

All India Institute of Medical Sciences Bathinda (Punjab)

Mandi Dabwali Road,
Bathinda, Punjab-151001



Hiring of Operational Vehicles at AIIMS Bathinda

Ref. No.	:	AIIMS/BTI/Tender/15
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Pre-Bid Meeting	:	28 Apr 2021 03:30 PM
Bid Submission Start Date	:	20 Apr 2021 11:00 AM
Last Date of Bid Submission	:	12 May 2021 11:00 AM
Bid Opening	:	13 May 2021 11:00 AM

Tender documents may be downloaded from institute's web site www.aiimsbathinda.edu.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app>

TENDER NOTICE

Hiring of Operational Vehicles at AIIMS, Bathinda, Mandi Dabwali Road, Bathinda, Punjab-151001

1.E-tenders in Two Bids (Technical & Financial) are invited on behalf of the Executive Director, All India Institute of Medical Sciences, Bathinda from interested service providers for providing three operational Vehicles (one premium SUV and two sedan cars) at **AIIMS Bathinda** for two years extendable to maximum of one year in case of satisfactory performance.

2. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

3. The complete bidding process is online. Bidders should be possession of valid digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. For any assistance for e-bidding process, if required, bidder may contact to the helpdesk at 0164-2867547.

4. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'.

5. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

6. Hard Copy of earnest money deposit and tender fee etc. must be delivered to AIIMS, Bathinda on or before last date/time of Bid Submission as mentioned above. The bid without EMD and tender fee will be summarily rejected.

7. The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

8. Any future clarification and/or corrigendum(s) shall be communicated through <https://eprocure.gov.in/eprocure/app> or through our website: www.aiimsbathinda.edu.in. The bidders are required to regularly check the website to know about any/all such corrigendum(s) as only these bids, taking care of such corrigendum(s) shall be considered for finalization of the tender.

9. Bidder should necessarily enclose a covering letter mentioning a summary of applied document with proper numbering. Secondly, bid should also attach a compliance sheet as per specification mentioning that they are complying to all specification or have any variation.

10. The pre bid conference would be held on..... **at 03.00 PM** in the office of Tender Opening Room, AIIMS, Bathinda. All firm's representative who are attending the pre bid meeting, shall produce an authorization letter from their firm on the firm's letter head. They are required to put their query in writing before the committee and submit the same in writing on its letter head.

11. All the duly filled/completed pages of the tender should be given serial /page number on each page and signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token

of acceptance of terms & conditions. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected outrightly.

12. Any omission in filling the columns of Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filled up carefully by the tenderer. All corrections in this schedule must be duly attested by full signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected by full signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.

13. **Bid Security:** - A Bid Security Declaration should be submitted with technical bid in place of Bid Security/EMD as per Office Memorandum No. 9/4/2020-PPD dated 12 Nov 2020 by Ministry of Finance, Government of India.

14. Bidders are not allowed to submit more than one bid for the same/similar tendered item else all his bids shall be cancelled.

15. The successful bidders have to execute a contract on Indian non judicial stamp paper of Rs.100/- (Rupees one hundred only) within twenty-one (21) days from the date of award of this tender in his favour and also required to furnish the **Security Deposit equals to 3% of the contract value** in the form of FD/BG/TD/CD for **two months extra of the contract period** from any Nationalised/Schedule bank duly pledged in favour of “Executive Director AIIMS Bathinda” & payable at Bathinda only. The EMD deposited by successful bidder may be adjusted towards Security Deposit as demanded above after its validation for the required period.

16. The EMD/PBG shall be forfeited if successful bidder fails to supply the goods/equipment in stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.

17. The bid shall be valid and open for acceptance by the competent authority of AIIMS Bathinda for a period of 180 (one hundred eighty) days from the published date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by bidders shall be entertained. The unilateral withdraw at any stage will cause forfeiture of EMD in addition to any remedy that the purchaser may have under the law.

18. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for Clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

19. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions of the contract and who has quoted the lowest rate as per financial bid after complying with the all the Acts / provisions stated / referred to for adherence in the tender.

20. The competent authority of AIIMS, Bathinda reserves all rights to accept or reject any/ all tender(s) without assigning any reason. It can also impose/relax any administrative term and condition/specifications of the tender enquiry after due discussion in pre-bid conference. This will be communicated and shown over the website of the Institute. No representation will be considered after pre-bid meeting and **bidders may ensure its queries only in pre-bid meeting.** AIIMS, Bathinda also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

21. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.

22. The tender form is not transferable.
23. Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected out rightly.
24. It is required by all concerned, namely the Bidders/Suppliers, as the case may be to observe highest standard of ethics during the procurement and execution of this Tender.
25. In case the bidder on whom the supply order has been placed, fails to make supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (AIIMS, Bathinda) may recover from the tender the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer. In case of repeated failure in supplying the order goods the supply order may be cancelled and bid security deposit will be forfeited.
26. The bidders should have furnished a copy of GST registration number, the State / U.T. of registration and the date of such registration. Tenders not complying with this condition will be rejected.
27. General Terms & Conditions bidder should satisfy are as mentioned below: -
- (a) The tenderer should have a registered established car rental / travel agency firm having sufficient number of latest models of vehicles for hiring. The vehicle provided should not be below than 2018 models.
 - (b) All vehicles should be registered under tourist taxi permit and should be kept neat and clean, also should be in good and sound condition mechanically. The vehicle should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Punjab. Vehicle should report for duty with sufficient fuel for the day's duty (minimum 20 ltrs).
 - (c) Punctuality will have to be ensured and log books shall be maintained by the drivers for this purpose.
 - (d) The accident risks for drivers and vehicles be covered by comprehensive insurance and AIIMS Bathinda shall not take any liability on this account.
 - (e) The vehicles deployed by the agency should be registered in the name of agency only and another vehicle hired by the agency from open market will not be accepted in the normal course.
 - (f) Change in deployment of vehicles or drivers shall be allowed only in exceptional circumstances and only with prior information/approval of Director.
 - (g) The rates for hiring would be applicable for maximum period of three years. Initially contract will be awarded for approved rates for two year and on satisfactory performance contract will be extended for further period of One year.
 - (h) The rates approved through the bid will be effective from the date of the approval of bid which can be extended on yearly basis at the discretion of Director AIIMS Bathinda.
 - (i) The contractor must also ensure that all the necessary documents (Registration certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the AIIMS Bathinda.
 - (j) TDS will be deducted as per the rates prevailing at the time of providing the service.
28. The driver provided by the contractor should fulfil the following conditions:
- (a) Should be in possession of valid commercial driving license issued by RTO for the class of vehicle he is driving.
 - (b) Should wear uniform which should be properly washed and ironed.
 - (c) Should not smoke; chew Pan/Pan masala /Tobacco inside the car both while driving and otherwise.
 - (d) Should not indulge in any activity inimical to security of the officers traveling in his car.
 - (e) Should be in possession of Mobile phone with valid connection.
29. The names of addresses of the drivers should also be furnished beforehand to AIIMS Bathinda.

30. Submission of bills and payments:

- (a) The payment will be made on monthly basis on submission of bills in duplicate duly supported by duty slip/log sheet duly signed by concerned officer to OIC, Transport Wing, AIIMS Bathinda. Payment of any Government tax or duty for plying the vehicles will be liability of the contractor. Parking & toll charges, if any, may be claimed on production of parking/toll slips.
- (b) Copies of the remittance such as EPF, ESI etc. shall be enclosed with bills.
- (c) 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.
- (d) The contractor should submit details of his Bank Account for making payments.
- (e) The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.

31. The tender process or contract can be terminated at any time by giving one-month notice at the direction of the Director AIIMS Bathinda.

