

Bharat Sanchar Nigam Ltd.

(A Govt. of India Enterprise)



BID DOCUMENT

**TENDER DOCUMENT FOR HIRING OF VEHICLES
FOR FIELD & HQs DUTIES OF RAICHUR SSA**

**GMTD RCR/G-136/Tender/Hired Vehicles/2008-09
Dtd. @ RCR the 24.02.2009.**

(March- 2009)

TO BE SUBMITTED BY: -----

Price Rs.563/-

**SDE(HRD) Raichur Mob. No. 94489 10044
Office Tel No. 08532-238200**

SECTION-I
Bharat Sanchar Nigam Ltd.

(A Govt. of India Enterprise)

GMTD-RCRG-136/Tender/Hired Vehicles/2008-2009/1 Dated at Raichur the 24-02-2009

NOTICE INVITING TENDER

**TENDER FOR SUPPLY OF FOUR WHEELER MOTOR VEHICLES ON HIRE BASIS
FOR THE YEAR 2008-2009 IN RAICHUR TELECOM DISTRICT**

On behalf of Chairman and Managing Director, Bharat Sanchar Nigam Limited, sealed tenders are invited from prospective Service Providers such as Regd, Travel companies/firms/ individuals having minimum one vehicle and holding a valid experience certificate of one year before the date of NIT from a competent authority of any PSU / Central / State Govt or reputed Private Ltd. Companies / Firms for having executed similar contract of providing atleast one diesel/ CNG driven commercial vehicles not older than **2006** model such as Non-AC, ,Tata Spacio/Sumo,Tempo Trax.

Intending eligible bidders may obtain Bid Document from AGM(A&c), **O/o GMTD Raichur** on payment of **Rs 563/-** (Rupees Five hundred and Sixty two only) (non refundable) on all working days upto 12.00 hrs of 24.03.2009. The payment will be accepted in the form of Cross Demand Draft drawn on any Scheduled Bank in Raichur **in favour of Accounts Officer (Cash), BSNL, Raichur**. Bidders shall have to deposit Rs.10,000/- per each district (Rupees Ten thousand only) as Bid Security in the form of Bank Guarantee / Demand Draft along with the bid.

Schedule to the invitation of Tender

1. **Designation and address of the authority**
Inviting tender G.M.T.D. Raichur
2. **Tender No.** **GMTD RCR/G-4/Tender/Hired Vehicles/2008-09**
3. **Time and last date of issue
of Bid Document** **..... 12.00 Hrs. -----24.03.2009**
4. **Time and Date of
Depositing tender/bid** **.....15.00 Hrs. of ----.24.03.2009**
5. **Time and date of
Opening of Tender (Technical Bid).....****16.00 Hrs. of -----24.03.2009**
6. **Minimum Validity of
Tender offer** **..... 150 days from the date of opening.**
7. **Raichur revenue district-8 vehicles, Koppal revenue districts-2 vehicle; Total -10
vehicles.**

- 8. Duration of contract One Year.**
9. (Bid Document and subsequent clarifications on bid terms if any can be down loaded from BSNL web site www.Karnataka.bsnl.co.in If Bid Form is downloaded from Web-site, it must be accompanied by DD for Rs.563/- as cost of documents and the same should be kept with the TEHCNICAL BID in addition to Bank Guarantee on Bid security amount Rs.10,000/- per each district)
10. Technical bid should be in one cover duly sealed, another cover should contain financial bid with duly sealed and both cover should be kept in one big cover with super scripted as “Tender for hiring vehicles” address to AGM (Admn) O/o GMTD, Raichur.

**Asst. General Manager(Admn)
O/o GMTD, Raichur**

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.

(NOTE: The Bidders responding to this NIT , will be evaluated independently. The Bidder is also required to quote for all Hiring slabs indicated in the respective schedule under section V

As per monthly requirement the vehicles will be requisitioned. The Monthly KM hire slab on which cars are required and the estimated number of such **hiring per Month** are tentatively indicated below.

