

Government of India  
Department of Telecommunication  
O/o Dy. Director General, Regional Telecommunication Engineering Centre  
2<sup>nd</sup> Floor, D Wing, BSNL Administrative Building  
Juhu Road, Santacruz(West)  
Mumbai - 400 054

**Limited TenderNo. TBBY/ADMN/Vehicle Tender 24A/2021-22/TEC/ dated 03.01.2022**

**BID DOCUMENT**

**For Providing Vehicle on Hiring Basis to  
Regional Telecommunication Engineering Centre, Mumbai**

To,

Astt. Director General(Admn)  
Office of Dy. Director General, RTEC  
2nd Floor, D Wing, BSNL Administrative Building,  
Juhu Road, Santacruz (West), Mumbai - 400 054

**CONTENTS**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page Nos.</b>
1.	Notice Inviting Tender- Section I	03
2.	Instructions to Bidders- Section II	04
3.	General (Commercial) Conditions of Contract- Section III	08
4.	Special Conditions of the Contract- Section IV	11
5.	Schedule of Requirements- Section V	12
6.	Technical Bid Form – Section VI	13
7.	Financial Bid Form- Section VII	16
8.	Format for Agreement – Section VIII	17
9.	Check list & instructions for bid document- Section IX	18
10.	Authorization for attending of Bid Opening Section X	19

**O/o Deputy Director General  
Regional Telecommunication Engineering Centre  
Department of Telecommunications  
Government of India**

2<sup>nd</sup> Floor, D Wing, BSNL Administrative Building  
Juhu Road, Santacruz(West)  
Mumbai - 400 054

**Limited Tender No. TBBY/ADMN/Vehicle Tender 24A/2021-22/TEC/ dated 03.01.2022**

**NOTICE INVITING LIMITED TENDER**

1. Sealed tenders on behalf of the President of India, are invited from reputed, experienced and financially sound Companies /Firms /Agencies for Providing Vehicle on Hiring Basis to the office of DDG, RTEC, Mumbai, for a period of one year.

Description of services	Vehicle Models	Type of Vehicle	Qty	Estimated Cost	Usage Area
Hired commercial registered vehicle on monthly basis	Maruti Suzuki Swift Dzire, Honda Amaze, Hundai Accent, Tata Zest, Tata Tigore or equivalent/ superior model of any make (Registered on or after 1-Jan-2019.)	AC	1	Rs.4,20,000/-	Mumbai(Dist) including sub-urban, Thane(Dist), Navi Mumbai and Raigad(Dist)

2. Schedule –

Date of issue of Bid Document : **03.01.2022**  
 Last date & time for receipt of tenders : **17.01.2022, Time 1500 hrs.**  
 Date & Time for opening of Bids : **17.01.2022, Time 1500 hrs.**  
 Place of opening the Tenders : Office of Dy. Director General, RTEC  
 2<sup>nd</sup> Floor, D Wing, BSNL Administrative Building,  
 Juhu Road, Santacruz(West)  
 Mumbai - 400 054  
 Validity of Tenders : 90 days from date of opening of bids.

3. Interested Companies/ Firms/ Agencies/ individuals may submit the tender document complete in all respects to ADG(Admn), Office of Dy. Director General, RTEC, 2<sup>nd</sup> Floor, D Wing, BSNL Administrative Building, Juhu Road, Santacruz(West), Mumbai - 400 054.

5. This office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the DDG, RTEC, Mumbai, Department of Telecommunications, Govt. of India, in this regard shall be final and binding on all.

