

## e-TENDER NOTICE

e-Tenders are invited by the Central Bureau of Narcotics (CBN) (hereinafter referred to as the Department) under Ministry of Finance Department of Revenue under two bid systems i.e. Technical Bid and Financial Bid for hiring of the vehicles with driver for its Cells on hire as per the requirement mentioned below in the schedule:

### **SCHEDULE**

<b>Sl. No.</b>		<b>CATEGORY</b>	<b>No. of vehicles with driver</b>
1.	Office of the Asstt. Narcotics Commissioner, Central Bureau of Narcotics, Preventive & Intelligence Cell, 3 <sup>rd</sup> Floor, 'B' Wing, Shastri Bhavan, 26, Haddows Road, Chennai- 600 006.	Maruti Etriga/Toyota Innova/Mahindra Scorpio/Chevoret Tavera	One
2,	Office of the Superintendent, Central Bureau of Narcotics, Preventive & Intelligence Cell, AMDA Building, Near Sirifort Institutional Area, New Delhi	Maruti Etriga/Toyota Innova/Mahindra Scorpio/Chevoret Tavera	One

2. The bidders can submit tender either for both the offices and/or may submit tender only for a Chennai or Delhi office. Tender will be finally granted for each unit separately.

3. The Bids will be accepted only online through the website <http://eprocure.gov.in/eprocure/app> 9/12/2016 to 24/12/2016. The interested service providers may submit the Tenders in two Bid systems-(i) Technical Bid and Financial Bid in the prescribed proforma. The proforma for Technical Bids is attached as Annexure-A and for Financial Bid as Annexure-B. The bidders have also to submit undertakings in Annexure-C and Annexure-D mandatorily otherwise their bids will be rejected. Tenders are to be submitted only On-line through e-procurement portal. All the documents in support of eligibility criteria etc., are also to be scanned and uploaded along with Tender documents. Tenders sent by any other mode will not be entertained. No Tender documents will be accepted after the expiry/closure of On-line Bid time.

4. The Earnest Money Deposit (EMD) of Rs 5,000/- each in case of Gwalior and Chennai in the form of Account payee Demand Drafts/Bankers Cheque drawn in favour of "**DDO CBN, Gwalior**" are to be sent to **Assistant Narcotics Commissioner**, between **09/12/2016 to 24/12/2016** upto 4:00 PM. However scanned copy of the EMD is to be submitted with the on-line technical bid. If bid is received without EMD or received after expiry of stipulated time and date, it would be rejected summarily.

5. The Technical Bids will be opened by the Evaluation Committee of Department of CBN on 26/12/2016 and Financial Bids of only those bidders, who qualify in the Technical Bids, will be opened on 28/12/2016 in the Chamber of the Assistant Narcotics Commissioner, CBN, Gwalior.

**A. Technical conditions:-**

- (i) The tenders should have the PAN number and should attach a photocopy of the same.
- (ii) The tenderer should have experience in supplying taxis/cabs to the Government Departments/PSUs for which the service provider should submit the name of the organizations to whom services are being provided. The vendor should also provide list of vehicles owned/offered by him and the details of the vehicles along with documents like insurance policy and Registration certificate and Photo copy of driving license of the driver along with the quotation / tender documents.
- (iii) The vehicles should not be more than two years old and/or should not have run more than 50,000 km for which the tenderer should submit the details of vehicle viz, Make/Type of the vehicle, Model/Year of manufacture and the Registration Number of the vehicle.
- (iv) Technical Bid must be submitted on-line and EMD should be sent within the stipulated time and date. In case EMD is not submitted before opening of the technical bid, the proposal will be rejected out-rightly.

**B. Commercial Conditions:-**

- 1. Quotation should be submitted for minimum lump sum charges per month per vehicle as below:-

<b>Description</b>	<b>Type of vehicle for which quotation is required</b>
Providing & maintaining of Non - A/C vehicles including Driver's salary and allowances, Diesel/Petrol etc., up to 25 days subject to maximum of 2000 kms per month. If required, the vehicle can be called on Sundays or holidays also. In case in a month vehicle runs below 2000 km, the balance km will be carried over for use in the next months in addition to prescribed 2000 km/ month.	Maruti Etriga/ Toyota Innova/ Mahindra Scorpio/Chevrolet Tavera
Rate per km if the kilometer exceeds the maximum limit per month as mentioned above	Rate per km

- 2. The rates quoted should specifically mention the service tax component. No service tax will be paid if the operator fails to provide proof of valid Service Tax registration.