Monthly Hire slab	Quantity of TATA Sumo/Spacio/ Tempo Tracks	
Required	10	
1500kms not exceeding 2500 kms/month	1).Raichur (Groups)-1 2)Manvi (Groups)-1 3)Lingasgur (Groups)-1 4)Sindhnanur (Groups)-1 5)Mobile Mtce, Raichur-1 6) Deodurga (Groups)-1 7) CAO o/o GMTD Raichur- 8)AGM(P&O), O/o GMTD, Raichur.	Raichur Revenue District
	9) Kustagi (Gr) 10) DGM Koppal (for Koppal & Yelburga)	Koppal Revenue District

The Table shown in PLAN above is only indicative and 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 on day to day basis is also to be met 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

1. **Service to be provided** is supply on demand vehicles with licensed drivers, registered as commercial vehicles on hiring basis for running within the jurisdiction of Raichur SSA. The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous and Quality Service.
2. **Quantity of Vehicles** to be hired under Section-II is 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 as per Clause 18.2 of Section IV of tender document.
3. **Duty Hours of vehicles** are normally for 12 hours per day on all working days of month. However actual duty hours / days /lunch hours/ weekly offs / holidays (apart from three national holidays) shall be specified by actual users of vehicle. Only two Holidays per month are permitted.
4. **Notice period for supply of vehicles** shall be one day in advance for Regular requirements. One hour in advance for additional requirement during office hours. Telephonic intimation shall be considered as notice.
5. **Reporting Place for vehicles** is within the jurisdiction of Raichur SSA(revenue district of Raichur and Koppal). Actual place of reporting shall be specified by users of vehicles.
6. **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 5 KMs whichever is less.
7. **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.
8. **Miscellaneous Conditions:-** Service Provider should comply with the following:
 - (i) **Telephones-** a)Telephones, preferably mobile where requisition of vehicles can be conveyed all the 24hrs. Telephone Numbers must be specified in the bid.
b) Each driver of the hired vehicle should be provided with a cell instrument by the vehicle contractor compulsorily and it should be kept in working condition by providing a BSNL SIM to it.
 - (ii) **Identity Cards-** Proper Identity Cards 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 as required under the rules which shall be worn by them all the time while on duty.
 - (v) **Statutory Requirements-** It is desirable to have the Registration with EPF, ESI Code, Service Tax, 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** other than Service Tax for plying the vehicles in Raichur SSA will be borne by the Service Provider.
 - (vii) **Parking / Toll Charges**, if any, may be claimed by Producing valid parking / Toll slips by Owner of the vehicle/Tenderer
 - (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. will be to 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 **Duty Slips** in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of BSNL (**Annexure -6**) and should ensure that at the end of duty; the duty slips are completed and signed by the users.
 - (Xi) The contractor may opt for electronic payment of bill in which case, his account Number, Bank name, Branch Name are invariably furnished.
 - (Xii) **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.
 - (xiii) **Unused KMs** if any during a particular month (monthly KM slabs) will be carried over to the subsequent three months and will be adjusted against any extra KMs if performed over and above the agreed slab for the hired vehicle. A Certificate to this effect is given on the body of bill while submitting claim for payment.
9. **Debarring Conditions:-**
- (i) No vehicle should be supplied having registration in the Name of employee of BSNL or their close relative and a Certificate to this effect 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 shall not engage any person below 18 years of age.
 - (v) **Driver's food ,tea charges should be born by themselves only, Kms run for the purpose will not be allowed.**
11. **BSNL will not have obligation:-**
- (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) Not be responsible for theft, burglary, fire 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.

11. 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 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 occassion 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, Raichur would be final.
- (v) **No payment will be made for vehicles supplied by the Service Provider older than 2006 Model.**
- (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.**

SECTION-IV
GENERAL (COMMERCIAL) CONDITIONS

1. Bidder Eligibility:

1.1 The bidder should have at least One year experience certificate of satisfactory performance in similar services preferably with Government /Public Sector or reputed Private Ltd. Companies / Firms.

1.2 Bidders should be recognized from the Department of Tourism Govt. of India/ State Govt. or any other reputed public institution/ body /reputed private transport companies. Individuals can also participate.

1.3 The vehicle should be of model not older than year 2006 and registered as commercial vehicle for use as commercial vehicle. The proof of ownership or lease holding should be produced.

1.4 The bidder shall also submit full details of the vehicles that can be assigned in their favour and shall give a clear declaration that the firm/individual will be able to supply commercial vehicles of model not older than year 2006.

1.5 The Tender bidder should have valid Taxi Permit to carry the persons/material to be transported.

1.6 Registration number of the vehicles proposed to be supplied should be furnished along with attested Xerox copies of RC Book.

1.7 Attested copy of Comprehensive Insurance Policy for the vehicle.

1.8 Registration Certificate from Custom Central Excise Department.

1.9 Income Tax and / or any Central Taxes should have been paid upto the last financial year (March-08) and challan for the same to be enclosed.