Astt. Director General(Admn)  
 Office of Dy. Director General, RTEC  
 2<sup>nd</sup> Floor, D Wing, BSNL Administrative Building,  
 Juhu Road, Santacruz (West), Mumbai - 400 054

**SECTION II**

Name of Bidder:  
 Stamp&Signature:

**INSTRUCTIONS TO BIDDERS****1. Definitions:**

- i. "The purchaser" means the Department of Telecommunications, Ministry of Communications, Government of India.
- ii. "The bidder" means the individual or firm who participates in this tender and submit its bid.
- iii. "The supplier" means the individual or firm providing services under contract.
- iv. The Services means all the Services, which the supplier is required to provide to the purchaser under the contract.
- v. Letter Of Intent (LOI) means the written communication to the successful bidder of the intention of the purchaser to accept the tender as per the terms & conditions contained & referred there in.
- vi. "The Purchase Order" means the written order placed by the purchaser on the supplier signed by purchaser including all section incorporated by reference therein. The purchase order shall be deemed as "Contract" appearing in the document.
- vii. "The contract Price" means the price payable to the supplier under the purchase order/work order for the full & proper compliance of his contractual obligations.
- viii. The records, terms & expressions not specifically defined herein or in the tender documents, shall have the same meaning assigned to them, as the case may be. The Head notes are for guidance only & shall not affect the interpretation or construction of any provision thereof in the tender documents.
- ix. Date of receipt of communication of purchase order will be taken as actual date of receipt or 7 days from date of dispatch in case of postal delivery; whichever is earlier unless specifically mentioned.

**2. Services to be provided: As per Section V.****3. Eligibility Criteria:**

- i. The tendering Company / Firm / Agency should be registered with appropriate registration authorities, as given below:-
  - a. Under Indian Companies Act and/or Bombay Shops & Establishments Act 1948, as applicable
  - b. Income Tax
  - c. Goods & Service Tax
- ii. The bidder should have a minimum turnover of **Rs. 4 lakhs** during any one of the last 2 financial years (2019-20 or 2020-21).
- iii. The Bidder shall have experience of minimum 2 years as on 01.01.2022 (within last five years) for supplying similar type of commercial vehicle to Govt. Organizations, Public Sector Undertakings, Banks or Public/Private Limited Companies.

**4. Cost of Bidding:**

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

**5. Bid Document:**

- i. Bid document includes
  - a. Notice Inviting Tender- Section I
  - b. Instructions to Bidders- Section II
  - c. General (Commercial) Conditions of Contract- Section III
  - d. Special Conditions of the Contract- Section IV
  - e. Schedule of Requirements- Section V
  - f. Technical Bid Form – Section VI
  - g. Financial Bid Form- Section VII
  - h. Format for Agreement – Section VIII
  - i. Check list & instructions for bid document- Section IX
  - j. Format for letter of Authorization for attending of Bid Opening- Section X

- ii. The bidder is required to examine all instructions, forms, terms and specifications in the Bid document. Failure to furnish all or any of the information required as per Bid document or submission of the bids not substantively responsive may result in rejection of the bid.
- iii. A prospective bidder requiring any clarification on the Bid documents shall have to notify the purchaser in writing. The purchaser shall respond in writing to any such request which it receives not later than 3 days prior to the date of opening of Tender.

**6. Amendment to bid document:**

- i. At any time, prior to the date of submission of bids, DDG RTEC, Mumbai may, for any reason whether at her/his own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.
- ii. Such amendments shall be notified on the website [www.tec.gov.in](http://www.tec.gov.in) & these amendments will be binding on all the bidders.

**7. Bid Form:**

The bidder shall complete the bid form and the appropriate price schedule furnished in the bid document as per Sections VI & VII.

**8. Bid Price:**

- i. The supplier shall quote the price as per format enclosed (section VII) and fill up the relevant parts accordingly.
- ii. Bids submitted with variable prices shall be rejected as a non-responsive bid.
- iii. The prices quoted by the bidder shall remain firm during the entire period of the contract & shall not be subject to variation on any account except in case of change in petrol/diesel prices.
- iv. In case of change in fuel prices during the contract period, rates will be proportionately increased/decreased on quarterly basis, taking into consideration, (i) *An average mileage of 10 KM per liter* (ii) *Rate of fuel(s) approved by Govt. as on the date of entering into agreement* (iii) *rate of fuel on the first day of the quarter concerned.*
- v. The unit prices shall be quoted with sufficient details to enable the purchaser to arrive at total prices of the services offered.
- vi. The rates quoted by the tenderer must be reasonable & logical. The tender can be rejected on the basis of unreasonable & illogical rates.
- vii. "DISCOUNT" if any, offered by the bidders shall not be considered unless specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like discount etc. into account.
- viii. In case of reduction of taxes and other statutory duties during contract period, purchaser shall take the benefit of decrease in these taxes/duties for the supplies made from the date of enactment of revised duties/taxes.
- ix. Any increase in taxes and other statutory duties/levies during the contract period shall be borne by the supplier
- x. Bid Price shall be inclusive of all taxes. However, these taxes shall be shown separately in the bill while claiming.

