

**F.No.3.9(1)/2017-SCU**  
**UNION PUBLIC SERVICE COMMISSION**  
**DHOLPUR HOUSE, SHAHJAHAN ROAD**  
**NEW DELHI**

Dated- 21.03.2017

**NOTICE INVITING E-TENDER**

Office of Union Public Service Commission proposes to enter into a contract with eligible DLY Taxi/Mini Bus provider located within a radius of 10-12 kms from UPSC, Shahjahan Road, New Delhi.

2. Accordingly online bids are invited for supply of AC/Non-AC DLY Taxis/Mini Bus to Union Public Service Commission. **The requirements in UPSC shall broadly fall in the following five categories:-**

- (I) **Daily requirements at the rate of 3 to 6 vehicles per day.**
- (II) **Special bulk requirements on examination and other days where depending on actual requirements upto 150 vehicles may be hired.**
- (III) **Daily requirement of good quality vehicle like Dzire/SX4/Ciaz or equivalent for the use of Senior officers of the Commission. Such vehicles should be in very neat and clean condition and should not be more than 3 years old.**
- (IV) **Special requirement of Luxury vehicles like Honda City, Hyundai Verna, Volkswagen Vento, Toyota Corola etc. for foreign delegation organized by Commission.**
- (V) **AC Mini Bus with a seating capacity of 15-20. However this requirement is optional for ordering by UPSC, but mandatory for quoting by bidders.**

3. The requirements may vary from time to time and vehicles may be required on Saturdays, Sundays and other holidays also depending on actual requirement. Bids may be submitted for any or all of the above categories. However, the bidders should fulfill all the terms and conditions of the tender document.

Tender documents may be downloaded from UPSC website **www.upsc.gov.in** and CPP site **https://eprocure.gov.in/e-procure/app** as per schedule as given in Critical Date Sheet as under:-

Critical Date Sheet

Published Date	24.03.2017
Bid Document Download/Sale Start Date	24.03.2017
Bid Submission Start Date	24.03.2017
Bid Submission End Date	22.04.2017 at 1500 Hrs
Bid Opening Date	24.04.2017 at 1530 Hrs

3.1. Bids can only be submitted online at CPPP website : <https://eprocure.gov.in/e-procure/app>. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. Bids uploaded in single part or folder on the website will be summarily rejected.

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

**The offers submitted by Telegram/Fax/email or any other mode not be considered. No correspondence will be entertained in this matter.**

**NOTE-**

In case the specified date for submission of bid falls on or is subsequently declared a holiday or closed day for this office, the bids will be received upto the appointed time i.e. 3.00 PM on the next working day of this office and will be opened on the same day at 3.30 PM.

4. **TWO BID SYSTEM:**

(a) **Technical Bid:**

**The bidder should submit scanned copies of the documents mentioned at the checklist as at Annexure-II duly signed by the authorized signatory along with copies of the following documents:**

- 4.1 The bidder should have a turnover of not less than Rs.100 lacs per annum during each of the last 3 years i.e. 2013-14, 2014-15 & 2015-16. A copy of statement indicating the details of annual turn over may be submitted duly certified by Chartered Accountant.
- 4.2 Apart from the above statement, the bidder should also submit copies of annual accounts, duly certified by the Chartered Accountant, for the last three years i.e. 2013-14, 2014-15 & 2015-16 as a proof of annual turnover of the firm.
- 4.3 The bidder must submit a copies of Income Tax returns for the last three years 2013-14, 2014-15 & 2015-16.