1.10 EMD in form of DD in favour of the Accounts Officer (Cash) BSNL, Raichur or Cash paid receipt issued by Accounts Officer (Cash) BSNL, O/o GMTD, Raichur for Rs.10000/-. If the Tender Form is downloaded from website a DD of Rs.563/- as cost of the document should also be submitted alongwith Technical Bid.

2. The Tenderer must submit attested copies of 1.1,1.3,1.5,1.6 & 1.10 otherwise Tender Document is liable for rejection.

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. GMTD Raichur also reserves the right to consider relaxation to any of the clauses if found necessary.

4. Bid Forms (Two Bid Format).

4.1 The tender should be submitted in **two covers**; ***One*** superscribing **Technical Bid** and ***Second*** **Financial Bid** and both the envelopes are in turn, be put in another envelope and this envelope should be superscripted "**Tender for Hiring Vehicles**". All the three envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the Prices will be made in the Technical Bid.

4.2 Tender will be opened in the presence of Bidders present on the due date of opening i.e. 15.00 Hrs. on. 12.03.2009. Technical Bids of the Tenders 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 opening of FINANCIAL BIDS will be intimated only to those Bidders, whose Technical Bid is accepted after evaluation of details and documents furnished in **Annexure-2**. No correspondence in this regard will be entertained. Incomplete Tender or Tender in which both technical Bid and Financial Bid are found in the same envelope is liable to be rejected. All Columns should be furnished with relevant details and no column should be left blank.

4.3 Financial Bid of the selected bidders only will be opened.

4.4 Bidder shall furnish the documents as per **Technical Bid Form at Annexure-2**

4.5 Rates should be quoted as per the Schedule of Requirement & Hire Charges at **Section-V** and should be enclosed to Financial Bid Form at Annexure-1. The format for Financial Bid should not be changed in any manner. Addition / deletion / alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.

4.6 The duly filled tenders must be accompanied with a **Bank Guarantee of Rs.10,000/- per vehicle (Rupees Ten thousand only) valid for 180 days** from the date of tender opening as Bid Security as per format at **Annexure-3**.

4.7 Tender should be submitted to AGM(A)O/o GMTD,Raichur on or before 1500 Hrs. of -----24.03.2009.

4.8 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.

4.9 A prospective bidder requiring any clarification on the Bid document shall notify the purchaser in writing. The purchaser 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.

4.10 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.

4.11 The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them.

4.12 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.

5. 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. Authorisation letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (Format is given in **Annexure-5**). After scrutiny and evaluation of the Technical Bids, the BSNL will shortlist those who are eligible and the date of opening of Financial Bid will be intimated later on. The financial bid will be opened only in those cases that fulfill the eligibility conditions and furnish all documents as given in Technical Bid.

6. Bid Evaluation

6.1 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.

6.2 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.

6.3The procedure adopted for comparison of substantially responsive bids shall be on the **total cost of hire of the services for all types of vehicles** indicated in Scope of Work in **Section-II**, inclusive of all levies and charges as indicated in schedule at **Section V** of the bid document.

6.4Tender will be evaluated for an average of 2000 KMs, 30Hours OT and 3 NHs as per the rates quoted, lowest value arrived will be L1.

6.5Multivendor Distribution in DOT (BSNL).

Sl. No.	No of bidders on whom the order is proposed to be placed	Proposed Quantity of Distribution
1	2	L-1 would get 70% &L-2 would get 30%
2	3	L-1 would get 50% &remaining quantity to other selected bidders in inverse ratio of their evaluated price or in direct proportion to vender rating
3	4	L-1 would get 40% &remaining quantity to other selected bidders in inverse ratio of their evaluated price or in direct proportion to vender rating

4	5 to 9	L-1 would get 30% & remaining quantity to other selected bidders in inverse ratio of their evaluated price or in direct proportion to vender rating
5	10 & above	L-1 would get 20% & remaining quantity to other selected bidders in inverse ratio of their evaluated price or in direct proportion to vender rating

6.6 **Empanelment of eligible bidders:** An empanelment of eligible willing bidders at L-1 rate will be listed as per the numbers of the vehicles willing to supply. And the vehicles will be distributed to such bidders in accordance with the rules in force/ administrative convenience.

7 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 in conformity with **clause 17 of Section-IV** and as per format shown in **Annexure-4** of bid document.

8 Right to vary quantities

BSNL reserves the right at the time of award of contract 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.

