

**Office of General Manager
Regional Centre for Next Generation Network
3rd.floor, Telephone Bhavan, Kolkata- 700001
Tel. 033-22627303 Fax 033-22627252
visit us at www.ncngn.bsnl.co.in**

e-Tender No. RCNGN/KOL/107/Hired vehicle/Tendering/19-20 Dated: 24/05/2019

e-TENDER DOCUMENT FOR HIRING OF COMMERCIAL VEHICLES FOR
OFFICE OF THE GENERAL MANAGER, RCNGN, KOLKATA - 700 001

Cost of Tender Document: INR 590/-

IMPORTANT DATES

Last date of online submission of bids:- up to 13:30 hrs of 25.06.2019

Date/Time of online bid opening: -14:00 hrs of 25.06.2019

e-Tendering Website: www.tenderwizard.com/BSNLKOL

Schedule to the invitation of Tender

Tender No. and date	RCNGN/KOL/107/Hired Vehicle/ Tendering /19-20 Dated:24.05.2019
Time and last date of availability of e- Bid Document	13.00 Hrs. of 25.06.2019
Time and last date of Depositing tender/bid	13.30 Hrs. of 25.06.2019
Time and date of Opening tender (Technical Bid)	14.00Hrs.of 25.06.2019
Validity of Tender offer	180 days from the date of opening
Type and number of vehicles required	Car required Non-AC Diesel Santro/Indica/Ambassador/Maruti Swift desire or equivalent 2 in number
Duration of contract	One year with an option of extension for one more year
Estimated Cost of the Tender	Rs. 8,00,000/- Only
Bid Security	Rs 16,000/- Only

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BID DOCUMENTS **SECTION –I**



Office of General Manager
Regional Centre for Next Generation Network
3rd.floor, Telephone Bhavan, Kolkata- 700001
Tel. 033-22627303 Fax 033-22627252

NOTICE INVITING e-TENDER

e-TENDER NO. & DATE :RCNGN/KOL/107/Hired vehicle/Tendering/19-20
Dated:24.05.2019

ESTIMATED COST OF THE TENDER: Rs. 8,00,000/- (Rupees Eight Lakhs only).

Last Date of Receipt of Online Submission : **25.06.2019 up to 13.30hrs**
DateOfOpening : **25.06 .2019 at 14.00hrs.**

- 1) On behalf of the General Manager RCNGN, Kolkata, Bharat Sanchar Nigam Limited, Online Digitally sealed e-Tenders are invited for supply of commercial vehicles to the RCNGN, Kolkata, Telephone Bhawan, 3rd Floor, Kolkata-700001 for 12 months.
- 2) Individuals / Firms / Organizations having minimum 1(one) commercial vehicle of various types and models owned/ leased with Registration Certificate along with Blue book and holding a valid certificate from the competent authority of any PSU /Central /State Govt. or reputed Private Ltd. Companies/Firms for having executed similar contracts of providing at least one diesel/Petrol driven commercial vehicles not older than 03(Three) years or model not older than 2016 (Year) such as Non-AC diesel Maruti Swift desire, Tata Indica , Ambasad0r etc are eligible to apply.
- 3) **Bid security in the form of Bank guarantee or DD in favour of "BSNL Collection A/C NCES Circle", New Delhi and payable at New Delhi will be Rs.16,000/- (Rupees Sixteen Thousand only) which should be valid for 180 days from the tender opening date.**
- 4) The MSE units shall be exempted from submission of Bid security Deposit on production of requisite proof in respect of valid certification from MSME for the tendered item.

5) **Availability of tender document:** in tendering process, bidders will obtain the tender documents from e-procurement portal www.tenderwizard.com/BSNLKOL from 24.05.2019 to 13.30 hrs of 25.06.2019.

Tender documents can also be downloaded from the website of NCNGN New Delhi www.ncngn.bsnl.co.in

6) **Tender Processing Fee:** for participating in e-Tendering process Bidders shall access e-bid document uploaded on the portal and pay requisite tender processing fee as defined for each Tender as designated window in the portal. normally e-BID processing fee is 0.04% of estimated cost of the tender subject to minimum Rs **500/-** and maximum **5000/-** plus GST (as applicable).

7) **TENDER DOCUMENT FEE :-** INR 590/- (Rs.500/- +GST 18%) (Rupees Five Hundred Ninety only).

Bidders must register on the e-tender portal, if not registered earlier, follow all the instructions for participating in the bidding of the tender.

- The bidders cannot participate in the tender without downloading official copy of the tender document.
- The Tender document shall not be available for download after its submission/closing date.

Bidders downloading the tender document are required to submit the tender fee amount through DD / Bankers cheque to an amount mentioned at Page 1 "Schedule to the Invitation of Tender". along with the tender bid, failing which the tender bid shall be liable to be left unopened/rejected. The DD/banker's cheque shall be drawn from any Regionalized/Scheduled bank in favour of **"BSNL Collection A/C NCES Circle", New Delhi and payable at New Delhi**. The cost of Tender Document is free to MSE bidders on production of requisite proof in respect of valid certification from MSME for the Tendered item.

BSNL, RCNGN Kolkata has decided to use process of e-tendering only for inviting this tender and thus **the physical copy of the tender would not be sold anywhere.**

8) **Date & Time of Submission of Tender bid:**

- (i) Last Date/ Time of submission of Bid Online: Up to the time and date mentioned at Page (1) "Schedule to the Invitation of Tender".
- (ii) Last Date/Time of Submission of documents in hardcopy: Up to the time and date mentioned at Page(1) "Schedule to the invitation of Tender".

9) Place of opening of Tender bids:

9.1 BSNL has adopted e-tendering process which offers a unique facility for 'Public Online Tender Opening Event (TOE)'. BSNL's Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices.

9.2 However, if required, authorized representatives of bidders can attend the TOE at the O/o GM, RCGN, Telephone Bhavan, 3rd floor, KOLKATA - 700 001 where BSNL's Tender Opening Officers would conduct Public Online Tender Opening Event (TOE).

10) Time, Date and Venue of the opening of FINANCIAL BIDS will be intimated only to those Bidders, whose Technical Bid is accepted after evaluation of details and documents. Financial Bid of the technically eligible & responsive bidders only will be opened.

Note:- All documents submitted in the bid offer should be preferably in English. In case the certificate viz experience, registration etc. is issued in any language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator to be true copy in addition to the relevant certificate.

All computer generated documents should be duly attested/ signed by the issuing organization.

(Subirmoy Roy)
Dy. General Manager
O/o GM, RCNGN, Kolkata.

Tel: 033-22627257/ Fax: 033-22627252.

Mail id :-subirmoy@gmail.com

SECTION – II

INSTRUCTIONS TO BIDDER

A.INTRODUCTIONS

01. DEFINITION

- (a) The **BSNL** means the Bharat Sanchar Nigam Limited having its Corporate Office at Bharat Sanchar Bhawan, Harish Chandra Mathur Lane, New Delhi - 110001 and any of its Subordinate Office.
- (b) "**The bidder**" means the individual or firm who participates in the tender and submits its bid.
- (c) "**The Contractor**" means the individual or firm working under the Contract.
- (d) "**The Work**" means all contractual works the contractor is required to execute under the contract.
- (e) The '**Advance Work Order (AWO)**'/**LOI** means the intention of the BSNL to place work order on the bidder.
- (f) The '**Work order**' means order placed by the BSNL on the contractor duly signed including all attachment and appendices there to and all documents incorporated therein. The work order shall be deemed as contract appearing in the document.
- (g) The contract price means the price payable to the contractor under work order for the full and proper performance of its contractual obligation.