**9. Filling of Bid Document:**

- i. The bid shall be filled either typed or printed or neatly hand written and all pages of the enclosures numbered sequentially and all pages of the bid document should be signed by the bidder or a person duly authorized to bind the bidder to the contract.
- ii. Over writing/erasures if any in the technical bid must be duly authenticated with the full signature of the person signing the bid. Overwriting/Corrections is not permitted in the financial bid.
- iii. Violation of the above clauses will lead to the rejection of the tender.

**10. Submission of Bid:**

- i. Bid shall be addressed to the purchaser by Designation at the following address:  
The Assistant Director General(Admn), O/o DDG, RTEC, Mumbai, 2nd Floor, D Wing, BSNL Administrative Building, Juhu Road, Santacruz(West), Mumbai - 400 054.

11. The purchaser shall assume no responsibility for the misplacement of bid(s) or premature opening thereof, if the outer envelope is not sealed & marked as required.

12. Bids shall not be entertained after the deadline under any circumstances whatsoever.  
13. For detailed instructions on packing of Bid documents kindly see section-IX.

14. **Modification and withdrawal of bids:**

- i. The bidder(s) may modify or withdraw bid after submission provided that the written notice for the modification(s) or withdrawal is received by the Purchaser one hour prior to the last date & time prescribed for submission of bid.
- ii. The notice for modification or withdrawal shall be prepared, sealed, marked & dispatched, as required in the case of bid submission. A notice for withdrawal may also be sent by Telex / FAX but followed by a signed confirmation copy, by post marked not later than one hour before the deadline for submission of bids.

15. **Bid Opening:**

- i. The bids shall be opened on date and time as specified under NIT, in the presence of such bidder(s) or their representatives who may be present. The bidder(s) or the authorized representative(s) who are present shall sign an attendance register. The authorized representative(s) of the bidder(s) shall submit letter(s) of authority before they are allowed to sign the attendance register and participate in the bid opening.
- ii. For any bidder, not more than two persons shall be allowed to attend the bid opening.
- iii. The bidder's name, bid prices, modification etc. & any other details as the purchaser may consider appropriate at his discretion will be announced at the time of opening financial bid to all the bidders.

16. **Summary Rejection of Bid:**

One or more of the following reasons will render a bid liable to summary rejection:-

- i. A bid not secured in accordance with para 9 of section II of the bid document.
- ii. Conditional bid or bid received with validity for a shorter period than prescribed.
- iii. Documents establishing eligibility as per clause 3 not submitted.
- iv. Over-writing/ corrections in the Financial Bid form.

17. **Evaluation:**

- i. All bids will be examined for responsiveness with respect to terms & conditions in the bid document.
- ii. Thereafter the evaluation will be done for substantively responsive bids only.
- iii. A substantively responsive bid is one that conforms to all the terms and conditions of the Tender Documents without any material deviations. The bid's responsiveness shall be based on the contents of the bid itself without recourse to any extrinsic material.
- iv. A bid determined as substantively non-responsive shall be rejected.
- v. The bidder(s) shall not be permitted to make corrections after opening of bid to make such bid(s) substantively responsive.
- vi. The purchaser is not bound to accept the lowest or any tender and reserves the right to accept the whole or any part of the tender and of allotting the quantities offered. The bidders shall supply the quantities as decided by the purchaser at the approved rates.
- vii. The purchaser may waive minor non-conformance or irregularity(s) in a bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of the bid(s).
- viii. Arithmetical error, if any shall be rectified in the following manner:
  - a. If there is a discrepancy between words & figures; the amount in words shall prevail.
  - b. If there are errors in the calculations or rate of applicable Govt. levies, duties & taxes, the same will be corrected by the purchaser.

