GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF TELECOMMUNICATIONS
NATIONAL INSTITUTE OF COMMUNICATION FINANCE
GHITORNİ, NEW DELHI-110047

No.5-8/DG/Hiring of Taxis/2019-NICF

New Delhi, dated: August, 2019

e - Tender Notice

HIRING OF TAXIS
BY
NATIONAL INSTITUTE OF COMMUNICATION FINANCE
DEPARTMENT OF TELECOMMUNICATIONS

e-Tenders on behalf of President of India are invited by the National Institute of Communication Finance, Department of Telecommunications, Ministry of Communications from reputed, experienced and financially sound Taxi Service Providers (herein referred to as Operators) for hiring of taxis for a period of one year.

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Model</th>
<th>Category</th>
<th>Projected requirement (*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dedicated vehicles</td>
<td>AC</td>
<td>03</td>
</tr>
<tr>
<td></td>
<td>(i) Maruti –SX4/Ciaz</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Honda-City/equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iv) Hyundai - Verna/equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Vehicles required on regular basis: Indigo/Dzire or equivalent.</td>
<td>Non-AC</td>
<td>01</td>
</tr>
<tr>
<td>3</td>
<td>Vehicles required on need basis*:</td>
<td>AC</td>
<td>As per requirement</td>
</tr>
<tr>
<td></td>
<td>Category A- Maruti Swift Dzire or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Category B- INNOVA or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Category C-25 Seater AC Bus</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Category D-45 Seater AC Bus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The above requirement is tentative and it may increase or decrease depending on the needs of the Department at particular moment. The estimated cost for this tender is Rs.25 Lakh.

2. The tender documents can be downloaded from the websites of http://eprocure.gov.in/eprocure/app from 19.08.2019 to 09.09.2019 (upto 2.00 PM).

3. The interested taxi service providers may submit the tenders online at http://eprocure.gov.in/eprocure/app in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted only online through the e-procurement portal https://eprocure.gov.in/eprocure/app. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded alongwith 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. 62,500/- (Rupees Sixty Two Thousand Five Hundred only) and a non-refundable tender fee of Rs. 500/- (Rupees Five hundred only) in the form of Account Payee Demand Draft/Bankers Cheque in favour of DDO, NICF, New Delhi has to be submitted to the ACAO/DDO, NICF, Ghitorni, New Delhi between **19.08.2019 to 09.09.2019 upto 2 PM**. Bids shall not be considered in case the EMD and tender fee is not submitted by **2 PM on 09.09.2019**. Late receipt of EMD and tender fee viz, 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 tender fee, it would not be considered and would be rejected summarily.

**Exemption of Tender fee & EMD will only be given to MSME/NSIC registered bidders who are registered with MSME/NSIC for providing hired Taxi/Vehicle only.**

5. The Technical Bids will be opened online on **11.09.2019 at 03.30 PM** by a Tender Opening Committee of this Department. At the first instance the technical bids shall be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the Department. At the second stage, the Financial Bids of only those bidders who qualify in the technical bid will be opened for which the date and time will be intimated later on. 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. This tender is covered under Integrity Pact programme of Government of India and prospective bidders are required to sign the Integrity Pact document and submit the same to NICF alongwith the bids. For further details, refer to Annexure-III mentioned in the Tender document.

7. The competent authority in the National Institute of Communication Finance 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.

8. The pre-bid meeting will be held on **03.09.2019 at 04.00 PM** in the Conference Hall of NICF, Ghitorni, New Delhi - 110047. The prospective bidders are requested to attend the aforesaid meeting for any clarification etc.

9. **Important Dates:**

   - Date of Advertisement:
   - Issue of tender forms: 19th August 2019
   - Pre-bid Meeting: 03rd September 2019
   - Last date for tender submission: 9th September 2019
   - The date and time for opening of Technical bid: 11th September 2019, 03.30 P.M.
   - The date and time for opening of Financial/Price bid: To be informed to technically qualified bidders later on.

