

**TENDER INVITATION**

**FOR**

**CAR SERVICES**

**TENDER REF. NO. C-DOT/TENDER/ADMIN/STAFF CARS/2019-2022/002**

## **TENDER INVITATION**

### **TENDER REF. NO. C-DOT/TENDER/ADMIN/STAFF CARS/2019-2022/002**

C-DOT, a Government of India Organization, presently engaged in developing sophisticated Telematics Technology and products, invites Tenders from reputed transport agencies for hiring of Senior Officers Cars to meet C-DOT's Senior Officers' transport requirement at Delhi.

C-DOT invites sealed technical and financial bids from reputed transporters for carrying out senior officers' transport requirements. The proposed contract shall be for a period starting from 01.04.2019 ending on 31.03.2022. This period shall include 6 months of probation for satisfactory working as per the terms and conditions laid down in the contract.

**The bidder must possess requisite licenses, permits, registrations, etc., from appropriate statutory authorities for carrying out transport services for C-DOT's senior officers as required in the contract**

#### **1.0 Guidelines for submission of Quotes:**

##### **1.01 Sealed tender in duplicate should be submitted as per details given below:**

C-DOT adopts a two-bid Tender System. Therefore, **separate TECHNICAL and FINANCIAL BIDS** are to be submitted as per following procedure, by the interested bidders.

Envelope 'A' duly superscribed, as "**Technical Bid/C-DOT/Tender/Admin/Staff Cars/2019-2022/002**" should consist of:

1. A copy of the Tender Document duly signed on all pages by the authorized signatory with the seal of the Company/Agency.
2. Details of the Agency and other relevant details as per **Annexure-I** with supporting documents.
3. Undertaking for submission of Earnest Money deposit (EMD) in Envelope 'B'.
4. The cost of the tender document, if downloaded, by means of DD in favour of C-DOT, Delhi.

Envelope 'B' duly superscribed "**Financial Bid/C-DOT/Tender/Admin /Staff Cars/2019-2022/002**" should consist of:

1. Commercial / Financial Bid duly filled as per **Annexure-II**. No other format will be acceptable.
2. 0.35% of the quoted contract value (for 3 years) as Earnest Money Deposit (EMD), by means of DD for 3 months which has to be further renewed for 3 months **OR** Bank Guarantee for 6 months.

Envelope 'A' and Envelope 'B' should be sealed and kept in another Main Envelope 'C' duly superscribed "**C-DOT/TENDER/ADMIN/Staff Cars/2019-2022/002**".

Properly indexed Technical Bids shall be opened first and will be evaluated technically. The Financial Bid of the technically accepted Tenderers will be opened, the date of which will be notified to the technically qualified bidders only.

**1.02 LAST DATE/TIME OF RECEIPT OF TENDERS**

Tenderers shall ensure that their tender bids are dropped in the tender box at the C-DOT Reception before, or, by **1500 hrs on 26.02.2019**.

In case the tender bid is posted, the tenderer shall ensure that the same reaches C-DOT Reception before, or, by **1500 hrs on 26.02.2019**.

**1.03 Tenders should be addressed to:**

The Registrar  
Centre for Development of Telematics  
C-DOT Campus,  
Mandi Road, Mehrauli  
New Delhi – 110 030.  
Tel No. : 011-2680 2856  
Fax No. : 011-2680 3338

**1.04 Date of Technical Bid Opening:** The technical bid will be opened in the presence of the intending tenderers at 1530 hrs **on 26.02.2019**.

**1.05** In case the date of technical bid opening happens to be a holiday, the bids will be opened on the next working day at the same time.

**1.06 Date of Commercial Bid Opening:** The date will be intimated subsequently only to the technically qualified tenderers.

**1.07** Tender bid shall either be delivered in person to be dropped in the tender box or sent only by Registered Post/Speed post/Courier. Telegraphic/Telex/Fax/email financial bids shall be summarily rejected. C-DOT will not be responsible for any delay(s) including postal and force majeure.

**1.08** A pre-bid meeting would be conducted at C-DOT Campus, Delhi at 1430 hrs on 05/02/2019. All the queries in this regard shall reach C-DOT through e-mail latest by 1700 hrs on 30/01/2019 to admin.del@cdot.in. A maximum of 02 authorised representatives shall be allowed to attend the Pre-Bid meeting.