18. **Documents comprising the bid:**

The submitted bid document shall comprise the following components:-

**A. Technical Bid:-**

- i. Technical Bid form duly filled (as per section VI).

- ii. Documentary evidence established in accordance with clause 3 that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted. The following documents shall be submitted along with the technical bid form:-
  - a. Self-attested copy of Certificate of Incorporation and/or valid Shop & Establishment Registration Certificate, as applicable
  - b. Self-attested copy of Article/Memorandum of Association or Partnership Deed or Declaration stating that the firm is a proprietary concern as the case may be, of the Company/Firm/Agency in respect of clause 3(i)(a)
  - c. Self-attested copy of PAN/GIR card of the Company/Firm/ Agency in respect of clause 3(i)(b)
  - d. Self-attested copy of the GST registration of the Company/Firm/ Agency in respect of clause 3(i)(c)
  - e. Self-attested copy of audited P&L account for the financial year 2019-20 or 2020-21 in respect of clause 3(ii).
  - f. Self-attested copy of experience certificates, work orders etc. establishing at least two years' experience (within the last 5 years) of providing vehicles to Public Sector Companies, Banks, Government Departments etc. in respect of clause no. 3(iii).
- iii. Certification regarding near relatives as per Annexure-II of section VI. In case of proprietorship firm the certificate is to be given by the proprietor, for partnership firm by all partners and in case of limited company by all directors of company.
- iv. Tender document duly signed and stamped on all pages.
- v. Declaration as per Annexure-I of Section VI

At any point of time original documents may be asked for verification. In case originals are not produced before due date bids may be rejected.

**B. Financial bid:-**

Financial bid form at Section VII duly filled & signed and enclosed in a separate sealed envelope clearly super scribed 'Financial Bid for Providing Vehicle on Hiring Basis to the office of DDG, RTEC, Mumbai Tender No. TBBY/ADMN/Vehicle Tender 24A/2021-22/TEC/ dated 03.01.2022'

Astt. Director General (Admn)  
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**SECTION III****GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT****1. Application**

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in NIT.

**2. Period of validity of bids**

- i. 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 DDG, RTEC, Mumbai as non-responsive.
- ii. A Bidder accepting the request of DDG, RTEC, Mumbai for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify bid.

**3. Cancellation of bid**

DDG, RTEC, Mumbai reserves the right to cancel the bid (Tender) partly or fully without assigning any reason.

**4. Contacting the Purchaser**

No bidder shall try to influence the Purchaser on any matter relating to its bid, at any stage. Any effort by a bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

**5. Award of Contract**

DDG, RTEC, Mumbai shall consider placement of letter of intent to the bidder whose offer has been found technically, commercially and financially acceptable.

6. The bidder, within 15 days of issue of letter of intent, shall give his acceptance.

**7. Annulment of Award**

Failure of the successful bidder to comply with the requirement of Clause 6 shall constitute sufficient ground for the annulment of the award in which event DDG, RTEC, Mumbai may make the award to any other bidder at the discretion of DDG, RTEC, Mumbai or call for new bids.

8. **Signing of Contract:-** Signing of Agreement shall constitute the award of the contract on the bidder.

**9. Extension of contract period.**

The contract shall be for one year (unless otherwise specified). However the purchaser reserves the right to extend the contract period by 1 year beyond the period specified in the letter of Intent, on the same rates and terms & conditions, if mutually agreed.

**10. PAYMENT TERMS**

The agency shall raise the bill, in triplicate, along with log sheet, duly verified by user of the vehicle, in respect of the vehicle deployed and submit the same to DDO, RTEC, Mumbai in the first week of the succeeding month. As far as possible the payment will be released by second week of the succeeding month. The claims in bills regarding GST and any other dues to be paid to the government etc. should be necessarily accompanied with documentary proof pertaining to the



concerned month's bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of this office.

