

# **BHARAT SANCHAR NIGAM LIMITED**

**(A Govt. of India Enterprise)**

**OFFICE OF THE GENERAL MANAGER TELECOM, MBM  
Exchange Compound ,KAJUBHAG, KARWAR-581 301**

## **BID DOCUMENT**

**BSNL/30-05-2009**

**TENDER FOR HIRING OF MULTI UTILITY,  
COMMERCIAL VEHICLES, FULLY COVERED,  
NON-AC ,SEATING CAPACITY 5+1, MODEL NOT OLDER  
THAN 2005 IN Uttar Kannada SSA.**

**Price Rs.563/-**

### **IMPORTANT NOTE**

- 1. Submit Technical Bid along with qualifying documents as in Section—  
II Para 2 & 5 in one cover.**
- 2. Submit Financial Bid in Section V in a separate cover.**
- 3. Submit the above Technical & Financial bid covers in a separate  
cover  
superscribing "tender for hiring commercial vehicles".**

Signature of the Tenderer

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Signature of the Tenderer



**ANNEXURE TO SECTION --- I**

<b>REQUIREMENT OF HIRED VEHICLES</b>			
<b>SL. NO</b>	<b>UNIT</b>	<b>STATION</b>	<b>Date from which vehicle required</b>
<b>1</b>	<b>AGM (COMM) - 1</b>	<b>KARWAR</b>	<b>01-07-2009</b>

THE VEHICLE CAN BE UTILISED AT OTHER ADJACENT SDCAS OF KARWAR SSA FOR A MAXIMUM PERIOD OF A FORTNIGHT IN ANY MONTH ON NEED BASIS.

Signature of the Tenderer

## **SECTION II INSTRUCTIONS TO BIDDERS**

### SERVICES TO BE PROVIDED

1. Services to be provided are given in Section VI.
2. ELIGIBLE BIDDERS:
  - (a) The bidder should own or on lease sufficient number of vehicles of model not older than 2005 year which are registered as commercial vehicles in their names or Firm's name. The proof of ownership or lease holding should be produced as and when called for.
  - (b) 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 will be able to supply commercial vehicle of model not older than 2005 (Year)
  - (c) Preference will be given to the bidder who shall have experience of minimum period of one year for similar type of contract of supplying commercial vehicles to any Govt. organization or any Public Sector Undertaking, when all other condition remain the same.
  - (d) Bidders with white board vehicle may also apply for tender. In such case he has to give a undertaking that, he will obtain taxi permit (convert to Yellow board) within a fortnight.

### 3. COST OF BIDDING:

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.

3.1 Estimated cost of the Tendered value for each vehicle is Rs.3,00,000/ approximately per year.

### 4. BID DOCUMENT :

#### 4.1 Bid document includes

- a. Notice Inviting Tender
- b. Instructions to bidders
- c. General Conditions (Commercial) of the Contract
- d. Special Conditions of Contract if any
- e. Schedule of requirement and Hire Charges
- f. Services to be provided
- g. Bid Form and price schedule
- h. Bid security form
- i. Performance security Bond Form
- j. Letter of authorisation to attend bid opening.

4.2 The bidder is requested to examine all instructions, forms, terms and specifications in the Bid Document. 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.

Signature of the Tenderer

5. ``DOCUMENTS REQUIRED TO BE SUBMITTED FOR ESTABLISHING BIDDERS ELIGIBILITY AND QUALIFICATIONS.”

- i . One complete set of Tender form signed in each page.
- ii. Partnership Deed or proprietorship deed or articles/Memorandum of Association as the case may be, latest Annual Account in form / C6.
- iii. Copy of RC Book
- iv. Fitness certificate of vehicle
- v. Copy of Taxi permit certificate
- vi. Copy of Insurance certificate.
- vii. EMD in form of D/D.

6. AMENDMENT TO BID DOCUMENT:

- i) 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.
- ii) The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them.

7. DOCUMENTS COMPRISING THE BID:

The bid prepared by the bidder shall comprise the following components.

- a. Documentary evidence established in accordance with clause 2 that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.
- b. Bid security furnished in accordance with clause 11.
- c. A clause by clause compliance as per clause 10.
- d. Bid form and price schedule completed in accordance with clause 8 and 9.

8. BID FORM:

The bidder shall complete the Financial bid form as per Section V of the bid document and Technical Bid Form as per Section VII A.