- 1.09 Bidders are requested to study the terms and conditions of the tender carefully, and then submit their tenders accordingly. Any tender/quotation received against this tender and any contract resulting from this tender shall be governed by the terms and conditions indicated in the tender document and the tenderer quoting against this tender shall be deemed to have read, understood and accepted the same. No clarification shall be entertained after receiving the bids.
- 1.10 Quotation must be submitted giving complete details as sought in the enclosed Annexures.
- 1.11 Each page of properly indexed bid shall bear the signature, name and title of the person signing the offer with date and rubber stamp of the Tenderer.
- 1.12 The total amount quoted should be written both in figures and in words. In case of any discrepancy between the two, the amount mentioned in words shall prevail.
- 1.13 Tender document is not transferable.
- 1.14 Bids preferably should be free from erasures, alterations etc. Bids containing erasures or alterations will not be considered, unless authenticated by the authorized signatory.
- 1.15 Bids, which do not comply with the conditions laid down in the tender document, are liable to be rejected.
- 1.16 The entire schedule of the tender shall be quoted for and the quote should be unconditional, failing which the tender bid will be rejected.
- 1.17 The scope of services proposed shall not be altered and if found altered, the tender bid shall be rejected.
- 1.18 C-DOT shall be under no obligation to accept the lowest tender and shall be entitled to reject any tender without assigning any reason whatsoever.

## 2.0 **TERMS & CONDITIONS OF THE TENDER**

- 2.01 a) Tenderer should submit a Demand Draft/ Pay Order of Rs. 1180/- (Rupees one thousand one hundred eighty only) in favor of C-DOT, Delhi, towards cost of the tender including applicable GST at the time of obtaining the same from the C-DOT Campus. In case the same is downloaded from the Centre's website ([www.cdote.in](http://www.cdote.in)), kindly submit a Demand Draft of Rs. 1180/- (Rupees one thousand one hundred eighty only) in favour of C-DOT, along with the technical bid. **Bids without Tender Fee shall be rejected out rightly.**
- b) Tenderer should submit **EMD of an amount OF Rs. 52500/- in the form of Demand Draft/ Bank Guarantee only.** EMD in the form of DD should be valid for 3 months which has to be further renewed for 3 months and if in the form of Bank guarantee should be valid for 6 months, and to be kept in the financial bid. The EMD has to be from a nationalized/scheduled Bank in favor of **C-DOT, Delhi.** The EMD is

payable by all categories of tenderers and no exemption is permissible. Only Government bodies/PSU's and SSI organizations are exempted from payment of EMD on production of relevant proof. EMD in the form of cheque /cash will not be acceptable. **Bids without EMD shall be rejected out rightly.**

- 3.02 The successful tenderer's EMD amount will be forfeited to C-DOT in the following cases: -
- a) Any quotation received against this tender shall be governed by the terms and conditions indicated in the tender document. If, after submission of the quotation, the tenderer fails to honor the contract, if awarded, or refuses to comply with any/all of the terms and conditions of the tender.
  - b) If the tenderer withdraws the offer during the validity period of the quotation.
  - c) If the successful tenderer fails to commence the contract at the stipulated time in accordance with the tender terms and conditions of the contract.
  - d) If the successful tenderer fails to submit the Performance Bank Guarantee / Security Deposit Bank Guarantee within one month of start of contract. This will also warrant closure or termination of contract.
- 3.03 EMD will be returned interest free, to the unsuccessful tenderers within 6 months or the time of award of contract, whichever is later, from the closing date of tender.
- 3.04 Bid should be complete in all respects and incomplete bids will be summarily rejected. No clarification will be taken by C-DOT in this regard.
- 3.05 **A pre-bid meeting (PBM) would be conducted at C-DOT Campus, Delhi at 1430 hrs on 05.02.2019. All queries in \*.xlsx format only should reach C-DOT by e-mail latest by 1700 hrs on 30.01.2019 to [admin.del@cdot.in](mailto:admin.del@cdot.in) . No query shall be entertained after the above said date and time. A maximum of 02 authorized representatives will be allowed to attend the Pre-Bid meeting.**

In the event of no such clarification sought, it will be deemed that the bidders have understood the parameter / requirement indicated / enunciated / described completely and are complying with the same at the time of submission of the tender. The bidders may also note that no request for clarifications will be entertained after the above date. The replies to pre-bid queries shall be uploaded on our website.