9 Signing of Contract

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

9.2 Upon the successful bidder furnishing the Performance Security the BSNL shall discharge its bid security in pursuant to **clause 13**.

10. Annulment of Award

Failure of the successful bidder to comply with the requirement of **clause 9** 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.

11. Period of validity of bids

(i) The bid shall remain **valid for 150 days** after the date of opening of bids. A bid valid for 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 price as per schedule given in **Section V** for all types of Vehicles given in the schedule of requirement. The composite price should include all the type of Taxes, including service Tax 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 Pursuant to **clause 3.6**, the bidder must deposit Rs.10,000/- (Rupees Ten thousand only) as Bid Security. The Bid Security shall be in the form of **Bank Guarantee valid for 180 days** from the date of tender opening and may be submitted in separate cover.
- 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 18 of Section-IV** and furnishing the performance security.

14. The Bid Security may be forfeited:

- 13.1 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 19
 - ii) to furnish performance security in accordance with clause 18 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 but not later than 30 days after the expiry of the period of bid validity.

15. Terms of Payment:

- 15.1 The payment shall be made within 30 working days from the date of receipt of bill in the Controlling office 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. The copy of Service Tax paid Challan for the previous month / quarter as the case may be should be produced along with the bills for payment. In case, the bills are not submitted to BSNL as per above schedule, it will not take responsibility for delay in payment.
- 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. It should be ensured that there is no overwriting in the duty slips. In no case, duty slip without signature will be accepted for payment and if it is found so, the amount will be disallowed.
- 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 **U/S II** and General & Commercial Conditions **U/S-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 three months or the finalisation of new tender whichever is early can be considered on same terms and conditions.

18. Performance Security: 18.1 The successful bidder shall be required to deposit an amount equal to 10% of the Tendered value subject to maximum limit of Rs 20,000/- within 2 weeks of conveying BSNL's intention for accepting the bid as Performance Security.

18.2 Performance Security shall be submitted in the form of Bank Guarantee issued by a scheduled Bank and the Performa provided in **Annexure-4** of the bid document.

18.3 Performance Security will be discharged after completion 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 default by the Service Provider and in any of the terms & conditions (whether General or Special), 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

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

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.

22. Prices:

22.1 The rates should be on monthly basis . The KM slabs for monthly hire is shown in **Scope of Work in Section-II**. The rate for extra per Hour detention and extra per km running is to be indicated in both the cases.

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.

23 Miscellaneous Conditions:

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

23.2 The bidder with the lowest evaluated price will be considered for about 30% of tendered quantity and the balance quantity will be ordered on the remaining selected bidders. However, BSNL reserves the right for placement of full tendered quantity on the lowest bidder.

23.3 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.

23.4 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 fails to honour their bid without sufficient ground.

24. 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.

25. Arbitration:

25.1 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 the GMTD, of Bharat Sanchar Nigam limited (BSNL) of the Raichur 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 in addition to the function of the *GMTD, Raichur 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 other wise or refuses to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the GMTD, Raichur 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.

25.2 The venue of Arbitration proceeding shall be Office of GMTD of BSNL at Raichur 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.*)

25.3 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 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.

26. Set Off (Recovery of Sum Due):

26.1 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.

26.2 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.

26.3 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.

DECLARATION

I Sri/ Smt _____ aged about _____ years
son/daughter of Sri. _____ residing at _____
do hereby affirm

That, I have no relatives working in Raichur Telecom District, BSNL, Raichur.

I further declare that the information furnished above are correct and bonafide to the best of my knowledge. In the event of any information coming to light contrary to what has been stated above. I (or my firm) will be liable to be black listed and security deposit can be forfeited by the General Manager BSNL Telecom District Raichur.

Place:

Date:

Signature of the Tenderer with seal

ANNEXURE-1

Tender No.....

Date

A : (Name & Address of the Purchaser)

Dear Sir,

1. Having the conditions of contract and services to be provided Nos..... 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 **Schedule of Requirement & Hire Charges** 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 a sum not exceeding 10% of the contract sum for the due performance of the Contract.
4. We agree to abide by this Bid for a period of 150 days form 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 there of 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 of2009.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

Encls: Schedule of Requirement & Hire charges

ANNEXURE-2

SUB: HIRING OF VEHICLES FOR FIELD & HQs DUTIES OF BSNL RAICHUR SSA

Tender Ref:

Date:

To be filled in by the Bidder (enclose attested by gazetted officer of State/Central Govt. copy of documents to support your statement)

1.	Name and Postal Address of the Bidder: _____ _____ _____	Phone: Mobile: Fax: E-Mail:
2.	Is your concern Recognised / Registered (Attach Photocopy as a proof)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Tick as applicable a. Recognized by Govt. of India as Tourist Transport operator b. Registered under Companies Act c. Registered under Shops and Establishment Act d. Registered as firm e. Proprietorship / Any other category (please specify) f. Sister concern of(please specify name)	
3.a	Income Tax Permanent account Number (PAN) : (attach Proof)	
3.b	Service Tax 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 of 3 year old or less as per format at Annexure-2A .	