**C. OTHER TERMS AND CONDITIONS**

- 1. The order for providing vehicle on monthly basis will be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document. However, to safeguard against failure by the agency to provide the desired quality service, the Central Bureau of Narcotics

(CBN) may empanel other tenders who have quoted lowest rates as per the same terms and conditions as that of the first lowest bidder.

2. In case the quality of service provided by the contracted agency is found not up to the standard, the Central Bureau of Narcotics (CBN) may terminate the contract agreement after giving 15 days notice. In case of termination, services of the agencies from the panel will be utilized.
3. The vehicle must be properly and comprehensively insured and should carry necessary permits/clearances from the Transport Authority or any other concerned authority including pollution certificate.
4. **The vehicle shall be for the exclusive use of CBN and will not be used by the contractor for any other purpose.**
5. The driver deputed on duty should not be involved in more than two bookings/challans for negligence driving. He should be conversant with the roads and routes of Chennai and surroundings. He should always remain with the vehicle during duty time. In case of any emergency he should seek permission of the concerned office before leaving.
6. The hiring charges shall be on the basis of zero based mileage i.e., mileage starting/ending from / at the office / residence of the officers, as the case may be.
7. The department shall be liable to pay the hiring charges only. Other liabilities like monthly wages & allowances to the drivers, repair and maintenance of the vehicles, insurance, petrol/diesel, oil and any other incidental expenses etc. shall be borne by the vehicle provider.
8. The vehicles should be provided with fuel and drivers. The vehicles should be maintained properly and proper cleaning should be done every day.
9. All Tax liabilities i.e., Road-Tax Service Tax Insurance. Pollution control certificates etc. will be borne by the service provider. However, service tax will be reimbursed by this office on actual basis.
10. Road worthiness of the vehicles is to be ensured at all times by the vehicle provider.
11. Alternative suitable vehicles should be provided in case of breakdown of the car so provided. In case of failure to provide alternative suitable vehicles. This office would have a right to hire a vehicle from the market and the additional cost incurred by this Office will be borne by the vendor. **Gas kits are not to be allowed as a fuel in the vehicle.**
12. Planned / preventive maintenance should be done only on Sundays / holidays.
13. The drivers should have valid license and the vehicles should be registered with the competent Authorities of Central Govt. Any violation would attract pro-rata deduction of charges.

14. The drivers as prescribed by the Govt. Authorities should strictly follow traffic Rules and other regulations. They should be provided with mobile phone.
15. The driver must observe discipline, etiquette, protocol and dressed properly while performing the duty. He should know to speak and understand English/Hindi in addition to local language. For this no separate charge will be borne by the Department. As these vehicles are to be used by officers of the Department, the firms should ensure all the necessary documents (Registration Certificate, Valid Insurance, Permit, pollution Control Certificate etc.) are in the personal custody of the licensed drivers.
16. The vendor and driver should carry out the instructions of the Department as well as the Officers assigned to the vehicle. The vehicles will be generally utilized during the period from 08.00 hrs to 20.00 hrs, however the vehicles may be utilized in cases of preventive works without prior knowledge of the transport operator beyond the stipulated timings.
17. In case of accident, all claims arising out of such accident shall be made by the vendor. He would also indemnify the Department for any loss, damage of property or life arising out of negligence of driver for poor maintenance of vehicles.
18. A daily record indicating time and mileage for each vehicle should be maintained in a logbook in the prescribed form and the same must be placed before the officer in charge of vehicles and get it certified by the officer.
19. The designated vehicle and drivers, which are approved after inspection of vehicle at the time of awarding the Contract, will only be put into operation and any changes in the vehicle or Driver will be allowed only under exceptional circumstances. The vehicle must be available at any time of any day as desired by the concerned officer.
20. The bills for hiring of vehicles along with the logbooks, complete in all respects for every month must be submitted to this office before the 10<sup>th</sup> of subsequent month positively.
21. The contract shall be for a period of one year and extendable for another year on mutual agreement.
22. It will be solely the discretion of the department to use the said hired vehicles for any official purpose including Saturday, Sunday and holidays wherever & whenever necessary.
23. If services are not provided on any day or days, the service charges will be reduced on pro-rata basis from the monthly bill. In addition, a penalty of Rs. 500/- per day shall also be levied if any vehicle/agency fails to meet any of the above terms and conditions on any day. If the driver is unable to adhere to the stipulated official prescribed time schedule the vehicle provider will further be liable to pay Rs.500/- per day.
24. In case, conditions of vehicles(s) are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office has the right to hire a vehicle from the market and the

