



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

Office of the General Manager, BSNL, TIRUPATI – 517501

E-TENDER BID DOCUMENT

E-Tender No.GMTD-TRP/Genl-Corr/HVT/2020-21

Dated at TRP the 11.08.2020

E-TENDER FOR HIRING OF COMMERCIAL VEHICLES IN CHITTOOR SSA OF BSNL FOR THE YEAR 2020-21

Name & Address of bidder :

Signature of the bidder :

Date of issue of tender (Online) : From 11.08.2020

Last date and time for submission (Online) : 15.00hrs of 25.08.2020

Date of Opening of tender (online) : 15.30hrs of 26.08.2020

Cost of the Bid document : Rs.590/-

Signature of the bidder

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Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501.

Signature of the bidder
(with seal)



Office of the General Manager Telecom District, TIRUPATI-517501

E TENDER FOR HIRING OF COMMERCIAL VEHICLES IN CHITTOOR SSA FOR 2020-21

NOTICE INVITING TENDER

SECTION-I

On behalf of The General Manager, Bharat Sanchar Nigam Limited, TIRUPATI , e-tenders (online) are invited from prospective Service Providers/agencies/individuals having a valid certificate issued by competent authority of a PSU/Central/State Government organization for satisfactory performance of contract on hiring of vehicles for at least one year, to provide 8 commercial vehicles of following types and models mentioned below.

- A. Cars (Non AC / Diesel) model of year 2011 and later only-required - Five (5) only
B. Jeeps (Non AC / Diesel) Sumo/Bolero model of year 2011 and later only -Three (3) only

Intending eligible bidders can download the tender schedule from <https://etenders.gov.in/> after enrolling as registered bidders by paying requisite E-tender process fee.

Schedule to the Note Inviting of Tender

1	Tender No.	GMTD-TRP/Genl-Corr/HVT/2020-21 Dated at TIRUPATI the 11.08.2020
2	Name of the Work	Hiring of Commercial Vehicles (Cars) for the use in BSNL, CHITTOOR DISTRICT
3	Type and Number of Vehicles required	Approximate quantity 8 (Cars) on monthly basis. Model not older than 2011
4	Minimum validity of Tender offer	180 days from date of opening
5	Estimated Cost of Tender	Rs. 30,00,000/-
6	Cost of the Tender Document (Nonrefundable)	Rs.590/- (Rupees Five hundred and ninety only) in the form of DD drawn on any scheduled bank in favour of Accounts Officer (Cash),BSNL % GMTD-TIRUPATI. (validity 60 days from the date of opening)
7	Bid Security amount (EMD) for both type of vehicles	Rs.10,000/- (Rupees Ten thousand only) per each vehicle.
8	Period of contract	One Year from the date of award of contract with an option of extension to BSNL for one more year or part thereof on the same rates, terms & conditions.
9	Down loading of tender document by vendors	From 10.00hrs of 12.08.2020
10	Last date & time for online submission of tender	Upto 15.00hrs of 25.08.2020
11	Last date & time for submission of original EMD	Upto 15.00hrs of 25.08.2020
12	Date and time for opening of tender	Up to 15.30hr of 26.08.2020

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Note: The bid cost /EMD shall be scanned & uploaded in the e-tendering website within the period of tender submission. Validity of the tender bid cost in the form of DD shall be **60 days** from the date of opening. The Physical Demand Draft/BG copy in original of which the scanned copy is uploaded shall be deposited by all the bidders before **15:00 hours** on the tender opening date, failing which the tender shall not be opened.

The MSME/NSIC registered Small Scale Industries are exempted from paying the cost of bid document. The bidder has to submit requisite proof in respect of valid certification from NSIC/MSME for the tendered item.

The MSME/NSIC units shall be exempted from submission of Bid Security deposit on production of requisite proof in respect of valid certification from MSME for the tendered item.

If interested, kindly submit your offers to by means of online bids only through Electronic Tendering at the portal <https://etenders.gov.in/>

Since the tenders are invited through e-tendering process, Physical copy of the tender document would not be available for sale.

BSNL has adopted e-tendering process which offers a unique facility for 'Public Online Tender Opening Event (TOE)'. BSNL's Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, authorized representatives of bidders (i.e. Supplier organization) with Proper Authorization can attend the Tender Opening at O/o GMTD, BSNL, TIRUPATI where BSNL's Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).

Tender bids received after due time & date will not be accepted. Bids not submitted on line will not be accepted.

The offers of the bidders whose online process of bidding (Tender Download process) are incomplete, they will not be considered and will not be available for opening process.

GMTD, BSNL, TIRUPATI reserves the right to accept or reject any or all tender bids without assigning any reason. GMTD is not bound to accept the lowest tender. GMTD BSNL TIRUPATI also reserves the right to cancel the tender before opening without assigning any reason.

The bidder shall furnish a declaration under his digital signature that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on E -tender Portal <https://etenders.gov.in/>

In case of any correction/ addition/ alteration/ omission in the tender document, the tender bid shall be treated as non-responsive and shall be rejected summarily.

All the documents required as per Tender document are to be self-attested by authorised signatory & are to be uploaded in the portal. The bidders shall fulfil the eligibility criteria and shall submit the scanned copies of those credentials in on line portal <https://etenders.gov.in/> Deviation will lead to rejection of the tender.

For Further details kindly visit our web site www.ap.bsnl.co.in or at e-tender portal <https://etenders.gov.in/>

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SECTION-II

SCOPE OF WORK

The Bidder is required to provide commercial vehicles fully conforming to RTA/RTO regulation along with fuel, driver etc and carryout periodical maintenance and execute the work through their Supervisor.

As per monthly requirement the vehicles will be requisitioned. The Monthly minimum run limit of hired vehicle and the estimated number of vehicles are tentatively indicated below.

Monthly Hire slab	Model	Quantity of Cars/Jeeps Non AC (Diesel)*	Vehicles placement
1500 Kms for Cars/jeeps	Not older than 2011	8 (cars-5, jeeps-3)	Tirupati-4(car-3,jeep-1), Puttur-1(jeep), Chittoor-1(jeep), Srikalahasthi&Tirupati-1(car), Palamaner-1(car)

***If bids for sufficient Vehicles of Jeeps are not received, equal number of Cars will be considered**

Inspection Clause: At the time of award of contract/before issuing letter of intent, the contractor should send the proposed hired vehicles to this office premises for inspection purpose, to verify their requirement as stipulated thereon. Trial run of about 10 KMs will be done for each vehicle, at owner's (contractors) cost.

Note:- The above are only indicative and for regular work. The actual deployment may vary from time to time depending on work schedule, company's policy, intensity of maintenance and interruption duties and developmental activities etc. The additional requirement for a short period to meet the 'Peak Operational requirement if any is also to be met with at the same rate quoted for regular work. The number of such requirement is not anticipated in this tender but may not exceed 25% of the above estimated quantity.

SECTION-III

SERVICE PROVIDER'S OBLIGATIONS

- Service to be provided** is supply on demand only the vehicles bearing Regn No. with licensed drivers, registered as commercial vehicles on hiring basis for running within the jurisdiction of **BSNL CHITTOOR SSA**. The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous and Quality Service.
- Quantity of Vehicles** to be hired are shown in the Scope of Work. However BSNL shall place the order only as per the actual requirement from time to time from the empanelled transporters .The requirement of **the vehicles may extend 25% of above the estimate**.
- Duty Hours of vehicles** are normally for ten hours per day on all working days of month including Sundays/Holidays. Apart from normal day duty, night duty can also be assigned. However, actual duty hours shall be specified by actual users of vehicle.
- Reporting Place for vehicles** is within the jurisdiction of **CHITTOOR SSA**. Normally the vehicle has to move with in CHITTOOR DISTRICT. However, if necessary the Controlling Officer reserved the right to take the vehicle to any place in the State as per the need. Actual place of reporting shall be specified by users of vehicles.
- Counting of Distance** will be from the starting **point** of the user and closing at the point wherever user completes his / her travel.
- Accuracy of Meters** will be checked periodically by any authorized officer of BSNL and reserves the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by BSNL, which may even lead to termination of Contract.

