registered prior to 2013.** Bids must accompany with copies of RCs of at least **ten commercial vehicles of required class only.**
8. The firms should have at least **3 years** of experience in the tour and travel business in providing commercial vehicle in the Government Sector / PSUs and should have an annual turnover of **Rs. 20.00 Lakhs** or more for the last **three** years. **Experience and performance certificate should be uploaded along-with the tender documents.**
9. The firm should possess at least **10** commercial vehicles of the type indicated at (ii) above i.e. Dzire/Wagon R/ Santro/i10/Tata Vista/Maruti Eeco or equivalent which may be registered in the name of the Firm or in the name of owner.
10. The commercial vehicles supplied should be in excellent condition mechanically as well as get-up wise, i.e. outer body / upholstery etc. should be decent looking.
11. The owner/firm should be in a position to supply commercial vehicles on short notice as and when needed.
12. The drivers of the commercial vehicles should be professional drivers and should be fully conversant with the routes of Delhi especially **Central and South Delhi areas around Central Secretariat** and should possess valid driving license to drive the commercial vehicles in their names. The drivers will always be decently dressed in uniform and courteous. The Drivers must be proficient in speaking

- cal languages, well mannered, courteous with proven integrity, healthy personal habits and **should always carry a mobile phone** with him. **Drivers not found upto the mark as per above condition** or in the event of misbehavior on the part of drivers, the Ministry may impose penalty as deemed fit on the firm.
13. The owner/firm should be in a position to provide standby vehicle in case of any breakdown.
  14. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided.
  15. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Ministry 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.**
  16. The owner/firm should be available round the clock on his own direct telephone /Mobile (office as well as residence) so as to respond to the call for taxis in emergent cases. The firm should also be able to provide commercial vehicles on Saturday / Sunday & Holiday, as per the requirement.
  17. All the charges towards repair/servicing, salary of the Driver, Petrol/Diesel/CNG/Road Tax/Registration Tax expenses, any other incidental expenses on operations & maintenance of the hired vehicle would be borne by the firm.
  18. The vehicle would be insured in all respects by the firm. In case of any accident or theft etc. all the claims arising out of it will be met by the Agency and this Ministry shall not be liable in any matter whatsoever.
  19. The vehicle with the driver would be placed at the disposal of this Ministry as and when required. This Ministry would be free to use the hired taxi in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.
  20. Jurisdiction for legal disputes, if any arising during the currency of the contract, will be settled in Delhi courts only.
  21. Bidder may please upload their unconditional rates strictly in the uploaded proforma.
  22. No advance payment, in any case, would be made to the firm.
  23. The firm will obtain the duty slips every day duly signed by the user or will maintain the log book on daily basis, duly signed by the users concerned.
  24. The Bills along with signed duty slips and copies of the log book signed by the officers for hiring of vehicles would be submitted in the first week of the following month after the completion of the month to the Under Secretary (S&S), Ministry of Human Resource Development, Department of Higher Education for payment.



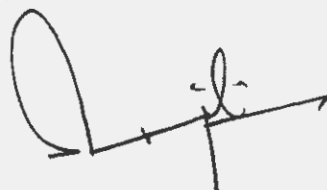
25. The firm will ensure that commercial vehicles and the drivers are not normally changed. Frequent changes of commercial vehicles and drivers will not be permitted. A penalty of Rs. 500/- will be imposed for changing of driver or taxi before 2(two) months' period from its coming into service.
26. In case of delay in reporting, a penalty of Rs.50/- per 15 minutes delay shall be imposed.
27. A penalty of Rs.500/- per day per vehicle may be levied if any vehicle fails to meet the above terms and conditions on any day. Taxis supplied by the firm will be regularly inspected by nominated Officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice by the users or the inspecting Officer, a penalty of Rs.500/- on each fault will be imposed.
28. The tender has to be accompanied by an **Earnest Money Deposit of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only)** in the form of a Demand Draft/pay order/Fixed Deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer(Education)**, Shastri Bhavan, New Delhi. The successful bidder will have to deposit with the Ministry of Human Resource Development, Department of Higher Education a **Performance Security Deposit of Rs.3,00,000/- (Rupees Three lakhs only)** in the form of Account Payee Demand Draft, Fixed Deposit, Bank Guarantee from any commercial bank in an acceptable form in favour of the **Pay and Accounts Officer(Education)**, Shastri Bhavan, New Delhi for the due fulfilment 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 D/o Higher Education on account of unsatisfactory services.
29. The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms & conditions of the tender.
30. The Ministry reserves the right to accept/reject any bid and to cancel the bidding process/contract at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability and assigning any reasons whatsoever.
31. The contract shall be awarded to a single firm. The rates quoted by each firm shall be multiplied by the weightage assigned to each item of work to arrive at the weighted value of quote. Sum total of this weighted value of quote in respect of each item shall take as the Weighted Amount quoted by the firm. A single firm shall be chosen as L-1 on the basis of lowest "Weighted Amount of quote". Accordingly, L-1 bid shall be determined on the basis of the following formula:-