9. BID PRICE:

- i) The price quoted by the bidder shall remain fixed during entire period of contract and 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.
- ii) “Discount” or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

10. CLAUSE BY CLAUSE COMPLIANCE:

A clause by – clause compliance of service to be provided(SECTION VI), and special condition (Section IV) shall be given. In case of deviation a statement of deviation shall be given.

Signature of the Tenderer

11. BID SECURITY / EMD:

- 11.1 Pursuant to clause 7, the bidder must deposit Rs.7500/-(Rupees Seven Thousand Five hundred Only) as Bid Security. The Bid Security shall be in the form of DD valid for 180 days from the date of tender opening may be submitted in Technical bid cover. Successful bidders EMD will be retained as security deposit.
- 11.2 The tenderer can opt other places at the minimum rates if his tender is not accepted at the station applied.
- 11.3 THE BID SECURITY MAY BE FORFEITED : The bid security will be forfeited.
- A) If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form.
- B) If the successful bidder fails.
- i) To sign contract in accordance with clause 18
- ii) To furnish performance security in accordance with clause 2 of Section III.
- iii) A bid not secured in accordance with para 11.1 shall be rejected by the BSNL as non-responsive at the bid opening state and returned to the bidder unopened.
- 11.4 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.
12. Format and signing of bid: The bidder shall prepare one complete set of originals of Technical bid and Financial bid placed in separate covers clearly making them as Technical bid and Financial bid. In the event of any discrepancy, the original shall govern.
- 12.1 The original and copies of the bid shall be typed or printed and all pages numbered consecutively and shall be signed by the bidder or a person duly authorised to bind the bidder the contract.
- 12.2 The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.
- 12.3. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the original bid, except for un-amended printed literatures shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.
- 12.4. (i) The power of Attorney should be submitted and executed on the non- judicial stamp paper of appropriate value as prevailing in the respective states(s) and the same be attested by a Notary public or registered before Sub-Registrar of the states(s) concerned.
- (ii) The power of Attorney be executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the Company/Institution /Body corporate.
- (iii) In case of the bidder being a firm, the said power of Attorney should be executed by all the partner(s) in favour of the said Attorney.

Signature of the Tenderer

13. SUBMISSION OF BID: THE COVER CONTAINING THE BIDS SHOULD BE SEALED WITH WAX.

The bids should be submitted in two covers. The first cover super scribed as "Technical Bid" shall contain documents establishing bidders eligibility as per clause 2& 5 of Section –II and a certificate on relatives working in BSNL as per clause –8 of section –IV. The second cover super scribed as "financial bid" shall contain only the rates quoted by the contractor for each item shown in the schedule of requirement as per Section –V. The original copy of the technical bid is to be produced when called for before acceptance. Both the cover to be put in single cover super scribed as `` TENDER FOR HIRING OF MULTI UTILITY VEHICLE''.

14. BID OPENING:

BSNL shall open bids in the presence of bidders or their authorised 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 (Format is given in Section X). Technical Bid will be opened first. If the contractor is eligible to participate, then his Financial Bid will be opened.

(i) The bid should be submitted duly sealed and addressed to Sri. A.V.Anvekar, AGM(Admn), O/o GM Telecom, Uttar Kannada Telecom Dist, Karwar and delivered in person on or before 15:00 hrs. of 23-06-2009.

(ii) Any bid received after the dead line for any cause for submission of bids shall be rejected and returned to the bidder.

14 BID OPENING

BSNL shall open the technical bid cover containing documents detailed as per section VII – A 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(format is given in Section –X). The financial bid will be opened only in those cases who fulfill the eligibility condition and furnish all documents as given in technical bid.

15 VALUATION :

15.1 BSNL shall evaluate the bids 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.

15.2 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 confirms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by BSNL.

15.3 BSNL shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered inclusive of all levies and charges as indicated in the price schedule in Section V of the bid document.

15.4 Tender shall be evaluated by an evaluation committee setup by G. M. Telecom, Karwar. The evaluation committee will recommend the lowest rates taking into consideration of prevailing market rates, for the place/ SDCA for which vehicle is offered and valid documents.

Signature of the Tenderer



16 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 Section IX with the bid document.

17 RIGHT OF 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 of other terms and conditions.

18 SIGNING OF CONTRACT:

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

18.3 Upon the successful bidder furnishing the Performance Security the BSNL shall discharge its bid security in pursuant to clause 11.

19 ANNULMENT OF AWARD:

Failure of the successful bidder to comply with the requirement of clause 18 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.