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7. **Miscellaneous Conditions:-** Service Provider should comply with the following:
- i. **Telephones/Mobile Nos.-** Telephone numbers should be specified in the bid in order to convey the requisition of vehicle round the clock.
 - ii. **Identity Cards-** Proper Identity Cards should be given for drivers after verifying the antecedents of his drivers' thro' Local Govt. offices.
 - iii. **Documents of vehicles-** The attested copy of R/C Book and the Insurance policy of vehicles **supplied** under this contract should be submitted to the authorized person of the BSNL and will be subject to scrutiny.
 - iv. **Uniforms-** provide his employees uniforms which shall be worn by them all the time while on duty.
 - v. **Statutory Requirements-** It is mandatory to have the Registration with EPF, GST, PAN etc. However, if the Service Provider does not possess any or all the above, they should obtain the same if required by law to execute this service, with in one month of commencement of Contract.
 - vi. **Govt.Tax / Levy / Duty** for running the vehicles in the jurisdiction of **BSNL CHITTOOR SSA** will be borne by the Service Provider only.
 - Vii. **Parking / Toll Charges**, if any, may be claimed by Producing valid parking / Toll slips by the month end only.
 - Viii. **Drivers** attested copy of driving license should be submitted during the contractual period.
 - ix. **Consumables** like lubricants, tyres, battery and repairs, maintenance, taxes, insurance, etc. for the vehicle will be the Service Provider's liability.
 - x. **Assign** driving to only qualified experienced licensed drivers and also assume full **responsibility** for the safety and security of the officers/officials and store items.
 - xi. **Vehicles Up-keep** shall be in good condition along with good and clean Seat covers & **curtains**. Vehicles so hired may be inspected by a pre-designated committee of BSNL officers with reference to good/properly maintained vehicle including cabin, upholstery, seats etc.
 - xii. **Extra/Unused kilometers** if any during a particular month will be carried over to the subsequent months and will be adjusted against any extra/short kilo meters if performed over and above the agreed slab for the hired vehicle. A certificate to this effect is given on the body of the bill while submitting claim for payment. If the shortage mileage is not adjusted within a period of 3 months bill, a proportionate amount (on basic KM basis) will be deducted at the end of the 4th month bill.
 - Xiii. **GST** if any payable by the service provider (contractor) has to be paid by the Service Provider himself. BSNL will reimburse GST only to the extent payable by the service receiver on submission of returns as proof of payment of GST.
 - Xiv. A declaration regarding applicability of GST has to be given by the contractor at the time of awarding contract. If the GST is applicable, the contractor has to submit GST paid challan along with the next month bill as a proof of payment.
 - XV. If the vehicle is engaged / officer transferred / discontinued the vehicle in the middle of the month, irrespective of basic KM slab, a proportionate bill has to be raised for the vehicle engaged period / days.

8. Debarring Conditions (leads to termination of contract):-

- i. Vehicle having registration in the Name of employee of BSNL or their close relative should not be supplied and a Certificate to this effect has to be given on the body of bill while submitting claim.
- ii. No sub-contracting of the Service allotted is permissible by BSNL. The near relatives of all BSNL employees either directly recruited or on deputation are prohibited from participation in this tender.
- iii. The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- iv. Service Provider should not engage any person below 18 years of age.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

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9. BSNL will not have obligations:-

i No liability whatsoever for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. in this regard and the Service Provider shall indemnify BSNL against any/all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.

ii. 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 BSNL have to be suitably compensated by Service Provider.

iii. BSNL will not be responsible for theft, burglary, fire, damage of vehicles due to unforeseen reasons or any mischievous deeds by his staff.

iv. Service Provider shall be the employer for his workers and BSNL will not be held responsible fully or partially for any dispute that may arise between the service provider and his workers .

10. Penalty for breach of terms & conditions:

I.. In case of break down, after it's reporting for duty, the vehicles will have to be replaced by same type immediately or within one hour. In case of non-availability of suitable vehicle a penalty up to Rs. 200/- will be imposed in addition to deduction on pro-rata basis for the period. If the number of break downs exceeds three times in a month, a penalty of Rs.300/- per break down shall be imposed.

ii. The penalty for absence during extra Hour duty will be Rs.150/- per occasion and for Temporary absence during duty hours without valid permission shall be Rs.100/- per hour of absence.

iii. In case of non-availability of vehicles for any particular day penalty of Rs.500/- per day shall be imposed in addition to deduction of hire charges on pro-rata basis for the period by applying the following formula.

Base Slab Rate X Actual No. of days for which the vehicle was made unavailable in the month

No. of working days in the month including Sundays and Holidays.

iv. If the vehicle provided by the Service Provider is found to be not in good condition or without proper document; the vehicle may be rejected and sent back. No payment shall be made on account of such rejection. However in case of dispute the decision of **GM CHITTOOR SSA** would be final.

v. On each refusal to provide vehicle once ordered by BSNL a penalty as given at item (iii) above will be deducted from the running bills besides any other action which may even lead to termination of contract.

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O/o GMTD TIRUPATI-517501

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SECTION-IV

GENERAL (COMMERCIAL) CONDITIONS

1. Bidder Eligibility:

1. The bidder should possess a valid certificate issued by the competent authority of a PSU/Central/State Government organization for satisfactory performance of contract on hiring of vehicles for at least one year.

2. The bidder should have at least one own vehicle and can have the others on company lease registered as taxis for hiring) with permit from RTOs in the name of proprietor/ company/ partners/firm/director, and The full details of the vehicles and a clear declaration that the firm will be able to supply commercial vehicles of model not older than the year 2011 need to be submitted. Models older than 2011 will not be considered. **The bidder can provide a maximum of two vehicles only.**

3. Right to Accept or Reject:

BSNL shall not be bound to accept the lowest or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of BSNL.

4. (A) Bid Forms (Two Bid format)

1. The tender should be submitted Offline in **two covers; First** super scribing **Technical Bid** and **Second** super scribing **Financial Bid** and all the two covers (inner covers) are in turn, be put in another cover (outer cover) and this should be super scripted "Tender for Hiring Vehicles 2020-21". All the three covers are to be duly sealed (with sealing wax/packing PVC tape). Technical Bid & Financial Bid shall be opened separately. No indication of the Prices will be made in the Technical Bid. The tenders which are not submitted in the above mentioned manner shall be summarily rejected.
2. E-Tender will be opened in the presence of Bidders present on the due date & time of opening by constituted tender opening committee (TOC). Technical bids of the tenderers received will be opened on that day and the sealed financial bids will be kept in BSNL custody. The time, date and venue of the financial bids will be intimated only to those bidders whose technical bid is accepted after evaluation of details and documents furnished. No correspondence in this regard will be entertained. Incomplete Tender or tender in which both technical and financial bids are found in the same cover is liable to be rejected. All Columns should be furnished with relevant details and no column should be left blank.
3. Financial bid of the selected bidders only will be opened.
4. Bidder shall furnish the documents as per Technical Bid Form as given below.

Technical bid should accompany the following certificates/ DOCUMENTS

- * Certificate of incorporation.,if applicable
- * Article of Memorandum of Association or partnership deed or proprietorship deed as the case may be.
- * GST registration certificate, if applicable.
- * PAN Number.
- * Documents of vehicle viz. RC book, Insurance, Lease deed, Pollution certificate
- * Model of vehicle month/year.
- * Certificate issued by RTO for commercial vehicles.
- * Experience certificate issued by Govt/PSU/Public agencies/firms, if any .
- * IT returns for previous two years.
- * No relative certificate.
- * Fitness certificate, permit certificate, road tax certificate etc
- * Tender document duly filled in and signed by bidder or his authorized representative, along with seal on each page. All corrections and overwriting must be initialed with date by the bidder or his authorized representative.
- * Tenderers Profile (duly filled in, as per Annexure-2)
- * Statement of vehicles owned and held on lease by the bidder (duly filled in, as per Annexure-2A)

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
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- * Bid Security Bond (as per annexure-3)
- * Letter of Authorization for attending Bid Opening (duly filled in, as per Annexure-5)
- * Registration no(ESI,EPF) if applicable or Affidavit as per proforma
- * Clause by Clause compliance certificate (Annexure11)
- * Payment insulation undertaking (Annexure-12)
- * Right to accept or reject any or all the bid (Annexure-13)
- * Any other relevant documents.

