

TERMS AND CONDITIONS OF THE TENDER DOCUMENT

Hiring of One Brand New Honda City (Top Model) Diesel on 24x7 basis

1. The cost of the tender document is Rs. 500/- and the same can be purchased from the office of Chief Executive Officer, ET TSA, Patiala by making a payment in the shape of DD in favour of CEO, ET TSA payable at Patiala.
- * The number of vehicles can be increased/decreased. The location of the vehicle may be changed subsequently according to the need of the ET TSA without any increase in the rate so tendered/Finalised.
2. Tenders should be accomplished by Bid Security for an amount of Rs. 10,000/- (Rupees Ten Thousand Only) for first vehicle and subsequently Rs. 5,000/- of every additional vehicle offered which shall be submitted in the form of Demand Draft/Bankers Cheque in favour of the CEO, ET TSA payable at Patiala. Tender submitted without the aforesaid Bid Security shall be summarily rejected. The Bid Security shall not bear any interest. The Bid Security of the unsuccessful bidder as well as that of the successful bidder shall be returned after signing of the contract between the Competent Authority and the successful bidder. The Competent Authority in this case is the CEO, ET TSA or any other Authority designated for the purpose.
3. The bidder who quoted the lowest amount of the Monthly Cash Consideration in the "Financial Bid Performa" at Annexure-(iii) of this Tender Document shall be declared as the successful bidder and consequently his bid/tender shall be accepted.
4. A letter shall be issued by Competent Authority of the successful bidder, who shall submit performance security equivalent to the rate of total monthly cash consideration amount applicable to the contract by way of Cheque/Demand Draft in favour of the CEO, ET TSA payable at Patiala within 15 days of issuance of such letter.
5. The successful bidder shall be required to sign the contract as per this tender document within 7 days of depositing of the Performance Security as stated in clause 4 above.
6. The successful bidder shall have to provide vehicle from 01-11-2015. If the successful bidder fails to provide vehicles within a period, the Bid Security deposited by the said bidder shall be appropriated by Competent Authority and the next ranked bidder shall be invited to sign the contract by way of issuing a supply/acceptance order. The period can, however, be extended by 7 days with the concurrence of the Competent Authority.
7. The tenders are to be submitted in the following manner:
 - A) Envelope No. 1 (Technical Bid) should contain the following:
 - i) EMD as stated in the Terms and conditions of the Tender Document.
 - ii) Annexure-(i) (Form of Bid) and Annexure-(ii) (Technical Bid-Technical Information and Undertaking) of the Tender Document.
 - iii) Other documents as stated in the check list.
 - iv) Photocopy of the Tender Document with each page duly signed by the authorized signatory of the bidder.
 - v) may at its discretion appropriate the Bid Security of any such bidder who submits a conditional bid or submits the bid in any modified version of the "Form of Bid"
 - vi) Undertaking in the prescribed performa, in case the vehicle is yet to be purchased.
 - B) Envelope No. 2 (Financial Bid) should contain the following:



- i) The envelope should be marked as 'Financial Bid' and will contain Annexure-(iii) i.e. The Financial Bid Performa.
- C) Envelope No. 3 (Master Envelope) should contain the following:
This envelope should be hired as “**Hiring of One Brand New Honda City (Top Model) Diesel on 24x7 basis**” and will contain Envelop No. 1 and 2. All the Envelopes should be separately sealed.
- D) The duly filled up Tender Documents should be delivered in the office of office of CEO, ETTSA before 11:30 AM on 21-10-2015.
8. **Technical Bid:** The technical bid should be submitted in form given in Annexure-(ii) along with the requisite Bankers Cheque/Demand Draft and along with registration particulars, copy of PAN Number issued in the favour of the applicant, full details of the numbers of vehicles registered in the name of the applicant and other information sought for in Annexure-(ii), undertaking in case the vehicle is yet to be purchased and other documents required.
9. **Financial Bid:** The monthly Cash Consideration amount as quoted in the Financial Bid is Minimum guaranteed payment which will be paid to the Bidder per month irrespective of the mileage operated by the vehicle subject to the maximum 2500 K.M. per month. The annual increase in the rent of the vehicle shall be made as per decision taken by the Department of Transport in this regard. The limit of the rent will be fixed according to instructions issued by State Transport Authority.
10. In case the applicant is asked to operate the vehicle over and above the ceiling fixed in clause 9 above, a payment subject to a **maximum of Rs.12 per KM will be paid for the vehicle.** Toll and parking charges shall be paid by the ETTSA.
11. The applicant will be allowed four off days in a month, preferably Saturday or Sunday or as desired by the Competent Authority for ensuring proper maintenance and upkeep of the vehicle. It is the responsibility of the applicant to ensure proper upkeep of the vehicle including cleanliness and in case the applicant fails to provide a vehicle or substitute vehicle in place of defective/breakdown vehicle or for dereliction of duty on the part of the driver, the contractor will have to compensate the department for an amount equal to the hiring charges incurred by the authority for hiring similar category of vehicle from some other agency.
12. The drivers should display their driving License prominently on the dash board of the vehicle as now mandated for all taxis. Driver should always have their mobile numbers in on mode.
13. The empanelled agencies shall ensure that the vehicles have valid papers including RC book and insurance etc. and the drivers are in possession of a valid License during the period of the contract.
14. The empanelled agencies shall ensure the compliance and depositing of all Taxes including Income Tax, Motor Vehicle Tax, etc. including any taxes imposed in future also. However, the Service Tax, if any payable, shall be paid by the Bidder and the same shall be reimbursed to him on actual basis. In case the vehicle is yet to be purchased the tenderer will have to submit undertaking in the prescribed performa. The payment of monthly bills of that vehicle will only be paid after the submission of all required documents as per check-list.
15. The empanelled person/agencies shall be responsible for and indemnify the department/Govt. for any loss, damage and legal actions and cost/compensation/charges/fines/claims owing to violation of any traffic rules, accident or any other eventually ceasing out of the hiring of such vehicle. Under no circumstances any such responsibilities/claims can be transferred to the Govt./Department.
16. **Bid Opening:** The Technical bids shall be opened on 21-10-2015 at 03:00 PM in the office of CEO, ETTSA, Patiala in the presence of tenderers or their authorized representatives who wish to be present on that date. The Technical Bids will be evaluated. If due to any reasons