32. The Director AIIMS Bathinda reserves the right to reject tender without assigning any reason whatsoever.

33. The vehicle should be with standard seats, which should be agreed with seating capacity as the RC book and other relevant documents.

34. All expenditure in connection with Petrol/ Diesel, Pollution check, maintenance of vehicle, road taxes, insurance and any other incidental expenditure shall be borne by the service provider.

35. The vehicle must be made available at any given time and day as desired by this office.

36. In case of break down or disruption due to any other reason, the vehicle shall be replaced by a substitute vehicle & driver immediately so that there shall be no loss of time.

37. The firm/bidder should have valid GSTIN/PAN Numbers etc.

38. The firm/bidder should have fleet of atleast 3 owned similar vehicles. Proof of ownership should be submitted along with technical bid.

39. The firm/bidder should have atleast 3 Drivers on payroll.

40. The average turnover of services provided by the firm/bidder should not be less than Rs.14,10,000/- (Rupees Fourteen Lakh Ten Thousand only) during the last three consecutive years ending on 31 Mar 2021.

41. Toll fees and parking charges shall be reimbursed by this office against the production of proper bills.

42. The rates quoted should specifically mention the GST component. No GST will be paid if the operator fails to provide proof of valid GST registration.

43. The rates once quoted should not be altered for any reasons.

44. Right to vary quantities: AIIMS Bathinda reserves the right at the time of award of contract to increase or decrease up to 50% of the required quantity of (rounded to next whole number) services specified in the schedule of requirements without any change in hiring charges of the offered quantity of other terms and conditions. Decision of Director AIIMS Bathinda shall be final on this regard.

45. Period of validity of bids:

- (a) The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by AIIMS Bathinda as non-responsive.

(b) A bidder accepting the request of AIIMS Bathinda for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

46. Sample/demonstration: - In case, the item required prior submission of sample/ performing demonstration, tenderer will have to submit sample/perform demonstration of the equipment/item to the competent authority of the institute, the bidder will have to born all the expenses for the same. Non submission of sample/non performing demonstration will **disqualify** the bidder in the technical bidding process and financial bid of the bidder will not be opened.

47. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender, failing which, the tender will not be considered. The tenderer must also mention whether the goods are imported / indigenous. Descriptive literature / catalogues must be attached with the tender in original, failing which, tender may be disqualified.

48. Force Majeure: Any failure or omission to carryout of the provisions of this supply by the supplier shall not give right for any claim by supplier and purchaser to one against the other, if such failure or omission arise from an act of God which shall include all acts of natural calamities from civil strikes compliance with any statistics and or requisitions of the Government lockout and Strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state of incarceration provided that notice of the occurrence of any event by either party to the other shall be within two weeks from the date of occurrence of such an event which could be attributed to force majeure. Any delay due to Force Majeure will not be attributable to the either of the parties.

49. Legal Jurisdiction: -The Courts at Bathinda alone and no other Court will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this tender/supply Order/contract.

Applicable Law:

50. The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings /processing.

51. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Bathinda/Chandigarh, Punjab India only.

52. Except as otherwise provided under this Contract for immediate termination of the Contract, in the event of a disputes which may be arising out of the execution of the tender contract, the matter will be referred to the Deputy Director (Administration). Appeal against the decision of the DDA will lie to the Director, AIIMS Bathinda and his decision shall be final and binding upon both the parties.

53. **Duty hours:** 08 hours per day on all days of month. However, actual duty hours shall be specified by actual users of vehicles.

54. **Notice Period:** For regular requirements one day in advance. Telephonic intimation shall be considered as notice.

55. **Accuracy of Meters:** The meter reading should tally the actual distance of run at any instant and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.

56. Penalties:

(a) In case of break down, vehicles have to be replaced by other immediately or not more 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) In case of non-availability of vehicles penalty of Rs. 500/- per day shall be imposed in addition to deduction at pro-rata basis for that day.