- 4.4 The bidder must submit ITR 2015-16 alongwith the list of vehicles shown as fixed assets as on 31.3.2016.
- 4.5 The bidder should own at least 60 DLY Taxis out of which 30 should be AC and 30 Non-AC DLY taxis i.e. Wagon R/Swift/ I10 / Toyota Liva /Eeco/ Indigo/ Dzire/ Etios/ SX4/Ciaz / Innova/ Honda City / Hyundai Verna / Volkswagen Vento, Toyota Corola etc. or equivalent not older than of 2012 model. The Luxury vehicles and vehicles hired for senior officers should not be older than of 2014 model. In support of ownership of 60 DLY Taxis the bidder shall submit a copy of valid RC of the vehicles. In addition a list of vehicles with their Registration Numbers, make and models and also indicating therein the AC status of the vehicles must be furnished in the bid on a separate sheet. **Out of these 60 vehicles, 10 SX4/Ciaz or equivalent vehicles should not be older than 2014 model.**
- 4.6 UPSC may also require AC Mini Bus with seating capacity of 15-20 and the bidders should furnish the particulars of the vehicles owned by them. In case of no ownership, the bidder shall submit undertaking to arrange for the AC Mini Bus as and when required by the Commission. Quoting of prices for this requirement is mandatory for the bidder but optional for hiring by UPSC.
- 4.7 The bidder should have minimum 4 years experience of providing vehicles to Govt./Semi Govt./Autonomous Organisations/Departments in the immediate past. In this regard copies of work order issued during each of the 4 years are to be submitted.
- 4.8 The bidder should have at least two ongoing/running contracts as on date of submission of bid. Work order copies to be furnished in each case.
- 4.9 The bidder should furnish a copy of the PAN Card and service tax registration certificate.
- 4.10 A certificate that AC/Non-AC vehicles which will be provided shall comply with the prevailing Euro/Bharat Stage standard or any other standard as the Govt. of NCT of Delhi enforces from time to time.
- 4.11 A certificate to the effect that the drivers of the vehicles to be deployed on duty on requisition are fully experienced with Delhi Roads, may be furnished by the tenderer/DLY operator.
- 4.12 A certificate from the bidder that all the terms and conditions are acceptable to him, *in the format enclosed at Annexure-III should be furnished by the bidder.*
- 4.13 **Bidders may please note that they are required to furnish certificate that they have quoted for all categories of vehicles i.e. for all items of all the 14 price schedules of Annexure-I in their financial bid. Bidders who do not quote for all the items and or all the tables of the price schedule will be treated as non responsive and their bid will be rejected.**

**(b) Financial Bid:** Scanned copy of Financial Bid should be uploaded , in the prescribed format as per Annexure-I-A for daily requirements, Annexure-I-B for bulk requirements, Annexure-I-C for requirement of Senior officers, Annexure-I-D for special requirement of Luxury vehicles and Annexure-I-E for Mini Bus along with copy of DD/Pay Order of the EMD.

**4.14** The Technical Bids shall be opened at 3.30 P.M. on the date as indicated above in the presence of such of the bidders or their representatives, who may wish to be present.

**4.15** Financial Bid(s) of only those bidder(s) will be opened on a later date whose bids are considered technically acceptable after evaluation by a Technical Evaluation Committee.

**4.16** Hypothetical/Conditional/Incomplete bid will not be entertained.

**5.** Late Bids- Bids received after the specified date and time, as indicated in para-3 above, for receipt of bids will not be considered & shall be rejected summarily.

## **6 Earnest Money Deposit (EMD)**

**6.1** **The hard copy of original Earnest Money Deposit(EMD)** of Rs.2,00,000/- (Rupees two lakh only) in the form of Demand Draft/Pay order/Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee from any Commercial Bank payable to the Secretary, UPSC New Delhi-69 must be delivered to the UPSC on or before bid opening date/time as mentioned in critical date sheet.

**6.2** The EMD should remain valid for a period of 45 days beyond the final tender validity period.

**6.3** EMD of a bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.

**6.4** EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder(s) will be returned after receipt of the Performance Security from him.

## **7. Performance Security**

**7.1** The successful bidder, irrespective of its registration status etc., will have to furnish Performance Security of Rs.6.00 lakh (Rupees six lakh only) each from the two successful bidder in the form of Account payee Demand.

Draft/Pay Order/Bank Guarantee /Fixed Deposit Receipt from a Commercial Bank in an acceptable form in favour of Secretary, UPSC within 10 days of award of contract.