Note: All the documents to be self-attested by the bidder/authorized person of the firm.

5. Rates should be quoted as per the Price Schedule for Hire Charges in Financial Bid Form only. The format for Financial Bid should not be changed in any manner. Financial bid should contain Bid Form(Financial Bid) (Annexure-1), Price schedule for hiring charges (Annexure-9). Addition / deletion / alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.

6. The duly filled tenders must be accompanied with Bid security of Rs.10,000/- (Rupees Ten thousand only) for each type of Vehicle.

7. Tender should be duly sealed and addressed to Asst.General Manager (Admn), BSNL, %GMTD, TIRUPATI-517501 and dropped in the Tender Box provided in the chamber of AGM(Admn), O/o GMTD, BSNL, TIRUPATI on or before **15.00 hrs of 25.08.2020**. The list of scanned documents to be uploaded/submitted by the bidder are the **Annexures- 2,2A, 3,5, 7A and other relevant documents**

8. The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

9. A prospective bidder requiring any clarification on the Bid document shall notify to BSNL in writing. BSNL shall respond in writing to any request for the clarification of bid document which it receives not later than 7 days prior to the date of opening of Tender.

10. At any time, prior to the date of submission of bid, BSNL may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.

11. The amendments shall be notified (in writing) & in website to all prospective bidders and these amendments will be binding on them.

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

4. (B) BID OPENING:

BSNL shall open the Technical bid cover containing documents detailed as per clause (3.4) in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening. After scrutiny and evaluation of the Technical Bids, the BSNL will shortlist those who are eligible. The financial bid will be opened only in those cases that fulfill the eligibility conditions and furnished all the documents as given in Technical Bid format.

5 BID EVALUATION:

5.1 Financial Bids shall be evaluated to determine whether they are complete, whether any computational errors have been made whether documents have been properly signed and whether bids are generally in order.

5.2 If there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, BSNL will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by BSNL.

5.3 The L1 will be decided basing on the Basic rate quoted for 1500KM.

Asst.General Manager (Admn)
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Signature of the bidder
(with seal)

6. Award of Contract

BSNL shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall within 2 weeks of issue of letter of intent, give his acceptance along with performance security.

7. Right to vary quantities :

BSNL reserves the right (at any time during the contract period) to increase or decrease upto 25 % of the required quantity of services specified in the schedule of requirements without any change in hiring charges of the offered quantity and other terms and conditions.

8. Signing of Contract

8.1 Signing of Agreement shall constitute the award of hiring contract on the bidder.

8.2 Upon the successful bidder furnishing the Performance Security the BSNL shall Discharge its bid security in pursuant to clause 12.

9. Annulment of Award

Failure of the successful bidder to comply with the requirement of clause 8 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event BSNL may make the award to any other bidder at the discretion of BSNL or call for new bids.

10. Period of validity

11. duty of bids:

- (i) The bid shall remain valid for 180 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by BSNL as non-responsive.
- (ii) A bidder accepting the request of BSNL for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

12. Bid Price.

12.1 The supplier shall quote the Basic rates/price as per the Price Schedule for all types of Vehicles given in the schedule of requirement. The composite price should include all the type of Taxes, excluding GST etc, as applicable from time to time. However, the basic unit price needs to be individually indicated against the supply under the contract.

12.2 The price quoted by the bidder shall remain fixed during entire period of Contract & shall not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

12.3. "Discount" or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

13. Bid Security:

13.1 The bidder must deposit Rs.10,000/-(Rupees Ten thousand only) as Bid Security per vehicle.

13.2 The successful bidder's security will be discharged upon the bidder's acceptance of the award of contract satisfactorily in accordance with clause 17 of section IV and furnishing the the performance security.

14. The Bid Security may be forfeited:

If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form

13.2 If the successful bidder fails

- i) to sign contract in accordance with clause 8
- ii) to furnish performance security in accordance with clause 17 of Section IV
- iii) A bid not secured in accordance with para 12.1 shall be rejected by the BSNL as Non-responsive at the bid opening state and returned to the bidder unopened.
- iv) The bid security of unsuccessful bidder will be discharged / returned as early as possible.

15. Terms of Payment:

15.1 Monthly bills i.r.o vehicles engaged on monthly basis shall be submitted in triplicate to the authority specified in contract along with completed duty slips duly signed by the user by the 5th of the following month for payment. In case, the bills are not submitted to BSNL as per above schedule, it will not take responsibility for delay in payment.

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15.2 The triplicate copy of the bill will be returned to the Service Provider duly receipted. The bills should be sent to BSNL for payment vehicle-wise along with copy of the log book with signatures of the driver and controlling officer duly counter signed by the competent authority. It should be ensured that there is no overwriting in the log book.

15.3 In case the vehicle engaged on monthly basis is to be discontinued during the month, the bill is paid on actual basis, as per terms & conditions.

16. Clause by clause compliance.

A clause- by – clause compliance of service to be provided shall be given as per Scope of Work Under Section II and General & Commercial Conditions Under Section –III. In case of deviation a statement of deviation shall be given.

17. Duration / Period of Contract:

Normally contract will be awarded for 1 (one) year. However, extension for the next one year/part thereof will be considered under the same terms and conditions under mutual consent. The discretion of GMTD,TIRUPATI, is final in this regard.

18. Performance Security:

18.1 The successful bidder shall be required to deposit an amount equal to **10%** of the work awarded value for each vehicle within 2 weeks of conveying BSNL's intention for accepting the bid as Performance Security in the form of DD drawn on any scheduled bank in favour of Accounts Officer (Cash),BSNL % GMTD-TIRUPATI (or)

18.2 Performance Security shall be submitted in the form of Bank Guarantee issued by a scheduled Bank and in the Performa provided in the bid document.

18.3 Performance Security will be discharged after completion three months of Service Provider's performance obligations under the contract.

18.4 If the Service Provider fails or neglects any of his obligations under the contract it shall be lawful for BSNL to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

19. Termination of Contract

19.1 In case of any specific default by the Service Provider and in any of the terms & conditions (whether General or Special—Clause 9 of Section III), BSNL may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 2 clear working days notice in writing to the Service Provider.

19.2 All instructions, notices and communications etc. under the contract given in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the Service Provider.

19.3 Notwithstanding anything contained herein, BSNL also reserves the right to terminate the contract at any time or stage during the period of contract, by giving two days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.

20. Termination for insolvency

The BSNL may at any time terminate the Contract by giving written notice to the contractor without compensation to the contractor. If the contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the BSNL.

21. Insurance

The Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. BSNL shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on BSNL, the same shall be reimbursed /indemnified by the Service Provider.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

22. Prices:

- 22.1 The bill should be submitted on monthly basis at the approved rates ie., basic rate+ amount for (extra Km run+OT hrs + Night halts).
- 22.2 Rates charged by the Service Provider for the services given under the contract shall not be higher than the rates quoted by the Service Provider in his bid.
- 22.3 In case of any reduction of taxes and statutory levies (if any) during the contractual period, BSNL shall take the benefit of decrease in such taxes/ duties for the services to be availed from the date of enactment of revised duties/ taxes.
- 22.4 In case of increase in taxes/ duties during the contractual period, BSNL shall be liable to revise the rates as per new taxes/ duties for the services to be availed for the remaining period of the contract.
- 22.5 The rates are prefixed for the following
- (i) Rate for over time Rs. 70/- per hour subject to a maximum of 20 Hrs per month. Rate per extra hour will be paid only if worked beyond 10 hours of duty.
- (ii) Rate for Night halt at out of Headquarters. Rs.250 /- per halt subject to a maximum of 3 halts per month. However, more night halts if required may be allowed with the prior permission of GMTD.
- 22.6 The utilization of cars/jeeps beyond 1500 KMs per month, wherever required due to shortage of vehicles in the field and administrative exigencies, and up to a maximum of 2000KMs per month with agreed rates should be with prior Specific approval of GMTD-TIRUPATI. For extra 500Kms, rate will be Rs.10/KM.

