



Office of the Additional Commissioner,
कार्यालय अपरआयुक्त
Goods and Service Tax Sub-Commissionerate,
केन्द्रीय माल एवम् सेवाकर उप आयुक्तालय
Plot No. 19, Sector 17/C, Chandigarh.
प्लाट स-19-सेक्टर- 17-सी, चंडीगढ़

C. No. I-22/SupdtHqrs/Sub-Comm'tte/Mohali/Hiring of Vehicles/04/2018 Dated : - .02.2019

सेवा में,

सहायक आयुक्त (Systems),
केन्द्रीय माल एवम् सेवाकर आयुक्तालय,
चंडीगढ़.

123
21/02/19

महोदय,

विषय: Forwarding of Tender Notice for uploading in Departmental Portal- reg.

Please find enclosed herewith Tender Notice for hiring of two vehicles to upload on departmental portal i.e. www.cex.chd1.gov.in . This is for your information & necessary action please.

भवदीय

संलग्न: **As Above**

हस्ता

सहायक आयुक्त (प्रशासन)

Copy forwarded for information and necessary action: -

1. Administrative Officer (Admn.), Central Goods and Services Tax Sub-Commissionerate, Mohali w.r.t. publish/upload the tender notice at e-procurement portal.
2. The Superintendent (System), CGST Commisionerate, GST Bhawan, F-Block, Rishi Nagar, Ludhiana with a request to upload the tender notice on departmental portal i.e. www.centralexciseludhiana.gov.in. Action taken report may please be informed this office accordingly.

सहायक आयुक्त (प्रशासन)

21/2/2019



Office of the Additional Commissioner,
कार्यालय अपरआयुक्त
Goods and Service Tax Sub-Commissionerate,
केन्द्रीय माल एवम् सेवाकर उप आयुक्तालय
Plot No. 19, Sector 17/C, Chandigarh
प्लॉट स-19-सेक्टर- 17-सी, चंडीगढ़

C. No. I-22/SupdtHqrs/Sub-Comm'tte/Mohali/Hiring of Vehicles/04/2018 ¹⁷⁻²³ Dated: - .02.2019
_{21/02/19}

TENDER NOTICE FOR HIRING OF VEHICLES

1. Online bids are invited from reputed taxi operators/ service providers for hiring of operational vehicles (Registered as Commercial Vehicles only) on Single stage two bid system for Mohali Sub-Commissionerate. MANUAL BIDS SHALL NOT BE ACCEPTED at any cost. The details such as Car Model, period of validity of awarding tender, **financial limit on monthly basis (excluding Goods and Services Tax (GST), if any), distance limit and station** are mentioned below. The maximum hiring charges of Rs, 50,000/- & 40,000/- per vehicle excluding GST in B-2 Segment (MUV/MPV Segment) Vehicle and A-2 Segment (Small Segment) respectively. It is further mentioned that any service provider can submit bid for one station or for all the stations as well.

Cluster	Length of the car/Type of vehicle	Name of vehicle	No. of vehicle required	Station for hiring vehicle	Maximum kms to be run in a month
I	B-2 Segment MUV/MPV Segment vehicle (Not older than three year)	Like Innova. (with safety features)	01	Sub-Comm'tte Mohali (Camp at Chd) (with Driver & With Fuel)	2000Kms (25/26 days)
II	A-2 Segment (Small Segment) (Not older than three year)	Like Etios, (with safety features)	01	Sub-Comm'tte Mohali (Camp at Chd) (with Out Driver & With Out Fuel)	2000Kms (25/26 days)

2. DOCUMENT DOWNLOAD: The tender documents may be downloaded from the official website www.centralexciseludhiana.gov.in, cexchd1.gov.in and CPPP site <https://eprocure.gov.in> as per the schedule as given in **CRITICAL DATE SHEET** as under:

CRITICAL DATE SHEET

Published Date	22.02.2019 (1100 hrs)
Bid Document Download	22.02.2019 (1200 hrs)
Bid Submission Start Date	25.02.2019 (0900 hrs)
Bid Document Download Date	25.02.2019 (1200 hrs)
Bid Submission End Date	14.03.2019 (1600 hrs)
Technical Bid Opening Date	18.03.2019 (1000 hrs)

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

Bidder/Contractor are advised to follow the instructions "Instructions for Online Bid Submission" provided in the Annexure " A " for online submission of bids.