20 PERIOD OF VALIDITY 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.

Signature of the Tenderer

**SECTION III**  
**GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT**

1. APPLICATION :

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

2. PERFORMANCE SECURITY:

- 2.1 For successful bidders the Bid security will be converted into performance security. In addition, the successful bidder shall be required to deposit an amount equal to 7.5 % of the tendered value i.e. Rs. 22500/- subject to maximum limit of Rs.5 lakhs within two weeks of conveying BSNL's intention for accepting the bid as Performance Security.
- 2.2 Performance Security shall be submitted in the form of DD/Bank Guarantee issued by a scheduled Bank and the Performance provided in Section IX of the Bid Document.
- 2.3 Performance Security will be discharged after completion of contractor's performance obligations under the contract.
- 2.4 If the contractor 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.

3. EXECUTION TIME LIMIT:

- 3.1 The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.

4. PAYMENTS TERMS:

Monthly bills shall be submitted in duplicate to the authority specified in contract along with completed duty slips duly signed by the user. The copy of service tax paid challan for the previous month /quarter as the case may be should be produce along with the bills for payment.

4(a) Prices: -

- (i) Rates charged by the contractor for the services given under the contract shall not be higher than the rates quoted by the contractor in his bid.
- (ii) 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.

5. TERMINATION OF CONTRACT:

- 5.1 BSNL may without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.
- (a) If the contractor fails to arrange the supply of any or all of the vehicles within the period (s) specified in the contract or any extension thereof granted by BSNL.
- (b) If the contractor fails to perform any other obligation(s) under General & Special conditions of the contract.
- 5.2 BSNL may without prejudice, to other rights under law or the contract provided get the hiring of vehicles done at the risk and cost of the contractor, in above circumstances.

Signature of the Tenderer

6. TERMINATION FOR INSOLVENCY:

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

7. FORCE MAJEURE:

- 7.1 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 be 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 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 exit, 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.

8. ARBITRATION :

- 8.1 In the event of any question, dispute or difference arising under the agreement or in connection there with except as to matter the decision to which is specifically provided under this agreement, the same shall be referred to sole arbitration of GMT BSNL, UKTD Karwar 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 GMT 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 refuse to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the GMT BSNL, UKTD, Karwar shall appoint another person to act as an 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. Contractor 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 Arbitrator and Conciliation Act 1996, or any statutory or re-enactment of or any rules made thereof.

Signature of the Tenderer

8.2 The venue of the arbitration proceedings shall be office of GMT Uttar Kannada Telecom District , BSNL, Karwar or such other place as the arbitrator may decide.

8.3 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.

9. SET OFF:

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriate 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 contractor with BSNL.

Signature of the Tenderer

**SECTION IV**  
**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 regulation 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, executive/Non-executive employees either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as :
  - (a) Members of a Hindu Undivided Family,
  - (b) They are husband and wife,
  - (c) The one is related to the other in the manner as father, mother son(s), 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 Directors 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 be pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.

Signature of the Tenderer

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. The attested copy of driving license of all such drivers should be submitted during the contractual period. 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 or otherwise have to be suitably compensated by contractor.
10. The contractor shall when called upon to do so, place at the disposal of BSNL such number of vehicles as may be required although the number of vehicles so demanded may be more than the number of vehicles he is required to supply for the purpose of execution of the contract at the same rate and terms and conditions. The number of such vehicles to be supplied extra will not be more than 25% of original schedule or requirement in the NIT.
11. In no case a vehicle which is not registered for the commercial purpose shall be supplied to BSNL and taxes, insurance's, Road tax etc. due on such vehicles shall be liability of the contractor. 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.
12. 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 nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be the contractor's liability.
13. BSNL reserves right to counter offer price against price quoted by the bidder.
14. The tender for the vehicle will be considered to the place where it is quoted. However, the change of place will be considered if the contractor is willing to provide the vehicle to other places under same terms and conditions.
15. 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.
16. The contractor should ensure that at the end of duty: the duty slips are completed and signed by the users. The duty slip in duplicate copy from to be printed and serially numbered by the contractor as per the format given section XI.
17. The contractor shall provide his employees a uniform which shall be worn by them all the time while on duty.
18. The contractor shall be responsible for payment of service Tax if any . And the contractor shall register his name with service Tax Authorities even though he is exempted from paying of service Tax and copy of the service Tax Registration certificate showing his Service Tax number should be produced to this office within a month from the date of issual of work order.
19. The Income Tax ,PAN number should be produced to this office within a month from the date of issual of work order.
20. The Contractor should take prior approval for change of vehicle if necessitated.