- 7.2 Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
- 7.3 Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.
- 7.4 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be black listed.
- 7.5. The bidders should quote their unconditional rates strictly as per the Annexure-I. Cutting/overwriting, if any, should be countersigned. Each page of the bid should be duly stamped and signed by the authorized signatory.
- 7.6 All the bidders are required to quote for all the categories of vehicles sought in the price schedule in Annexure-I i.e. they are required to quote for all items for daily requirement [Table-1 to Table-5], for bulk requirement [Table-6 to Table-10], for senior officers [Table-11 to Table-12], for special requirement of Luxury vehicles [Table-13] and AC Mini Bus [Table-14].
8. In case any bidder is already providing the AC/Non-AC DLY Taxis to any other Ministry/Department of Central Government, work order thereof should also be furnished alongwith the bids.

**9. Other Terms and conditions**

- 9.1 The Contract will be valid for a period of 2 years from the date of receipt of Performance Security from the concerned firms. However, the contract may be extended for a further period of 1 year on same rates and terms & conditions.
- 9.2.1 **The prospective bidders may kindly note that a panel of two Taxi Operators L-1 & L-2 each for AC and Non-AC DLY Taxis would be drawn to hire the AC/Non-AC DLY Taxis from them. The AC/Non-AC Taxis would be hired at the rate, which would be the lowest rate (L-1 rate) as quoted by or negotiated with the L-1 bidder subject to the approval of the Competent Authority. It is hereby clarified that AC/Non-AC Taxis from L-2 bidder whose name would be included in the panel would be hired at the same rate as approved by the Competent Authority. The bidder may take a special note that L-2 bidder shall be bound to provide the vehicles at L-1 approved rates. The vehicles would be hired from L-2 bidder at 50% of the requirement of this office.**
- 9.2.2 **The vehicles may also be hired from other participating bidders at approved L-1 rate if there is default in providing the services by approved L-1/L-2 bidder. A panel of participating bidders will be framed for this purpose with the prior consent of bidders.**

- 9.3** The bidder will submit the financial bid in the prescribed proforma [Annexure-I-A to Annexure-I-N] of the NIT. L-1 and L-2 bidder will be decided on the basis of evaluation of rates quoted by them at the S.No.1 of the Annexure [i.e. full day 80 kms. and 10 hrs]. Thereafter the rates of L-1 and L-2 firm will be compared and the final rate will be approved on the basis of lowest rate quoted by L-1/L-2 firm in respect of all items mentioned at S.No. 2 to S.No.7.2 of the Annexure-I-A to Annexure-I-N. L-1 and L-2 firm will be bound to provide the DLY taxis on the approved rates.
- 9.4** **Risk Hire Clause** : In case L-1 and L-2 bidders fail to supply the requisite number of vehicles, this office reserves the right to hire the DLY Taxis from other Taxi Stands at the risk and cost of the L-1 and L-2 bidders. The cost difference between the alternative arrangements and L-1's Tender Value will be recovered from the pending bill/ performance security of the L-1/L-2 bidder. In case UPSC is forced to make alternative arrangements and if the price is lower, no benefit on this account would be passed on to L-1/L-2 bidder.
- 9.5** A team of this office shall visit the premises of the bidders to assess their suitability and submit the report regarding the suitability of the bidder for supplying DLY Taxis to UPSC. The decision of the committee shall be put up to the competent authority to decide the technically qualified bidders.
- 9.6** If the contractor after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, the UPSC will have the right to forfeit the EMD or invoke the Performance Security, if deposited by the bidder.
- 9.7** The vehicles provided should be authorized to be used as Taxis and should have proper permission of the areas to be travelled.
- 9.8** The Contractor should be able to provide AC/Non-AC DLY Taxis at a short notice/(within 45 minutes). For regular requisitions the taxi must reach the destination 30 minutes in advance
- 9.9** The drivers engaged in the Taxis should have valid driving licence to operate the taxi, issued by the Transport Authorities. Other necessary certificates like Road Tax clearance, pollution certificate, commercial certificate etc. should be in existence for all vehicles quoted.
- 9.10** The vehicle should be insured comprehensively and have necessary permits from the State Transport Department/Authority.
- 9.11** The driver engaged should be broadly aware of the major routes of Delhi/New Delhi.