the Financial Bids could not be evaluated on the same day the date and time of the opening of Financial Bids shall be informed to the Bidders.

17. **Parties:** The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and ET TSA, Patiala.
18. **Address:** For all purposes of the contract including arbitration there-under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address and contact number (s) by a separate letter sent by registered post with acknowledgement. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address contact number(s) in the aforesaid manner.
19. **Earnest Money:** The Earnest Money Deposit of the successful bidder shall be refunded after receipt of Security Deposit and the DDs/Bankers Cheque(s) of unsuccessful bidder(s) will be refunded within 30 days after the finalization of the contract. No interest will be paid on EMD. Tenderer/Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer/bidder fails to comply with the stipulations made therein or backs out after quoting the rates, the aforesaid EMD will be forfeited. The tender without Earnest Money Deposit will be summarily rejected. No claim shall lie against the department in respect of erosion in the value of interest on the Earnest Money Deposit or Security Deposit.
20. **Signing of Tender:** The individual signing the tender and other documents connected with contract specify whether he signs as:
 - a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
 - b) A partner of the firm, if it be partnership firm, in which case must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm: and
 - c) Director or principal officer duly authorized by the board of Directors of the Company, if it is a Company.

Note Below:

- i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly signed & affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
 - ii) In the case of partnership firm, where no authority to refer disputes concerning the business of partnership firm has been conferred on any party, the tender and all other related documents must be signed by all partners of the firm.
 - iii) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid for such other person and if, on enquiry it appears that the persons so signing had no authority to do so, this office may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
 - iv) Each & every page of the tender document shall be signed by the bidder.
21. **Validity of the Bids:** The bids shall be valid for a period of 60 days from the date of opening of the tenders.
 22. **Contact Term:** To begin with, the contract will be for a period of one year initially and extendable twice upto three years if performance or service is found satisfactory on annual review. The contract period shall commence from the date of delivery of vehicle for operation.



23. Log book shall be provided by the Bidder in the vehicle. Copy of log book need to be attached in case the bill is claimed for more than 2500Km.
24. **Communication of Acceptance:** Successful Tenderer will be informed of the acceptance of their tender.
25. The amount submitted towards EMD/Security Deposit will be forfeited by the order of the Competent Authority in the event of any breach or negligence or non-observance of any terms/condition of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, the amount of performance Security and final bill payment shall be retained until the final audit report on the account of firm's bill has been received and examined. But the maximum time limit for this formality is two months after the expiry of the contract. The amount so retained can be considered for appropriation by the ETTSA to cover any incorrect or excess payments made on the bills to the firm.
26. **Penalty:**
- (a) In case of breach of any condition/s of the contract and for all type of losses caused including excess cost due to hiring of vehicle from the market in the event of applicant failing to provide requisitioned number of vehicle or not providing vehicle(s), the office shall make deductions at the rate of hiring rate on pro-rata basis from the bills preferred by the applicant or that may become due to the applicant under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days.
- (b) The powers of the Competent Authority under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 23 and 26 above.
27. **Breach of Terms and Conditions:**
- In case of breach of any of terms and conditions mentioned above, the CEO, ETTSA will have the right to cancel the work order duly stating the reasons therefor. In such a case the competent authority may cancel the work order after giving a prior notice of 15 days.
28. **Sub-letting of work:** The firm shall not assign or sublet the work or any part of it to any other person or party.
29. **The tender is not transferable.**
30. **Terms of payment:**
- a. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- b. The applicant shall submit the bill at each stage/in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.
- c. The CEO, ETTSA shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties imposed by the Govt., if any, duly stating the reasons of such withholding of the payment in full or in part to the contractor.
31. **Arbitration:** If any difference arises concerning this Agreement, its interpretation or the payment to be made there under, the same shall be settled by mutual consultations and negotiation. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by the office of **Deputy Commissioner**.