4. Bidder who has downloaded the tender from the website www.Centralexciseludhiana.gov.in, www.cexchd1.gov.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not tamper/modify the tender form including downloaded price bid template (BoQ-in Excel Sheet) in any manner.** In case the same is found to be tampered/modified in any manner, tender will be outrightly rejected and bidder is liable to be banned from doing business with Mohali Sub-Commissionerate.

5. Intending bidders are **advised to visit again** website www.Centralexciseludhiana.gov.in, www.cexchd1.gov.in and **CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

6. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**.

Submission of Tender: -

The tender shall be submitted online in - Two part, viz., **technical bid** and **financial bid**.

All the pages of this tender document bid(except Annexure-V which is to be uploaded only at portal in BoQ in excel sheet only) being submitted must be signed in token of being read carefully 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.

Technical Bid: -

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

- i) Signed and Scanned copy of Certificates/documents mentioned in the tender document. (As per Annexure-II, IIA)**
- ii) Signed and Scanned Copy of Tender Acceptance Letter as mentioned in the Annexure III.
- iii) An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central / State/UT Government institution and there has been no litigation with any government department on account of any service in Annexure -IV.
- iv) Tender Data Sheet duly filled and signed by the bidder.

Financial Bid: -

Price bid undertaking

- (a) Schedule of price bid in the form of BOQ_XXXX.xls

Earnest Money: -

No earnest money is to be paid in case the bidder offers vehicles already purchased/owned by him.

- (a) In case the bidder offer new vehicle (to be purchased within 15 days of award of contract to successful bidder), he shall submit a D.D./Cheque of Rs. 2,000/- per vehicle offered in the name of Administrative Officer(P&C), GST, Sub-Commissionerate, Mohali.



It is further, mentioned that In case the bidder is successful and new vehicle is provided within 15 days, the D.D./Cheque will be return to him. In case of failure, the same shall be forfeited and encashed to Govt. exchequer. **The D.D./Cheque in original has to be reached to the Administrative Officer, GST Sub-Commissionerate, Mohali, 5th Floor Central Revenue Building, Plot No. 19, Sector-17-C, Chandigarh-160017 before opening of technical bid.** However, scanned copy of D.D./Cheque has to be uploaded as proof of EMD in technical bid folder on CPPP.

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

1. I submit the Financial Bid for _____ (No. of cars) and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure V (In BoQ-Excel sheet) exclusive of GST and if I am successful in bid process, I will not withdraw at later stage and will provide vehicle at price quoted by us.

Yours faithfully

Signature of Authorized Person

Chakraborty

Annexure - I

TERMS AND CONDITIONS

1. The contract for the above vehicles shall be valid for one year but can be terminated after one month notice to either party. The tender will not be extended under any conditions beyond the expiry of one year.
2. **IMPORTANT:** The bidder should be duly registered with concerned Central/State Govt. authorities and should be a well established Taxi agency/firm (hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. Organizations to which they have extended similar service in the recent past as well as the present.
3. The agency/firm should have sufficient numbers of the vehicles and drivers with them. In case of breakdown of vehicle or non availability of driver at any time, the firm shall provide substitute vehicle/driver as the case may be.
4. The vehicles to be provided should be in excellent working condition and not older than 3 years. It should have the safety features viz. Air Bags, ABS to ensure safety of Driver and Co passengers. Applicant Contractor should mention the year of manufacture of the vehicles. Preference will be accorded to newer vehicle. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery. LPG/CNG Cylinders must not be used as fuel for running the vehicle in any case.
5. The Contractor shall provide dedicated drivers with the vehicles and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non-availability of driver. The driver should be having Transport License, with a minimum experience of 5 years and their antecedents should be duly verified by Police authorities, at the instance of the contractor.
6. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Additional Commissioner Sub Commissionerate Mohali, would have a right to hire a vehicle from the market and the additional cost incurred by this office, will be borne by the agency / firm.
7. The department will be liable to pay the hiring charges and GST only. Other liabilities like monthly charges of Drivers, Repairs and Maintenance of vehicles, Insurance, PUC, Petrol/Diesel, Oil and any other incidental expenses including outstation stay of the driver, shall be borne by the service provider. In case of any mishap/accident, all the claims arising out of it, shall be met by the service provider/bidder/contractor. In any case, the department is not liable to pay any other charges in addition hiring charges & applicable GST.