(Manish Sinha)
Director General,
NICF, New Delhi
A. GENERAL CONDITIONS OF THE TENDER

1. National Institute of Communication Finance, Department of Telecommunications, Mehrauli-Gurgaon Road, Ghiori, New Delhi requires the services of reputed well established and financially sound taxi service providers (hereinafter referred to as “Operators”) to provide commercial taxi services for Delhi & NCR for NICF on hiring basis.

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, and on same terms and conditions for a further period of a not more than six months at a time upto a maximum of Two years as may be decided by the competent authority, after review of performance, depending upon the requirements and administrative conveniences of National Institute of Communication Finance.

3. All registered agencies who are providing similar kind of services for at least last 2 years and having average turnover of Rs. 25 lakh each year during the last 2 years in the books of accounts may submit the bid in the prescribed format.

4. The tender shall be accepted under Two Bid System. The interested service providers 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 at Section-E and the financial bid should be submitted in proforma as at Section-F. In the financial bid the rates and taxes or any other statutory levies should be indicated separately.

5. 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.

6. 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 alongwith the tender documents. The attested copy of the certificates of registration of firm and the name of authorized partner to interact with the National Institute of Communication Finance, Department of Telecommunications should also be scanned and uploaded alongwith the tender documents.

7. The Technical Bid shall be opened online on the scheduled date and time at 03.30P.M on 11.09.2019, and for this purpose the server time will be considered.

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

9. 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 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 what so ever will be entertained.

10. 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.

11. National Institute of Communication Finance, Department of Telecommunications reserves the right to increase or decrease the number of vehicles in exigencies of service during the tender period.
12. Tenderers are requested to sign the Pre-contract Integrity pact document and submit the same to NICF alongwith bid as per the enclosed format at Annexure-III.

13. The bidder should give a certificate that none of his/her near relative is working in NICF. 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-IV. 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 notice, and NICF will not pay any damage to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.

The near relatives for this purpose are defined as:-

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

B. TECHNICAL TERMS AND CONDITIONS OF THE TENDER

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

2. The contract can be terminated at any time on account of unsatisfactory services upon review of performance by the competent authority in the NICF. The unsatisfactory service shall mean and include non-compliance and non-fulfilment of any of the contractual obligations by the service provider 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 user/any designated officer of NICF, New Delhi.

3. By virtue of this agreement, no relationship of employees and employer will be created between the drivers deployed and the NICF. It will be the sole responsibility of the service provider 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 NICF.

4. The agreement can be terminated earlier by giving one month’s written notice by the NICF and three months notice by the Service provider without assigning any reason and the decision of the competent authority shall be binding on the service provider. No claims for compensation of loss of revenue due to such decision shall be entertained.

5. All the vehicles to be provided by the successful bidder should be of 2017 or newer model and should be in sound condition and also have decent interiors with other necessary accessories.

6. The services shall be provided on 24x7 basis. The dedicated vehicles will be attached to DG, NICF and DDG, NICF on regular basis for minimum 2000 Km. and 250 Hours normally six days (Monday to Saturday) in a week 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.
7. The firm will ensure that the fuel tank of vehicles provided is completely filled up before deputing the vehicle for duty.

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

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

10. The contractor/service provider 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.

11. The Vehicles to be supplied should have valid permits to cross into UP, Haryana and Delhi NCR. Toll charges, parking charges and entry tax/inter-state for the journeys would be paid by the NICF on actual basis.

12. During the periodical maintenance of the vehicles, contractor/service provider shall provide standby vehicles of same make & year.

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

14. A daily record indicating time and mileage for each vehicle shall be maintained in a Log Book as prescribed in the Staff Car Rules placed at Annexure-XI. Log Book will be provided by the Department.

15. The contractor/service provider shall be responsible for all litigations arising out of the non-payment of road tax 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.

16. In case of dispute of any kind, the firm shall abide by the decision of the competent authority in the Department of Telecommunications. In case the dispute is required to be referred to Arbitration, it shall be referred to the sole arbitrator appointed by Director General, NICF 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 only.

17. The service provider shall be responsible for keeping the vehicles insured in compliance with the provisions of Motor Vehicle Act.

18. The service provider 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.

19. The vehicles will have to be fitted/provided with the following mandatory/additional accessories/utitilies :-
   (i) Clean Seat covers  (ii) Reading lamp/light
   (iii) Umbrella during Monsoon  (iv) Car perfume & Mobile charger.