**Date and Time for Publishing: 25.01.2019**

<b>Receiving queries for Pre Bid Meeting</b>	- 17000 hours on 30.01.2019
<b>Pre-Bid Meeting</b>	- 1430 hours on 05.02.2019
<b>Bid submission</b>	- till 1500 hours on 26.02.2019

## Technical Bid Opening

-1530 Hours on 26.02.2019

- 3.06 C-DOT reserves the right to reject/accept or withdraw any part or full tender(s) without assigning any reason whatsoever. The decision of C-DOT is final and binding.
- 3.07 C-DOT reserves the right to award the contract to deserving parties either in full or in parts. The decision of C-DOT is final and no enquiry will be entertained in this regard.
- 3.08 The tenderers are requested to quote their most competitive price.
- 3.09 Canvassing in any form entails the tenderers' disqualification. If any tenderer is found influencing or intimidating other tenderer/tender processes, his tender is liable for disqualification.
- 3.10 Please note that any falsification/suppression of information could lead to disqualification from the tender.
- 3.12 L1 tenderer will be decided as per the total value of the contract based on the estimated requirements mentioned in the Financial Bid.

Model	A/C	No. of cars
Maruti Ciaz Alpha	A/C	01
Maruti Ciaz Zeta	A/C	03
Maruti Ciaz Delta	A/C	03
Maruti Ciaz Sigma	A/C	03

## 4.0 PRICE AND VALIDITY

- 4.01 The rates must be quoted as detailed in Annexure-II and Annexure –III covering the entire activity as per the scope of the contract. Rates quoted should be inclusive of all applicable charges towards maintenance, running, drivers etc. Any Statutory/Government taxes applicable such as service tax, state tax, toll taxes etc., should be **specified clearly** and shall be payable on submission of proofs. All parking charges paid by the contractor shall be payable on actuals on submission of parking slips. The bill raised to C-DOT after rendering the services shall be subject to tax deduction at source. Rates agreed upon shall remain same throughout the period of contract. However, revision of fuel prices will be considered subject to fulfillment of conditions as stipulated in clause 9.05. Any changes in the Government taxes, as and when notified, will be considered only on submission of documentary evidence.

- 4.02 Offer quoted should be valid for a minimum period of **6 MONTHS** from the date of opening of Technical Bid.
- 4.03 For the purpose of comparison of the rates, conditional discounts, if any, offered will not be taken into account. However, C-DOT reserves the right to avail of the same as part of award of the contract.
- 4.04 Tenderers are advised to understand the magnitude of the job involved before submitting their bids. They may even visit various pick-up and drop locations of C-DOT Officials (kindly refer Clause 8.02).

## **5.0 DURATION OF THE CONTRACT**

- 5.01 The contract will be valid for a period of three years w.e.f the date of commencement of services. However, in order to evaluate the performance and services, contract will cover a probationary period of 6 months. Only after the services are found to be satisfactory during the probationary period, the contract will be confirmed for a further period of 30 months under the same terms and conditions.
- 5.02 C-DOT reserves the right to terminate the contract by giving 30 days' notice to the Contractor.

## **6.0 MINIMUM ELIGIBILITY CRITERIA:**

- a) The tenderer should be a registered and well established transport agency/company (Proof of registration to be enclosed) / Partnership/Proprietary etc.
- b) The Agency should have a valid PAN Number (Copy of same to be enclosed)
- c) The Agency should have a valid GST number (Copy of same along with copy of GST to be enclosed).
- d) Financial turnover of Rs.80 lakhs per annum (IT proof for the last three financial years i.e 2015-16, 2016-17 and 2017-18 to be enclosed)
- e) Must have been awarded and successfully executed minimum two contracts of annual value of at least 35 lakhs each of similar nature from a Govt. office/State Govt./ Central or State PSU / reputed Pvt. Company during the last three financial years namely 2015-16, 2016-17 and 2017-18 . (Proof for the same to be enclosed).

Details listed above (from 'a' to 'e') should be separately enclosed with the technical bid along with agency details (Annexure-I).

## **7.0 TIMINGS**

- 7.01 The monthly cars required shall report for duty at their respective reporting places by 7.30 AM or time as intimated by officers. The duty hours for drivers shall be accumulated to 240 hours per month.

**8.00 SCOPE OF THE CONTRACT**

**CATEGORY – I (Monthly Cars)**

**8.01** The contractor shall provide brand new **2019 showroom model, Yellow Plated Commercial vehicles.** (Refer Annexure II for type of vehicle)

**Colour:** Choice of colour shall be conveyed at the time of award of contract.

**Number:** At present, we have a requirement of 10 vehicles. However, the number of cars may be increased/decreased depending upon C-DOT’s requirements from time to time, same have to be provided as per the contract rates.