23. Price Revision:

23.1 No escalation is admissible on any account whatsoever during the first three months of the contract. After three months of contract increase or decrease in hire charges due to variation in Fuel rates will be worked out and paid only when the variation to base rate is above 10%. Such increase or decrease in the hire charges due to these variations shall be worked out from the base rate on the following formula:

$$\text{Increase or decrease in Petrol/Diesel during the month} = \frac{\text{Actual KMs run by the vehicle X (Revised rate per litre – Base rate per litre)}}{\text{Average KM per litre of Diesel / Petrol consumption (KMPL)}}$$

(Note:- The Base Rate of /Diesel is the prevailing rate on the date of commencement of work / contract. The Average KMPL is to be assumed as 12 KMs in case of Non-AC Diesel driven. If there is decrease in Fuel Price, formula will indicate negative figure which means the deduction shall be done from the bill)

23.2 The review for change in hire charges due to change in fuel rates shall be effected at the end of quarter, irrespective of start of contract i.e. on 31st March, 30th June, 30 Sept, and 31st December. The change in hire charges, if any, shall be applicable from the 1st day of next quarter. Base Rate of fuel would be fuel prices as on date of award of contract.

23.3 In case of minimum average run per litre of fuel (i.e Average KMPL) as assumed above is not achieved by any vehicle, then the extra cost of fuel consumed by the vehicle on the basis of actual KMPL of fuel will be deducted from the payment due for that vehicle.

23.4 The service provider shall submit supplementary bill for reimbursement towards increase in Fuel price on monthly basis without accumulation. This supplementary bill is to be supported with proof of fuel price prevailing on 1st of the month.

24. Miscellaneous Conditions:

- 24.1 BSNL reserves right to counter offer price against price quoted by the bidder.
- 24.2 The bidder with lowest evaluated price will be considered for about 30% of the tendered quantity and balance quantity will be ordered on the remaining selected bidders at L-1 approved rate. However, BSNL reserves the right for placement of full tendered quantity on the lowest bidder.
- 24.3 In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
- 24.4 BSNL reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with BSNL and blacklist such bidder / bidders for a suitable period in case they fail to honor their bid without sufficient ground.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

25. Force Majeure:

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

26. Arbitration:

1. In the event of any question, dispute or difference arising under this agreement or in connection there-with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of the CGM, AP telecom circle , BSNL , Vijayawada or in case his designation is changed or his office is abolished, then in such cases to the sole arbitration of the officer for the time being (whether in addition to his own duties or otherwise) with the functions of the CGM, AP telecom circle , BSNL , Vijayawada or by whatever designation such an officer may be called (hereinafter referred to as the said officer), and if the CGM, AP telecom circle , BSNL , Vijayawada or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the , CGM, AP telecom circle , BSNL , Vijayawada or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act 1996. There will be no objection to any such appointment on the ground that the arbitrator is a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a Government Servant he has expressed his views on all or any of the matters in dispute. The award of the arbitrator shall be final and binding on both the parties to the agreement. In the event of such an arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reason whatsoever, the CGM, AP telecom circle , BSNL , Vijayawada or the said officer shall appoint another person to act as an arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.
2. The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid, Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
3. The venue of the arbitration proceeding shall be the office of the CGM, AP telecom circle, BSNL, Vijayawada or such other places as the arbitrator may decide.

27. Set Off (Recovery of Sum Due): entrusted

- 27.1 Any sum of money due and payable to the Service Provider (including security deposit refundable to him) under this contract may be appropriated by BSNL and set off the same against any claim of BSNL for payment of a sum of money arising out of this contract or under any other contract made by Service Provider with BSNL.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

27.2 In the event of said security deposit being insufficient, the balance of total amount recoverable, as the case may be shall be deducted from any sum due to the Service Provider under this or any other contract with Bharat Sanchar Nigam Limited. Should this amount be insufficient to cover the said full amount recoverable, the Service Provider shall pay to Bharat Sanchar Nigam Limited on demand the balance amount, if any, due to Bharat Sanchar Nigam Limited within 30 days of the demand by BSNL.

27.3 If any amount due to the company is so set off against the said security deposit, the service Provider shall have to make good the said amount so set off to bring the security deposit to the original value immediately by not later than 10 days.

28. MANDATORY REQUIREMENTS:

1. Vehicles shall be always available for extra hours beyond normal working hours.
2. Drivers driving vehicles for BSNL shall not strictly perform night duties for any other Company/organization/call centers / agency / cabs etc and violation of the same will be viewed very seriously.
3. Vehicles shall carry BSNL Advertisement poster/banner free of charge.
4. BSNL reserves the right for implementation of fleet tracking system in future and tenderers shall make necessary arrangements for the same at their own cost..
5. Verification of Documents and certificates: The bidder will verify the genuineness and correctness of all documents and certificates including experience /performance certificates issued either by the bidder or any other firm/associate before submitting them in bid. The onus of providing genuineness of the submitted documents would rest with the bidder.
6. For any dispute, jurisdiction of court will be at TIRUPATI only.

Section-V GENERAL TERMS AND CONDITIONS :

- 1). The vehicles should not have met with any serious accident or extensive modifications.
- 2). The interior part of the vehicles should be cleanly and decently maintained and provided with proper white seat covers. The vehicle should be produced for a trial run of about 10 KMs at owner's cost.
- 3). The vehicles should be cleaned every day. The driver should be provided with a standard dress and possess a valid driving license in his vehicle always.
- 4). The 'C' book, Insurance, FC, Pollution Certificate etc should always be available in the vehicle.
- 5). It is desirable to have registration with EPF, GST, PAN etc., However if the service provider does not possess any or all the above, they should obtain the same if required by law to execute this service, within one month of commencement of contract
- 6). The vehicles should be provided with a sign board "ON HIRE TO BHARAT SANCHAR NIGAM LIMITED" in proper place in front as well as rear side of the vehicle.
- 7). No other person except the driver and officials on duty should be allowed in the vehicle.
- 8). The vehicles should normally be capable of carrying at least 5 persons and light load. The driver should be provided with all tools, accessories and spares and capable to attend to minor repairs and breakdowns in case of emergency. He should be provided with a minimum amount of Rs.500/- as Cash Imprest also, to meet the cash expenditure towards minor repairs, etc.
- 9). The driver should always be present with the vehicle so that there shall be no difficulty to get him whenever he is required for driving the vehicle. The driver should be skilled and sufficiently experienced possessing valid license.
- 10). The driver should normally be able to read and write Telugu and English. He should have good and pleasing manners and behavior. He should not smoke while driving and should not be under intoxication while on duty. The driver should make his own arrangements for breakfast, lunch, tea etc., while on duty.

11. The BSNL does not bind to provide any parking place nor responsible for the safety of the tenderer's vehicle / staff / equipment or any other properties.
12. The duty hours will be Ten (10) hours per day on all days of month including Sundays/Holidays. However, actual duty hours shall be specified by actual users of vehicles. With a previous message or on the spot instructions, the driver may have to report to any other office or officer's residence at the beginning or at the end or at any time of journey.
13. The General Manager Telecom District, CHITTOOR DISTRICT has the discretion to attach the vehicle to any eligible Officer of the BSNL in CHITTOOR DISTRICT for any period or periods during the agreement period under the same terms and conditions.
14. The driver shall maintain the log book at his own cost showing the meter reading of the kms run at the beginning and at the end of the journey every day and obtain the signature of the Officer using the vehicle.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

15. The vehicles normally move within CHITTOOR DISTRICT. However, if necessity arises, the GMTD, TIRUPATI / authorized officers reserves the right to take the vehicles to any place in the combined states of Andhra Pradesh/Telangana. The tenderer should provide the vehicle for such journeys type or other type of journeys. The reporting time and relieving time of the driver to an officer will be according to the convenience of the concerned officer but normally within 10 hrs usage period. If required by the officer, the vehicle will be used beyond 10 hrs also and extra payment will be made on hourly basis.

16. Any provisional clause included in the quotation, for instance, "subject to percentage and market fluctuations", etc, which might affect the rate per KM will result in rejection of the tender.

17. From the monthly hired bills income tax and surcharge on Income tax, Education cess and service charges as applicable from time to time will be deducted.

18. The contractor shall assign the job of driving of hired vehicle only to qualified, experienced licensed drivers and also assume full responsibility for the safety and security of the officers /officials as well as essential store items while running the vehicle by ensuring safe driving. BSNL shall have no direct or indirect liability arising out of such negligence, rash and impetuous during which is an offence under section 29 of IPC and any loss caused to BSNL have to be suitably compensated by contractor.