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

21. A declaration on the printed letter-head of the firm stating, inter-alia that the drivers provided are of good character, duly verified by the Police Authorities from security angle having valid commercial driving licenses will be submitted. This declaration should be provided along with bid.
22. The firm should have an adequate number of telephones for contact round the clock and the number of the same should be given to ACAO/DDO, NICF as well as to the officers to whom the respective vehicles have been provided.

23. The successful firms/agency shall not deploy any of the taxies provided/attached to the NICF, Delhi for any other commercial purposes, after duty hours or on holidays.

24. The firm shall ensure that the odometer of the vehicles supplied is properly sealed so that no tampering could be done with a view to inflate the distance travelled.

25. The authorized officer of NICF may conduct a surprise checking of the odometers of the cars/vehicles supplied from any workshop and the cost thereof will be borne by the agency.

26. This tender is covered under Integrity Pact programme of Government of India and prospective bidders are required to sign the Integrity Pact document and submit the same to NICF alongwith the bids.

27. Successful bidder will ensure to provide some woman operated taxis including those trained by the NDMC as and when required by the Department.

28. 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.

29. Each page of NIT and its annexures should be signed and stamped by the Proprietor/authorized representative of the bidder as token of acceptance of terms and conditions of this NIT. The scanned copy of NIT duly signed and stamped by the Proprietor/authorized representative will be uploaded alongwith tender by the bidder.

30. Acceptance of award letter by the successful bidder will be treated as agreement. The NIT will be integral part of the agreement.

C. TECHNICAL BID QUALIFICATION CRITERIA

The Tendering Agency/Company/Firm must fulfil the following technical specifications in order to be eligible for clearing the technical evaluation of the bid described in detail in Section A & B.

(i) The office of the service providers should be located in Delhi or NCR. 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 stamped 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 alongwith the tender. The said documents are to be scanned and uploaded with Bid documents. In case of company, the certificate of incorporation of the company should be scanned and uploaded.

(iii) The service providers must have a minimum of two 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 services to Ministries/Departments of Central Government/State Government, PSUs, Nationalized Banks or reputed companies in last two years alongwith self-attested copies of the experience certificate issued by clients and copy of supply order issued by client should be furnished. The said documents are to be scanned and uploaded with Bid documents.
(iv) The service providers should have a minimum annual turnover (billing amount) of Rs 25, 00,000/- (Rupees Twenty-five lakh) each year during last two financial years i.e. 2017-18 and 2018-19. 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 financial years, i.e. 2017-18 and 2018-19 should also be submitted. The said documents are to be scanned and uploaded with Bid documents.

(v) The service providers 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 service providers agency (not individual) should be registered with Service Tax/GST Departments. For GST, certified copy of the GST 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.

(x) Scanned copy of receipt of EMD deposited with DDO, NICF on or before last date of submission of bid should be uploaded with bid.

D. SUMMARILY REJECTION

a. Conditional bids shall not be considered and will be rejected summarily.
b. Bid received without EMD and Tender Fee.
c. Bid received from a vendor not having office in Delhi NCR.

E. FINANCIAL CONDITION

1. The Earnest Money Deposit (EMD) of Rs. 62,500/- (Rupees Sixty Two Thousand Five Hundred only) and a non-refundable tender fee of Rs. 500/- (Rupees Five hundred only) in the form of Account Payee Demand Draft/Bankers Cheque in favour of DDO, NICF, New Delhi has to be submitted to the ACAO/DDO, NICF, Ghitorni, New Delhi between 19.08.2019 to 09.09.2019 upto 2.00 PM. Late receipt of EMD and tender fee viz, 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 tender fee, it would not be considered and would be rejected summarily.

2. The said EMD will not bear any interest and the earnest money of unsuccessful tenderer would be returned without any interest after finalization of the contract and within 45 days after finalization of tender.
3. The successful tenderer will have to deposit Performance Security Deposit (PSD) equivalent to 10% of the value of contract in the form Fixed Deposit Receipt (FDR), Demand draft (DD) or Bank Guarantee made in the name of agency and hypothecated to the DDO, NICF, New Delhi covering the entire period of the contract plus 60 days as per the enclosed format at Annexure –II. Performance Security Deposit (PSD) should remain valid for a period of 90 days beyond the stipulated date for cessation of the contract for initially 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 tenderer.