02. ELIGIBLE BIDDERS

- I** The bidder should possess an experience certificate for at least one year of satisfactory performance in similar services preferably with Government/Public Sector or reputed Private Ltd. Companies/Firms.
- II** The bidder should own or have on company lease at least one (1) commercial vehicle with permit from RTOs in the name of Proprietor/Company /Partners /Firm /Director. The vehicles should not be older than 3 (three) years (Date of Registration) Model 2016. The full details of the vehicles and a clear declaration that the firm will be able to supply commercial vehicles of model not older than 3 (Three) years shall be provided.
- III** Documents required to be submitted for establishing bidder's eligibility and qualification

- a) Experience certificate as detailed in Para I Above..
- b) Latest Income Tax Clearance Certificate (ITCC)
- c) Valid Trade License
- d) Certificate of GST Registration and proof of deposit of GST
- e) Certificate regarding Non-employment of near relatives in BSNL
- f) Statement as per Section-XII

03. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and online submission of the bid. The BSNL will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

B. BID DOCUMENTS

04. DOCUMENTS REQUIRED

4.1 The Work to be executed, bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The Bid documents include:

- (i) Notice Inviting Tender.
- (ii) Instructions to Bidders.
- (iii) Special Instructions to bidders for tendering.
- (iv) General (Commercial) Conditions of Contract.
- (v) Special Conditions of Contract.
- (vi) Price Schedule.
- (vii) Bid Form
- (viii) Scope of Work
- (ix) Bid Security Form.
- (x) Performance Security Guarantee Form.
- (xi) Agreement for Contract.
- (xii) Profile of bidder.
- (xiii) Statement of Vehicles owned/Leased by the Bidder
- (xiv) Letter of Authorization for attending Bid Opening.
- (xv) Non-Relationship Certificate.
- (xvi) Proforma for Power of Attorney.
- (xvii) No Modification Certificate.
- (xviii) FORMAT OF DUTY SLIP
- (xix) Criteria for Technical Bid Evaluation.

4.2. The Bidder is expected to examine all instructions, forms, terms and conditions in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

05. CLARIFICATION OF BID DOCUMENTS

IA prospective bidder, requiring any clarification on the Bid Documents shall notify the BSNL in writing at the BSNL's mailing address indicated

in the invitation of Bid. The BSNL shall respond in writing to any request for the clarification of the Bid Documents, which **it receives not later than 10 days** prior to the date of opening of the Tenders. Copies of the query (without identifying the source) & clarifications issued by BSNL shall be sent to all the prospective Bidders who have received the biddocuments.

- II.** Any clarification issued by BSNL in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of relevant clauses of the biddocuments.

06. AMENDMENT OF BIDDOCUMENTS

- I.** At any time, prior to the date of submission of Bids, the contract awarder may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify bid documents by amendments. The amendments shall be notified in e-TENDER portal www.tenderwizard.com/BSNLKOL and in the website of NCNGN New Delhi www.ncngn.bsnl.co.in and these amendments will be binding on them.
- II.** In order to affirm prospective bidders a reasonable time to take the amendment into account in preparing their bids, the BSNL may, at its discretion may extend the dead line for the submission of bids suitably.

C. PREPARATION OF BIDS

07. DOCUMENTS COMPRISING THE BID

The tender offer shall contain online submission of two bids viz. Techno-commercial and financial bid which will contain one set of the following documents only :

(a) Techno commercial Bid shall contain:

- i. Bid Security furnished in accordance of Section-I.
- ii. Bid form duly completed (section – VIB).
- iii. All Documentary evidence established in accordance with the clause 2 & 10 of Section-II so that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.
- iv. Complete tender document (except section VIA) duly signed in all pages by authorized signatory. Signed pages of section VIA) of tender Documents can also be uploaded but that will be unfilled in the Techno Commercial BID.
- v. Certificate of incorporation
- vi. Article of Memorandum of Association or Partnership deed or proprietorship deed as the case may be.
- vii. EPF and ESI Registration Certificate
- viii. PAN Card
- ix. Document of vehicle viz. RC book, Insurance, Fitness Certificate from RTO, Lease deed.

- x. Certificate issued by RTO for Commercial Vehicles.
- xi. Non Black list Certificate

(b) Financial bid shall contain:

Price Schedule duly filled & digitally signed in Section VIA.

(c) Offline Submissions:

The bidder is requested to submit duly signed all the technical bid documents along with signed copy of bid document **except Financial bid** offline to office of the GM /RCNGN/Kolkata, 3rd floor, Telephone Bhawan, Kolkata- 700001 on or before the date & time of submission of bids specified in the tender document for online submission time deadline i,e 14.00 Hrs of 25.06.2019 in a Sealed Envelope. The envelope shall bear (the tender name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time). This will include

1. Bid Security / EMD (Original copy) for the required amount in favour of "BSNL COLLECTION A/C NCES Circle" New Delhi and Payable at New Delhi.
2. Power of attorney in accordance with the prescribed format given at Section-XV. For proprietary firm if signature is done by any other person other than the proprietor then only power of attorney is to be given. Otherwise a declaration of self signing in tender is to be given by proprietor in company letterhead.

NOTE: The Bidder has to upload the Scanned copy of all above said original documents along with Financial bids also during Online Bid-Submission.

Department may at any time ask for online submitted original documents during the tender evaluation stage.

08. BID FORM AND PRICE SCHEDULE

The bidder shall complete the bid form at Section – VIB and online Price Bid, indicating the work to be done, brief description of the works, quantity and rates as per Section VIA.

09. BID PRICES

- I** The bidder shall give the total composite rate inclusive of all Levies and Taxes, GST which will be paid extra as per actual, wherever applicable. The basic unit rate and all other works rate need to be individually indicated against the work as it proposes under the contract The offer shall be firm in Indian Rupees. No Foreign exchange will be made available by the BSNL.
- II** The Bidder shall quote as per rate schedule given in section VIA for all the items given in schedule of requirement in the online Price Schedule.
- III** The rates quoted by the bidder shall remain fixed during the first six months and thereafter it will be governed by clause 22 of Section IV (General condition of Contract).

IV. The rate quoted by the bidder shall be in sufficient detail to enable the BSNL to arrive at the rate of work offered.

10. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION

- I. The bidder should possess an experience certificate for at least one year of satisfactory performance in similar services preferably with Government/Public Sector or reputed Private Ltd. Companies/Firms.
- II. The bidder should own or have on company lease at least one (1) commercial vehicles with permit from RTOs in the name of Proprietor /Company /Partners /Firm /Director. The vehicles should not be older than three years (Date of Registration) Model 2016. The full details of the vehicles and a clear declaration that the firm will be able to supply commercial vehicles of model not older than 3 (Three) years shall be provided.
- III. Documents required to be submitted for establishing bidder's eligibility and qualification
 - a) Experience certificate as detailed under Para-I above.
 - b) Latest Income Tax Clearance Certificate (ITCC).
 - c) Valid Trade License.
 - d) Certificate of GST Registration and proof of deposit of GST.
 - e) Certificate regarding Non-employment of near relatives in BSNL.
 - f) Statement as per Section-XII.

11. DOCUMENTS ESTABLISHING WORKS CONFORMITY TO BID DOCUMENTS (Wherever applicable)

11.1. Pursuant to clause 2, the bidder shall furnish, as part of his bid, documents establishing the conformity of his bid to the Bid Documents of all works and services which he proposes to do under the contract.

12. BID SECURITY

Pursuant to Section-I, the bidder shall furnish, as part of his bid, a bid security for an amount of Rs. **16,000/-** (Rupees Sixteen Thousand Only).

12.1 The bid security is required to protect the BSNL against the risk of bidder's conduct, which would warrant the forfeiture of bid security pursuant to Para 12.5.

12.2 The bid security shall be in the form of Bank Guarantee/DD issued by a scheduled bank in **favour of "BSNL COLLECTION A/C NCES Circle", New Delhi and payable at New Delhi** shall be valid for a period of **180 days from the date of tender opening.**

12.3A bid not secured in accordance with para 12.1 & 12.2 shall be rejected by the BSNL being non- responsive at the bid opening stage .

The bid security of the unsuccessful bidder will be

discharged/returned as promptly as possible, but not later than 30 days after the expiry of the period of the bid validity prescribed by the BSNL pursuant to clause13.

12.4A bid, not duly accompanied with Bid-Security in the form on EMD as Perpara 12.2 shall be rejected as of non-responsive bid.