The same cars shall be at C-DOT disposal for duration of contract.

**8.02 Tentative Place of Reporting:**

<b>EAST</b>	<b>SOUTH</b>	<b>Central</b>	<b>WEST</b>
Sector 39, Noida,	C-DOT Campus, Mehrauli	Opp. to JLN Stadium ,Lodhi Road,	Sector 06, Dwarka
	Vasant Kunj, New Delhi		4/46, Punjabi Bagh
	Sushant Estate, Gurgaon		
	C-DOT Campus, Mehrauli		
	Sector 56, Gurugram		
	Sector 50, Gurugram		

**Place of reporting shall be the place of start of duty (as per locations mentioned above) /completion of duty for monthly cars for the purpose of calculation of mileage run, No dead mileage will be paid for by C-DOT for reporting/return of vehicles to or from place of duty i.e. C-DOT shall not pay for the kilometers covered by the cars from their garage to/from any of the above reporting points. The place of reporting may be changed by giving one week’s notice to the driver/contractor.**

**8.03** Regular contracted cars along with driver shall be available to C-DOT round the clock all days during the period of contract. Whenever C-DOT is closed for holidays, any requirement of vehicle shall be indicated to the drivers.

**8.04** Cars shall be affixed with C-DOT logo and “On Government of India Duty” plates. These shall fully be at the disposal of C-DOT and shall not be used for any other duty / purpose.



**8.05 KMS:** C-DOT shall guarantee a minimum run of 1800 kms per month as duty for which monthly agreed rate shall be paid. Beyond this, only extra kms charges shall be applicable. The Kilometers shall be calculated on cumulative basis at the end of the month.

**8.06 DUTY HOURS:** The Cars shall be assigned to senior officers and retained with retained with them till they are dropped back at their residence on all working days. However, in case of any requirement, this may be extended accordingly and the contractor shall be prepared to provide cars for all 7 days of the week as per requirement of C-DOT.

**8.07 OVERTIME:** C-DOT shall pay towards any extra hours beyond 240 hours/month duty as per the rates quoted for extra hours. However, any overtime payable to the Driver shall be the responsibility of the Contractor.

These cars, in case required, may be taken outside Delhi and shall be utilized without extra payments on account of overtime or special KM rate. No night halt charges would be admissible. Driver charges, however, shall be paid on per night basis.

**8.08** Calculation of the Kms used and hours of utilization shall be reckoned only after the vehicle has reported at officers/C-DOT premises. In other words, C-DOT shall not pay for the distance covered and the time taken for the car to reach officers / C-DOT premises from their garage and vice versa.

**8.09 No change of vehicle/driver shall be allowed without the prior written permission of C-DOT. Contract shall be awarded for specific vehicle to be deployed with C-DOT.**

**8.10** The contractor and drivers shall have mobile phones in running condition to enable C-DOT to contact them at any time.

**8.11** Periodic maintenance of all vehicles shall be done by the contractor for which no extra charges shall be paid by C-DOT. During this period, they shall provide standby vehicle, which shall be in comparable extremely good condition.

#### **CATEGORY – II (Cars on Daily Hire )**

C-DOT shall be requiring Cars on duty on hire basis from time to time. The Contractor shall send the vehicles that are in good condition with well-behaved drivers.

#### **CATEGORY – III (Cars for Outstation Duty)**

C-DOT shall be requiring Vehicles for outstation trips. The vehicles shall be in excellent condition with well-behaved drivers.

### **9.00 TERMS AND CONDITIONS OF THE CONTRACT**

**9.01** C-DOT shall review performance of the Contractor on a monthly basis. Where the performance is below the standard expected or where damages to C-DOT property was caused by/at the instance of the Contractor's staff or where requisite vehicles was not engaged

during any month as evident from the log-book or where Vehicles, agreed to be brought/maintained by the Contractor as per requirement, are not provided, then appropriate penalty shall be imposed as per the Clause 11.00 of the tender document.