19. In no case a vehicle which is not registered for the commercial purpose shall be supplied to BSNL .

20. The contractor shall send the vehicle for periodical servicing at the cost of the contractor. BSNL will not pay any mileage run for such servicing or any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes, insurance etc., will be to the contractor's liability.

21. BSNL reserves the right to counter offer price against the price quoted by the bidder.

22. The contractor shall only be responsible for payment of EPF/Bonus etc if applicable to the driver of vehicle at his own cost.

23. The successful bidders should arrange issue of proper identity cards to all their drivers who are deployed on BSNL duty after verifying their antecedent thro Local Government Authorities.

24. The driver should be provided with a mobile so as to contact him at any time.

25. The bills should be submitted in printed proforma in duplicate with "ORIGINAL" and "DUPLICATE" on the bills.

26. Extra Night Halts may be allowed with the approval of the competent authority.

27. The bidder is required to provide commercial vehicle fully confirmed to RTA/RTO regulation along with fuel, driver etc., and carry out periodical maintenance and execute the work as per the orders of their superior officer.

Asst. General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

SECTION VI

VI. SPECIAL CONDITIONS OF CONTRACT

1. The special conditions of contract shall supplement the instruction to the Bidders as contained in section II and general (commercial) conditions of the contract as contained in section III and wherever there is a conflict, the provisions herein shall prevail over those in section II and section III.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. BSNL reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with BSNL.
4. BSNL reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.
5. The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the contractor, the hiring authority has no responsibility of whatsoever and will not entertain any claim in this regard under the provision of the law.
6. 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.
7. No sub-contracting is permissible by BSNL. The near relatives of all BSNL employees {Non-executive employees working in BSNL, CHITTOOR SSA & executive employees (also called Group-A & Group-B officers working in BSNL, CHITTOOR SSA)} either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as :
 - (a) Member of a Hindu Undivided Family,
 - (b) They are husband and wife,
 - (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), Daughter(s)& daughter's husband(son-in-law), brother(s)&brother's wife, sister(s)& sister's Husband (brother-in-law).
8. The tenderer(s) should give a certificate to the effect that none of his/her such relative is working in the units of BSNL as defined above. In case of proprietorship firm the certificate will be given by the proprietor for partnership firm certificate will be given by all the partners and in case of Limited company by all Director of the Company. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is noticed. The BSNL will not pay any damages to the company or firm or concerned person. The company of firm of the person will also be debarred for further participation in the concerned unit.
9. 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. BSNL 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 BSNL have to be suitable compensated by contractor.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

10. Regular checking of meter by the designated transport, authority may be done by the contractor and requisite certificate may be shown to BSNL as and when demanded.

Cancellation of Bid :

- 1) GMTD, TIRUPATI reserves the right to cancel the bid (Tender) partially or fully without assigning any reason.
- 2) GMTD, TIRUPATI is not bound to accept the lowest tenderer alone.
- 3) GMTD, TIRUPATI reserves the right to accept one or more tenderers.
- 4) If sufficient number of vehicles are not forthcoming GMTD, TIRUPATI reserves the right to take on hire basis from open market under the same terms and conditions.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

Annexure-1

BID FORM (Financial Bid)

Tender No: GMTD-TRP/Genl-Corr/HVT/2020-21

Dated at TIRUPATI the 11.08.2020

A : (Name & Address of the Bidder)

Dear Sir,

1. Having the conditions of contract and services to be provided vehicles the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide commercial vehicles in conformity with the conditions of contract and specifications for the sum shown in the Price Schedule of Hire Charges at Section V attached herewith and made part of this Bid.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for an amount equal to 10% of the approved value per vehicle of the contract sum for the due performance of the Contract.
4. We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated thisDay of.....2020.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

Encl: Price Schedule of Hire charges at Section-V.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

Annexure-2

TENDERER'S PROFILE (Technical Bid)

To be filled in by the Bidder (the support documents (scanned copy) should be submitted on-line at the portal <https://etenders.gov.in/> along with the tender)

1.	Name and Postal Address of the Bidder: _____ _____ _____	Phone: Mobile: Fax: E-Mail:
2.	Is your concern Recognized / Registered (Attach Photocopy as a proof) yes <input type="checkbox"/> NO	
	Tick as applicable	
	1. Recognized by Govt. of India as Tourist Transport operator	
	2. Registered under Companies Act	
	3. Registered under Shops and Establishment Act	
	4. Registered as firm	
	5. Proprietorship / Any other category(please specify)	
	6. Sister concern of.....(please specify name)	
	(Attach Photocopy as a proof)	
3.a	Income Tax Permanent account Number (PAN) : (attach Proof) & IT returns for last two years.	
3.b	GST Registration Number : (attach Proof)	
3.c	Registration/Allotment Number of	
	ESI (Attach proof) :	
	EPF (Attach Proof) :	
	Any other social security scheme for workers : (Like group insurance/personal accident insurance/pension etc for Drivers) (Give details) :	
4.	Experience (attach performance Certificate from the Govt. / PSU Companies / Public Agencies / Firms. : _____ Years.	
5.	Detailed Statement of Registered commercial vehicles as per format at Annexure-2A.(Non AC / Diesel vehicles)	

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

SIGNATURE OF THE BIDDER
(with seal)

Annexure-2A

Statement of Vehicles owned and held on lease by the Bidder

BIDDER'S NAME: _____

COMPANY'S NAME: _____

Details of "OWNED" Vehicles or Leased vehicles (Non AC & Diesel vehicles)

SL · N O.	Registrati on Number	Model (Year)	Date of Registratio n	Vehicle Owner's / Name	Vehicle Type (Ambassador/ Indica/Tata Sumo/Jeeps Qualis/Bolero etc. Please specify) Non AC / Diesel	Validity Details			
						Permit	Fitness	Road Tax	Insurance
1									
2									
3									

Note: 1. Each bidder may provide a maximum of three vehicles both cars/jeeps put together.

2. Copies of RC books to be enclosed as age proof for vehicles copy of lease Agreement also to be enclosed. (Non AC / Diesel vehicles)

3. The scanned document should be uploaded online at the portal <https://etenders.gov.in/>

Declaration:

The details as above furnished are correct and true. I undertake to produce original Documents of the above said vehicles for verification as and when called for.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

Annexure-3

BID SECURITY BOND

Where as(hereafter called “the Bidder”) has submitted its bid dated.....For hiring contract of commercial vehicles Tender No.....

.....KNOW ALL MEN by these Presents that We of having our registered office at (here after called “the Bank”) are bound unto..... BSNL, in the sum of Rs.....For which payment will and truly to be made the Bank binds itself, its successors and assigns by these presents.

THE CONDITION of the obligation are:

- 1) If the Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form;
or
- 2) If the Bidder, having been notified of the acceptance of its bid by the BSNL during the period of Bid Validity.
- 3) fails or refuses to execute the Contract, if required, or
- 4) fails or refuses to furnish performance security, in accordance with the instructions to Bidders.

We undertake to pay to....., BSNL up to the above amount upon receipt of its first written demand, without having to substantiate its demand, provided that in its demand, BSNL will note that the amount claimed by it is due to it owing to the occurrence of one or two or both conditions specifying the occurred condition or conditions.

This guarantee will remain in force as specified in clause 12.1 of section IV of the Bid Document up to and including thirty (30) days after the period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/ dates.