**11. Liquidated Damage Charges:**

- I. In case of break down, vehicle has to be replaced immediately (within one hour). In case of non-availability of suitable vehicle penalty up to Rs.100/- may be imposed for every hour beyond first hour in addition to deduction on pro-rata basis for the period. If the number of break downs exceeds three times in a month, a penalty of Rs.200/- per break down shall also be imposed.
- II. In case of non-availability of vehicle, penalty of Rs.200/- per day shall be imposed in addition to deduction at pro-rata basis for that day.
- III. In case of non-availability of vehicle, during extra hours, a penalty of Rs. 100/- per hour shall be imposed.
- IV. If driver is reporting late – a penalty of Rs50/- per hour shall be imposed if the delay is more than half an hour.

**12. Termination of Contract**

DDG, RTEC, Mumbai, may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts.

**13. Termination for insolvency**

DDG, RTEC, Mumbai may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

**14. Force Majeure**

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

**15. Resolution of disputes & Arbitration**

Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the Department of Telecommunications, Ministry of Communications & IT.

**16. Set Off**

Any sum of money due and payable to the contractor under the contract may be appropriated by DDG, RTEC, Mumbai and set off the same against any claim of DDG, RTEC, Mumbai for payment of a sum of money arising out of this contract or under any other contract made by contractor with DDG RTEC, Mumbai.

**17. Delays In The Supplier's Performance:-**

- i. Services under the contract shall be provided strictly in accordance with the schedule specified in the purchase order.
- ii. Delay(s) in the performance of service obligations shall render the supplier liable to any or more of the following sanctions:-
  - a. Imposition of liquidated damages
  - b. Termination of the contract for default
  - c. Barring participation of bidder in all future tenders of DoT for a period of 3 years or more.

- iii. If at any time during performance of the contract, the supplier should encounter conditions impeding timely delivery of the services, the supplier shall promptly notify the purchaser in writing of the full fact about the delay, its likely duration & cause(s). As soon as practicable after receipt of the supplier's notice, the discretion to extend the period for performance of the contract after mutual discussions, lies with the purchaser ie. DDG, RTEC, Mumbai.

**18. Right to Cancel the Contract.**

- i. The purchaser shall have the right to cancel the contract wholly or in part in the event he is obliged to do so on account of any decline, diminution, curtailment or stoppage of the work(s), by giving one month's notice.
- ii. The purchaser shall have the right to cancel the contract if subsequently it is found that the approved contractor is a "Member of Family" of a "Government servant".

**19. Tenderers whose near relatives are employees of RTEC/CCA/DoT are not eligible to participate in this tender. 'Near Relatives' in relation to a Government Servant includes:-**

- i. Members of a Hindu Undivided Family,
- ii. They are husband and wife,
- iii. The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

A declaration to this effect is required to be enclosed in the technical bid cover. Format for declaration is at Annexure-II of Section VI.

Astt. Director General(Admn)  
Office of Dy. Director General, RTEC  
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**SECTION IV****SPECIAL CONDITIONS OF CONTRACT**

1. The special conditions of contract shall supplement the instructions to the Bidders as contained in section II and general (commercial) conditions of the contract as contained in section III and wherever there is a conflict, the provisions herein shall prevail over those in section III.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. DDG, RTEC, Mumbai reserves the right of disqualifying such bidders who have a record of not meeting contractual obligations against earlier contract entered into with other departments/offices of central government.
4. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting agency and this office.
5. The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Department.
6. The tenderer will be bound by the details furnished by him / her to this Department, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
7. The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the contractor, the hiring authority has no responsibility of whatsoever and will not entertain any claim in this regard under the provision of the law.
8. 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 as breach of this contract.
9. The contractor shall assign the job of driving of hired vehicle only to qualified,experienced, licensed drivers and also assume full responsibility for the safety and security of the officers/ officials as well as essential store items while running the vehicle by ensuring safe driving. DDG, RTEC, Mumbai shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offense under section 29 of IPC and any loss caused to DDG, RTEC, Mumbai have to be suitably compensated by contractor.
10. In no case, a vehicle not registered for commercial purpose shall be supplied to DDG, RTEC, Mumbai and all taxes etc., due on such vehicle shall be liability of the contractor.
11. The contractor shall send the vehicle for periodical servicing at the cost of the contractor. DDG, RTEC, Mumbai will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing, limited to one day in a calendar month as mutually agreed by both the parties to the agreement. The cost of lubricants, repairs, maintenance, taxes insurance, etc., will be the contractor's liability.
12. DDG, RTEC, Mumbai reserves the right for placement of full tendered quantity on the approved bidder.
13. Regular checking of meter by the designated transport authority may be done by the contractor, and requisite certificate may be shown to DDG, RTEC, Mumbai as and when demanded.
14. This office shall not be responsible for any damages, losses, claims, financial or other injury to any vehicle/person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
15. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this office.
16. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this office or any other authority under Law.
17. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
18. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof This office is put to any loss / obligation, monetary or otherwise, this office will be entitled to get itself reimbursed out of the outstanding bills, to the extent of the loss or obligation in monetary terms.
19. The Deputy Director General, RTEC, Mumbai, reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