12.5 The bid security may be forfeited:

- a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid formor
- b) In the case of successful bidder, if the bidder fails:
 - to sign the contract in accordance with clause 28or
 - to furnish performance security in accordance with clause28.
- c) In both the above cases, i.e.12.5 (a) & (b), the bidder will not be eligible to participate in the tender for same item for one year from the date of issue of AWO/LOI. The bidder will not approach the court against the decision of BSNL in thisregard.
- d) The front bidder shall submit an irrevocable undertaking duly signed by it and its technology /consortium partner stating that both of them i.e. the front bidder and its technology / consortium partner shall be liable for due performance of the contract jointly and severally, failing which both of them shall be liable to be barred from having any business dealing with BSNL for a period of threeyears.

13. PERIOD OF VALIDITY OFBIDS

- I** Bid shall remain valid for **180 days** from the date of opening of the Bid prescribed by the BSNL. A bid valid for a shorter period shall be rejected by the BSNL being non-responsive.
- II** In exceptional circumstances, the BSNL may request the consent of the bidder for an extension to the period of bid validity. The request

and the response thereto shall be made in writing. The bid security provided under clause 12 shall also be suitably extended. The bidder may refuse the request without forfeiting his bid security. **A bidder accepting the request and granting extension will not be permitted to modify his bid.**

14. FORMAT AND SIGNING OF BID

- I.** The bidder shall prepare one complete set of original bid.
- II.** Each and every page of the Tender Document duly to be signed by the Tenderer affixing their office Seal.
- III.** Tender should be submitted online.
- IV.** Tender should be submitted in the prescribed form only which has been uploaded by the BSNL. Online submission of Tender other than the format of uploaded tender by the BSNL will not be entertained at all and that Tender to be rejected at the venue of opening.

The documents for offline submission will be in sealed cover should be superscribed the Tender Notice No. . RCNGN/KOL/107/Hired vehicle/Tendering/19-20

Dated: 24.05.2019

- V.** The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.
- VI.** Rate in Indian Rupees should be quoted both in figure as well as words in English. If there is any discrepancy in the rates quoted in Figure and Words, the rate quoted in words will be taken as correct for the purpose of evaluation.
- VII.** For any clarification regarding any item/clause of Tender Document, Tenderer may contact **Dy. General Manager, RCNGN, Kolkata at 3rd Floor , Telephone Bhawan, 34, B.B.D Bag, KOLKATA-700001.**
- VIII.** Any Tender not containing the terms and conditions of the Tender documents is liable to be rejected. Conditional Tender will be rejected outright.

- IX.** Any correction/overwriting is duly to be authenticated by the Tenderer or their authorized Signatory.
- X.** In case of Partnership Firm, the Bid-document to be signed by all the partners of the Firm or the authorized person through power of attorney, and authenticated copy of the Partnership Deed to be submitted with the Tender.
- XI.** In case of any person other than the Tenderer himself has signed the Tender Documents he is to be authenticated in the form of non-judicial stamp duly certified by Notary.

D. SUBMISSION OF BIDS

15. SEALING AND MARKING OF BIDS

- I.** The tender should be submitted online.
- II.** (a) The Sealed Cover containing the Documents for offline submission will be super scribed with the name of works and date of opening should be addressed to:-

Deputy General Manager/ RCNGN/ Kolkata at 3rd Floor, Telephone Bhawan, 34, B.B.D Bag, KOLKATA-700001 .

- (b) The envelope shall bear **TENDER FOR HIRING COMMERCIAL VEHICLES for O/o.the GM/RCNGN/Kolkata, TELEPHONE BHAWAN, 3rd Floor, Kolkata-700001 FOR 12 MONTHS,** the tender number and the words ' DO NOT OPEN BEFORE ' **(25.06.2019 at 14.00 Hrs.)**

16. SUBMISSION OF BIDS.

- I.** Bids must be received by the BSNL on or before specified date and time.
- II.** The BSNL at his discretion may extend the deadline for the submission by amending the bid document in accordance with clause-6.

17. LATE BIDS.

Any bid received by the BSNL after the deadline for submission of bids prescribed by the BSNL pursuant to clause 16, shall be rejected.

18. OPENING OF BIDS BY BSNL

- I.** The Tender will be opened online on Scheduled date and time in

presence of the bidders or their duly authorized representatives and BSNL officers, **in the chamber of Deputy General Manager, RCNGN, Kolkata, 3rd Floor, Telephone Bhawan, 34, B.B.D Bag, KOLKATA-700001.**

- II.** A maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening.
- III.** The bidder's names, Bid prices, modifications bid withdrawals and such other details as the BSNL, at its discretion, may consider appropriate will be announced at the time of opening.
- IV.** The date fixed for opening of bids, if subsequently declared as holiday by the BSNL the revised date of schedule will be notified. However, in absence of such notification the bids will be opened on next working day, time and venue remaining unaltered.

19. CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of bids, the BSNL may, at its discretion ask the bidder for the clarification of its bid. The request for the clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

20. PRELIMINARY EVALUATION

- I.** The BSNL shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- II.** Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the BSNL. If there is a discrepancy between words and figures, the amount in words shall prevail. If the bidder does not accept the correction of the errors, his bid shall be

rejected.

III. The purchaser may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation provided such waiver doesn't prejudice or effect the relative ranking of any bidder.

21. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS.

The evaluation and comparisons of substantially responsive bids shall be done on the price of the goods/works offered inclusive of all levies and taxes, packing, forwarding, freight and insurance etc.

22. CONTACTING THE BSNL

- I** Subject to Clause 20 no bidder shall try to influence the BSNL on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- II** Any effort by a bidder to modify his bid or influence the BSNL in the process of bid evaluation, bid comparison or contract award decision, shall result in the rejection of the bid.

E. AWARD OF CONTRACT

23. PLACEMENT OF ORDER

The BSNL shall consider placement of orders for works on those eligible bidders whose offers have been found acceptable. The BSNL reserves the right to counter offers price(s) against price(s) quoted by any bidder.

24. TENDERER'S RIGHT TO VARY QUANTITY.

- I** BSNL will have the right to increase 25% or decrease up to 25% of the quantity of works specified in the schedule of works without any change in the unit price or other terms and conditions at the time of award of contract.

25. THE BSNL'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS.

- I** The BSNL reserves the right to accept or reject any bid, and to annul

the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of BSNL's action.

- II.** The BSNL reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid.

26. ISSUE OF Letter of Intent(LOI)

The issue of a "Letter of Intent" shall constitute the intention of the BSNL to place work order on the bidder.

27. SIGNING OF CONTRACT

- I.** The issue of Work Order shall constitute the award of contract on the bidder.
- II.** The successful bidder shall submit the required Performance security amount (10% of the contract value) in the form of Bank Guarantee or DD in **favour of OF "BSNL COLLECTION A/C NCES Circle", New Delhi and payable at New Delhi** to clause 26 to sign the contract. Then BSNL has to release the bid security.

28. ANNULMENT OF AWARD

Failure of the successful bidder to comply with the requirement of clause 27 shall constitute sufficient ground for the annulment of the award and the forfeiture of the bid security in which event the BSNL may make the award to any other bidder at the discretion of BSNL of call for new bids.

- 29. QUALITY ASSURANCE REQUIREMENT** The quality of work must be as per specification. The successful bidder must have quality policy and employ good quality manpower to supervise the work.

30. NON RELATIONSHIP CERTIFICATE.

The bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the tender. In case of proprietorship firm, a certificate required to be given by the proprietor. For partnership firm, a certificate is required to be given by

all the partners and in case of limited company by 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. 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 is noticed and BSNL 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.
- (b) They are husband and wife.
- (c) The 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).

The format of the certificate to be given is "I S/O R/O hereby certify that none of my relative (s) as defined in the tender document is/are employed in BSNL 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, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me." The format may be submitted as per section-XIV.

SECTION –III

SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

General

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, BSNL has decided to use the portal www.tenderwizard.com/BSNLKOL through an ASP, M/s. ITI Ltd., Kolkata.

Instructions

1. Tender Bidding Methodology:

Type of tender: Single Stage bidding- There are two stage opening using two electronic Envelopes.