4. Performance Security shall be refunded to the service provider 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.

5. Performance security will be forfeited by NICF in the event of a breach of contract by the service provider, in terms of the contract.

6. L1 will be decided on the basis of lowest price as given in the Financial Bid. Bidders are requested to read weightage given to various types of vehicles carefully before quoting price.

7. 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 alongwith forfeiture of performance security deposit and other consequential actions such as blacklisting of the firm etc.

8. 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 tenderer with target date on the above lines and if the tenderer does not agree to the observation of the purchaser, the tender is liable to be ignored.

9. The contractor shall indemnify the National Institute of Communication Finance 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 National Institute of Communication Finance shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.

10. The mileage for the purpose of “vehicle run” and “hours of duty” shall be reckoned from duty place as given below :-

a. The duty place for dedicated vehicles shall be the residence of the officer concerned located in Delhi/NCR. A distance of 5 km and 15 minutes maximum will be given for bringing vehicle from Garage to Residence & Residence to Garage.

b. The duty place for other vehicle will be NICF, Ghitorni, New Delhi, ALT Ghaziabad or any hotel in central Delhi, Sanchar Bhawan, Airport, etc.
11. No mileage will be allowed for lunch/breakfast or for filling of petrol/diesel etc.

12. The average running of vehicles and duty hours may at times exceed the prescribed limit of hours and kilometers in a day/month. No night charges will be payable.

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

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Violations</th>
<th>Penal amount per day per car per instance (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Non functioning of AC in the taxi</td>
<td>500.00</td>
</tr>
<tr>
<td>2.</td>
<td>Failure to provide alternative arrangement within one hour of vehicle breakdown.</td>
<td>500.00</td>
</tr>
<tr>
<td>3.</td>
<td>Tampering with meters of vehicles.</td>
<td>1000.00</td>
</tr>
<tr>
<td>4.</td>
<td>Usage of attached vehicles for other private/commercial purposes.</td>
<td>2,000.00</td>
</tr>
<tr>
<td>5.</td>
<td>Changes of driver without prior intimation to the user officer with whom the vehicles are attached</td>
<td>500.00</td>
</tr>
<tr>
<td>6.</td>
<td>Non-compliance of any other terms &amp; conditions</td>
<td>500.00</td>
</tr>
</tbody>
</table>

14. Payment shall be made on presentation of the bills along with duly filled and verified/certified summary of journey (as per the enclosed format at Annexure-XII) and log book signed by the user officer/authorised representative and submitted in the first week of the following month to the ACAO/DDO, NICF, New Delhi for arranging the payment.

**F. FORCE MAJEURE:**

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.

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 NICF and the Contractor.

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.

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

The checklist at Annexure-V must be completed and duly signed by the tenderer.
## E. PROFORMA FOR TECHNICAL BID

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the person/firm submitting the bid (hereinafter referred to as the bidder or operator)</td>
</tr>
<tr>
<td>2.</td>
<td>Status of the bidder (Individual/Partnership Firm/Company/Any other (Specify))</td>
</tr>
<tr>
<td>3.</td>
<td>Full address of Registered Office</td>
</tr>
<tr>
<td>4.</td>
<td>Full address of operating/Branch office in Delhi/NCR with Telephone/Fax/e-mail address</td>
</tr>
<tr>
<td>5.</td>
<td>Banker of Agency/Firm/Company with full address (attach bankers certificate of account maintenance for the last two years)</td>
</tr>
<tr>
<td>6.</td>
<td>Registration No. of the Agency/Firm/Company</td>
</tr>
<tr>
<td>7.</td>
<td>PAN No.</td>
</tr>
<tr>
<td>8.</td>
<td>Service Tax/GST Registration No.</td>
</tr>
<tr>
<td>10.</td>
<td>Annual turnover and IT returns of the Agency/Firm for financial years 2017-18 and 2018-19</td>
</tr>
<tr>
<td>11.</td>
<td>Number of commercial vehicles registered in the name of the bidder. Proof of ownership (RC to be enclosed).</td>
</tr>
<tr>
<td>12.</td>
<td>Details of major contracts handled in last two years in the prescribed format at <strong>Annexure - 1.</strong></td>
</tr>
<tr>
<td>13.</td>
<td>Certificate of satisfactory performance from the organization to whom the service was provided.</td>
</tr>
<tr>
<td>14.</td>
<td>Certificate for not blacklisted etc.</td>
</tr>
</tbody>
</table>