Asst. Director General(Admn)  
Office of Dy. Director General, RTEC  
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**SECTION V****SCHEDULE OF REQUIREMENT**

i. Details of vehicle required:-

**a. Monthly Basis:-**

Sl. No.	Category	No. of vehicles required	Make & Model of the vehicle
1.	AC car	1	Maruti Suzuki Swift Dzire, Honda Amaze, Hundai Accent, Tata Zest, Tata Tigore or equivalent/superior model of any make (Registered on or after 1-Jan-2019.)

ii. Period of Contract = 1 year, extendable by further one year, if mutually agreed.

**SERVICES TO BE PROVIDED**

1	Service	Provision of commercial vehicle with licensed drivers, registered commercial vehicle on Hiring basis for running in the State of Maharashtra
2	Quantity	1 (one)
3	Duty hrs	60 hours per week, with one day as weekly off. Actual duty hours shall be specified by actual user of the vehicle. Extra time beyond 60 hours per week shall be paid as per the accepted rates in the tender.
4	Notice Period	i. For regular requirements one day in advance. ii. Telephonic intimation shall be considered as notice.
5	Reporting Place	Any place within jurisdiction of Mumbai Municipal Area. Actual place of reporting shall be specified by the user of vehicle.
6	Counting Of distance	Counting starts from the reporting place. 5 KMs will be given from garage to reporting place or vice versa.
7	Accuracy of meters	The meter reading should tally the actual distance of run at any instant and authorized officer shall have full powers to check up the meter for its correctness and to take action accordingly.
8	Special Requirements	i) Intending bidder must have a telephone where requisition of vehicle can be conveyed all the 24 hrs. Telephone number must be specified in the bid. ii) No vehicle should be supplied having registration in the name of any employee or his close relatives working in the office of DDG, RTEC, Mumbai. iii) Payment of any Govt. tax or duty for plying the vehicle for DDG, RTEC, Mumbai within Maharashtra will be liability of contractor. iii) Parking and Toll charges, if any, may be claimed by producing the parking/ Toll slips. iv) The driver must have his own mobile connection and this office will not bear any expenses for it.

**SECTION VI**

**TECHNICAL BID**

For providing vehicles on hiring basis to O/o DDG, RTEC, Mumbai

1	Name of bidding Company/ Firm/ Agency	:	
2	Name of proprietor/Director of Company /Firm/Agency	:	
3	Full address of Reg. Office	:	
	Telephone No.	:	
	Fax No.	:	
	E- Mail Address	:	
4	Full address of Operating Branch Office	:	
	Telephone No.	:	
	Fax No.	:	
	E- Mail Address	:	
5	Banker of Company / Firm/ Agency with full address	:	
	Telephone number of Banker	:	
6	PAN/GIR No. of Company / Firm/ Agency	:	
7	GST Registration No.	:	
8	EPF Registration No.	:	
9	ESI Registration No.	:	
10	Turnover of Company / Firm/ Agency for the financial year:		
	2019-20	:	Rs. .... Lakh
	2020-21	:	Rs. .... Lakh
11	Give details of the major similar contracts handled by the tendering Company / Firm / Agency on behalf of PSUs and Government Departments during the last three years in the following format. Attested copies of work orders may also be attached.		
Sl. No.	Details of client along with address, Telephone & FAX numbers	Value of Contract in Rs. (lakhs)	Duration of Contract
			From To