additional cost incurred by the office will be borne by the vehicle provider (service provider), and claim amount will be deducted from the sum payable to the service provider.

25. The department will not be under any obligation, legal or otherwise to provide employment to any of the personnel off the service provider during or after the expiry of the hired period. The department recognizes no employer- employee relationship between the department and their personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any inquiry to the vehicle or driver or person deployed by the service provider during the course of the contract.
26. Any person who is in the Government service or any employee of the department should not be partner directly or indirectly with the service provider.
27. Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by the Department whose decision shall be final and conclusive.
28. The Central Bureau of Narcotics (CBN) reserves the right to reject any application / quotation /contract without assigning any reason whatsoever.
29. The Central Bureau of Narcotics (CBN) reserves the right to accept or reject the quotation wholly or partly without assigning any reason thereof or accept more than one offer.
30. The vendors while quoting should give a written undertaking that they would abide by the tender conditions mentioned under 'Terms & conditions'.
31. The successful bidders should be able to provide the vehicle with effect from the date of agreement.
32. The driver should be paid wages not below the market rate/minimum wages as provided for in the labour laws.
33. Once the hiring of vehicle commences from a particular operator, the vehicles and driver should not be changed unless requested by this office.
34. The Central Bureau of Narcotics shall not be responsible for any challan, loss, damage due to any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the bidder.
35. The Agency shall ensure that speedometer of vehicles supplied is properly sealed so that no tampering is done with a view to inflate distance travelled.
36. The bidder must submit an undertaking that neither he nor his firm has been blacklisted by any organization / government department for any reason as on date of submission of bid.

37. The Central Bureau of Narcotics (CBN) reserves the right to postpone or extend the date of receipt/ opening of quotations or to accept or reject any or all tenders without assigning any reason thereof.

**D. Award of contract**

The contract will be initially for a period of three months, which may be extended subsequently after review of performance, for a period of **not more than one year** depending upon the requirement of the Department.

- (iv) Terms and conditions of the contract are attached herewith as **Appendix-I**.

**E. Termination of contract**

The contract can be terminated pre-maturely any time by the CBN by giving one month without assigning any reason.

**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 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**

- 1) 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.
- 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 Certificates with signing key usage) issued 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 would 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 document / 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 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**

- 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 document.
- 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 data 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 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) 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 (ie 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.

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**AGREEMENT**

THIS AGREEMENT is entered between the office of Central Bureau of Narcotics, \_\_\_\_\_ (hereafter referred to as CBN) and \_\_\_\_\_ (hereinafter referred to as Service Provider) at \_\_\_\_\_ Chennai on this day the \_\_\_\_ \_\_\_\_\_, 2016.

Whereas the the quotation of above mentioned Service Provider has been approved by the competent authority for hiring one \_\_\_\_\_ vehicle from the Service Provider on monthly basis @ \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) per month plus Service tax (if payable) subject to below mentioned conditions w.e.f. \_\_\_\_\_.

(1) The Service Provider hereby agrees to provide one \_\_\_\_\_ for the use of CBN, New Delhi/Chennai for 25 days per month subject to maximum of 2000 kms in a month. In case in a month vehicle runs below 2000 km, the balance km should be carried over for use in the next month in addition to prescribed 2000 km/ month. In other words, extra charges for running over 2000 km in a month will not be admissible if such extra running (over 2000 km) is within carried over km from previous months/ period.

(2) The payment will be made from the office of the Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior – 474 006 (M.P.).

(3) The service provider undertakes to provide vehicle in excellent, clean and mechanically fit condition. He also undertaken that vehicle provided shall not be more than two years old has not run more than 50,000 kms.