9. The agency/firm would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquette and protocol while performing duty & shall be neatly dressed in proper uniform.

10. The drivers employed along with the vehicle should satisfy the following conditions:

- i) Drivers should have minimum 5 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
- ii) Drivers should be well versed with the roads and the places in Chandigarh, Punjab & Jammu and should have experience in city driving.
- iii) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
- iv) Driver should be provided with a mobile phone.
- v) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
- vi) Drivers should not be addicted to any narcotics/ banned drugs.
- vii) The driver of the vehicle shall maintain a "Log Book" for the movement of the vehicle in the format prescribed by the Department and shall submit the extract every month before 5th of the next month along with bill and duty slip.
- viii) Car should be clean and odor free, suitable for official use. The service provider shall provide fire extinguisher in the vehicles.

*** An undertaking in this regard shall be submitted by bidder along with others documents**

11. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case, the vehicle does not report within the reasonable time or does not report at all, the Department would have the right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.

12. The vehicle should be **registered with the concerned authority of Central/State Govt as commercial vehicle, vehicles with private**

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registration will not be allowed at any cost. The agency/firm should have adequate number of telephones for contact round the clock.

13. The rates quoted should be exclusive of the GST component. No GST will be paid if the operator fails to provide proof of valid GST registration Certificate. All taxes, fee, levy, insurance charges, charges for pollution certificate etc. other than GST would be borne by the Agency/Firm. Applicable TDS (income tax) will be deducted as per rules.

14. The Additional Commissioner Sub Commissionerate Mohali, who is competent authority for taking final decision, reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.

15. The billing will be done on monthly basis after deduction of tax if any. Bills should be typed and in triplicate in connection with the service shall be submitted to the Additional Commissioner Sub Commissionerate Mohali within the first week of each successive month with concerned document alongwith copy of log book.

16. Financial bids of only those agency/firms would be opened, who have qualified in respect of the technical requirements.

17. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and the drivers should not be changed unless so requested by the Additional Commissioner Sub Commissionerate Mohali. The vehicle must be available at any time of day as desired by the Additional Commissioner Sub Commissionerate Mohali.

19. **IMPORTANT:** Before signing the contract/agreement, the agency/firm has to furnish to the Additional Commissioner Sub Commissionerate Mohali the original Registration certificate, Insurance Certificate, Pollution Certificate. The agency/firm, on its own cost, is responsible for timely renewal of Insurance certificate/pollution certificate. If the agency/firms fail to comply the said condition, the onus of all the damages/fine/penalty/challans will be borne by the agency/firm.

20. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.

21. A penalty of Rs. 1000/- per day per vehicle may be levied if any vehicle or

Claim

driver or agency/firm fails to meet above terms & conditions on any day.

22. In case of any accident, all the claims arising out of it shall be met by the agency/firm.

23. The contract between Additional Commissioner Sub Commissionerate Mohali and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.

24. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Additional Commissioner Sub Commissionerate Mohali, whose decision shall be final and conclusive and binding at all parties.

25. The bidder is required to enter into an agreement on non-judicial stamp paper of Rs.100/- and the cost of stamp paper is to be borne by the successful bidder.

26. A log book specifying daily reporting and relieving time as well as daily opening & closing meter reading shall be maintained for the vehicle which is to be duly signed from the officer using the vehicle. The hiring charges shall be on the basis of zero based mileage i.e. mileage starting/ending from/at aforesaid **Hqrs/respective** Division/offices of Sub- Commissionerate, Mohali (Camp at Chandigarh)/Punjab. The shortfall/excess of 2000 kms as the case may in the month can be carried over in the successive months in the same financial year.