2. Broad outline of activities from Bidders prospective:

1. Procure a Class III Digital Signing Certificate(DSC)
 2. Register on the e-Procurement portal www.tenderwizard.com/BSNLKOL
 3. Create Users and assign roles on the aboveportal
 4. View Notice Inviting Tender (NIT) on the aboveportal
 5. Download Official Copy of Tender Documents from the aboveportal
 6. Clarification to Tender Documents on the aboveportal
 - View response to queries of bidders, posted as addendum, by BSNL
 7. Bid-Submission on the aboveportal
 8. Attend Public Online Tender Opening Event (TOE) on the aboveportal
 - Opening of Technical-Part
 9. Post-TOE Clarification on the above portal(Optional)
 - Respond to BSNL's Post-TOE queries
 10. Attend Public Online Tender Opening Event (TOE) on the aboveportal
 - Opening of Financial-Part
- (Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. DigitalCertificates

For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. Registration

To use the Electronic Tender portal www.tenderwizard.com/BSNLKOL , vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorised Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further

details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

Note: After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/activated.

5. Some Bidding related Information for this Tender (SealedBid)

The entire bid-submission would be online on the portal. Broad outline of submissions are as follows:

- | Submission of Bid Security/ Earnest Money Deposit (EMD) & Cost of Bid Document
- | Submission of digitally signed copy of Tender Documents/ Corrigendum.
- | Power of Attorney
- | Two Envelopes
 - (i) Technical- Part
 - (ii) Financial-Part

Each of the above electronic envelope consist of Main bid and Electronic form (both mandatory) and bid Annexure (Optional) .

NOTE: Bidder must ensure that after following above the status of bid submission must become –“Complete”.

The bidder is requested to submit duly signed all the technical bid documents along with signed copy of bid document except Financial bid offline to office of DGM /RCNGN/Kolkata, 3rd floor, Telephone Bhawan, Kolkata- 700001 on or before the date & time of submission of bids specified in the tender document for online submission time deadline i.e 14.00 Hrs of 25.06.2019 in a Sealed Envelope. The envelope shall bear (the tender name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time). This will include

1. Bid Security / EMD (Original copy).
2. Demand Draft towards Bid Security and Cost of Bid Document for the required amount in favour of **"BSNL COLLECTION A/C NCES Circle", New Delhi and payable at New Delh**, Power of attorney as applicable in accordance with the prescribed format given at SECTION -XV.

NOTE: The Bidder has to upload the Scanned copy of all above said original documents also as Bid-Annexure during Online Bid-Submission.

7. Special Note on Security of Bids

Security related functionality has been rigorously implemented in the e-Procurement portal in a multidimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid Submission, some security related aspects are outlined below:

As part of the Electronic Encrypted functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in the portal is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

It is important for the bidder to keep a safe record of his pass phrases for decrypting his bid parts. In case the bidder is unable to provide the correct pass-phrase during TOE, it will not be possible to open his bid and as his bid will be REJECTED (i.e. archived Un-opened). Before rejection in such a situation, the bidder will be given opportunity to himself enter the pass-phrase from his own office or from BSNL's office if his representative is physically present there. Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer. There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

8. Public Online Tender Opening Event(TOE)

The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized are requested to carry a Laptop and Wireless Connectivity to Internet. Every legal requirement for a transparent and secure 'Public Online TenderOpening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidderhimself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial ComparisonChartenhances Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating

bidders for 'Viewing/ Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

IMPORTANT NOTE: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event, during e-auction, it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement/ e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of BSNL by the bidders in time, then BSNL will promptly re-schedule the affected event(s).

9. Other Instructions

For further instructions, the vendor should visit the home-page of the portal.

The help information provided through the portal is available in three categories

– Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of the said portal

The following '**FOUR KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on the portal.
2. Register your organization on the portal well in advance of your first tender submission deadline on the portal.
3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal.
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown, et al) While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times.

10 Minimum Requirements at Bidders end

- | Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP)
- | Broadband connectivity.
- | Microsoft Internet Explorer 6.0 or above
- | Digital Certificate(s)

11. Vendors Training Program

Necessary training to each and every registered bidder under this portal shall be imparted by the ASP,M/s. ITI Ltd., Kolkata, if required, before participation in the online tendering. For further assistance Mr Siddharth of ITI (9674758723) may pls be contacted.

SECTION - IV

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. Application.

This General condition shall apply in contracts for execution of the work Tendered for. The Tender rates quoted by the Bidder/Contractor should be firm and TENDER FOR HIRING OF COMMERCIAL VEHICLES UNDER O/O THE GM/RCNGN/KOLKATA IN TELEPHONE BHAWAN FOR 12 MONTHS

of the Tender, otherwise, the contract is terminated by issuing one

month's notice as per clause. BSNL reserves the right to extend the period by another **1(One)** year if desired with the same terms and conditions as per the agreement.

- **Commencement of work:-** The work should commence within the scheduled date as per work-order issued by the concerned authorities, Failure to commence the work, action will be taken as per Clause 16(a) of Section-IV.
- **Signing of Agreement:-** The approved Bidder will have to execute an agreement in the format supplied with the Tender papers with **the Dy. General Manager/RCNGN/Kolkata** after which only the Work-order will be issued.
- The BSNL will not bear any other expenditure other than the item of Works appended to in the schedule of works. The rates quoted should be inclusive of all Taxes and Levies, but exclusive of GST.
- The contractor shall supply required during execution of the works if any part of fixture or any other part of any item are found broken or damaged. The BSNL will not entertain any claim by way of compensation on any case while any accident is occurred during execution of the works for human injury or death case or any material damage due to accident, theft etc, unless cover under Force Majeure (Clause 16 of Section IV).

2. STANDARDS:

The works has to be carried out as per the Schedule of Requirement given.

3. PATENTRIGHTS:

Not Applicable.

4. PERFORMANCESECURITY:

Successful bidder/bidders will have to submit performance security in DD payable at New Delhi in favour of "**BSNL COLLECTION A/C NCES Circle**", **New Delhior** in form of Bank guarantee (as per enclosed proforma) for **10% of the total contract value within 14 days of receiving Letter of Intent**. The agreement with the bidder will be carried out on receipt of the performance security and that is to be done within 14 days of receiving the **Letter of Intent**.

5.DELIVERY ANDDOCUMENTS.

Supply of Light Commercial Vehiclesin RCNGN, Kolkata,Telephone Bhawan under NCNGN, New Delhi for 12Months.

6. TRAINING

Not Applicable

7. INCIDENTALSERVICES.

NotApplicable.

8. SPARE.

NotApplicable.

9. WARRANTY.

10. PAYMENTTERMS.

- a. **Payment of Bills:-** Payment will be made after usual deduction from the bills as per clause 14 and 15 of Section-IV below against any work, as per Work-Order and after satisfactory completion of the work within the scheduled date ofcompletion.
- b. **Bills will be accepted only with the undertaking from bidder regarding payment of hired vehicle (other than their own) as per latest payment receipt from BSNL. (Last paymentMonth).**

Bidder should ensure minimum back to back payment for hired vehicles.

11. PRICES

- (a) Rates charged by the contractor for works performed under the contract shall not be higher than the rates quoted by the contractor in his bid.
- (b) Rates once fixed will remain shall remain fixed during the first six months and thereafter it will be governed by clause 22 of Section V (General condition of Contract).
- (c) Department also reserve the right to change or cancel any Work Order without assigning any reason to the Contractors.

12. SUBCONTRACT.

Contractor cannot subcontract without prior approval of BSNL.

13. DELAYS IN THE CONTRACTOR PERFORMANCE

Contractor must complete the work as per schedule given in the work order otherwise penalty will be as per Clause-16 of the section-IV.

14. LIQUIDITY DAMAGES

- (a) If the Contractor fails to complete the Work, ordered for, a penalty of 5% (Five percent) of the work order value for every-day delay upto maximum of 25% (Twenty Five percent) after 2 (two) days will be recovered from the subsequent Work-bills or to be deducted from the Security Money deposited to BSNL and action will be taken as per Clause 16.1 of the section-IV.**

In case the contractor does not start the work after expiry of the period, BSNL shall be free to get it done by some other agency and to recover the cost from the contractor, in addition to penalty specified above.

In case of damages to BSNL property or person while executing the job, the entire cost of repair will be recovered from the vendor.