$$(X * 0.70) + (22 Y * 0.20) + (22 Z * 0.10) = \text{Weighted amount quoted by the firm}$$

Where X=MONTHLY HIRE CHARGES (2400Kms & 300 Hrs)

Y=DAILY HIRE CHARGES (80Kms & 10 Hrs a day)

Z= DAILY HIRE CHARGES (40Kms & 5 Hrs a day)



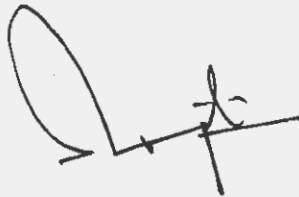


## 5. PROFORMA FOR TECHNICAL BID

1	Name of the firm / company / Agency	
2	Complete Address & Telephone Number	
3	Location of the Garage with telephone No. and address	
4	EMD of Rs.1,50,000/- to be submitted to the undersigned.	Upload copy of EMD to be uploaded.
5	Annual turnover of the firm for <i>last three</i> years (with proof) in the form of CA's certificate/Last 3 years balance sheet / profit & loss A/C)	Upload copies of Balance Sheet and Profit & Loss Account for F.Y. 2013-14, 2014-15 and 2015-16 and CA certificate.
6	<p>Number of years of experience in providing taxis in the Government Sector/PSUs.</p> <p>The firm must have such experience of having successfully completed similar works mentioned in para one of Terms and Conditions during last 7 years ending last day of March, 2016 i.e. 2009-10 to 2015-16 as given in at least one of the following :-</p> <p>i) Three similar completed works (as mentioned in para (i) of terms and conditions) costing not less than the amount equal to 40% of the estimated cost i.e. Rs. 20.00 Lakhs (Rupees Twenty lakhs).</p> <p style="text-align: center;">OR</p> <p>ii) Two similar completed works (as mentioned in para (i) of terms and conditions) costing not less than the amount equal to 50% of the estimated cost i.e. Rs. 25 lakhs (Rupees Twenty Five lakhs).</p> <p style="text-align: center;">OR</p> <p>iii) One similar completed work (as mentioned in para (i) of terms and conditions) costing not less than the amount equal to 80% of the estimated cost i.e. Rs. 40.00 lakhs (Rupees Forty lakhs).</p>	
7	Total number of commercial vehicles of the type/make (Dzire/Wagon R/ Santro/i10/Tata Vista/Maruti Eeco or	Upload Scanned copies of RCs of commercial vehicles of

	equivalent registered not prior to <b>2013</b> available with the Agency. These commercial vehicles must be registered in the name of Firm/owner. (Enclose copies of RCs). A minimum of <b>10</b> commercial vehicles should be of the type/make Dzire/Wagon R/Santro/i10/Tata Vista/Maruti Eeco or equivalent.	required class only.
8	Name & Address of the Departments / Ministries and other organisations where, at present, taxis are engaged on regular / monthly basis	Upload the <b>self certified duly stamped copies of contract letters</b>
9	Copy of latest Income Tax return and PAN Number ( <b>with proof</b> )	Upload copies of Income tax Returns for F.Y. 2013-14, 2014-15 and 2015-16 & copy of PAN Card.
10	15 Digit Service Tax Code No. ( <b>with proof</b> )	Upload copy of Registration Certificate for Service Tax
11	Name, Address & Telephone Number of the proprietor	