(4) The CBN shall pay a sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) per month and also service tax thereon as applicable for the vehicle supplied for the service rendered by the Service Provider as per these terms and conditions. Further, the rate per km if the kilometer exceeds the maximum limit per month including the carried over km shall be Rs.\_\_\_\_/- per km.

(5) In case the quality of service provided by the service provider is found not up to the standard, the CBN may terminate the contract agreement and forfeit the security deposit.

(6) The service provider undertakes that vehicle will be properly and comprehensively insured and shall carry necessary permits/ clearances from the Transport Authority or any other concerned authority including pollution certificate.

(7) The vehicle shall be for the exclusive use of Office of CBN Preventive & Intelligence Cell, Chennai/New Delhi and will not be used by the contractor for any other purpose. The vehicle will be in the custody of the department.

(8) The service provider shall ensure that driver deployed has not been booked in more than two challans for negligent driving. The driver to be well conversant with the roads and routes of Chennai/New Delhi and surroundings

and should always remain with the vehicle during duty time. In case of any emergency he should seek permission of the concerned office before leaving.

(9) The hiring charges shall be on the basis of zero based mileage i.e., mileage starting/ ending from/ at the office/ residence of the officers, as the case may be.

(10) The department's liability will be to pay the hiring charges only. Other liabilities like monthly wages & allowances to the drivers, repair and maintenance of the vehicles, insurance, petrol/ diesel, oil and any other incidental expenses etc. shall be borne by the vehicle provider.

(11) The service provider shall ensure proper cleaning, maintenance and road worthiness of vehicle with sufficient fuel every day.

(12) All Tax liabilities i.e., Road-Tax, service tax, Insurance, Pollution control certificates etc. will be borne by the service provider. However, service tax component will be reimbursed by the office on actual basis.

(13) Alternative suitable vehicle should be provided in case of breakdown of the car so provided. In case of failure to provide alternative suitable vehicle, this office would have a right to hire a vehicle from the market and the additional cost incurred by this Office will be borne by the Service Provider. **Gas kits are not to be allowed as a fuel in the vehicle.**

(14) Planned/ preventive maintenance should be done only on Sundays/ holidays.

(15) The service provider to ensure that drivers deployed have valid driving license and the vehicles should be registered with the competent Authorities of Central/ State Govt. Any violation would attract pro-rata deduction of charges.

(16) The drivers as prescribed by the Govt. Authorities should strictly follow traffic Rules and other regulations. They should be provided with mobile phone.

(17) The driver must observe discipline, etiquette, protocol and dressed properly while performing the duty. He should know to speak and understand English/Hindi in addition to local language. For this no separate charge will be borne by the Department. As the vehicle is to be used by officers of the Department, the Service Provider should ensure all the necessary documents (Registration Certificate, Valid Insurance, Permit, pollution Control Certificate etc.) are in the personal custody of the licensed driver.

(18) The Service Provider and driver should carry out the instructions of the Department as well as the Officers assigned to the vehicle. The vehicles will be generally utilized during the period from 08.00 hrs to 20.00 hrs, however the vehicles may be utilized in cases of preventive works without prior knowledge of the Service Provider beyond the stipulated timings including on Sundays and Government holidays as and when required. The vehicle shall also be used for outstation and inter-state official work as and when required.

(19) In case of accident, all claims arising out of such accident shall be made by the Service Provider. He would also indemnify the Department for any loss, damage of property or life arising out of negligence of driver or poor maintenance of vehicles.

(20) A daily record indicating time and mileage for vehicle should be maintained in a logbook in the prescribed form and the same must be placed before the officer in charge of vehicles and get it certified by the officer.

(21) The designated vehicle and driver, which are approved after inspection of vehicle at the time of awarding the Contract, will only be put into operation and any changes in the vehicle or Driver will be allowed only under exceptional circumstances. The vehicle must be available at any time of any day as desired by the concerned officer.

(22) The bills for hiring of vehicles along with the logbooks, complete in all respects for every month must be submitted to this office before the 10<sup>th</sup> of subsequent month positively.

(23) The contract shall be for a period of one year from the date of execution of this Agreement and extendable for a period as mutually agreed to by both the parties..