(b) The accepting authority may terminate this contracts without assignation any reason to the Contractor by issuing one month's Notice of its intention to do so, on expiry of said period of Notice, the Contracts shall come to an end without prejudice to any right or remedy that may be accrued to either part by reason of any antecedent breach of any term thereof. Such notice may be signed, on behalf of the BSNL, by the Divisional Engineer of the BSNL. The above terms and conditions are not exhaustive but illustrative. Details of terms and conditions have to follow the Agreement.

(c) The L1, bidder as determined by the concerned authority for accepting the tender, will be considered for 50 % of the tendered work. Remaining 50% will be distributed equally among L2 & L3 if available but it will be at L1 rate.

(d) In the event of non-supply of vehicles by the lowest bidder after being awarded the order under the tender, the security deposit shall be forfeited and the ordered quantity shall be awarded to L2 bidder at L1 rate and so on for L3 bidder.

(e) BSNL, however, reserves the right to depart from the above guidelines for distribution of quantum of works amongst successful bidders depending upon the urgency and other factors prevailing of the time of deciding the bid. The total quantity as indicated in price bid /SOR in Section-VII may vary from -25% to 50% from the Estimated quantity during actual exemption.

(e) Paying authority:- The bill will be paid by the A.O. (Cash), NCNGN Circle, New Delhi, CTS Compound, Netaji Nagar, New Delhi-110023. The bill must be submitted in triplicate.

If the contractor institutes any legal proceedings against the BSNL to enforce any of its rights under this tender shall be in the legal jurisdiction of NCNGN Circle, BSNL where the work has been done and not the place where the contractor has registered his office.

15. FORCE MAJEURE

(i) If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is

prevented or delayed reasons of by any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of. God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the BSNL as to whether the works have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

(ii) Provided, also that if the contract is terminated under this clause - 17, the BSNL be at liberty to take over from the Contractor at a rate to be fixed by the BSNL which shall be final.

16. TERMINATION FOR DEFAULT

(i) The BSNL may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the contractor, terminate this contract in whole or in part

- a) If the Contractor fails to work any or all the works within the time period (s) specified in the contract, or any extension thereof granted by the BSNL.
- b) If the contractor fails to perform any other obligation (s) under the Contract; and
- c) If the contractor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the BSNL may authorize in writing) after receipt of the default notice from the BSNL.

(ii) In the event the BSNL terminates the contract in whole or in part pursuant to para 16-1 the BSNL may procure, upon such terms and in such manner, as it deems appropriate, works similar to those works and the contractor shall be liable to the BSNL for any excess cost for such similar works. However the Contractor shall continue the performance of the contract to the extent not terminated.

17. TERMINATION FOR INSOLVENCY

BSNL may at any time terminate the Contract giving written notice to the Contractor, without compensation to the contractor. If the Contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the BSNL.

18. ARBITRATION

18.1 In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to the matter, the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of the GM(RCNGN, Kolkata), BSNL (hereinafter referred to as the said officer) or any person nominated by him. There will be no objection to any such appointment on the ground that the arbitrator is a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a Government Servant he has expressed his views on all or any of the matters in dispute. The award of the arbitrator shall be final and binding on both the parties to the agreement. In the event of such an arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reason whatsoever, the GM(RCNGN, Kolkata), BSNL or the said officer shall appoint another person to act as an arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

18.2The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid, arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

18.3The venue of the arbitration proceeding shall be the office of the GM (RCNGN,Kolkata), BSNL, Kolkata or such other places as the arbitrator may decide.

19. Duration / Period of Contract:

Normally contract will be awarded for 1 (one) year. However, extension for a further period of 1(one) year may be given with the approval of the competent authority keeping in view the various factors such as prevailing market price, satisfactory performance of the firm etc.

20. Insurance:

The Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. BSNL shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on BSNL, the same shall be reimbursed / indemnified by the Service Provider

21. Price Revision

21.1.No escalation is admissible on any account whatsoever during the first six months of the contract. After six months of contract increase or decrease in hire charge due to variation in Fuel rates will be worked out and paid only when the variation to base rate is above 10%. Such increase or decrease in the hire charge due to these variations shall be worked out from the base rate on the following formula:

$$\text{Increase or decrease in Petrol/Diesel Price during the month} = \frac{(\text{Actual KMs run by the vehicle}) \times (\text{Revised rate per liter} - \text{Base rate per liter})}{(\text{Average KM per liter of Diesel / Petrol consumption (KMPL)})}$$

Note: - The Base Rate of Petrol/Diesel is the prevailing rate on the date of commencement of work / contract. The Average KMPL is to be assumed as **9 Kms in case of AC cars** and **12 Kms in case of Non – AC Cars in both Petrol & Diesel driven**. If there is decrease in Fuel Price, formula will indicate negative figure which means the deduction shall be done from the bill).

21.2. The review for change in hire charges due to change in fuel rates shall be effected on half-yearly basis, i.e. on 15th October and 15th April. The change in hire charges, if any, shall be applicable from the 1st day of next half year. Base Rate of fuel would be fuel prices as on date of award of contract.

- In case of minimum average run per liter of fuel (i.e. Average KMPL) as assumed above is not achieved by any vehicle, then the extra cost of fuel consumed by the vehicle on the basis of actual KMPL of fuel will be deducted from the payment due for that vehicle.
- The service provider shall submit supplementary bill for reimbursement towards increase in Fuel price on monthly basis without accumulation. This

supplementary bill is to be supported with proof of fuel price prevailing on 1st of the month.

21.3 In case of any reduction of taxes and statutory levies (if any) during the contractual period, BSNL shall take the benefit of decrease in such taxes/duties for the service to be availed from the date of enactment of revised duties/taxes.

21.4 In case of increase in taxes/duties during the contractual period, BSNL shall be liable to revise the rates as per new taxes/duties for the service to be availed for the remaining period of the contract.

22. COURT JURIDICATION. This contract/work is subject to jurisdiction of Court at Kolkata only.

SECTION – V

SPECIAL CONDITIONS OF CONTRACT

- 1) Service to be provided** is to supply on demand vehicles with licensed drivers, registered as commercial vehicles on hiring basis for running within the jurisdiction of RCNGN, Kolkata, Telephone Bhawane.g. O/o GM(RCNGN/Kolkata), O/o DGM(RCNGN/Kolkata). The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous and Quality Service.
- 2) Quantity of Vehicles** to be hired under the Plan is shown in the Scope of work. However BSNL shall place the order only as per the actual requirement from time to time from the empanelled transporters.
- 3) Duty Hours of vehicles** are normally for 10 (ten) hours per day on all working days of a month except holidays. However actual duty hours/days shall be specified by actual users of vehicle. In holiday, if required, duty should be performed at the approved rate.
- 4) Notice period for supply of vehicles** shall be one day in advance for Regular requirements and one hour in advance for additional requirement during office hours. Telephonic intimation shall be considered as notice. If any deviation for supplying the vehicle from the schedule time is anticipated then intimation should be given to users well in time i.e. three hours in advance. The fuel should be sufficient to run the vehicle smoothly at least 200 KMs per day.
- 5) Reporting place for vehicles** is within the jurisdiction of BSNL, RCNGN, Kolkata. Actual place of reporting shall be specified by users of vehicles.
- 6) Counting of Distance** will be from the starting point of the user and closing at the point wherever user completes his/her travel. The distance covered in each way between user delivery address and the garage / normal parking place will be allowed on actual basis or 5 KMs whichever is less.
- 7) Accuracy of Meters** will be checked by any authorized officer of BSNL and it will be rightful for him to get the meter calibrated or checked at any time at his sole discretion and in the event of any error /fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted besides any other penal action as decided by BSNL, which may even lead to termination of contract.