Signature of authorized person

Date :
Place :

Name :
Seal :
DECLARATION

1. I, .................................................. son/daughter/wife of Shri ......................... Proprietor/Director/authorized signatory of the Agency/firm/company 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 alongwith 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 :

Place
Details of major contracts during last 2 years

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Details of client along with address, telephone and FAX number</th>
<th>Amount of contract (in Rs. Per year)</th>
<th>Duration of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*****
### F. PROFORMA FOR FINANCIAL BID

Rates of taxis.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Make &amp; Model of Taxi</th>
<th>Category</th>
<th>% of weight-age</th>
<th>A: Rates for 2500 Kms and upto 300 hrs (in Rs.) per month</th>
<th>B: Rates for 2000 Kms and upto 260 hrs (in Rs.) Per month</th>
<th>C: Rates for 100 Kms and 10 hours per day (in Rs.)</th>
<th>D: Rates of additional Kms (Per Km) (in Rs.)</th>
<th>E: Rates of additional hour (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maruti-SX4/Ciaz Honda City/Hyundai-Verna or equivalent</td>
<td>AC</td>
<td>60%</td>
<td>0.10</td>
<td>0.05</td>
<td>0.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Maruti Swift Dzire or equivalent.</td>
<td>Non-AC</td>
<td>15%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Vehicles required on need basis:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Category A: Maruti Swift Dzire or equivalent</td>
<td>AC</td>
<td>15%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Category B: INNOVA or equivalent</td>
<td>AC</td>
<td>5%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Category C: 25 Seater AC Bus</td>
<td>AC</td>
<td>5%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Category D: 45 Seater AC Bus</td>
<td>AC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Service Tax, Toll tax, State Tax, Parking charge will be paid as per actual.

*****

13
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 NICF, Government of India 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 NICF, 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 NICF, 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 NICF, 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 NICF, Government and money so demanded notwithstanding any dispute or disputes raised by the Contractor(s)/supplier(s) in any suit or proceedings pending before 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 NICF, Government under or by virtue if the said Agreement have been fully paid and its claims satisfied or discharged or till (Office/Department/Ministry) 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 NICF, 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

For

(indicate the name of Bank)

Accepted

(.................................)

Signature of accepting authority of DOT
PRE-CONTRACT INTEGRITY PACT

General

This pre-bid pre-contract Agreement (hereinafter called the integrity pact is made on __________ day of the month of __________ 2019, between, on one hand, the President of India acting through Shri Manish Sinha, Director General, National Institute of Communication Finance, Department of Telecommunications, Ministry of Communications, Government of India (hereinafter called the “BUYER” which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the first part and M/s ___________________________ represented by Shri ___________________________ chief executive officer (hereinafter called the “BIDDER/SELLER” which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the second part.

WHEREAS the BUYER proposes to procure (Name of the Store /Equipment /item and the BIDDER/SELLER is willing to offer /has offered the store and

WHEREAS the BIDDER is a private company /public company /Government undertaking /partnership/ registered export agency constituted in accordance with the relevant law in the matter and the BUYER is a ministry / Department of the Government of India /PSU performing its functions on behalf of the president of India.

Now, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence /prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said store/equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling the BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereby agree to enter into this integrity pact and agree as follows:-

1. Commitments of the BUYER

1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept directly or through intermediaries, any bribe, consideration, gift, reward favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation contracting or implementation process related to the contract.
1.2 The BUYER will, during the pre-contract stage treat all BIDDERs alike, and will provide to all BIDDERs the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERs.