- 9.12 Penalty Clause:** The Contractor shall ensure deployment of hired vehicles on a regular basis which shall be hired on monthly/daily basis by the Client, failing which penalty of Rs. 1000/- per day, per vehicle shall be imposed. If the complaint is repeated penalties will be increased upto 10 times i.e Rs. 2000 of 2<sup>nd</sup> complaint, Rs. 3000 for 3<sup>rd</sup> complaint and so on upto 10 complaints. If the complaint persists for more than 10 days, the contract shall liable to be terminated. Security Deposit/ Performance Bank Guarantee shall be forfeited and Bank guarantee will be encashed. The Client will have the power to appoint any other agency for the hired vehicles services at the risk and cost of the Contractor.
- 9.13** The vehicles on duty shall have to be kept in clean condition. The general condition of the vehicles provided should be good. The seat should be comfortable and have sufficient leg space. The seat shall always be covered with neat and good quality seat covers. If the vehicle is found in dirty or shabby condition a penalty of Rs. 1000/- per day, per vehicle shall be imposed. If the complaint is repeated penalties will be increased upto 10 times i.e, Rs. 2000 of 2<sup>nd</sup> complaint, Rs. 3000 for 3<sup>rd</sup> complaint and so on upto 10 complaints. If the complaint persists for more than 10 occasions the contract shall liable to be terminated.
- 9.14** In case of break down, vehicles have to be replaced by other vehicle immediately within not more than one hour. In case of non-availability of suitable vehicle a penalty up to Rs. 200/- per hour, not exceeding Rs. 1000/- in a day. Further, if the contractor fails to provide the vehicle within one hour of the breakdown and the user has to engage another vehicle then the contractor shall be liable to bear the cost of hiring of vehicle so engaged.
- 9.15** In case of non-availability of vehicles during extra hrs. Penalty of Rs. 1000/- per occasion shall be imposed.
- 9.16** The driver should be neatly dressed in dark blue uniform / as per Transport Deptt. Rules and well mannered. The drivers should have mobile phones. If the driver do not report in proper uniform, or without mobile, a fine of Rs. 500/- (Rupees five hundred only) for each default, would be imposed on the firm.
- 9.17** The car and the driver deployed with an officer will not be changed except with the prior consent of the user officer. In default a penalty of Rs. 1000/- per occasion shall be imposed.

Whenever and wherever it is found that the assigned work is not performed upto the entire satisfaction of the Client, penalty of Rs.1000/- per day per complaint will be imposed by invoking penalty clause.

- 9.18** Billing will start from Office premises and not from the Taxi stand. All vehicles must first report to the Motor Transport Supervisor, UPSC on requisition, where meter reading will be noted and then proceed to the destination on all days except Sundays or National Holidays. On Sundays and National Holidays the vehicle may directly report to the designated person where meter reading should be got noted from the user.
- 9.19** At times, UPSC may need large number of DLY vehicles (i.e. upto 150 vehicles) on specific days. The Contractor shall be responsible to arrange for additional demand of DLY vehicles by making necessary tie-ups at his end with other DLY Taxi operators and such additional vehicles should be supplied at the contractual rates and conditions. Normally UPSC needs between 3-6 DLY vehicles per day and a AC Mini Bus with seating capacity of 15-20 may be hired on any day depending on the actual requirement.
- 9.20** The rates shall be firm for period of contract. No request for hike in approved rates for supply of DLY taxis will be entertained during the period of contract under any circumstances such as escalation of fuel prices in the market or any other reason what so ever.
- 9.21** If at any occasion it is found that the driver of any vehicle has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/journey the taxi stand shall be responsible for the same. This office reserve the right to with hold full payment of the day in respect of such vehicle.
- 9.22** Decision of Secretary, UPSC regarding acceptance or rejection of a tender on the basis of various provisions made in the NIT will be final and binding.
- 9.23** Payment will be made on monthly basis after submission of bill, duty slip etc. and keeping in view satisfactory service and fulfilling provisions as stipulated in NIT.
- 9.24** The Commission reserves the right to terminate the contract without assigning any reason by giving to the contractor one calendar month notice of its intention to do so.
- 9.25** Contractor shall ensure that the drivers are always disciplined, properly dressed and be presentable all the time during duty. The persons deployed by Contractor shall be properly trained, have requisite experience and skills for carrying out the work.
- 9.26** The Contractor shall provide every year two sets each of summer and winter uniform to its drivers at its own cost and shall ensure that they wear while on duty. Summer uniforms should be provided in the month of April and Winter uniforms in the month of October each year.