27. The vehicles with the drivers would be placed at the disposal of department as and when required. The department would be free to use the hired vehicles in any manner for carrying officials, materials, records etc., as per requirements and the firm will not have any objection to it. If firm has any objection he may do so by giving writing and final decision will be taken by the competent authority i.e. Additional Commissioner, CGST Sub-Commissionerate, Mohali.

28. The hired vehicles should be available at office premises for executing prompt action as directed by departmental officers for 25/26 days for(Cluster-I to II) in a month (including Saturday, Sundays & holidays, if required by the department) for a time of 10 to 12 hours per day. It will also be used to make out-station trips and can be called during odd hours, when required. During outstation trips, the vehicles should be available at all times with no restriction of hours. In the course of the official work, the vehicles may also be required to be used, as and when required, beyond the geographical jurisdiction of

Claim

Hqrs./Division of this Sub-Commissionerate, Mohali (camp at Chandigarh)/Punjab.

29. The office shall not be responsible for any fine charged by Police or other agencies, parking, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/supplier of vehicle and there will be no reimbursement from the Department in this regard.

30. In case of any dispute of any kind and in any respect whatsoever, the decision of Additional Commissioner Sub Commissionerate Mohali shall be final and binding.

31. The vehicle will be parked in the office premises or in any other premises as required by the department. In case it is required to be parked in service provider's premises then no dead mileage would be payable from the service provider's premises to starting point and vice-versa. Mileage will be counted from the point of reporting as desired by department.

32. The service provider should ensure that in normal circumstances the fuel tank should never be less than half of the tank capacity. For outstation trips, the driver should be provided ample cash by the service provider, to take care of extra fuel usage and other charges/expenses.

33. The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider for the period of contract.

34. The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider for the period of contract.

35. The agreement should be made between the awarded service provider with the concerned jurisdictional divisional Deputy/ Assistant Commissioner.

36. The service provider should be eligible to hire out vehicle as per the RTO norms. It is the sole responsibility of the service provider to obtain necessary permission from RTO or other Transport Agencies as required.



37. Penalty Provision:-

(a) A penalty of Rs. 500/- per vehicle will be levied and deducted from the bill if any vehicle or driver or agency/ firm fail to meet effective terms and conditions on any day. Time is of essence in official matters. The vehicle with driver should invariably reach before the appointed time whenever called. If the driver (with vehicle) reaches after the scheduled/given time, the department would be within its rights to refuse the vehicle and impose penalty upon the service provider. On every occasion that driver or the vehicle is not able to reach at the appointed time, pro-rata deduction for that day and an additional penalty of Rs. 500/- per day would be imposed and deducted from the monthly bill.

Nelson
21/2/2019
**Assistant Commissioner (Admn.)
CGST Sub-Commissionerate,
Mohali (Camp at Chandigarh)**

ANNEXURE – II
TECHNICAL BID

(NOT TO BE SENT IN HARD COPY-TO BE UPLOADED ONLY)

(Technical bid for the Vehicle for kms) Cluster No.

1.	Name of firm/Company/Agency (Copy of Shop Act/ Company Registration Certificate should be enclosed, if available)			
2.	Name and Address of bidder or firm:			
3.	Mobile no. of Bidder:			
4.	PAN No. (enclose self attested copy of proof):			
5.	Service Tax Registration no. (enclose self attested copy of proof):			
6.	Name of the Vehicle:			
2.	Whether providing new vehicle (Write YES or NO) Model			
8.	Name / Model and year of manufacture of Vehicle	Vehicle name / model	Year of manufacture	Whether Commercially registered or not
Details to be filled in Annex II-A & B				
9.	RC Book No. for each vehicle (enclose self attested copy of proof)			
10.	Kms run by the vehicle upto date of filing of tender			
11.	Whether blacklisted by any Central / state Government or Central / State Government under takings? If blacklisted, indicate details. (submit the affidavit about non-blacklisting in prescribed format) (enclosed self attested copy of proof)			
12.	Whether convicted any court of law? If convicted, indicate details and enclosed a self attested copy of the court's order.			

* Not applicable for the bidder who wants to give a new vehicle if the contract is awarded to him.