1.3 All the officials of the BUYER will report to the appropriate Government officer. Any attempted or contemplated breaches of the above commitment as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

3. COMMITMENT OF BIDDERS

The BIDDERs commit itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation contracting and implementation of the contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material benefit or other advantage commission fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the contract for bearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or for bearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.

3.3 BIDDERs shall disclose the name and address of agents and representatives and Indian BIDDERs shall disclose their foreign principals or associates.

3.4 BIDDERs shall disclose the payment to be made by them to agents/brokerage or any other intermediary, in connection with this bid/contract.

3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/integrator/authorized Government sponsored export entity of the defense stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has such any amount been paid promised or intended to be paid to any
such Individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract shall disclose any payment he has made, is committed to or intends to make to officials of the BUYER or their family members agents, brokers or any other intermediaries in connection with the contract details or/and the services agreed upon for such payments.

3.7 The bidder will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to other, any information provided by the BUYER as part of the business deal, relationship regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the action mentioned above.

3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officer of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER’s firm, the same shall be disclosed by the BIDDER at the time of filling of tender.

The term ‘relative’ for this purpose would be as defined in section 6 of the company’s act 1956.

4. **Previous transgression**

4.1 The BIDDER declares that no previous transgression occurred in the last three year immediately before signing of this integrity pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any public sector enterprise in India or any government Department in India that justify BIDDER’S exclusion from the tender process.

4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender propose or the contract, if already awarded can be terminated for such reason.
5. **Earnest money and security deposit**

5.1 While submitting commercial bid, the BIDDER shall deposit an amount of Rs. 62,500/- (to be specified in RFP) as Earnest money/bid security, with the BUYER through any of the following instruments:-

(i) Bank draft or a pay order in favour of ________________

(ii) A confirmed guarantee by an Indian nationalized bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.

(iii) Any other mode or through any other instrument (to be specified in the RFP).

5.2 The Earnest money/bid Security deposit shall be valid up to a period of 45 days of validity of bid.

5.3 The successful lowest bidder shall deposit security deposit equivalent to 10% of the contract value within a stipulated period given by NICF.

5.4 In case of the successful BIDDER a clause would also be incorporated in the article pertaining to performance bond in the purchase contract that the provisions of sanction for violation shall be applicable for, forfeiture of performance bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

5.5 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

6. **Sanctions for violations**

6.1 Any breach of the aforesaid provisions by the BIDDER or any one Employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

(i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceeding with the other BIDDER(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

(iv) To recover all sum already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing prime lending rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in outstanding payment could also be utilized to recover the aforesaid sum and interest.
(v) To encash the advance bank guarantee and performance bond / warranty bond, if furnished by the BIDDER in order to recover the payments, already made by the BIDDER, along with interest.

(vi) To cancel all or any other contracts with the BIDDER, the BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/ rescission and the BUYER shall be entitled to deduct the amount so payable from the money (s) due to the BIDDER.

(v) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five year, which may be further extended at the discretion of the Buyer.

(viii) To recover all sum paid in violation of this pact by bidder (s) to any middleman or agent or broker with a view to securing the contract.

(ix) Forfeiture of performance bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

6.2 The BUYER will be entitled to take all or any of the actions mentioned at Para 6.1 (i) to (ix) of this pact also on the commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian penal code, 1860 or prevention of corruption.

6.3 The decision of the BUYER to the effect that breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent monitor (s) appointed for the purpose of this pact.

7. **Fall Clause**

The BIDDER undertakes that it has not supplied not supplying similar product /system or subsystem at a price lower than that offered in the present bid in respect of any other minister/Department of the government of India or PSU and if it is found at any stage that similar product/system or sub system was supplied by the BIDDER to any other minister/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the different in the cost would be refund by the BIDDER to the BUYER if the contract has already been concluded.

8. **Facilitation of Investigation**

In case of any allegation of violation of any provision of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.
9. **Law and Place of Jurisdiction**

This contract is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER i.e. New Delhi.

10. **Other Legal Actions**

The actions stipulated in this Integrity pact are without prejudice to any other legal action that may follow in accordance with provisions of the extent law in force relating to any civil or criminal proceedings.