(c) In case of non-availability of vehicles during extra hrs. Penalty of Rs. 200/- per occasion shall be imposed

57. Special Instructions:

(a) Intending bidder must have a telephone/Mobile phone to facilitate 24 hours access for placement of requisition of vehicles and such Telephone Nos. must be specified in the bid.

(b) No vehicle should be supplied having registration in the Name of employee of AIIMS staff or close relative. A Certificate to this effect be given on the body of bill while submitting claim.

(c) The meter reading should tally the actual distance of run at any instant and the OIC, Transport Wing, AIIMS Bathinda shall have full powers to check up the meter for its correctness and to take action accordingly.

(d) Payment of any Govt. tax or duty for plying the vehicles in Punjab State will be liability of contractor. However, GST shall be paid extra as per actual.

I / We hereby accept the terms and Conditions given in the tender

(Signature & Stamp of the bidder)

Note- Please sign each page of document including terms & conditions & tender

(B) Financial terms and conditions

1. Rates are strictly required to be offered/quoted on the prescribed “**Financial Bid format**”. Financial bid submitted without prescribed format may not be considered and will be deemed improper subject to the condition that there is a requirement to mention other item which are not mentioned in the said format.
2. Rates quoted should be inclusive of all applicable taxes, packing, forwarding, postage and transportation charges at for AIIMS Bathinda (Site of installation/Use).
3. The supplier has to submit a notarised affidavit on Indian Non Judicial Stamp Paper of Rs.100/- that the bidder has not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation or DGS&D rate in recent past. Therefore, if at any stage it has been found that the supplier has quoted lower rates than those quoted in this tender; the Institute (the purchaser) would be given the benefit of lower rates by the Supplier and any excess payment if any, will become immediately payable to the AIIMS, Bathinda. If such affidavit is not submitted, tender will be out rightly rejected. (*Part of technical bid*)
4. If the price of the contracted articles is/ are controlled by the Government, in no circumstances the payment will be higher than the controlled rate.
5. Tender will be regarded as constituting an offer open to acceptance in whole or in part at the discretion of the competent authority of the institute for a period of 180 days (6 months) valid from the date of opening of the tender by the committee.
6. Order shall be issued for tentative annual requirement on actual need basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment. Payment shall be released after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office and accepted. If any item is found to be defective, or not of the desired quality, the same shall be replaced immediately, for which no extra payment shall be made by AIIMS, Bathinda.
7. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.
8. **Tender Currencies:** The bidders are required to quote in Indian Rupees only.
9. **GST:** - If a bidder asks for GST to be paid extra, the rate and nature of tax applicable should be shown separately. The GST will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to GST and is payable as per the terms of the contract.

NO DEMURRAGE / WHARFAGE CHARGES WILL BE PAYBALE BY THE INSTITUTE UNDER ANY CIRCUMSTANCES. NO ADVANCE PAYMENT WILL BE PAYABLE FOR CUSTOM CLEARANCE/ FREIGHT/INSURANCE ETC

Note: In case of any dispute regarding award of tender, decision of AIIMS Administration would be final.

I / We hereby accept the terms and Conditions given in the tender

(Signature & Stamp of the bidder)

Note- Please sign each page of document including terms & conditions & tender

TECHNICAL BID
(Documents to be attached in the “Technical Bid”)