Signature of the Tenderer

**SECTION - V**  
**FINANCIAL BID**

**SCHEDULE OF REQUIREMENT AND HIRE CHARGES ON MONTHLY BASIS**

Type of Vehicle/ Model	Job Description (Monthly Charges)	Hire Charges Per Vehicle (Rs.)		Place where vehicle is given
		UNIT PRICE IN FIGURE	UNIT PRICE IN WORDS	
	<b>For 1000 Kms / month</b> ..... <b>Extra Kms(perKm).....</b>			

Name of the owner :  
Telephone No. :

Vehicle Registration No. :

Model :

Station for which quoted :

Date:  
Place:

Signature of the Contractor

**SECTION VI  
SERVICES TO BE PROVIDED**

- 1. Service : Provision of commercial vehicles with licensed drivers, registered commercial vehicles on Hiring basis for running in U.K. Telecom District.**
- 2. Period of Contract : Under normal circumstances the contract shall be valid For period of One year from date of issue of work order.  
However contract may be extended for further period of three months if agreed by the contractor and BSNL on the same rate, terms and conditions after ensuring competitiveness of the rates.**
- 3. Quantity : Estimated number of vehicles to be hired is approximately 01 however it should be clearly noted that BSNL shall place the order only as per the actual requirement from time to time.**
- 4. Duty Hrs. : Ten hours per day on all days (including Sundays) of the month, as per need of the field officers. Actual hours to be deployed shall be specified by users of vehicles. Over time Rs.8/- per hour, limited to Rs.40/- as halt charge, will be allowed for the extra hours used.**
- 5. Notice period : i) For regular requirements one day in advance  
ii) Telephonic intimation shall be considered as notice.**
- 6. Reporting Place : Any place within the jurisdiction of concerned SDCA/Adjacent SDCA . Actual place of reporting shall be specified by users of vehicles.**
- 7. The vehicle can be utilized at other adjacent SDCAs of Karwar SSA for maximum of fortnight on need basis.**
- 8. Counting of : From office to office i.e. originating office to terminating office  
Distance only**
- 9. Accuracy of : The meter reading should tally the actual distance of run at any instant and Meters authorised officer shall have full power to check up the meter for its correctness and to take action accordingly.**
- 10. Penalties :i) In case of break down, vehicles have to be replaced by other Immediately or not more than one hour. In case of non-availability of suitable vehicle a penalty upto Rs. 100/- 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. 200/- per break down shall be imposed.  
  
ii) In case of non-availability of vehicles penalty of Rs. 200/- per day shall be imposed in addition to deduction at pro-rata basis for that day.  
  
iii) In case of non-availability of vehicles during extra hours penalty of Rs. 100/- per occasion shall be imposed.**

Signature of the Tenderer



- 11. Special :**
- i) Intending bidder must have a BSNL Land Line or Mobile telephone in his name , then proof of which is to be given where requisition of vehicle requirement can be conveyed all the 24 hours. Telephone numbers must be specified in the bid.**
  - ii) No vehicle should be supplied having registration in the Name of employee of BSNL staff or close relative and certificate to this effect be given on the body of bill while submitting claim.**
  - iii) Payment of any Govt. Tax like Road Tax, Service Tax etc or duty for plying the vehicles in BSNL will be liability of contractor.**
  - iv) Parking and Toll charges, if any, may be claimed by producing valid parking/Toll slips.**
  - v) Intending bidder should arrange issue of proper identity Cards after verifying the antecedents of his drivers thro Local Govt. offices.**

Signature of the Tenderer

**SECTION VII  
UNDERTAKING**

Tender No. ....

Date : .....

A: (Name & Address of the Purchaser)

Dear Sir,

Having the conditions of contract and services to be provided Nos. \_\_\_\_\_ the receipt of which is hereby duly acknowledge. I/we, undersigned, offer to provide commercial vehicles in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

I/We undertake, to enter into an 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.

If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 5% of the contract sum for the due performance of the Contract.

We agree to abide by this Bid for a period of 90 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.

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.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this ..... Day of ..... 2009

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of .....

Witness .....

Address .....

Signature

**SECTION VII-A**  
**TECHNICAL BID FORM**

Tender No. ....

Date .....

A: (Name & Address of the Purchaser)

Dear Sir,

To

The \_\_\_\_\_

Bharat Sanchar Nigam Ltd.,

\_\_\_\_\_

\_\_\_\_\_

Subject : Sealed tender for hiring of Light Commercial vehicles & Cars.