- 9.02** The attached vehicles may be withdrawn by the contractor for maximum two days in a particular month for carrying out maintenance and servicing etc. only on providing suitable replacement and with prior intimation.
- 9.03** The contractor shall cater to all norms fixed by the Transport Department of Government of NCT of Delhi for running the vehicles.
- 9.04** The contractor shall provide all GPS enabled vehicles for tracking of the vehicles. Detailed GPS tracking reports have to be provided when requested for.
- 9.05** Request for Fuel revision shall be entertained and compensated only if the prices of fuel increases beyond 25% from the date of commencement of contract. Any upward revision of fuel price during the finalization of contract will not be a part of this 25%. Also, in case, the fuel prices fall below 25% of quoted prices, the same benefit shall be passed on to C-DOT. Every 25% increase or decrease in fuel prices shall lead to a corresponding 7.5% increase or decrease in quoted prices.
- No other increase in contracted rate shall be admissible on any other account during the contract period.
- 9.06** The contractor shall replace the vehicles that are not roadworthy or not having valid documents and also replace the drivers who are found misbehaving, missing trips, misusing the log sheets, refusing to do duty, or found taking/asking money, from C-DOT staff or C-DOT's guest users, for petrol, etc.
- 9.07** The contractor shall depute drivers in uniform i.e. light sky blue shirt, Dark Navy blue Trousers and Navy Blue Pullover and black shoes at his cost.
- 9.08** All staff cars need maintenance at least once in a month during which they shall be thoroughly washed and cleaned with change of ironed seat covers. During monthly maintenance, all repairs including denting, painting, body damage, repair of scratches, oiling etc. shall be carried out. The receipt of the monthly maintenance done for all cars has to be submitted along with the bill, failing which, penalty as mentioned in Clause 11.00 shall be levied.
- 9.09** The contractor shall ensure that the drivers on duty possess proper valid driving licenses and current copy of the same shall be kept submitted with C-DOT.
- 9.10** The contractor shall engage drivers who have an experience of minimum 3 years of driving in Delhi / NCR region.

- 9.11** Contractor shall not subcontract or assign in whole or in part of its obligations to perform under this contract.
- 9.12** C-DOT reserves the right to award parallel contract for hiring of cars to more than one contractor/agency.
- 9.13** The contractor shall be responsible in ensuring police identification of all the drivers deployed on duty during execution of the contract. The contractor shall also ensure that police verification is done for all other drivers who are replacing regular drivers assigned to the vehicles in case of temporary or permanent change of driver's duty.
- 9.14** The vehicle shall always carry mandatory spares viz., tool kit, fuses, spark plugs, fan belts, stepney etc. and shall ensure to have adequate fuel in the vehicle.
- 9.15** The vehicle shall always carry accessories like branded tissue box, branded air freshener, fire extinguisher, clean seat covers which are dry-cleaned on monthly basis. Failure to provide any of the above mentioned shall lead to penalties.
- 9.16** 90% of the cars hired should be registered in the name of the contractor/company.
- 9.17** The contractor shall provide a supervisor preferably an ex-serviceman who has similar experience in supervising movement of vehicle, keeping a check and control on the condition, regularity, cleanliness of the vehicle and the driver. In case of any delays, break down / non reporting of vehicles; he shall be able to arrange replacement with information to the Admin. Department.

**10.00 PAYMENT SCHEDULE**

- 10.01** Payment for the services shall be made against bills to be submitted by the contractor during first week of every month for their services rendered during the previous month. Payment shall be released within fifteen days of submission of bill, subject to verification and review of performance of duties as per the contract.
- 10.02** Payment to the Contractor shall be based upon the logbook maintained by the driver. It is, therefore, necessary that this log book be signed by the staff using the vehicle on a daily basis. The log-book shall also contain complaints and poor services noticed by C-DOT staff. In case of deficiency of services/complaints, C-DOT shall impose penalties as mentioned in Clause 11.00 of the tender document, to be deducted from the monthly bill of the contractor. The decision of the C-DOT shall be final and binding on the contractor.
- 10.03** It shall be obligatory for the contractor to make payments to its staff/personnel deployed at C-DOT by 10<sup>th</sup> of every month irrespective of release of payment to the contractor from C-DOT.
- 10.04** The contractor shall ensure that no driver chews gutkha/tobacco, or under the influence of alcohol consumptions during duty hours.

**10.05** C-DOT shall presume the contractor shall pay no less than minimum wages to all the drivers deployed with C-DOT according to their skill category. The contractor shall further be responsible for legal and labour provisions prescribed by Government of India which shall include Income Tax, Insurance, Personal Accident Insurance, Accidents, latest Minimum Wages in effect as notified by the state/central authority, PF, ESI and other statutory benefits to the drivers and supervising staff, Contract Labour (Abolition and Regulation) Act etc. The monthly bills of the contractor shall be processed only after proof of deposit of statutory dues is submitted in the Administration. Proof may include bank transfer statement to the account of individual driver and/or bank passbook statement of individual.