(24) It will be solely the discretion of the department to use the said hired vehicles for any official purpose at any time of any day including Saturday, Sunday and holidays wherever & whenever necessary.

(25) If services are not provided on any day or days the service charges will be reduced on pro-rata basis from the monthly bill. In addition, a penalty of Rs. 500/- per day shall also be levied if vehicle/service provider fails to meet any of the above terms and conditions on any day. If the driver is unable to adhere to the stipulated official prescribed time schedule the vehicle provider will further be liable to pay Rs.500/- per day.

(26) In case, condition of vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office has the right to hire a vehicle from the market and the additional cost incurred by the office will be borne by the Service Provider and claim amount will be deducted from the sum payable to the service provider.

(27) The CBN 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 hired period. The user department recognizes no employer-employee relationship between the department and their personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any inquiry to the vehicle or driver or person deployed by the service provider by any authority during the course of the contract.

(28) Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by the Department whose decision shall be final and conclusive.

(29) The driver should be paid wages not below the market rate/ minimum wages as stipulated by the Government (if applicable).

(30) The Central Bureau of Narcotics shall not be responsible for any challan, loss, damage due to any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.

(31) The Service Provider shall ensure that speedometer of vehicles supplied is properly sealed so that no tampering is done with a view to inflate distance travelled.

(32) The contract will be for a period of one year. However, it can be terminated pre-maturely at any time by the CBN by giving one month's notice to the service provider.

(33) The Service Provider shall submit a refundable performance guarantee of Rs.10,000/- (Rupees Ten thousand only) for the vehicle supplied within one week of award of contract. The deposit shall be interest free. Performance guarantee may be given by way of an irrevocable Bank Guarantee of equivalent amount.

On expiry of the agreement, "The Service Provider" will withdraw its vehicle and clear its account after paying all its legal dues.

IN WITNESS WHEREOF BOTH THE PARTIES AGREE TO ABIDE BY THE ABOVE TERMS AND CONDITONS.

Signed today, the 2\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**HIRING OF VEHICLE BY CBN**

**Name of location for which bidding:** \_\_\_\_\_

**Technical Bid:-**

1. Name of the Tour & Travel Agency Service Provider
2. Address:
3. Telephone No.
4. Mobile No.
5. PAN (enclosed a photocopy of the PAN Card)
6. No. of vehicles operated presently
7. Details of Vehicle(s) offered:  
  
(Make/Model/Year/Colour/Kms un/Whether Owner Driven)
8. No. of years experience in the business. Details of Experience (Produce certificate, if any)
9. Service Tax Registration Number.
10. Service Tax paid during last 3 years, if any.
11. Details of demand draft towards EMD

Signature of the authorized person  
(Name and Designation)

Place:

Date:

**ANNEXURE-B**

**HIRING OF VEHICLE BY CBN**

**Name of location for which bidding:** \_\_\_\_\_

**Commercial Bid:**

1. Name of the Tour & Travel Agency Services Provider
2. Address
3. Telephone Number
4. Mobile Number

I/We submit our lowest quotation for supply of vehicles to your office.

Description of services	Quotation (in Rs.)	Details (Make/ Model/ Year/ Colour/ Km. run	Rate per Km. if the kilometers exceed the maximum
Providing & maintaining of Non - A/C vehicles including Driver's salary and allowances, Diesel/Petrol etc., up to 25 days subject to maximum of 2000 kms per month. If required, the vehicle can be called on Sundays or holidays also. In case in a month vehicle runs below 2000 km, the balance km will be carried over for use in the next months in addition to prescribed 2000 km/ month.			

Signature of the authorized person  
(Name and Designation)

Place:

Date:

**DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES**

We Certify that in last three years, we have neither failed to perform on any contract, since no imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award nor been expelled from any project or contract by and public authority for breach on our part.

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and
- b) We have taken steps to ensure that in conformity with the provision of Section B of Fraud and Corrupt Practices of the Term and Conditions of the document, no person action for us on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicate or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.

We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.

We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/managers/employees.

Signature  
Name & Designation with office Seal

Date:  
Place:

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

Date:

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
2. mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

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

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

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

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

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

6. 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/ organisation 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)