11. **Validity of Integrity Pact**

11.1 The validity of the Integrity Pact shall be from date of this signing and extend up to the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/SELLER, including warranty period, whichever is later, in case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

11.2 Should one or several provisions of Integrity Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

12. The parties hereby sign this Integrity Pact at __________ on __________

BUYER

BIDDER

Name of the Officer

Designation

Deptt. /MINISTRY/PSU

Witness  

1. ________________________  

2. ________________________

Witness  

1. ________________________  

2. ________________________

Provisions of these clauses would need to be amended/deleted in line with the policy of the BUYER in regard to involvement of Indian agents of foreign suppliers.
CERTIFICATE

"I....................................................................S/o ........................................................................
r/o........................................................................................................ hereby certify that none of relative(s) as defined in the tender document (Tender No. ..........................................................) is/are employed in NICF 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, NICF shall have the absolute right to take any action as deemed fit, without any prior intimation to me."

Date:

Place

Signature of authorized person

Name:
CHECK LIST and the order in which the documents are to be submitted for the tender.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Documents</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bid security</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Turn over certificate for the last two financial years in the form of balance sheet</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Performance Security Bond</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Certificate regarding having the office in Delhi/ NCR</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Certificates for proof of experience</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Certificates for proof of financial standing</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Certificates for proof of service tax/sales tax/GST</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Certificates for proof of income tax</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>No relative certificate</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Copy of PAN</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Any other</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Documents</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scanned copy of Bid security in the form of Bank Draft for Rs. 62,500/- [as per clause 5 of section A] or copy for claiming exemption should be submitted.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Letter of authorization to attend bid opening [as per Annexure X]</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Power of Attorney [as per Clause (ii) of Section D]</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Certificate of Incorporation/Registration of Firm/Partnership Deed/ Proprietorship Deed/ Declaration of Proprietorship etc. as the case may be [as per clause (ii) of Section D]</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Copy of Income Tax Returns for last two Financial Years [as per clause (iv) of Section D]</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Copy of PAN [as per clause (vi) of section D]</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Copy of GST/Service Tax Certificate [as per clause (vii) of section D]</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Certificate to the effect that the firm is not blacklisted by any Central Government Ministries/Departments/PSUs/Banks during last three years [as per Clause (viii) Section D]</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>No near relative certificate [as per Clause 26 of Section A]</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Scanned copy of Tender Fee in the form of crossed Demand Draft/ Bankers’ cheque of Rs. 500/-</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Tender Acceptance Letter [as per Annexure- IX ]</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Pre-Integrity Pact [as per Clause 25 of Section A]</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Documents</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bid Form (as per proforma given in Annexure VIII)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Price schedule (price bid/BOQ) as given in <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a></td>
<td></td>
</tr>
</tbody>
</table>
Tender No. 

(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.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this .................day of .................2019.

(Signature)

Witness.......................... Tele No.(s):-
Signature........................ FAX No.(s)
Address.......................... E-Mail Address:-

Signature of..........................
in capacity of..........................
Duly authorised to sign the bid for and
on behalf of.............
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

______________________________________

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No: ______________________

Name of Tender/Work: ______________________

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:

_____________________________________________________________________

as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _______ to _______ (including all documents like annexure(s), etc.), which form part of the contract agreement and I / we shall abide thereby 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 and / or performance security deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)
LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

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

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

<table>
<thead>
<tr>
<th>Order of Preference</th>
<th>Name</th>
<th>Specimen</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Alternate Representative

Signatures of bidder

Or

Officer authorised 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.

**
Annexure - XI

Summary of journey for the month of .......... ...

User name & Designation ........................................

Driver Name .........................................................

Vehicle No. ...........................................................

<table>
<thead>
<tr>
<th>Date</th>
<th>Vehicle No.</th>
<th>Starting time</th>
<th>Starting Meter reading</th>
<th>Closing Time</th>
<th>Closing Meter reading</th>
<th>Total Kms</th>
<th>Total hours</th>
<th>Signature of user</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Kms ............. Total Hrs ......................
Extra Kms ............. Extra hrs ......................
Parking .............. Toll ..............................

Certified that all the entries in the consolidated sheet has been checked and certified

Signature with stamp of User Officer