8) Miscellaneous Conditions :- Service provider should comply with the following :

- I. Telephones** – Telephone numbers where requisition of vehicles can be conveyed all the 24 hrs. must be specified in the bid.
- II. Identity Cards** – Proper identity cards after verifying the antecedents of his drivers through local Govt. Offices must be provided by the Service Provider.
- III. Documents of vehicles** – The attested copy of R/C Book and the Insurance Policy of vehicles supplied under this contract should be submitted to the authorized person of the BSNL and will be subject to scrutiny.
- IV. Uniforms** – The Service Provider is to provide his employees uniforms as required under the rules which shall be worn by them all the time while on duty.
- V. Govt. Tax / Levy / Duty** other than Service Tax for plying the vehicles in RCNGN, Kolkata, BSNL will be borne by the Service Provider.
- VI. Parking / Toll Charges**, if any, may be claimed by producing valid parking / Toll slips.
- VII. Drivers'** attested copy of driving license should be submitted during the contractual period.
- VIII. Consumables** like lubricants, tyres, battery and repairs, maintenance, taxes, insurance will be to the Service Provider's liability.
- IX. Assign** driving to only qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/officials and store item.
- X. Duty Slips** in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of BSNL (**Annexure-6**) and should ensure that at the end of duty the duty slips are completed and signed by the users.
- XI. Vehicles Up-Keep** shall be in good condition along with good and clean Seat covers & curtains. Vehicles so hired may be inspected by a pre-designated committee of BSNL officers with reference to good/properly maintained vehicle including cabin, upholstery, seat etc.

- XII. Unused KMs** if any during a particular month (Monthly KM slabs) will be carried over to the subsequent two month and will be adjusted against any extra KMs if performed over and above the agreed slab for the hired vehicle. A certificate to this effect should be given on the body of bill while submitting claim for payment.
- XIII. Statutory Requirements- It is desirable to have the Registration with EPF, ESI Code, Service Tax, PAN etc. However, if the Service Provider does not possess any or all the above, they should obtain the same if required by law to execute this service, with in one month of commencement of Contract.

XIV. Debarring Conditions:-

- a. No vehicle should be supplied having registration in the name of employee of BSNL or their close relative and a certificate to this effect be given on the body of bill while submitting claim.
- b. No sub-contracting of the service allotted is permissible by BSNL. The near relatives of all BSNL employees either directly recruited or on deputation are prohibited from participation in this tender.
- c. The tampering of meter reading, vehicle usage timings, overwriting of summary/log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- d. Service Provider shall not engage any person below 18 years of age.

XV. BSNL will not have obligation:-

- a. No liability whatsoever for payment of wages/salaries other benefits and allowances that might become applicable under any Act or order of the Govt. in regard to personnel engaged by the Service Provider. The Service Provider shall indemnify BSNL against any/all claims which may arise under the provisions of various Acts, Government orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
- b. No direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to BSNL have to be suitably compensated by the Service Provider.
- c. BSNL will not be responsible for theft, burglary, fire or any mischievous deeds by his staff.

- d. Service Provider shall be the employer for his workers and BSNL will not be held responsible fully or partially for any dispute that may arise between the service provider and his workers.

XVI. Penalty for breach of terms & conditions:-

- a. In case of break down, after reporting for duty, the vehicle will have to be replaced by another one of same type immediately or not later than one hour. In case of non-availability of suitable vehicle a penalty up to Rs.200/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs.300/- per break down shall be imposed.
- b. The penalty for absence during extra Hour duty will be Rs.100 per occasion and for Temporary absence during duty hours without valid permission shall be Rs.75 per hour of absence.
- c. a) In case of non-availability of vehicle for any particular day penalty of Rs.500/- per day shall be imposed in addition to deduction of hire charge on pro-rate basis for the period.
- b) In case of delay in reporting for more than half an hour (30 minutes), a penalty of Rs.200/- per hour or part thereof will be imposed, subjected to the maximum of Rs.500/.
- d. If the vehicle provided by the Service Provider is found not to be in good condition or without proper document; the vehicle may be rejected and sent back. No payment shall be made on account of such rejection. However in case of dispute, the decision of competent authority of BSNL, Calcutta Telephone would be final.
- e. No payment will be made for vehicles older than 03 (Three) years or 2016 model if supplied by the Service Provider.
- f. The Service Provider should not refuse to provide vehicles against BSNL's requirement on a working or Sunday/Holiday or in odd/night hrs due to emergency situation and on each refusal a penalty as given at item (iii) above will be deducted from the running bills besides any other action which may even lead to termination of contract.

12. ISSUE OF WORK ORDERS.

Work Orders will be issued by DGM (RCNGN, Kolkata) to the successful bidder.



SECTION – VIA

FINANCIAL BID

SCHEDULE OF REQUIREMENT AND HIRE CHARGES

PLAN-I (Scheduled Works): Monthly KM Hire Slab:

Name & Address of the Purchaser :-

Non-AC vehicle			Hire charges per vehicle in figures and words including Levies / Taxes if any excluding GST(GST component will be payable extra as per prevailingrate.)	
Sl no	Type of Diesel Vehicle/ Model	Job Description (Monthly charges)	Figures Rs.	In words (Rupees)
I	Santro/Indica /Ambassador or equivalent	1. for 1000 KMs/month (basic KMs)		
		2.for 1500 KMs/month (basic KMs)		
		3.Extra per KM beyond basic KMs (Rs./Km)		
		4. Extra per Hour beyond 10 Hrs (Detention Charge--- Rs./Hr.)		
		5. for Out station Night Halt charges (Rs./Hr.)		

Hire Charges per vehicle(Rs.)
Unit(per month)Slab Rate excluding GST.

Place :

Date :



FINANCIAL BID

SCHEDULE OF REQUIREMENTS AND HIRE CHARGES

PLAN-II(Daily Time - KM Hire Slab – CARS)

Name & Address of the Purchaser :-

Non-AC vehicle			Hire charges per vehicle in figures and words including Levies / Taxes if any excluding GST(GST component will be payable extra as per prevailing rate.)	
Sl no	Type of Diesel Vehicle/Model	Job Description (Daily charges)	Figures Rs.	In words (Rupees)
I	Santro/Indica/ Ambassador or equivalent	1. for 4 Hrs-40 Kms		
		2. for 8 Hrs-80 Kms		
		3. for 10 Hrs-100 Kms		
		4. Extra per KM (Rs./Km)		
		5. Extra per Hour (Rs./Hr.) (Detention charge beyond duty)		
		6. Out station Night Halt Charges (Rs./Hr.)		

Place :

Date :

SECTION – VIB

BID FORM

Dear Sir,

1. Having the conditions of contract and services to be provided Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide commercial vehicles in conformity with the conditions of contract and specifications for the sum shown in the Schedule of Requirement & Hire Charges attached herewith and made part of this Bid.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. 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.
4. We agree to abide by this Bid for a period of 180 days form the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance there of in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.
8. We understand that the bid document so submitted is the true copy of BSNL tender document available on the BSNL web site of NCNGN Circle, New Delhi www.ncngn.bsnl.co.in and e-PROCUREMENT **PORTAL** www.tenderwizard.com/BSNLKOL. Any deviation will result in a rejection of the bid.

Dated thisDay of2019.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

Encls: Schedule of Requirement & Hire charges

SECTION – VII **Scope of Work**

e-Tender No. : RCNGN/KOL/107/Hired vehicle/Tendering/19-20 Dated:24.05.2019

The Bidder is required to provide commercial vehicles fully conforming to RTA/RTO regulation along with fuel, driver etc and carryout periodical maintenance and execute the work through their Supervisor. The work consists of two parts namely PLAN-1 and PLAN-2 on Monthly Slab Rate & Daily Rate based on BSNL's requirement.

(NOTE: The Bidders responding to this NIT may quote either PLAN-1 or PLAN-2 or both. Each plan will be evaluated independently.)

PLAN – 1 (Scheduled Works)

Monthly KM Hire Slab : As per monthly requirement, the vehicles will be requisitioned. The Monthly KM hire slab on which cars are required and the estimated number of such hiring per Month are **tentatively** indicated below.

Monthly slab	Hire	Quantity of Vehicle	Type of vehicle	Rate(in Rs.) Per vehicle per month
1000 KMs/Month		02	Santro/Indica/Ambassad or equivalent	
1500 KMs/Month		02	Santro/Indica/Ambassad or equivalent	

3) PLAN – 2 (Non-Scheduled Works)

Daily Time –KM Hire Slab: As per contingent & occasional requirement for day to day work, vehicles will be requisitioned. The Time-KM hire slab on which cars are required and the estimated number of days in a month such daily hiring is tentatively indicated below.