Signature of Witness
Name of Witness
Address of Witness

Signature of the Bank Name
Signed in Capacity of
Full Address of Branch
Tel. No. of Branch
Fax No. of Branch

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

Annexure-IV

PERFORMANCE SECURITY GUARANTEE BOND

1. In consideration of Bharat Sanchar Nigam Ltd., New Delhi (here in after called the BSNL, New Delhi) having agreed to exempt _____ (here in after called the said Service Provider(S) from the demand of security deposit / earnest money of Rs. _____ on production of Bank Guarantee for Rs. _____. For the due fulfillment by the said Service Providers of the terms & conditions to be contained in an Agreement in connection with the contract for supply of _____ we, (name of the bank) _____ (here in after referred to as "the Bank") at the request of _____ Service Provider's do hereby undertake to pay to the BSNL, _____ an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the BSNL, _____ by reason of any breach by the said Service Provider's of any of the terms & conditions contained in the said agreement.
2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BSNL, _____ stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the BSNL, _____ reason of breach by the said Service Provider's of any of the terms & conditions contained in the said agreement or by reason of the Service Providers failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the BSNL, _____ in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.
3. We undertake to pay to the BSNL, _____ any money so demanded notwithstanding any disputes raised by the Service Provider(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating there to our liability under the present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider(s)/ supplier(s) shall have no claim against us for making such payment.
4. We (name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one and half year from date herein and further agrees to extend the same from time to time (one and half year after) so that it shall continue to be enforceable till all the dues of the BSNL, _____ under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till BSNL, _____ certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said Service Provider(s) and accordingly discharges this guarantee.
5. We (name of the bank) further agree with the BSNL, _____ that the BSNL, _____ shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & conditions of the said agreement or to extend time of performance by the said contactor(s) from time to time or to postpone for any time to time any of the powers exercisable by the BSNL, _____ against the said Service Provider(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Service Provider(s) or for any forbearance, and or any omission on the part of the BSNL, _____ or any indulgence by the BSNL, _____ to the said Service Provider(s) or by any such matter or thing whatsoever which under the law relating to sureties would , but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Service Provider(s) /supplier(s)
7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by BSNL.
Dated : _____.

For _____
(Indicating the name of the bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

Annexure-5

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING (To reach on or before date and time of bid opening)

To

The General Manager ,
Bharat Sanchar Nigam Ltd.,
CHITTOOR SSA.

Subject – Authorization for attending bid opening on _____(date) in the Tender of hiring vehicles vide tender enquiry No. GMTD-TRP/Genl-Corr/HVT/2020-21 Dated at TIRUPATI the 11.08.2020 Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____(Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
---------------------	------	--------------------

I.

II.

Alternate Representative

Signature of bidder

Or

Officer authorized to sign the bid
Documents on behalf of the bidder

- Note: 1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

Annexure-6

AGREEMENT FOR VEHICLE HIRE

This agreement is made on this _____ day of 2020 between M/S _____ (herein after called the Service Provider whose term includes its successors and assignees) whose registered office is at _____ and is registered under _____ and acting through its authorized official Sh. _____

AND

Bharat Sanchar Nigam Ltd. (herein after called the BSNL whose term includes its successors and assignees) whose registered office is situated at Bharat Sanchar Bhawan, Janpath, New Delhi-110001 and acting through its authorized official Sh. _____, at Circle/ GMTD Office at _____. The Service Provider will provide Commercial vehicles on hire basis for Bharat Sanchar Nigam Ltd for official use on the terms and conditions herein contained, and rates as mentioned schedule in appendix-I. The "Service Provider" has deposited Rs. _____ (Rupees _____) as interest free Performance Security.

Now these present witnesses and it is hereby agreed and declared by and between the parties to these present as followings.

1. The Service Provider shall during the period of this contract, that is to say from _____ to _____ or until this contract is determined by such notice as herein after mentioned, will provide commercial vehicles not older than three year model, on the rates accepted as described in schedule vide appendix-I to this agreement. BSNL shall reimburse that amount of GST, if any, paid by the Service Provider to the authorities on account of the services rendered by him to BSNL. This reimbursement shall be admissible on production of proof of deposit of the same by the Service Provider. It is agreed by the Service Provider that number of vehicles required is likely to change and may be demanded according to the exigencies of service by BSNL.
2. The Service Provider shall comply with all the terms and conditions of Bid documents contained which are part and parcel of this agreement and forms integral part of this agreement and also the following.
3. The authorities of BSNL shall place an order for their requirement on the official Hire order form and will receive acknowledgement from the Service Provider for supply of vehicles. It is anticipated that the Service Provider will supply vehicles to these authorities on regular basis until such time the contract is valid and the parties in agreement are satisfied with the performance of the contract.
4. The Service Provider agrees with the BSNL and with each authority competent to order that every contract of hire order should be subject to the terms of this Agreement for vehicle Hire and in the event of a conflict between these terms and the terms in hire order, the terms of this Agreement for vehicle Hire shall prevail.
5. Service Provider shall provide vehicles registered for the commercial purpose only to BSNL as per the Model mentioned in the tender schedules. Taxes, insurance etc. due on such vehicles shall be the liability of the Service Provider.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501.

Signature of the bidder
(with seal)

6. The Service Provider should provide the particular make & model of vehicle as agreed upon in the contract. The BSNL only reserves the right to substitute it with another similar vehicle. If for any reason whatsoever the BSNL is not happy with the condition of the vehicle provided, the Service Provider's nearest office will be informed immediately and they should accept any liability to replace it as per requirement. If for any reason the Service Provider is not in a position to provide a substitute vehicle as demanded by the BSNL then the BSNL will be free to engage a vehicle from the open market and debit the expenditure on account of it on the claims payable to the Service Provider.

7. Service Provider will submit bills in accordance with Section-IV, Clause (14) of the Bid document to the General Section of % GMTD , TIRUPATI on monthly basis for release of payment by BSNL.

8. The driver of the vehicle shall always hold a valid Photo Identity Card issued by the BSNL Office or any other local Central / State govt. office competent to issue such cards as per Section-III, clause 8(ii) and also carry duty slips printed by the Service Provider as per the Format prescribed by BSNL, where the date, time, KMs reading, purpose and places visited are to be filled in and signed by the Users / BSNL officials. On the basis of these duty slips, the bills shall be raised to BSNL by the Service Provider. Counting of distance will be from the starting point of the user and closing at the point wherever user completes his / her travel. The distance covered in each way between user delivery address and the garage/ normal parking place will be allowed on actual basis or 4 KMs whichever is less.

9. If the Service Provider fails to provide the vehicle to BSNL and if the service is not found satisfactory enough, the BSNL shall have the right to terminate the contract in whole or part as per clause (18) of Section IV of Bid Document.

10. In the event of any mechanical failure/breakdown of vehicle after it's reporting for duty, the Service Provider shall arrange for replacement by another Commercial Vehicle. Non-compliance may attract penalty as per Clause (11) of Section III of Bid Document.

11. The following penalties will accrue to the Service Provider in addition to the deduction on hire charges on pro-rata basis in the Plan-1. The penalty amount shall be deducted from the running bills besides any other action which may even lead to termination of contract:-

- (i) In case of break down, after it's reporting for duty, the vehicles will have to be replaced by same type immediately or not more than one hour. In case of non-availability of suitable vehicle a penalty upto Rs. 200/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs.300/- per break down shall be imposed.
- (ii) The penalty for absence during extra Hour duty will be Rs.100 per occasion and for Temporary absence during duty hours without valid permission shall be Rs.75 per hour of absence.
- (iii) In case of non-availability of vehicles for any particular day penalty of Rs.500/- per day shall be imposed in addition to deduction of hire charges on pro-rata basis for the period.
- (iv) If the vehicle provided by the Service Provider is found to be not in good condition or without proper document; the vehicle may be rejected and sent back. No payment shall be made on account of such rejection. However in case of dispute the decision of **GMTD, TIRUPATI** would be final.
- (v) The payment will be made for vehicles supplied by the Service Provider for the excess KMs over and above the prescribed ceiling limit or for the vehicles other than those mentioned in Annexure 2A as per the approved rates.
- (vi) Should not refuse to provide vehicles against BSNL's requirement and on each refusal a penalty as given at item (iii) above will be deducted from the running bills besides any other action which may even lead to termination of contract.