- 9.27** The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.
- 9.28** The contractor shall assign the job of driving of hired vehicles 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. The Client shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to the Client have to be compensated by contractor.
- 9.29** Regular checking of meter by the designated transport authority may be done by the contractor, and requisite certificate may be shown to the Client every quarters.
- 9.30** The Contractor shall ensure that the cars to be provided should be in perfect sound conditions, it is provided with the perfume, duly fitted with the appropriate fire extinguishers. In the event of non-compliance of these instructions, the bills presented by the Contractor are liable to be deducted at the rate of Rs. 50 per day.
- 9.31** The Contractor shall ensure that the drivers hold valid driving licence, are well behaved, reasonably educated, and conversant with traffic rules / regulations and city roads / routes as well as security instructions.
- 9.32** The Contractor shall have adequate telephone number facilities for contact and to take bookings round the clock 24 x 7.
- 9.33** The Contractor shall provide insurance cover to its drivers for personal accident and death whilst performing the duty and the Client shall own no liability and obligation in this regard. The Client shall not be responsible for any damage / loss caused to the hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicles in any manner whatsoever. The Contractor shall be responsible for all such litigation.
- 9.34** The drivers of the Contractor shall not be the employees of the Client and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Contractor shall make them known about this position in writing before deployment under this agreement.

- 9.35** The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the Client shall not have any liability whatsoever on this account. The Contractor shall also abide by and comply with the Labour laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or any other law in force.
- 9.36** **Arbitration**  
Any dispute or difference whatsoever arising between UPSC & the firm out of or relating to the conclusion, meaning and operation or effect of this contract or the breach thereof shall be settled by the Arbitrator to be appointed by UPSC in accordance with the provisions of Arbitration and Conciliation Act, 1996 and the award in pursuance thereof shall be binding on UPSC & the firm. The venue of Arbitration shall be at Delhi.
- 9.37** **Jurisdiction**  
Subject to the arbitration herein above provided, any suit or proceedings to enforce the right of either of the parties hereto to the contract shall be instituted in and tried only by the courts in Delhi and by no other court, and both the parties hereto hereby expressly agree to submit to the jurisdiction of such court.
- 9.38** **Liquidated Damages/Penalties**  
Vendor has to execute the work strictly as per scope of work in accordance with the terms and conditions of the tender failing which UPSC without prejudice to any other right or remedy available may recover any such amount suffered as loss from the vendor as ascertained/assessed by this office as liquidated damages and not by way of penalty to be imposed separately at the rate of 1% per day of delay in supply subject to a maximum of 10% of the total contract value. If any loss or delay has been caused due to any reasons beyond the control of any of the parties (Force Majeure), the Secretary, UPSC shall have the sole discretion to waive off such loss or penalty as he deems fit. The Vendor shall explain in writing the reasons, which caused such delay or loss within 10 days from the date of delay or incurrance of such loss. For any delay beyond ten days, the UPSC shall be at liberty to get the work done from any other Agency and also forfeit the Performance Security of the vendor and take other actions as deemed fit by the Secretary, UPSC.
- 9.39** The total value of contract for two years is Rs.180 Lakh approximately.