Sr.	Description	Details	Page No.
(a)	Name of the firm & Address		
(b)	Name of the proprietor of the firm		
(c)	Telephone No. of Agency and Proprietor		
(d)	Bid Security Declaration		
(e)	Certificate regarding registration of firm. Copies of Documentary proof of same must be enclosed.		
(f)	The bidder must have PAN No., Copy of Documentary proof of same must be enclosed		
(g)	ITR during the last 3 years, 2018-19, 2019-20, 2020-21		
(h)	The bidder should have minimum turnover of 14,10,000 per annum. Documentary proof should be attached		
(i)	Successful and satisfactory completion of at least three contracts/work each amounting to a value of not less than Rs. 30 Lakh per annum during the last three years. Enclose certificate from prominent organisations.		
(j)	Copies of Profit and loss Accounts and Balance Sheets for the last three years, i.e. 2018-19, 2019-20, 2020-21		
(k)	GST Registration Number (Copy of GST Registration Certificate to be attached)		
(l)	List of Car of not older than 2018 model alongwith copy of ownership		
(m)	Copy of Police verification certificate of the firm		
(n)	EPFO registration Certificate		
(o)	ESIC registration Certificate		
(p)	Experience Certificate of supplying vehicles of Central/State Govt. Organization/PSU for minimum three-years		
(q)	The bidder must submit an undertaking on its letter head stating that they have not been blacklisted by any State/Government/Central Government / PSU Department in India.		
(r)	All pages of the tender document and all enclosures should be serially numbered and signed by the bidder.		
(s)	The bidder should be an ISO certified firm with sufficient experience in serving Govt. Organizations, good reputation and financially sound (attach copy). The ISO certificate issued after the bid invitation date will not be accepted.		

Undertaking

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We shall supply the items of requisite quality and quantity at given rate in timely manner.
3. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish within 15 days, Bank Guarantee/ Performance Security after the issue of Purchase Order, as applicable, in the format to be provided by AIIMS Bathinda in addition to execution of a contract as pre-condition for obtaining the supply orders.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the AIIMS Bathinda immediately after we are informed but in any case, not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.
5. I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Signature of the Bidder)

Name:

Designation with Seal of the Firm:

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY/ CMC
SECURITY**

To

The Executive Director

All India Institute of Medical
Sciences Bathinda,
Mandi Dabwali Road,
Bathinda (Punjab)-249201

WHEREAS _____(Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no _____ dated _____ to supply (description of goods and services) (herein after called “the contract”). AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; AND WHEREAS we have agreed to give the supplier such a irrevocable bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you unconditionally, on behalf of the supplier, up to a total of _____(Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of you to first demanding the said amount of guarantee from the supplier before raising the demand with us. You may directly raise the demand with us, without asking the supplier for the same.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee will not be changed due to change in the constitution of the bank or the supplier.

This guarantee shall be valid up to 65 months from the date of satisfactory installation of the equipment i.e. up to --
----- (indicate date).

.....
.... (Signature with date of the authorized officer of
the Bank)

.....
Name and designation of the officer

.....
..... Seal, name & address of the Bank and address of
the Branch

Instruction for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- Please note the Number of covers in which the bid documents have to be submitted, the number of documents
- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document
/ schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG Tender No.:
.....
formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically

sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- The documents being submitted by the bidders would be encrypted using PKI encryption all techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key
- Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- On the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid Tender No. :
summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120- 4001002.

List of vehicles:

Sr.	Type of Vehicle	Qty
(a)	Premium SUV like Toyota Innova Crysta or vehicle with similar power and capacity)	01 (One)
(b)	Sedan Car like Maruti Suzuki Dzire or vehicle with similar power and capacity)	02 (Two)

Format of Financial Bid (BOQ):

Sr.	Type of Vehicle	Monthly Base Fare (per package inclusive of GST)	Estimated number of outstation nights per month per vehicle	Estimated number of outstation nights per month per vehicle price	Duration in months	Total Price (INR)
(a)	Premium SUV		3		24	
(b)	Sedan		3		24	

- L1 will be declared on basis of total amount quoted as per above table.
- The quoted vehicles should not be older than 2018 model.
- The rates to be quoted should be for monthly running of vehicle upto 2000 KMs and 320 Hrs.
- Charges for Extra Km will be calculated as - $(\text{monthly package cost}/2000) \times 0.3$.
- Charges for Extra Hours will be calculated as - $(\text{monthly package cost}/320) \times 0.4$.