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Signature of the bidder
(with seal)

- 12, In case of any accident resulting in loss or damage to property of life, the sole responsibility for any legal or financial implication would vest with the Service Provider. BSNL shall have no liability whatsoever.
13. The Bid Document shall form part and parcel of this Agreement.
14. That Service Provider is/ shall be liable for any legal dispute/cases/claims that have arisen or may arise during the currency of the agreement in respect of vehicles provided by Service Provider. BSNL shall not be liable for any loss, damages, etc suffered/ to be suffered by Service Provider or third party as the case may be.
15. If for any reason the BSNL is dissatisfied in any way with the standard of the vehicle or felt deficiency in service during the hire period, it will be reported to the Service Provider in writing. The Service Provider without raising any dispute on such assessment by the BSNL regarding the standard of the vehicle provided or quality of service rendered by them may immediately replace it with another commercial vehicle on receipt of such complaint.
16. The Service Provider shall also be liable for all fines, penalties, and the like of parking, traffic and other criminal offences arising out of or concerning the use of the vehicle during the hire period and any toll Charges or entry Taxes payable locally and the Service Provider accordingly indemnifies the BSNL against all such liability.
17. The Service Provider shall not act as a broker for other hire companies or any individual or transfer or assign or sub-let any part of the service once agreed or any share of interest in any manner or degree, directly or indirectly, to any third party whatsoever and the contract will be valid only if the company signing the contract supplies the vehicles themselves from their own or leased fleet.
18. The Service Provider will also ensure that they will not supply the vehicles to BSNL which are either owned by employees of BSNL either directly recruited or on deputation to BSNL or their near relatives as defined in Sch-IA of Company Act 1956 and clause (9.i) of Section-III of the Bid documents enclosed as schedule "B" to this agreement. A certificate to this effect is annexed to this agreement as Appendix-IV.
19. The Service Provider will not be tampering the meter reading, vehicle usage timings, overwriting of Summary / log sheet and allow misbehaviour of driver while on duty. Such incidents shall be viewed seriously, leading to cancellation of contract.
20. Service Provider shall not engage any person below 18 years of age.
21. Rates charged by the Service Provider for the services given under this contract shall not be higher than the rates quoted by the Service Provider in his bid and will be regulated by clauses (21 & 22) of Section-IV of Bid Document. The revision of rates may be allowed on account of increase or decrease in price of Petrol/Diesel/CNG and these variations shall be worked out from the base rate as per formula indicated in Clause (22.1) of Section-IV of Bid Document.
22. In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of CGMT AP Circle of Bharat Sanchar Nigam limited (BSNL) of the respective Circles/District or any other person appointed by him. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether

Asst.General Manager (Admn)
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Signature of the bidder
(with seal)

in addition to the function of the CGMT AP Circle or by whatever designation such officers may be called (hereinafter referred to as the said officer). In the event of such Arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the CGMT AP Circle of BSNL shall appoint another person to act as Arbitrator in the place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor and that the award of the arbitrator shall be final and binding on both the parties.

Service Provider will have no objection in any such appointment that arbitrator so appointed is an employee of BSNL or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a BSNL employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment three of or any rules made thereof.

23. The venue of Arbitration proceeding shall be Office of CGMT AP Circle of BSNL at Vijayawada or such other place as the arbitrator may decide.

(N.B : *At the places marked * in the above clauses, "The Chief General Manager (CGM) / Principal General Manager (PGM) / Telecom District Manager (TDM), as the case may be incorporated.*)

24. If the Service Provider institutes any legal proceedings against the BSNL to enforce any of its rights under this agreement it shall be in the legal jurisdiction of BSNL where the vehicle has been hired and not the place where the Service Provider has his registered office.

25. The Service Provider is / shall be responsible for compliance of all the laws / rules/ regulations and Government instructions that are/ will be applicable to and aimed to protect the interest of the employees/ workers engaged by it and shall ensure payment of all the statutory dues/ liabilities as may have arisen during the past 'or' may arise during the course of performance of this contract.

26. Notwithstanding anything contained in the Bid Document, the successful bidder shall have to furnish an unequivocal and unqualified undertaking / declaration to indemnify BSNL in the proforma annexed as Appendix –V duly attested by a Magistrate / Executive Magistrate.

27. Any notice, request of statement hereunder shall be in writing and deemed to be sufficiently given or rendered when sent by Registered mail or fax to a party's registered office with a copy sent to the attention of:

28. For any dispute, Jurisdiction of court will be at TIRUPATI only.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

(Name of Service Provider)

Address : _____

Tele.No. _____ Fax _____ E.mai _____

And

Name of the CGM / PGM / GM / TDM
Bharat Sanchar Nigam Limited

Address: _____

Tele.No. _____ Fax _____ E,mail _____

Further, the said notice shall be deemed to have been validly given on (i) business date and time immediately after the date of transmission with confirmed answer back, if sent by facsimile transmission provided such transmission is immediately followed by a Regd. mail or (ii) five days from the date of despatch, if transmitted by internationally recognized courier or registered air mail.

Signed _____
For and on behalf of the BSNL
Name (caps) _____
Position _____ Date: _____

Signed _____
For and on behalf of the Service Provider
Name(caps) _____
Position _____
Date: _____

In the presence of Witnesses

- 1.
- 2.

In the presence of Witnesses

- 1.
- 2.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

Annexure-7A
CERTIFICATE

(Certificate on non-participation of near relatives in the tender called for hiring of light commercial vehicles on monthly basis for use in Office of General Manager Telecom, BSNL, CHITTOOR DISTRICT vide Tender no: GMTD-TRP/Genl-Corr/HVT/2020-21 Dated at TIRUPATI the 11.08.2020)

I _____, S/O _____,
R/O _____ hereby certify that none of my relative(s) as defined in Section-III, clause (9) of Bid document is/ are employed in BSNL unit as per details given in Bid document. In case at any stage, it is found that the information given by me is false/incorrect, BSNL shall have the absolute right to take any action as deemed fit/ without any prior intimation to me “.

Signed _____
For and on behalf of the Service Provider
Name (CAPITAL) _____
Position _____
Date _____

Annexure-7B
CERTIFICATE

I _____, S/O _____
hereby certify that I/my company has not been blacklisted by any Govt. Department/PSU of Central/or any State as I/my company has stated in Annexure 2 of Bid document. In case at any stage, it is found that the information given by me is false/incorrect, BSNL shall have the absolute right to take any action as deemed fit/ without any prior intimation to me “.

Signed _____
For and on behalf of the Service Provider
Name (CAPITAL) _____
Position _____
Date _____

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

Annexure-8

UNDERTAKING

This deed of undertaking executed on this _____ day of ----- Two thousand and----- by (Name of sole proprietor/ partner/ Director / authorized representative, the Firm, Company, Trust, Society etc.)----- S/O -----residing at----- on behalf of said M/s ----- (Name of the Firm, Company, Trust, Society, etc.) having its office at-----and duly authorized to sign, file and verify present undertaking by the said----- (Name of the Firm, Company, Trust, Society, etc.) in favour of Bharat Sanchar Nigam Limited, a Government of India Undertaking having its Registered Office at Bharat Sanchar Bhawan, Harish Chandra Mathur Lane, Janpath, New Delhi and local office at ----- hereinafter called BSNL)(which terms shall mean and include its successors, administrators, heirs and assigns.

Whereas M/S BSNL invited bids for------. I/We participated in the bidding process and emerged as successful bidder with respect to Tender No. ----- I/ We----- acknowledge that I/We -----have fully understood and are aware of the terms & conditions of the Tender/ Contract and do hereby unequivocally and unconditionally undertake and declare that:

1. I/ We -----shall comply with all the Rules/ Regulations/ Laws/ Government instructions/ status etc. that are applicable/ will be made applicable and or are aimed to protect the interest of the workers/ employees engaged by me / us in the past and during the course of performance of the contract with BSNL.
2. I/We shall fully protect, indemnify and hold harmless BSNL and its employees, officers, Directors, agents or representatives from and against any and all liabilities, losses, actions, judgments, damages, fines, penalties and costs (including legal costs and disbursements) arising from or relating to:
3. Any breach/ violation of any direction, order from any governmental authority any provisions of the labour laws or any other laws, statute or regulation that are 'or' will be aimed to protect the interest of the workers/ laborers engaged by the Service Provider in past and during the course of this contact
OR
4. Any other payments, claims 'or' liability that may arise for ensuring compliance of the provisions of any of the labour laws or any other laws, etc.
OR
5. Any other claim made by any third party in connection with any violation of any of the laws, guidelines, instruction, etc.
6. In witness whereof this undertaking has caused on the -----
Day-----Month of -----Year .

Date:

Place:

(Signature-----)

Name: -----

Designation: -----

WITNESS : 1.

2.