(ANIL KUMAR)  
Under Secretary (M&M)  
Union Public Service Commission

(ANIL KUMAR)  
Under Secretary (M&M)  
Union Public Service Commission

**TENDER FORM**

**TENDER FOR SUPPLY OF AC/NON-AC DLY TAXIS/MINI BUS**

Date.....

To

**Shri Anil Kumar  
Under Secretary (M&M),  
Union Public Service Commission,  
Dholpur House, Shahjahan Road,  
New Delhi-69.**

**Ref: Your Tender Enquiry Document No.....Dated.....**

We, the undersigned have examined the above mentioned tender enquiry document and seen the specimen of each item. We now offer to supply and deliver the required items in conformity with the specification given in the enclosed Technical Bid in prescribed format. Our Technical Bid as well as Financial Bid (in separate sealed cover) in the prescribed Format are attached herewith and made part of this tender. Pay Order/Demand Draft/Fixed Deposit Receipt/Banker's Cheque No.....dated.....of amount Rs..... (Rupees.....only) drawn on .....(name of the bank) is submitted herewith as EMD/ Bid Security. Other documents/ papers required as per the Tender Enquiry Document are also submitted herewith.

2 If our bid is accepted, we undertake to supply the goods as mentioned in the Technical Bid at the rate quoted in the Financial Bid in accordance with terms and conditions of the aforesaid Tender Enquiry.

3. We further confirm that, if our bid is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Enquiry.

4. We agree to keep our bid valid for acceptance for a period of 2 years from the date of payment of Performance Security and for a further period of 1 year on same rate and terms & condition, if contract extends. We further confirm that this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

5. We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

6. We accept all terms and conditions of the aforesaid Tender Enquiry.

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorized to sign tender for and behalf of

.....  
(Official Seal of the firm)

**Note: Official seal of the firm and signature of Authorized signatory is to be appended on each page of this format.**

**(Daily requirement)****Format for Furnishing Financial Quotation for Supply of AC/Non-AC DLY Taxis.**

Name of the Firm: \_\_\_\_\_

**Taxi:- Wagon R /Swift/ I10 / Toyota Liva or equivalent****TABLE-1**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

**Note:** (1) In case of hiring of DLY Taxis, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Rates should be quoted separately for AC and Non-AC Taxis.

(3) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)

**(Daily requirement)**

**Format for Furnishing Financial Quotation for Supply of AC/Non-AC DLY Taxis.**

Name of the Firm: \_\_\_\_\_

**Taxi:- Ecco or equivalent**  
**TABLE-2**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

Note: (1) In case of hiring of DLY Taxis, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Rates should be quoted separately for AC and Non-AC Taxis.

(3) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)

**(Daily requirement)****Format for Furnishing Financial Quotation for Supply of AC/Non-AC DLY Taxis.**

Name of the Firm: \_\_\_\_\_

**Taxi:- Indigo/Dzire/Etios or equivalent****TABLE-3**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

**Note:** (1) In case of hiring of DLY Taxis, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Rates should be quoted separately for AC and Non-AC Taxis.

(3) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)

**(Daily requirement)**

**Format for Furnishing Financial Quotation for Supply of AC/Non-AC DLY Taxis.**

Name of the Firm: \_\_\_\_\_

**Taxi:- SX4/Ciaz or equivalent**  
**TABLE-4**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

Note: (1) In case of hiring of DLY Taxis, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Rates should be quoted separately for AC and Non-AC Taxis.

(3) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)



**(Daily requirement)**

**Format for Furnishing Financial Quotation for Supply of AC/Non-AC DLY Taxis.**

Name of the Firm: \_\_\_\_\_

**Taxi:- Innova or equivalent**  
**TABLE-5**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

Note: (1) In case of hiring of DLY Taxis, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Rates should be quoted separately for AC and Non-AC Taxis.