**11.00 PENALTY:**

While all contractual obligations shall be strictly enforced, deductions shall be made for poor/deficient services as following:

a.	Sending vehicles which is older than the model specified	Per day penalty at the rate of one days pro rata contract rate
b.	Sending a Private Number vehicle instead of Commercial vehicle	Rs. 2200/- per day
c.	If vehicle does not report within 15 minutes of the designated time for morning pickup	Rs. 200/- for every 15 minutes delay  In case taxi is taken:  Cost towards taxi fare + Rs. 200/- per occasion
d.	Vehicle not reporting to duty (absenteeism)	Cost towards taxi fare + Per day penalty at the rate of one days pro rata contract rate
e.	No intimation from the driver /Supervisor/Contractor regarding delay in reporting/breakdown of vehicle.	Rs. 500/- per occasion + penalty as per Clause 11.00 (c)
f.	In case meter found faulty on check	Minimum Penalty of Rs. 5,000/- per incidence with permanent disqualification of vehicle from use in C-DOT (Repetition of such instances would lead to termination of contract and forfeiture of bank Guarantee submitted by contractor)
g.	Any incidence of misbehavior by driver	Penalty of Rs. 500/- per incidence and removal of driver from deployment in C-DOT
h.	Driver refusing to perform any official duty	Rs. 500/- per occasion. + Taxi fare
i.	Driver found without valid vehicle papers or	Removal of driver with fine of Rs. 2500/-

	driving license	per occasion
j.	Rash and negligent driving. Driver found smoking/chewing tobacco, pan or under influence of alcohol and misconduct.	Permanent removal of driver from C-DOT with fine of Rs. 2500/- per occasion
k.	Drivers found in dirty, torn/mutilated uniform	Rs. 200/- per occasion. C-DOT shall provide the uniforms & cost towards the same also to be deducted from the contractors bill.
l.	Non availability of a working mobile phone with the driver	Rs. 500/- per occasion
m.	If periodical/ monthly maintenance of vehicle not carried out as mentioned under Clause 9.08	Penalty of Rs. 500/- per car per occasion
n.	Non availability of any spares/accessories as mentioned in Clause 9.14 and 9.15	Penalty of Rs. 100 per day per item.
o.	Adequate fuel not available in car	Cost of fuel which is got filled by C-DOT and fine of Rs. 500/- per occasion
p.	Salary payment to driver/personnel not made in time	Deductions will be made in bill towards cost for salary of drivers/personnel and fine of Rs. 1000/- per day of delay.
q.	Driver asks money for fuel	Penalty of Rs.500/- + Amount that officer or guest had to pay if there is no alternative than lending per occasion.

Repeated defaults in services shall result in higher penal deductions. Decision of C-DOT with respect to extent of penalties being levied shall be final and binding on the contractor.

**Indemnity Bond:**

Successful tenderer shall indemnify C-DOT against any claim by any authority. In the event if C-DOT has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this contract, the contractor only shall pay such claim/damages and even if C-DOT is called upon to pay such damages/penalties, the same shall be reimbursed by the Contractor.

**12.0 OTHER TERMS AND CONDITONS:**

12.01 C-DOT's decision in respect of any dispute arising out of the car services shall be final.

- 12.02 Contractor shall procure at his expense all necessary permits, certificates and licenses required by virtue of all applicable laws, regulations, ordinances and other rules in effect at the place where any services is to be performed, and the contractor further agrees to hold C-DOT indemnified from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules.
- 12.03 In case the Contractor's staff suffer any injuries/damages or meet with an accident in C-DOT premises or outside C-DOT premises, during discharge of duties, the entire cost of compensation shall be borne by the Contractor.
- 12.04 In case of any accidents, the contractor shall be solely responsible for the statutory/financial obligations. C-DOT shall not enter into any litigation whatsoever under any circumstances.
- 12.05 The contractor shall be responsible for all claims from third parties (including the staff of C-DOT) in the event of any accident involving the liability (including claim under the motor vehicle act & other applicable laws).
- 12.06 The vehicles must be covered with valid comprehensive insurance policy, Road tax etc., and comply with all statutory obligations in respect of the driver and the vehicle.
- 12.08 Any dispute, difference or disagreement between C-DOT and the contractor concerning the existence, validity, interpretation, performance, termination or breach under this Contract, shall be amicably resolved in good faith. Failing which, the matter shall be referred for settlement by arbitration in accordance with provisions of Indian Arbitration & Conciliation Act, 1996, as amended from time to time. Either Party may refer the dispute to the Sole Arbitrator, to be nominated by the Executive Director, C-DOT. The language of arbitration proceedings shall be English and the venue and jurisdiction of the arbitration shall be New Delhi. The arbitration award shall be final and binding on both the Parties.