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Signature of the bidder
(with seal)

Annexure-9

PRICE SCHEDULE FOR HIRE CHARGES

Type of Vehicle	Year of model	Rate quoted for Monthly run of vehicle	Rate quoted for Extra run of each Km in Rs.
A: CAR (Non AC diesel)		For 1500 KM in fig Rs. in words Rs.	in fig Rs. in words Rs.
B: Non-AC (Diesel) - Multi utility Jeep /Van/ Tata Sumo / Qualis /Tavera/ Bolero		For 1500 KM in fig Rs. In words Rs.	in fig Rs. in words Rs.

Note:

- (1) BSNL will pay GST to the extent payable as the service receiver whereas the contractor has to pay GST as service provider as per his liability and he will have to submit copy of paid challan.
- (2) Maximum Kms allowed per Vehicle during a month is limited to 2000Kms only
- (3) Bills will be paid for a maximum run of 1500 Km for Cars/jeeps and short fall if any shall be carried over to subsequent months (Maximum three months) for adjustment.
- (4) The Basic rate shall include all types of taxes, levies, meeting labour welfare measures, vehicle maintenance expenditures and excluding GST.
- (5) The L1 will be decided basing on the rate quoted for 1500 KM for Cars/jeeps.
- (6) The rates are pre fixed for the following
- (7) (i) Rate for over time Rs. 70/- per hour subject to a maximum of 20Hrs per month (Rate per extra hour will be paid only if worked beyond 10 hours of duty)
(ii) Rate for Night halt.. Rs.250/- per halt subject to a maximum of 3 halts per month
- (8)The GMTD TIRUPATI reserve an right for using the cars beyond 1500KMs per month and up to 2000KMs per month Wherever required due to operational exigencies by placing specific order/approval

DATE

**SIGNATURE OF THE BIDDER
(WITH SEAL)**

Asst.General Manager (Admn)
O/o GMTD TIRUPATI-517501

Annexure-10

AFFIDAVIT

I _____ undersigned owner/driver of the vehicle
_____, hereby undertake that the vehicle
propose to be provided will be driven only by me for the period of contract. In case of
any EPF payment disrupts will hold the full responsibility.

Signature of the Contractor with seal

Annexure-11

Clause by Clause compliance Certificate

It is to certify that the tender document is carefully read & understood and all the sections and clauses are compiled unconditionally & unequivocally. There is no deviation from the terms & conditions of the tender.

Signature of the Tenderer with seal

Annexure-12

PAYMENT INSULATION UNDERTAKING

I/We undertake that I/We have sufficient capital resources to carry out operations and will make due payment to our firms labour / employees assigned to execution of the this tender of GMTD TIRUPATI AP Circle BSNL as per laws every month insulating it from payments from BSNL. I/We also **under take** to perform in faithful & efficient manner the work of this tender without linking it to payments from BSNL.

Signature of the Tenderer with seal

Name of the Tenderer
(Capacity in which signing)

Annexure-13

RIGHT TO ACCEPT OR REJECT ANY OR ALL THE BID

The General Manager Telecom District, BSNL, TIRUPATI, AP Circle reserves the right to accept or reject one, more than one or all the tenders in part or wholly without assigning any reason. He also reserves the right to terminate the contract at any time giving one months' notice in writing without assigning any reason.

Tender can be short closed before due time by BSNL due to any technology change/administrative or business reason/umbrella contract finalized and implemented by higher authority or office without any kind of claim by contractor.

Signature of Tenderer

Annexure-14

VENDOR MASTER FORM

(The details listed will be used for making all payments against POs / WOs, refund of EMDs / SDs, intimation of payments by email, issue of TDS certificates, C Form for CST purchases etc.)

(*) **Minimum Required Fields to be Filled by the Company/Vendor. Please Attach copies of the supporting documents.**

Title* :

Name* :

Address * :

Town/District* :

City* :

State* :

Postal/Pin code* : Country* :

Contact Details:

Telephone Number : Fax No.

Email_id :

(Mandatory for E-Tendering)

Name of Contact Person : Mobile No. :

Alternate Contact Person : Mobile No. :

Tax information:

PAN :

GST reg. no. :

LST (Local VAT reg.No.) : CST Reg. No :

Tax Registration no. :
(for Foreign Vendors)

Income Tax Exemption details:

IT exemption no. : IT exemption rate :

IT Exemption date :

IT exemption date from : IT exemption date to :

Signature of Tenderer

Excise Details:

Excise reg. no. :

Excise Range :

Excise Division :

Excise Commissionerate :

Payment Transaction/Bank Details:

Bank Country :

Bank Name :

Bank Address :

Bank A/c No :

Bank IFSC :

Account holder's Name :

Type of Account : Savings(10) Current(11)

SWIFT Code :
(for Foreign Vendors)

IBAN :
(for Foreign Vendors)

(Enclose a blank Cheque / a photocopy of the Cheque to verify A/c No. & Bank details)

Industry Status:

Micro/ SSI Status : Yes No

- I/We hereby authorize BSNL to make all payments to us by cheque /direct credit to our bank account details which are specified above.
 - I/We hereby authorize BSNL to deduct bank charges applicable for such direct bank payments.
- Note:
- If PAN is not provided, TDS @20% will be deducted wherever applicable.
 - If Excise Registration/GST Registration/VAT Registration Number is not provided, then the taxes will not be paid wherever applicable.
 - If Bank Particulars are not provided, the payment will be made by Cheque only.
 - If the relevant documents for Micro/SSI status are not provided, then the relevant exemptions will not be given.

Company / Vendor Authorized Signatory / Designation Date: Company Seal

(For Office Use)

Vendor Account Group : Payment Method :

TDS Type - Invoice : TDS Code - Invoice :

Checked by:	Authorized by (Finance)	SAP Vendor Master Created on	SAP Vendor Code

Vendor Master Created on SAP Vendor Code

Signature of Tenderer

Annexure-15

CHECK LIST FOR TENDER SUBMISSION

The bidder will have to scan & upload the following documents in the e-tendering website within the period of tender submission. Also, they are to be submitted in Offline. Any bid not accompanied by the under-mentioned documents is liable to be rejected. The preferred order of arrangement is given below, envelope-wise:

First Envelope: Superscribed as “**Technical Bid**”

1. Bid Security (EMD) : Crossed demand draft of Rs.10,000/- (Rupees Ten Thousand Only) per each vehicle drawn on any scheduled bank in favour of Accounts Officer (Cash),BSNL % GMTD-TIRUPATI in accordance with the tender document.
2. Cost of Bid Document: Crossed demand draft of Rs.590/- (Rupees Five hundred and Ninety only) drawn on any scheduled bank in favour of Accounts Officer (Cash), BSNL % GMTD-TIRUPATI.
3. Certificate of incorporation, if applicable
4. Article of Memorandum of Association(or)partnership deed(or)proprietorship deed as the case may be.
5. GST registration certificate, if applicable.
6. PAN Number
7. RC book
8. Insurance
9. Lease Deed, if any
10. Certificate issued by RTO for commercial vehicles.
11. Experience certificate issued by Govt/PSU/Public agencies/ firms, if any
12. IT returns for previous two years.
13. No relative certificate.
14. Tender document duly filled in and signed by bidder or his authorized representative, along with seal on each page. All corrections and overwriting must be initialed with date by the bidder or his authorized representative.
15. Tenderers Profile (duly filled in, as per Annexure-2)
16. Statement of vehicles owned and held on lease by the bidder (duly filled in, as per Annexure-2A)
17. Bid Security Bond (as per annexure-3)
18. Letter of Authorization for attending Bid Opening (duly filled in, as per Annexure-5).
19. Fitness certificate, permit certificate, road tax certificate etc if any
20. Registration no(ESI,EPF) if applicable or Affidavit as per proforma
21. Clause by Clause compliance certificate (Annexure11)
22. Payment insulation undertaking (Annexure-12)
23. Right to accept or reject any or all the bid (Annexure-13)
24. Any other relevant documents.

Note: All the documents to be self-attested by the bidder/authorized person of the firm.

Second Envelope: Superscribed as “**Financial Bid**”

25. Bid Form (Financial Bid) (Annexure-1)
26. Price Schedule for hire charges (Annexure-9)

Third envelope: (Outer cover) should be superscribed as:

Tender for hiring of Commercial Vehicles in CHITTOOR SSA of BSNL for the year 2020-21 "Not To Be opened Before 25/08/2020"