* In case new vehicle is offered or vehicle is still be purchased, no documents are required i.e. RC, Insurance

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any state; I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

ANNEXURE – II A

(NOT TO BE SENT IN HARD COPY-TO BE UPLOADED ONLY)

DETAILS OF VEHICLES OFFERED (ONLY COMMERCIAL REGISTERED VEHICLE ALLOWED)

No. of Vehicles offered & Cluster No.....

Cluster	Length of the car/Type of vehicle	Station for hiring vehicle	Year of Vehicle	Brand of Vehicle	Model offered by the bidder
I	B-2 Segment MUV/MPV Segment vehicle (Not older than three year)	Sub-Comm'tte Mohali (Camp at Chd) (with Driver & With Fuel)			
II	A-2 Segment (Small Segment) (Not older than three year)	Sub-Comm'tte Mohali (Camp at Chd) (with Out Driver & With Out Fuel)			

ANNEXURE – II B

(NOT TO BE SENT IN HARD COPY-TO BE UPLOADED ONLY)

DETAILS OF ADDITIONAL TYPE OF VEHICLES OFFERED (ONLY COMMERCIAL REGISTERED VEHICLE ALLOWED)

No. of Vehicles offered & Cluster No.....

Cluster	Length of the car/Type of vehicle	Station for hiring vehicle	Year of Vehicle	Brand of Vehicle	Model offered by the bidder
I	B-2 Segment MUV/MPV Segment vehicle (Not older than three year)	Sub-Comm'tte Mohali (Camp at Chd) (with Driver & With Fuel)			
II	A-2 Segment (Small Segment) (Not older than three year)	Sub-Comm'tte Mohali (Camp at Chd) (with Out Driver & With Out Fuel)			

Documents to be attached and uploaded

The eligible vehicles details only should be included. The following documents are to be furnished/ uploaded by the Service Provider along with Technical Bid as above:

- i) Signed and Scanned copy Certificates like PAN No., Service Tax Registration (if applicable), ESI, EPF Registration etc.
- ii) Signed and Scanned Copy of Tender Acceptance Letter & Letter of authorization to submit bid.
- iii) An undertaking (self-certificate in Annexure 'IV') that the agency hasn't been blacklisted by a Central/State/ UT Government institution and there has been no litigation with any government department on account of IT services.**
- iv) Signed and Scanned Copy of Technical Bid Format.(Annexure-II, IIA & IIB)**
- v) Tender document duly signed on all pages as a token of being read carefully.
- vi) Copy of undertaking on company letter head in respect to Drivers (See-para 10)

ANNEXURE- III

TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date:...../.....2019

To,

Sub:- Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender /Work:

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above-mentioned website(s).

3. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), Schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

4. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

5. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

6. I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.

7. I/We certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official seal)

ANNEXURE – IV

UNDERTAKING BY THE BIDDER

I/We undertake that my/our firm M/s has not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.

2. I Son/Daughter/Wife..... of.....
Shri.....
Proprietor/Partner/Director/Authorized signatory of
M/s.....
am competent to sign this declaration and execute this tender document.

3. I have carefully read and understood all the term and conditions of the tender and undertake to abide by them.

4. The information/documents furnished along with the above application is true and correct to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in future.

Signature of the authorized
Signatory of the firm/Company/Organization

Date:

Office Stamp/Seal

Place:

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

BID CHECKLIST

Sr. No.	Item Description	Yes/No	Bid Reference
1	Tender Acceptance Letter		
2	Letter of authorization to submit bid		
3	An undertaking that the agency hasn't been blacklisted		
4	Financial/Price Bid Undertaking		
5	Tender document duly signed on all pages as a token of being read carefully		
6	Copy of Undertaking on company letter head in respect to Drivers		

ANNEXURE-A: Instructions 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 submit their bids online on the CPP Portal.

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

REGISTRATION 1) Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (URL: <https://eprocare.gov.in/epublish/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge. 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. 3) 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. 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificate with signing key and encryption usage) issue by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.) with their profile. 5) 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. 6) 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 1) 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. 2) 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 could enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document. 3) 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 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids. 2) 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. 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificate 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

- 1) 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.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) 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 date entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) 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.
- 6) 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.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption 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 bid 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 opens public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon 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 summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) 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

- 1) 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.
- 2) 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. *****.