32. For all matters of dispute, jurisdiction shall be at the **local courts located at Patiala or the place of office of the Competent Authority who has signed the contract.**
33. **Department of Finance reserves the right to reject any/all tenders at any stage without any reason whatsoever and without being liable in any manner towards any bidder. Further, the Department of Finance also reserves the right to either annul or cancel the bidding process at any stage without assigning any reason whatsoever and without being liable in any manner towards any bidder or prospective bidder.**

CHECK-LIST

(SUMMARY OF COMPLIANCE TO THE REQUIREMENT OF THE TENDER)

Sr. No.	Description of requirement	Yes/No	Page/Ann No. of Enclosed Tender			
1.	Whether the applicant is an individual/Firm/Company Attach Prof. <div style="text-align: center; margin: 5px 0;"><table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 30px; height: 15px;"></td><td style="width: 30px; height: 15px;"></td><td style="width: 30px; height: 15px;"></td></tr></table></div> (Tick applicable)				Yes/No	
2.	R.C. Book*	Yes/No				
3.	Road Tax Clearance Certificate*	Yes/No				
4.	Certificate of the Valid Insurance Policy	Yes/No				
5.	Valid driving License for the category of the vehicle quoted*	Yes/No				
6.	Valid Pollution Certificate (PUC)*	Yes/No				
7.	Technical Bid sealed in the separate envelope	Yes/No				
8.	Financial Bid Performa completed and sealed in a separate envelope	Yes/No				
9.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.	Yes/No				
10.	In case the vehicle is yet to be purchased, undertaking attached.	Yes/No				
11.	Address proof of the owner of vehicle/proprietor or partner of a firm, company etc.	Yes/No				

*Attach self-attested photocopies

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Name:
Place:
Date:

Seal
Office Address:

FORM OF BID

- a. I/we, M/s _____ hereby undertake to provide hiring of Innova vehicles strictly as per the terms of the Tender Document and to the complete satisfaction and the terms and condition are acceptable to us without any deviation.
- b. I/We shall be charging lump sum cash consideration at the rate mentioned in Annexure-iii in the event may/our bid is accepted by the CEO, ETTSA, Patiala. I/We have carefully read and understood the Terms and Conditions of the Tender and accordingly confirm that the aforesaid rate quoted by us is inclusive of all taxes.

Place:

Dated:

Signature _____

Name _____

Bidder _____

Address _____

TECHNICAL BID-TECHNICAL INFORMATION AND UNDERTAKING

Document) Sub;- Tender For " Hiring of One Brand New Honda City (Top Model) Diesel on 24x7 basis"

1.	Name of the Tenderer/Agency;	
2.	Office Address (with Tel. & Mob. No.)	
3.	Service Tax Registration No. along with proof thereof, if any, required.	
4.	Nature of the firm/agency; (i.e. Sole Proprietor or partnership firm or a company or a government department or a Public Sector Organization)-Copy of Registration Certificate be furnished.	
5.	Working experience of the Firm (in years)	
6.	PAN NO.	
7.	Nos./Age in Years/Model/Make of the vehicles offered by the firm (in Case the vehicle is yet to be purchased the same be mentioned in this column.	Total Nos. of vehicles offered () in words() 1.----- 2.----- 3.----- 4.----- 5.-----
8.	Availability of Cell phones with the Drivers is mandatory (Tick Yes)	<input type="checkbox"/> Yes
9.	Remakrs (if any)	

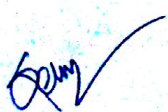
Date

Station:

Sign.-----

Name-----

Seal.-----



Financial Bid Performa

Sr. No.	Type/Variant of Vehicles	Rate 2500 KM/ Month	Rate for extra KMs more than 2500 Km (Not more than Rs. 12 per KM)
I.			
II.			
III.			
IV.			

Note:

1. Rates per month per each vehicle in Rupees be quoted taking into consideration all Taxes except for Service Tax.
2. Toll and parking charges shall be paid by the Govt.

(Signature)

Place:

Name: _____

Date:

Address:- _____

Contact No.: _____



Undertaking (In case the vehicle is yet to be purchased)

- a. I/we, M/s _____ hereby declare I have gone through the terms & conditions of the tender document. In case I/We are given a supply order by the ETTSA, Patiala, I/We undertake to purchase a new vehicle to be supplied to the.
- b. I/We am/are very much aware of the fact that:
- i) If I/We fail to supply a new vehicle on 01-11-2015, my Earnest Money Deposit and Security Deposit are liable to be forfeited. I have no objection in case the contract is given to other tender.
 - ii) After supplying a new vehicle purchased, I/We shall only be paid for the monthly bills of the aforesaid vehicle, after submission of the all necessary documents required as per terms & conditions of the tender document.

Place:

Dated:

Signature _____

Name _____

Bidder _____

Address _____