Daily Hire Slab	Non A/C Diesel Ambassador/Tata Indica/Santro cars
4 Hrs – 40 KMs	
8 Hrs – 80 KMs	
10 Hrs – 100 KMs	

The Tables shown in PLAN 1 above is for regular work and the table shown in Plan 2 is for occasional use. The actual deployment may vary from time to time depending on work schedule, company's policy, intensity of maintenance and interruption duties and developmental activities etc. The additional requirement for a short period to meet the 'Peak Operational requirement' if any on day to day basis is also to be met with at the same rate. The number of such requirement is not anticipated in this tender but may not exceed 25% of the above estimated quantity.

BID SECURITY FORM

Whereas (herein after called "the Bidder") has submitted bid dated for the work of SUPPLY OF COMMERCIAL VEHICLES TO THE OFFICE OF THE GENERAL MANAGER, RCNGN, KOLKATA - 700 001 for 12 MONTHS vide e-Tender No. RCNGN/KOL/107/Hired vehicle/Tendering/19-20 Dated:24.05.2019 that WEOF Having our registered office at..... (hereinafter called " the Bank") are bound unto Bharat Sanchar Nigam Limited (hereinafter called "the BSNL") in the sum of Rs..... For which payment will and truly to be made of the said Contractor, the Bank binds itself, its successors and assigns by these present.

THE CONDITIONS of the Obligation are:-

01. If the Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid formor
02. If the Bidder, having been notified of the acceptance of his bid by the BSNL during the period of bid validity.
 - (a) fails or refuses to execute the Contract, if required, or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidders.

We undertake to pay to the BSNL up to the above amount upon receipt of its first written demand, without the BSNL having to substantiate its demand, provided that in its demand, the BSNL will note that the amount claimed by its due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force as specified in Clauses 12 of Section-II of the



Bid Document upto and including THIRTY (30) days after the Period of bid

validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Signature of the Bank Authority,
Name

Signed in Capacity of

Name & Signature of witness

Full address of Branch

Address of witness

Tel No. of Branch
Fax No. of Branch

SECTION-IX **PERFORMANCE SECURITY GURANTTE BOND**

REF: e-Tender No. RCNGN/KOL/107/Hired vehicle/Tendering/19-20 Dated:24.05.2019

1. In consideration of CMD, Bharat Sanchar Nigam Limited, New Delhi (here in after called the BSNL) having agreed to exempt

(here in after called the said contractor (S) from the demand of security deposit/earnest money of Rs. on production of Bank Guarantee for Rs. for the due fulfillment by the said contractors of the terms & conditions to be contained in an Agreement in connection with the contract for supply of Commercial Vehicle.

We, (name of the bank) (here in after referred to as "the Bank") at the request of.....Contractor's do hereby undertake to pay to the BSNL, an amount of not exceeding against any loss or damage cause to or suffered or would be cause to or suffered by the BSNL, by reason of any breach by the said contractor's of any of the terms & conditions contained in the said agreement.

2. We (name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BSNL, _____ stating that the amount claimed is due by way of loss or damages cause to or would be caused to or suffered by the BSNL, Reason of breach by the said contractor's of any of the terms & conditions contained in the said agreement or by reason of the contractors failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the about due and payable by the Bank under this guarantee where the decision of the BSNL, In these counts shall be final and binding on the bank.



However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....

3. We undertake to pay to the BSNL any money so demanded notwithstanding any disputes raised by the contractor(s) /supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and the contractor(s)/supplier(s) shall have no claim against us for making such payment.
4. We (name of the bank)_____ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of 1(one) year from date herein and further agrees to extend the same from time to time (1(one) year after) so that it shall continue to be enforceable till all the dues of the BSNL, _____ under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till BSNL, _____ certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.
5. We (name of the bank) further agree with the BSNL, _____ that the BSNL, _____ shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms & conditions of the said agreement or to extend time of performance by said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the BSNL, _____ against the said contractor (s) and to forbear or enforce any of the terms & 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, and or any omission on the part of the BSNL, _____ or any indulgence by the BSNL, _____ 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 effect of so relievingus.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or thecontractor(s)/supplier(s)
7. We (name of the bank) ----- undertake not to revoke this guarantee during its currency except with the previous consent of the BSNL inwriting.

Dated:_____

For

(Indicating the name of the bank)

N. B. This guarantee should be issued on non-judicial paper, stamped in accordance with the stamp act.

SECTION-X

AGREEMENTFORCONTRACT

(Ref e-Tender No. RCNGN/KOL/107/Hired vehicle/Tendering/19-20 Dated:24.05.2019)

This agreement is made on thisday of 2019 Between M/S
..... (hereinafter called the
contractor whose term includes its successors and assignees) whose address is
at..... and acting through its authorized official

AND

Bharat Sanchar Nigam Ltd. (herein after called the BSNL whose term includes successors and Assignees) whose registered office is situated at O./o. CGM/NCNGN, CTS Compound, Netaji Nagar, New Delhi- 110023 and acting through its authorized official **The Dy. General Manager ,RCNGN,Kolkata at 3rd Floor, Telephone Bhawan, 34, B.B.D Bag, KOLKATA-700001.**

Now these present witnesses and it is hereby agreed and declared by and between the Parties to these present as followings

1. The contractor shall comply with all the terms and conditions of tender documents contained which are part and parcel of this agreement and also the following.
2. Paying authority:- The bill will be paid by the A.O, Cash, CS ,CTD, O/o DGM/F/EB,Ist FLOOR, Telephone Bhawan, KOLKATA-700 001. The bill must be submitted in triplicate.
3. If the contractor fails to complete the work and if the quality of work is not found satisfactory enough, the BSNL shall have the right to terminate the contract in whole or part.
4. In the event of failure on the part of contractor to execute the work as mentioned in the proceeding paragraph, penalty as per **clause 16(a)** of General Conditions of Contracts of Tender documents shall be imposed.
5. In case of any accident resulting in loss or damage to property of life, the sole responsibility for any legal or financial implication would vest with the contractor BSNL shall have no liability whatsoever.
6. That contractor is liable for any legal dispute/cases/claims that have arisen or may arise during the currency of the agreement in respect of work done by contractor BSNL will not be liable for any loss, damages, etc suffered/ to be suffered by contractor of third party as The case maybe.
7. The contractor shall also be liable for all fines, penalties, and the like of working and other criminal offences arising out of or concerning the work during the contract period, the contractor accordingly indemnifies the BSNL against all such liability.



8. The agreement is valid from to It will also be applicable in the period of extension as given.
9. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the officer of the GM(EB), Calcutta Telecom District, B.S.N.L. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the by whatever designation such officers may be called (hereinafter referred to as the said officer) and or if the said officer is unable or unwilling to act as such, than to the sole arbitration of some other person appointed by the CGM/PGM or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.
10. If the contractor institutes any legal proceedings against the BSNL to enforce any of its rights under this agreements it shall be in the legal jurisdiction of BSNL where the work has been done and not the place where the contractors has his registered office.
11. Performance Security Deposit amounting in the form of DD/BG has been submitted vide DD/BG No:..... of Bank dtd.....

Signed-----

Signed-----

(AGM(Sales-P)/EB-1)

For and on behalf of the BSNL contractor

For and on behalf of the

Name(caps)-----

Name(caps) -----

Position-----

Position -----

Date -----

Date -----

In the presence of Witnesses
Witnesses

In the presence of

1.

1.

2.

2.