If space provided is insufficient, a separate sheet may be attached

12. Additional information, if any (attach separate sheet, if required)

Signature of authorized Signatory

Date:

Name:

Place:

Seal:

**Annexure-I**  
**DECLARATION**

1. I .....Son/Daughter/Wife of Shri .....  
Proprietor/ Director/ authorized signatory of the agency/firm, mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic 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.

Signature of authorized Person

Date:

Full Name:

Place:

Seal:

**Annexure-II**

**DECLARATION REGARDING NEAR RELATIVES**

I ..... Son/Daughter of ..... a resident of ..... hereby certify that none of my near relative(s) as defined below is/are employed in DoT/RTEC/CCA. In case at any stage, it is found that the information given by me is false/incorrect, DoT shall have absolute right to take any action as deemed fit without any prior information to me.

Definition: The near relatives of all employees working in the Department of Telecommunications (RTEC/ CCA/ DoT); either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family,
- (b) They are husband and wife,
- (c) The one is related to the other in the manner as father, mother, son(s), and son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband( brother-in-law).

SIGNATURE OF BIDDER WITH NAME AND ADDRESS

(In case of proprietorship firm the certificate is to be given by the proprietor, for partnership firm by all partners and in case of limited company by all the directors of company)

**SECTION VII****FINANCIAL BID****SCHEDULE OF HIRE CHARGES**

AC Vehicle: Maruti Suzuki Swift Dzire, Honda Amaze, Hundai Accent, Tata Zest, Tata Tigore or equivalent/superior model of any make (Registered on or after 1-Jan-2019.)

Sl. <b>(A)</b>	Description <b>(B)</b>	Hiring Charges per vehicle (Rs.) (Rates are inclusive of all taxes) <b>(C)</b>		Quantity for Evaluation Purpose Only(Actual may vary). <b>(D)</b>	Value in Rs. <b>(E)</b>
		In figures	In Words		
1	Monthly rate for up to 1200Kms per month			1	E1 = C1 X D1
2	Extra per Km (over 1200 Kms per month) in Rs. Per Km.			50 Kms	E2 = C2 X D2
3	Charges for extra hours (over and above 60 hours per week) in Rs. Per hour			10 hrs	E3 = C3 X D3
4	Outstation Night Charges in Rs. Per night			2 nights	E4 = C4 X D4

$$E = E1 + E2 + E3 + E4$$

Note:-

- Total Bid shall be taken as **E**.
- The bid having least value of E shall be considered as L1.
- Terms and conditions mentioned in this Tender No.TBBY/ADMN/Vehicle Tender 24A/2021-22/TEC/ dated 03.01.2022 are applicable.
- The Rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force from time to time(except GST as applicable from time to time). Toll Taxes paid in Maharashtra state shall be reimbursed on production of receipt.
- The payment shall be made on conclusion of the calendar month only on the basis of duties performed by contractor during the month.

Signature of the Bidder:-----

Date:

Name of the Bidder:-----

**SECTION VIII**

Name of Bidder:  
Stamp&Signature:



**PROFORMA FOR AGREEMENT**

- I. This agreement is made this day ..... between M/s. .... (name of the Company) hereafter called the ‘Supplier’ the first party which expression shall include his heirs, executors and administrators/their successors and Department of Telecommunications, hereinafter called “DoT”, the second party, through Deputy Director General, RTEC, Mumbai, hereafter include her successors and assignees.
- II. That WHEREAS the first party will supply vehicle on monthly hiring basis to O/o Deputy Director General, RTEC, Mumbai in accordance with tender No. TBBY/ADMN/Vehicle Tender 24A/2021-22/TEC/ dated 03.01.2022 at the rates quoted by the supplier vide their financial bid in response to tender No. TBBY/ADMN/Vehicle Tender 24A/2021-22/TEC/ dated 03.01.2022 and as per all terms and conditions given in the aforesaid tender which shall become part and parcel of this agreement.
- III. This agreement is made for a period of one year from \_\_\_\_\_.