(Signature with name & address)



**6. PROFORMA FOR FINANCIAL BID**

**I. MONTHLY HIRE BASIS (X)**

Make of the Car	Rates for 2400 km & 300 working hours per month	Rates per additional hour beyond 300 hours	Rates per additional kilometer beyond 2400kms.	Weightage
Dzire/Wagon R/Santro/i10/Tata Vista/Maruti Eco or equivalent <b>(Non-Ac Vehicles only).</b>				0.70

**II DAILY HIRE BASIS (Y)**

**80 Kms&10 Hrs/Day**

Make of the Car	Rates for 80 km & 10 working hours per day	Rates per additional hour beyond 10 hours	Rates per additional kilometer beyond 80 km	Weightage
Dzire/Wagon R/Santro/i10/Tata Vista/Maruti Eco or equivalent <b>(Non-Ac Vehicles only).</b>				22*0.20

**Note:- None of the vehicles should be registered prior to 2013.**

**III HALF-DAY HIRE BASIS (Z)**

**40 Kms& 5 Hrs / Day**

Make of the Car	Rates for 40 km & 5 working hours per day	Rates per additional hour beyond 5 hours	Rates per additional kilometer beyond 40 km	Weightage
Dzire/Wagon R/Santro/i10 / Tata Vista/Maruti Eco or equivalent. <b>(Non-Ac Vehicles only).</b>				22*0.10

**Note:- None of the vehicles should be registered prior to 2013.**

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## 7. Instructions of Online Bid submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrolment in the e-Procurement site using the "Online Bidder Enrolment" option available on the home page. Portal enrollment is generally free of charge. During enrolment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
- 3) Bidder need to login to the site through their user ID/ password chosen during enrolment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender



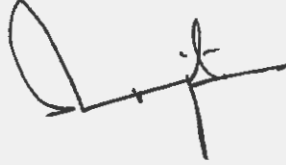
quirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

- 16) Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
- 19) 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 submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid/BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) 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.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.



- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone:1-800-233-7315 or send a mail over to = [cppp-nic@nic.in](mailto:cppp-nic@nic.in).

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A handwritten signature in black ink, consisting of a large loop on the left and a vertical stroke on the right.

## 8. Annexure-II

I ,....., S/o .....resident of ..... further identified with the following documents :-

PAN No.:

Aadhar No.:

Driving License No.:

Do hereby solemnly affirm and declare as under:

- (i) That I am the sole and undisputed owner and proprietor of M/s ..... , who is carrying on his business as providing facilities of Rent a Cab, Volvo, AC & Non AC Deluxe Buses, Mini Buses, Tempo traveler, Luxury Cars, for Hire of Marriages, Pilgrimages & Tours, Govt., and Semi Govt. Organizations, MNC etc. since .....under the Name of Style M/s .....
- (ii) That the said trade and firm is registered under Department of Labour, Govt. of NCT of Delhi Registration No..... dated ..... at the registered office at .....with PAN No..... and Service Tax No. ....The said trade and firm is sole Exclusive Owner Inventor and Adopter of the trade name.
- (iii) That I am solely and personally responsible for discharging all legal and statutory duties and liabilities related to M/s ..... including payments of all Govt. dues/taxes and abiding by all relevant laws and rules of Govt.
- (iv) That I am solely and personally responsible for the authenticity and complete truthfulness of the documents submitted by me for obtaining work order no. F No.1-28/2016-S&S dated ----- and other consequential orders.
- (v) That I am solely and personally responsible for the authenticity and complete truthfulness of the information furnished directly or implied in the documents submitted by me and I declare under oath that no material fact has been concealed.
- (vi) That I do undertake to fully compensate any losses if at all caused to the Govt. because of any misinformation or incomplete information furnished by me or implied in the documents submitted by me and that I shall be liable to bear all penal consequences of such act.



(DEPONENT)

**9. 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' for 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. \_\_\_\_ 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 all 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 totally / entirely.

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)