SECTION-XI
Profile of the bidder

**Sub: HIRING OF VEHICLES FOR RCNGN KOLKATA IN TELEPHONE BHAWAN
NCNGN Circle, New Delhi**

TenderRef: RCNGN/KOL/107/Hired vehicle/Tendering/19-20 Dated:24.05.2019
To be filled in by the Bidder (enclose copy of documents to support yourStatement)

1.	Name and Postal Address oftheBidder: _____ _____ Mobile No: _____ Phone No: _____ e-mail id: _____ FAX No. _____ <input type="checkbox"/> <input type="checkbox"/>	Paste bidder's recent passport size photograph here.
2.	Is your concern Recognized / Registered : Yes or No (Attach Photocopy as a proof)	
3.	Tick as Applicable a. Recognized by Govt. of India as Tourist Transportoperator b. Registered under CompaniesAct c. Registered under Shops and EstablishmentAct d. Registered asfirm e. Proprietorship / Any other category (please specifyname) f. Sister concern of(please specifyname)	
4.	Income Tax Permanent account Number (PAN) : (attach Proof)	
5.	GSTRegistration Number: (attachProof)	
6.	Experience (attach performance Certificate from the Govt. / PSU Companies / Public Agencies /Firms: _____ Year	
7.	Detailed Statement of Registered commercial vehicles not older than 3 years model as per format at Annexure-2A.	
8.	Registration/Allotment Number of (i) ESI (Attach Proof) (ii) EPF ((Attach Proof) (iii) Any other social security scheme for workers: (Like Group Insurance/ Personal accident Insurance/ Pension etc .for Drivers) (Give details):	
9.	Valid Trade License.	
10.	Have you ever been black listed: Yes or No (Enclose Certificate as per Appendix-VI	
11.	The particulars of Bank Account to which ECS payment to be sent (Enclose Certificate as per _____	

Date

Seal

Signature



SECTION-XII

Statement of Vehicles owned/Leased by the Bidder

BIDDER'SNAME: _____

COMPANY'SNAME: _____

Details of "OWNED"/"Leased" Vehicle of three Years old (Date of Registration) later model in our fleet of operation as on date									
Sl. No.	Registration Number	Model (Year)	Date of Registration	Vehicle Owner's Name	Vehicle Type (Santro, Indica, Ambassador etc. Please specify)	Validity Details			
						Permit	Fitness	Road Tax	Insurance
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Note: Use additional sheets if required.

Declaration:

The details as above furnished are correct and true. I undertake to produce original Documents of the above said vehicles for verification as and when called for.

DATE

BIDDERS'SIGNATURE

OFFICSEAL



SECTION-XIII
LETTER OF AUTHORISATION FOR ATTENDING BID OPENING
(To reach on or before date of bid opening)

To

Dy. General Manager
(RCNGN/Kolkata)3rdFloor ,Telephone
Bhawan,
34, B.B.D Bag, KOLKATA-700001

Sub :- Authorization for attending bid opening on 25.06.2019 at 14.00 hrs. in The tender for
HIRING OF COMMERCIAL VEHICLES FOR OFFICE OF THE GENERAL MANAGER, RCNGN,
KOLKATA - 700 001 for one year.

Following persons are hereby authorized to attend the bid opening for the
tender mentioned above on

behalf of (Bidder) inORDEROFPREFERENCE given below:

ORDEROFPREFERENCE

NAME SpecimenSignature

I.

II.

Alternate Representative

Signature of bidder

Or

Officer authorized to sign the bid
Document on behalf of the bidder

Note : -

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as described above is not received.

Signature of the Tenderer.

SECTION - XIV

Non-Relationship Certificate.

"I S/O R/O
..... hereby certify that none of my relative (s) as defined
in the tender document is/are employed in BSNL 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, BSNL shall have the absolute right to take any action
as deemed fit/without any prior intimation to me."

Date:..... Signature of Bidder.
Place:.....Name & Address of Bidder
(With date and seal).

Note: - In case of proprietorship firm certificate will be given by the proprietor,
for partnership firm certificate will be given by all the partners and in
case of limited company by all the Directors of the Company. Any breach
of these conditions by the company or firm or any other person, the
tender/ work will be cancelled and earnest money / security deposit will
be forfeited at any stage whenever it is so noticed. BSNL will not pay any
damages 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.



SECTION - XV

PROFORMA FOR POWER OF ATTORNEY

Non-Judicial Stamp paper

POWER OF ATTORNEY

Be it known all to whom it concerns that: -

1. Shri _____ s/o _____ residing at _____
2. Shri _____ s/o _____ residing at _____
3. Shri _____ s/o _____ residing at _____

I, the Proprietor/We all the Partners/Directors of M/s _____
(Address)

_____ hereby appoint Shri _____ s/o _____
_____ residing

at _____ as my/our Attorney to act in my/our name and on behalf and sign and execute all documents/agreements binding the firm for all contractual obligations (including references of cases to arbitration) arising out of contracts to be entered into by the firm with the PGM, EB, Calcutta Telecom District, Kolkata in connection with their Tender Enquiry No. _____

_____ dated _____
for _____

_____ due for opening

on _____.

In short he is fully authorized to do all, each and everything requisite for the above purpose concerning

M/s _____ . And I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/us and my/our firm as if the same were executed by me/us individually or jointly.



Witness (with Address)	Signature of the Proprietor/Partners/Directors
------------------------	--

1.	1.
2.	2.
	3.

Accepted
(Signature of Signatory of Tender Offer of the firm)

A T T E S T E D

Notary Public (Signature with Official Seal)

OR

R E G I S T E R E D

Before

(SUB – REGISTRAR) (OF CONCERNED STATE)



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

SECTION - XVI

NO MODIFICATION CERTIFICATE

(TO BE GIVEN FOR DOWN LOADED TENDER DOCUMENTS FROM WEB)

The downloaded tender document as published at the website (www.ncngn.bsnl.co.in) and (www.tenderwizard.com/BSNLKOL) has been used for bidding in this tender. It is certified that no modification has been done to the contents of the document.

Place :

Date :

Signature of the bidder
(Seal / Rubber stamp of the firm)

SECTION - XVII
FORMAT OF DUTY SLIP

(Print Name of the company & address)

Sl.No Date.....

(To be filled by contractor)

1. Regn. No of vehicle:.....
2. Non-A/C, Model & Year, Diesel
3. Name, Designation & address of user.....
.....

(To be filled by user)

4. Purpose of journey(detail).....
5. Placesvisited.....
6. Meter reading at starting at starting point at closingpoint.....
7. Total KMs Run
8. Time at Starting Point at closingPoint.....
9. Extra Detention Hours (beyond duty Hrs.).....
- 10.Charges for parking/Toll Taxetc.....
11. . Number of Night Halts (for outstation Journey only)

Driver's Name&Signature

Signature of User

CRITERIA FOR TECHNICAL BID EVALUATION

S.no	Attribute	For the use of IAL only	
		Points Allotted	Points Obtained
1	Bidder has his Office and Business Established in City of Kolkata.	If "NO" Reject the Tender	
2	Bidder has minimum one year Experience as Transport operator	If less than one year Experience Reject the Tender	
3	If Bidder company is: a. Registered under Companies Act OR Whether recognized by Govt. of India as Tourist Transport Operator with current validity. b. Whether registered under Shops and Establishment Act ? c. Whether Registered as FIRM (give details with proof) d. Proprietorship/any other	(a) = 9 (b) = 7 (c) = 5 (d) = 3	
4	Income Tax Permanent Account Number (PAN) (attach proof of allotment . It should be allotted to the Bidder.) PAN No	Yes = 5 ; No = 0	
5	Whether Income Tax return filed for the past 2 years (attach proof)	2 years = 5 ; 1 year = 2 Not filed : 0	
6	Service Tax Registration Number (attach proof of allotment. It should be allotted to the Bidder.)) Regn. No.	Yes = 5 ; No = 0	
7 a.	ESI Code allotted to your Company (Attach allotment letter as proof. It should be allotted the Bidder.)) Code No.....	Yes = 2 ; No = 0	
7. b.	EPF Code allotted to your company (Attach allotment letter as proof. It should be allotted the Bidder.) Code No.	Yes = 2 ; No = 0	
7.c.	Registration with any Social Security Scheme for Workers(Like group insurance/Personal Accident Insurance/Pension etc for Drivers)	Yes = 2 ; No = 0	
8	Number of Transport vehicles (all types put together) OWNED OR LEASED BY THE COMPANY out of total fleet of operation of the company. (Detailed statement as per enclosed format for owned vehicles is to be attached). Business Associate's vehicles should not be included.	2 and above = 10 Less than 2 = 0	
9	Out of above at Sl.No. 8, the Number of vehicles that are less than 3 years old. (Detailed statement as per enclosed format is to be attached)	2 and above = 10	

MAXIMUM POINTS ALLOTTED 50 (Fifty)

(NOTE: The Bidder who has maximum points among all the Bidders will be the Bench Mark for comparison with other Bidders. Sl.No. 7a, 7b & 7c are statutory requirements and its applicability depends on Bidder Company's labour strength etc... Refer Section-II, Clause 8(v) of bid document.)