13.00 **SECURITY DEPOSIT**

In order that the Contractor fulfils the above obligations under the terms of the contract, he shall provide C-DOT with the Security Deposit equivalent to 2.5% of quoted contract value (for 3 years) in the form of Demand Draft/Performance Bank Guarantee from any nationalized Bank/ scheduled bank, in the prescribed format, within one month of start of contract. The above Bank Guarantee shall be valid for over three months after the expiry of the period of this contract. C-DOT will be free to en-cash this Bank Guarantee in the event of any failure on the part of the Contractor to meet his obligations under the contract or in the event of any demand by the concerned Statutory Authorities for the dues from the Contractor at its sole discretion.

**UNDERTAKING**

**TENDER NO: C-DOT/TENDER/ADMIN/STAFF CARS/2019-2022/002**

I hereby certify that I have submitted the Demand Draft for Earnest Money Deposit as per the Terms and Conditions of the tender document in my Financial Bid (Envelope-B).

If the Demand Draft is found to be invalid, C-DOT shall be free to take suitable legal and/or other action against us, as deemed appropriate.

**Date :** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Place :** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Designation**

**Seal of the Company/Agency:**

**C-DOT/TENDER/ADMIN/STAFF CARS/2019-2022/002**

**ANNEXURE - I**

**AGENCY DETAILS**

Please provide details as per format given below only:

S No.	Item	Name of supporting document	Page No.
1.0	Name/ADDRESS OF AGENCY Tele. nos. Fax nos.		
2.0	Statutory Requirements:  Please state whether the agency is Registered Co./Proprietary/Society/ or Registered under Shops & Establishment Act. Please enclose copy of registration accordingly.		
3.0	Number of Employees engaged in transport.		
4.0	Name of the Directors and their occupation		
5.0	Experience (Years) in the field of providing traveling amenities with different vehicles		
6.0	Nature of any other Business carried by your company than travel & transport		
7.0	Location of the main office from where the vehicles are monitored.		
8.0	EPF/ESI Registration Nos. (As per norms) (Copy of registration to be enclosed)		
10.0	Are you covered by Labour Legislations such as EPF, ESI, Gratuity Acts etc.?		
11.0	Have you registered under ESI		



	Act 1948? If so, enclose copy of registration.		
12.0	Enclose copy of latest remittance made by Bidder's Agency towards ESI		
13.0	Have you registered with any other Public Health Authorities State/Central? <b>(Optional)</b> If so, enclose copy of registration		
14.0	Have you registered under Employees Provident Fund & Miscellaneous Provision Act 1952? If so, enclose copy of Registration.		
15.0	Enclose copy of latest remittance made by Bidder's Agency towards EPF		
16.0	Are you registered under Gratuity Act 1972? <b>(Optional)</b>		
17.0	Enclose copy of latest remittance made by Bidder Agency towards Gratuity <b>(Optional)</b>		
18.0	Have you registered under section 69 of the Indian Finance Act 1994 & Service Tax Rules 1994? If so, enclose copy of Registration		
19.0	Enclose copy of latest remittance made by Bidder's Agency under service tax rules		
20.0	Specify whether there are/have been any issues/ disputes against Bidder's Agency before Commissioner Provident Fund, Commissioner ESI, Income Tax authorities, Labour Tribunal State/Central Public Health Authorities, etc.		

21.0	Satisfaction certificates from at least two (2) from past and existing clients		
22.0	Has bidder company been blacklisted by any of his/her clients? If yes, document/certificates with details to be submitted		
23.0	What is the time limit you require to take over the services in case selected in tender evaluation process?		
24.0	Banker's Name and Address		
25.0	What is the annual Turnover of the Agency for the following years: 2016-2017 2017-2018 2018-2019 (provisional) Enclose copies for above.		
26.0	Details of any other information / document which may help C-DOT in assessing tenderer's capabilities for award of contract.		
27.0	Furnish details of infrastructure maintained by your Agency/ Company for providing Housekeeping services.		
28.0	Mobile phones allotted to staff working in your Office who can be contacted on emergency.		
29.0	No. of Employees on rolls of your agency / company & details of welfare measures provided to the Staff?		
30.0	Is any transport facility provided to your staff to reach the office in the mornings.		