(3) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)

**(BULK REQUIREMENTS UPTO 150 DLY TAXIS)**

**Format for Furnishing Financial Quotation for Supply of AC/Non-AC DLY Taxis.**

Name of the Firm: \_\_\_\_\_

**Taxi:- Wagon R /Swift/ I10 / Toyota Liva or Equivalent**

**TABLE-6**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

Note: (1) In case of hiring of DLY Taxis, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Rates should be quoted separately for AC and Non-AC Taxis.

(3) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)

**(BULK REQUIREMENTS UPTO 150 DLY TAXIS)**

**Format for Furnishing Financial Quotation for Supply of AC/Non-AC DLY Taxis.**

Name of the Firm: \_\_\_\_\_

**Taxi:- Eco or equivalent**  
**TABLE-7**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

Note: (1) In case of hiring of DLY Taxis, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Rates should be quoted separately for AC and Non-AC Taxis.

(3) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)

**(BULK REQUIREMENTS UPTO 150 DLY TAXIS)**

**Format for Furnishing Financial Quotation for Supply of AC/Non-AC DLY Taxis.**

Name of the Firm: \_\_\_\_\_

**Taxi:- Indigo/Dzire/Etios or equivalent**

**TABLE-8**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

Note: (1) In case of hiring of DLY Taxis, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Rates should be quoted separately for AC and Non-AC Taxis.

(3) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)

**(BULK REQUIREMENTS UPTO 150 DLY TAXIS)**

**Format for Furnishing Financial Quotation for Supply of AC/Non-AC DLY Taxis.**

Name of the Firm: \_\_\_\_\_

**Taxi:- SX4/Ciaz or equivalent**

**TABLE-9**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

Note: (1) In case of hiring of DLY Taxis, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Rates should be quoted separately for AC and Non-AC Taxis.

(3) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)

**(BULK REQUIREMENTS UPTO 150 DLY TAXIS)**

**Format for Furnishing Financial Quotation for Supply of AC/Non-AC DLY Taxis.**

Name of the Firm: \_\_\_\_\_

**Taxi:- Innova or equivalent**

**TABLE-10**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

Note: (1) In case of hiring of DLY Taxis, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Rates should be quoted separately for AC and Non-AC Taxis.

(3) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)

**(For Senior officers – vehicle should not be more than 3 years old)**

**Format for Furnishing Financial Quotation for Supply of AC/Non-AC DLY Taxis.**

Name of the Firm: \_\_\_\_\_

**Taxi:- Dzire or equivalent**

**TABLE-11**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

Note: (1) In case of hiring of DLY Taxis, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Rates should be quoted separately for AC and Non-AC Taxis.

(3) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)

**(For Senior officers – vehicle should not be more than 3 years old)**

**Format for Furnishing Financial Quotation for Supply of AC/Non-AC DLY Taxis.**

Name of the Firm: \_\_\_\_\_

**Taxi:- SX4/Ciaz or equivalent**

**TABLE-12**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

Note: (1) In case of hiring of DLY Taxis, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Rates should be quoted separately for AC and Non-AC Taxis.

(3) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)



**(For Special requirement of Luxury vehicles)**

**Format for Furnishing Financial Quotation for Supply of AC/Non-AC DLY Taxis.**

Name of the Firm: \_\_\_\_\_

**Taxi:- Honda City/Hyundai Verna/ Volkswagen Vento/  
Toyota Corola or equivalent**

**TABLE-13**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

**Note:** (1) In case of hiring of DLY Taxis, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Rates should be quoted separately for AC and Non-AC Taxis.

(3) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)

**Format for Furnishing Financial Quotation for Supply of AC MINI BUS.**

Name of the Firm: \_\_\_\_\_

AC MINI BUS MAKE: \_\_\_\_\_

SEATING CAPACITY: **15-20**

**TABLE-14**

S.No.	Particulars	Rate			
		Delhi State		National Capital Region	
		AC	Non-AC	AC	Non-AC
1.	Full Day 80 Kms. and 10 Hrs.				
2.	Half Day 40 Kms. and 5 Hrs.				
3.	Extra Rate per Km.				
4.	Extra Rate per Hr.				
5.	Outstation journey per Km.				
6.	Night Charges				
7.	Monthly basis 2400 Kms. and 240 Hrs.				
7.1	Extra Kms.				
7.2	Extra Hr.				