IN WITNESS THEREOF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS ----- DAY OF ..... TWO THOUSAND AND .....

1. Witness for Supplier	Authorized Signatory of Supplier
Signature:	Signature:
Name & Address	Name & Address
2. Witness for DoT	Authorized Signatory of DoT
Signature:	Signature:
Name & Address	Name & Address

**SECTION IX**

**Check List & Instructions for bids**

A. Check list of documents (All documents should be serially arranged & indexed)

Sl. No.	Particulars of document	Whether enclosed (Yes/No)	Index No.
1.	Technical Bid		
2.	Self-attested copy of Certificate of Incorporation and/or valid Shop & Establishment Registration Certificate, as applicable		
3.	Self-attested copy of Article/Memorandum of Association or Partnership Deed or Declaration stating that the firm is a proprietary concern		
4.	Self-attested copy of PAN/GIR		
5.	Self-attested copy of the GST registration		
6.	Self-attested copy of the audited profit & Loss account statement of the Company/Firm/ Agency for the financial year 2019-20/2020-21 with a minimum turnover of Rs. 4 lakhs.		
7.	Self-attested copy of experience certificates, work orders etc. establishing experience of at least two years (within the last 5 years) of providing commercial vehicle to Govt. Organizations, Public Sector Undertakings, Banks or Public/Private Limited Companies		
8.	Declaration regarding near relatives as per Annexure II of section VI		
9.	Declaration as per Annexure I of section VI		
10.	Self-attested documents in support of entries in point no. 12 of Technical Bid application		
11.	Tender Document with each page duly signed and sealed on all pages by the authorized signatory of the agency in token of their acceptance.		
12.	Financial Bid		

Documents should be enclosed & sealed in separate covers as follows:-

- I. Cover-I : Technical Bid- All documents from Sl. Nos. 1 to 11 in the above checklist should be serially indexed and enclosed in one envelope & should be sealed. The cover should be super scribed "Technical Bid for providing Vehicle on Hiring Basis to the O/o DDG, RTEC, Mumbai, Department of Telecommunications, Tender No. TBBY/ADMN/Vehicle Tender 24A/2021-22/TEC/ dated 03.01.2022.
- II. Cover-II: Financial Bid- Should be completed in all respects and enclosed in a separate envelope and sealed. The envelope should be super scribed "Financial Bid for providing Vehicle on Hiring Basis to the O/o DDG, RTEC, Mumbai, Department of Telecommunications, Tender No. TBBY/ADMN/Vehicle Tender 24A/202-22/TEC/ dated 03.01.2022.
- III. Cover -III: Both covers I & II above should be enclosed in a third envelope and sealed. The envelope should be super scribed "Tender for providing Vehicle on Hiring Basis to the O/o DDG, RTEC, Mumbai, Department of Telecommunications, Tender No. TBBY/ADMN/Vehicle Tender 24A/2021-22/TEC/ dated 03.01.2022"

All the above envelopes should be addressed to Assistant Director General(Admn), O/o Dy. Director General, RTEC, 2nd Floor, D Wing, BSNL Administrative Building, Juhu Road, Santacruz(West), Mumbai - 400 054.

#### **SECTION X**

Name of Bidder:  
Stamp&Signature:

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

(To reach on or before date of bid opening)

To

The Deputy. Director General,  
(Regional Telecommunication Engineering Centre)  
2nd Floor, D Wing, BSNL Administrative Building,  
Juhu Road, Santacruz(West),  
Mumbai - 400 054.

Sub:- Authorisation for attending bid opening on \_\_\_\_\_  
(date) in the tender of \_\_\_\_\_

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
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I.

II.

Signature of Bidder  
Or  
Officer authorized to sign the bid  
Documents on behalf of the Bidder

Note: 1. *only one representative will be permitted to attend bid opening.*  
2. *Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.*