DATE

SIGNATURE

SEAL

ANNEXURE-2A

Statement of Vehicles owned by the Bidder

BIDDER'S NAME: _____

COMPANY'S NAME: _____

Details of "OWNED" Vehicles of Three Years old or less in our fleet of operation as on date:									
SL. NO	Registration Number	Model (Year)	Date of Registration	Vehicle Owner's / Name	Vehicle Type (Tempo Tracks/ TATA Sumo/ Tata Spacio /sumo. Please specify)	Validity Details			
						Permit	Fitness	Road Tax	Insurance
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Note: Use additional sheets if required.**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.

DATE

BIDDERS'S SIGNATURE

OFFICE SEAL

ANNEXURE-3

BID SECURITY BOND

Whereas(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 (hereafter called "the Bank") are bound untoBSNL, 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 purchaser during the period of Bid Validity.
 - (a) fails or refuses to execute the Contract, if required, or
 - (b) 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 13.1 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

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

Address of Witness

Fax No. of Branch

ANNEXURE-4
PERFORMANCE SECURITY BOND

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 not withstanding 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 year from date herein and further agrees to extend the same from time to time (one 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.

ANNEXURE-5

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

To

The
 Bharat Sanchar Nigam Ltd.

Subject – Authorisation for attending bid opening on _____ (date) in the
 Tender of _____.

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

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

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.

ANNEXURE-6

FORMAT OF DUTY DAILY SLIP

(Print Name of the company & address)

Sl. No.....

Date.....

(to be filled by contractor)

1. Regn. No of Vehicle :.....
2. A/C or Non-A/C, Model & Year, petrol/Diesel/CNG.....
3. Name, Designation & address of user with used Kms
.....
.....
.....

(to be filled by user)

4. Purpose of Journey (detail)
5. Places visited
6. Meter Reading at Starting Point at closing Point
7. Total KMs Run
8. Time at Starting Point at closing Point
9. Extra Detention Hours (beyond duty Hrs.)
10. Charges for Parking/Toll Tax etc.....
11. Number of Night Halts (for outstation journey only)

Driver's Name & Signature

Signature of User

(In Duplicate)

Note :- Cost of printing charges of daily slips should be born by tenderer only.

SECTION-V
FINANCIAL BID FOR RAICHUR REVENUE DISTRICT

SCHEDULE OF RATES (Inclusive of all Taxes)

PLAN (Scheduled Works): Monthly KM Hire Slab:

Sl No.	Job description	Hire Charges per vehicle in Rs. including of all taxes except service tax	
		TATA Sumo , Spacio, Tempo Trax	
Slab No	Monthly KM Hire slab	(in figures)	(in words)
1	For 1500 KMS/month		
2	Per km exceeding 1500 kms		

3. OT before and after the normal duty hours is Rs._____/hr.
Less than 30 minutes will be ignored.
4. Night halt charges for 09.00 PM to 09:00AM in a day Rs._____/NH.
5. Possible number of vehicles that can be supplied by tenderer along with details like vehicle type, Regn No, Model No

DATE

SEAL

SIGNATURE

SECTION-VI
FINANCIAL BID FOR KOPPAL REVENUE DISTRICT

SCHEDULE OF RATES (Inclusive of all Taxes)

PLAN (Scheduled Works): Monthly KM Hire Slab:

Sl No.	Job description	Hire Charges per vehicle in Rs. including of all taxes except service tax	
		TATA Sumo , Spacio, Tempo Trax	
Slab No	Monthly KM Hire slab	(in figures)	(in words)
1	For 1500 KMS/month		
2	Per km exceeding 1500 kms		

3. OT before and after the normal duty hours is Rs._____/hr.
Less than 30 minutes will be ignored.
4. Night halt charges for 09.00 PM to 09:00AM in a day Rs._____/NH.
5. Possible number of vehicles that can be supplied by tenderer along with details like vehicle type, Regn No, Model No.

DATE

SEAL

SIGNATURE