Sir,

With reference to G-15/MV/Tender/BSNL/08-09/III/28 dtd 30-05-2009, BSNL Tender Notice inviting quotations for hiring of Light Commercial vehicles & we have read the terms and conditions in the Bid Document and accept the same and furnish the following documents.

1. The list of vehicles with models & registration numbers owned or on lease, which are registered as commercial vehicles. The proof of ownership or lease holding should be produced as and when called for) ..... Annexure.
2. Copy of R.C Book, TAXI Permitt Copy .....
3. PAN No. (Proof to be attached ) ..... Annexure
4. Copy of Last Income Tax Return/ Income tax Clearance certificate (Proof to be attached) ..... Annexure
5. Attested copy of Partnership Deed or proprietorship deed or Article/ Memorandum of Association as the case may be ..... Annexure
6. Latest Annual Audited Account in Form-C6 ..... Annexure
7. Service Tax Registration Number ..... Annexure
8. A valid certificate issued by the competent authority of a PSU/Central/ State Govt. organization for satisfactory performance of the contract or hiring Vehicles for at least one year..... Annexure
9. A certificate on relatives working in BSNL as per Clause 8 of Section-IV of Bid Document ..... Annexure
10. EMD for Rs.....by D/D No.....

Yours truthfully,  
Signature

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Seal of the firm \_\_\_\_\_

**SECTION – VII -B**

**PARTICULARS OF TENDERER**

1. Name of the Tenderer :
- 2.Type of establishment : Proprietor/ Partnership Firm/  
Company/Others (Please tick one )
3. Address as required on TDS and  
Other Tax certificates:
4. Telephone No.(with STD)
5. Contact Person:
6. e-mail address (if any) :
7. PAN:
8. Service Tax Registration No:
9. VAT Registration / TIN No.:
10. CST Registration No.:
11. Work Contract Registration No. (if any) :
12. Any other information Volunteered.

Signature of the Tenderer

**SECTION VIII**

**BID SECURITY FORM**

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 .....(hereafter called "the Bank") are bound into ..... BSNL, in the sum of Rs. .... For which payment will and truly to be made the Bank bids itself, its successors and assigns by these presents.

THE CONDITIONS of the obligation are:

If the Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or

If the Bidder, having been notified of the acceptance of its bid by the purchaser during the period of Bid Validity.

fails or refuses to execute the Contract, if required, or  
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 10 of section II 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 the Bank

Name

Signed in Capacity of

Full Address of Branch

Tel. No. of Branch

Fax No. of Branch

Signature of Witness

Name of Witness

Address of Witness

**SECTION IX**  
**PERFORMANCE SECURITY BOND FORM**

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 contractor(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 contractors of the terms and 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 \_\_\_\_\_ Contractor'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 contractor's of any of the terms and conditions contained in the said agreement.

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 contractor's of any of the terms and conditions contained in the said agreement or by reason of the contractors 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 \_\_\_\_\_.

We undertake to pay to the BSNL, \_\_\_\_\_ any money so demanded not withstanding any disputes raised by the contractor(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 equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) / supplier(s) shall have no claim against us for making such payment.

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 and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

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 and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the BSNL, \_\_\_\_\_ against the said contractor(s) and to forbear or enforce any of the terms and 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 contractor(s) or for any forbearance, and or any omission on the part of the BSNL, \_\_\_\_\_ or any indulgence by the BSNL, \_\_\_\_\_ to the said contractor(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.

This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s) / supplier(s).

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.

Signature of the Tenderer

**SECTION X**  
**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**  
(To reach on \_\_\_\_\_ or before date of bid opening)

To,

Bharat Sanchar Nigam Ltd.

Subject: Authorization 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:**

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.

Permission for entry to the hall where bids are opened may be refused in case authorisation as prescribed above is not received.

Signature of the Tenderer



**SECTION XI**

**FORMAT OF DUTY 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 .....

.....  
.....

---

(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

Signature of the Tenderer

**SECTION -- XII**

(Certificate on Non-Participation of near Relative in the tender called for hiring  
Light Commercial vehicles on Long Term use in -----  
SSA/UNIT Vide No.G-15/MV/TENDER/BSNL/08-09/III/28 DTD 30-05-2009 as required  
Under Section- IV, clause (8) of Bid Documents)

**CERTIFICATE**

I ----- S/o -----  
R/o----- hereby certify that none of my relative(s) as defined in Section-IV,  
item (7) of tender document is/are employed in BSNL unit as per Details 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 Contractor  
Name (Caps) -----  
Position -----  
Date -----