31.0	Do you issue Uniform to your staff totally free or subsidized or on full payment?			
32.0	Do you pay Bonus? If so, what is the quantum of bonus proposed to be paid? Details about how bonus proposed to be worked.			
33.0	Time duration required to start the services.  Deployment plan/strategy to be submitted			
34.0	Who are the major corporate clients of your Company / Agency to whom traveling amenities with different vehicles provided? Furnish Name & Telephone No. Of the Officer, who controls the providing traveling amenities with different vehicles services provided for? Please provide minimum five references.	Client Names	Contact Person	Contract Value



**C-DOT/TENDER/ADMIN/STAFF CARS/2019-2022/002**

**CERTIFICATE**

I / we certify that all the information furnished above is true to my knowledge.

I / we also certify that our Company/Agency has not been blacklisted/debarred from doing business by any customer organization (including Govt.) during last three financial years.

I / we have no objection to C-DOT verifying any or all the information furnished in this document with the concerned authorities, if necessary. If at any stage the information furnished is found to be incorrect, C-DOT shall be free to take appropriate legal action against us including but not limited to termination of contract and forfeiture of security deposit.

I / we also certify that, I / we have understood all the terms and conditions indicated in the tender document and are agreeing for the same.

I/we also confirm that in case of unsatisfactory services, C-DOT has the right to take any legal course of action against us.

I/we agree to provide services as per the rates quoted by us.

I / we are signing this document as authorized signatory in the capacity of \_\_\_\_\_.

Date : Signature: :

Place : Name :

Designation :

Seal of the Company/Agency

**C-DOT/TENDER/ADMIN/STAFF CARS/2019-2022/002**

**Details towards Cost of tender Document to be mentioned below :**

	<b>Demand Draft No.</b>	<b>Dated</b>	<b>Bank name/Address</b>	<b>Amount (in Rs.)</b>
Cost towards tender Document				

In case of purchase of tender document from the C-DOT Reception, kindly enclose a copy of the receipt obtained.

**C-DOT/TENDER/ADMIN/STAFF CARS/2019-2022/002**

**ANNEXURE - II**

<b>OFFICERS TRANSPORT FINANCIAL BID</b>				
<b>Tender Number:</b> <b>Name of the Bidder:</b> <b>Note:</b> 100 extra KM and 10 extra hours per month will be assumed for calculations.				
<b>Description of Travel Categories (TCs)</b>	<b>TC-MONTHLY:</b> Meets the regular travel needs of officers with dedicated vehicles and good Drivers in the contract duration. <b>TC-DAILY:</b> Meets the regular travel needs of officers with daily demand of vehicles driven by good drivers in the contract duration. <b>TC-OUT:</b> Meets the outstation travel needs of officers with on demand vehicles driven by good drivers in the contract duration.			
<b>TC-MONTHLY Category Vehicle Details</b>	<b>Full Month (1800 KM &amp; 240 Hrs/Month) Rate</b>	<b>Extra KM Rate</b>	<b>Extra Hour Rate</b>	
Yellow Plated Brand New Show Room Models of Maruti Suzuki Ciaz of 2019. 10 vehicles are required with choice of variants and colours communicated at the time of award of contract. All Vehicles must be maintained in extreme good running condition and well maintained AC, interiors and accessories throughout the contract period.				
<b>TC-DAILY Category Vehicle Details</b>	<b>Full Day (80 KM &amp; 8 Hrs) Rate</b>	<b>Half Day (40 KM &amp; 4 Hrs) Rate</b>	<b>Extra KM Rate</b>	<b>Extra Hour Rate</b>
Yellow Plated latest commercial vehicles with regular seating capacity of up to 6 passengers in good running condition and well maintained AC, interiors and accessories. 50 Hires of Full Day and 10 Hires of Half Day per month are estimated.				
<b>TC-OUT Category Vehicle Details</b>	<b>Assured KM Per Day</b>	<b>Per KM Rate</b>	<b>Night Charge</b>	<b>Any Other Charges</b>
Yellow Plated latest commercial vehicles with regular seating capacity of up to 6 passengers in good running condition and well				

<b>OFFICERS TRANSPORT FINANCIAL BID</b>				
maintained AC, interiors and accessories. 5 Hires of outstation travel per month are estimated.				

**SIGNATURE OF OWNER/DIRECTOR**

OFFICIAL SEAL / STAMP

Place :

Date :