Note: (1) In case of hiring of AC Mini buses, 40 kms or 5 hours shall be considered half day. In case if the vehicle is detained above five hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 5 hours, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds five hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

(2) Certified that all terms and conditions of the NIT are acceptable to us.

(Signature of the Bidder)

**Check List**

Name & address of the Firm/  
Bidder [with Telephone/ Mobile  
number of the authorized signatory:

1.	Whether EMD submitted	Yes/No
2.	Whether the bidder has turnover of not less than 100 lakhs p.a. during 2013-14, 2014-2015 & 2015-2016	Yes/No
3.	If yes whether the last three years i.e. 2013-14, 2014-2015 & 2015-2016 Annual Account duly certified by Chartered Accountant enclosed	Yes/No
4.	Whether I.T. returns for 2013-14, 2014-2015 & 2015-2016 enclosed	Yes/No
5.	Whether ITR 2015-16 alongwith the list of vehicles shown as fixed assets as on 31.3.2016 enclosed.	Yes/No
6.	Whether the particular of AC Mini Bus enclosed.	Yes/No
7.	Whether the list indicating the number of DLY Taxis owned by the bidder enclosed giving the break-up of AC/Non-AC and model, as per requirements laid down under condition 4.10 of the tender document.	Yes/No
8.	Whether the bidder has operation experience of 4 years in Govt./Semi Govt./Autonomous originations/Deptt. in the immediate past	Yes/No
9.	Whether the bidder has <b>two</b> ongoing /running contracts as on date of submission of bid	Yes/No
10.	If yes whether particulars furnished	Yes/No
11.	Whether a copy of PAN card/Service Tax Registration certificate enclosed	Yes/No
12.	Whether the certificate in Annexure-III to the tender document signed and furnished	Yes/No
13.	Whether the bidder has quoted for all categories of vehicles i.e. for all items of all the 14 price schedules of Annexure-I in their financial bid	Yes/No

(Authorised Signatory)  
Name & address of  
the firm/bidder

**UNDERTAKING**

To

Shri Anil Kumar  
Under Secretary (M&M),  
Union Public Service Commission,  
Dholpur House, Shahjahan Road,  
New Delhi-69.

Ref: Your Tender Enquiry Document No.....Dated.....

We the undersigned submit that though we have no ownership of AC Mini Bus, we duly undertake that we will provide the Mini Bus by hiring from the open market as per the requirement of UPSC and at the rate approved for Mini Bus.

(Authorised Signatory)  
Name & address of  
the firm/bidder

NOTICE INVITING TENDER FOR SUPPLY OF DLY TAXIS TO UPSC.

C E R T I F I C A T E

We \_\_\_\_\_  
\_\_\_\_\_ (Name & address of  
the firm) have in response to your NIT dt. \_\_\_\_\_ submitted a  
Technical & financial bid for supply of DLY Taxis to UPSC for your  
consideration. As required under NIT, we hereby certify as under:-

1. That AC/Non-AC vehicles which will be provided shall comply with the prevailing Euro/Bharat Stage standard or any other standard as the Govt. of NCT of Delhi enforces from time to time.
2. That the drivers of the vehicles to be detailed on duty on requisition are fully experienced with Delhi Roads.
3. That all the terms and conditions of the tender are acceptable to us.
4. That I/We have not been penalized or convicted for concealment of income/wealth during the immediately preceding three years.
5. That we fully understand the Scope of Work specified in the NIT and our bid is strictly in accordance with the scope of Work.
6. That the firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm or its owner/partners anywhere in India.

(Authorised Signatory)  
Name & address of  
the firm/bidder.

## **Annexure-IV**

### 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 / TCS / 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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.
- 10) 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. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.