



National Power Training Institute

**An ISO 9001: 2015 & ISO 14001: 2015 Organization
(Ministry of Power, Govt. of India)**

TENDER DOCUMENT

Empanelment of Agencies for Hiring of Vehicles

Tender Enquiry No. : NPTI/CO/Purch/ET-5/Vehicles/2018

Dated:-

**NPTI Complex, Sector-33, Faridabad – 121003
Phone No. 0129-2275448
Fax No. 0129-2277412
Website: www.npti.in**

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SECTION-1
LETTER OF INVITATION

LETTER OF INVITATION

Tender Enquiry No. : NPTI/CO/Purch/ET-5/Vehicles/2018

Dated :

To

Subject: - Empanelment of Agencies for Hiring of Vehicles-reg.

Dear Sir,

1. National Power Training Institute, (hereinafter called "NPTI"), is a National Apex Body of the Govt. of India, Ministry of Power. NPTI invites bids for Empanelment of Agencies for Hiring of Vehicles, in NPTI (Corporate Office), Faridabad.
2. The Tender Documents include the following:
 - Section 1 - Letter of Invitation
 - Section 2 - Notice Inviting Tender
 - Section 3 - Instruction to Bidders
 - Section 4 - Special Conditions of Contract
 - Section 5 - Scope of Work
 - Section 6 - Pre-qualification Bid
 - Section 7 - Financial Bid
3. The bid shall be received upto 15:00 hrs on _____ and shall be opened on at 15:00 hrs on _____.

Thanking You

Yours faithfully

(S.N. Pandey)
Deputy Director (Purchase)
Phone No: 0129-2275448
Fax No: 0129-2277412
E-mail: snpandey@npti.in

SECTION-2
NOTICE INVITING TENDER

NOTICE INVITING TENDER

NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Govt. of India)
NPTI Complex, Sector-33, Faridabad – 121 003
Phone No. 0129-2275448
Fax No. 0129-2277412
Website : www.npti.in

DOMESTIC COMPETITIVE BIDDING **(Through call of open E-Tenders)**

1. E-Tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from bidders (a registered firm with GST) for Empanelment of Agencies for Hiring of Vehicles at NPTI (CO), Sector-33, Faridabad as per details given in **Section-5**.
2. The bidders may download E-tender document from NPTI Website www.npti.in or <http://eprocure.gov.in> w.e.f. _____ to _____ (upto 15:00 Hrs). Earnest Money Deposit of Rs. 14000/- only in the form of a Demand draft in favour of “National Power Training Institute”, payable at Faridabad is to be paid in accordance with para-5 of instruction to bidders.
3. The bidders may submit the tenders online at <https://eprocure.gov.in/eprocure/app> in two bids system (i.e. (i) Technical Bid and (ii) Financial Bid) in the prescribed proforma. Tenders are to be submitted only online through the e-procurement portal <https://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. No tender document will be accepted after the expiry of stipulated date under any circumstances whatsoever.

Name of Work	E-Tender for Empanelment of Agencies for Hiring of Vehicles at NPTI (CO), Sector-33, Faridabad
Estimated Value of Work	Rs. 7 Lakhs only
EMD	Rs. 14000/- only
Period of Contract	01 Year + 01 Year extendable after satisfactory performance
Date of Issue of Tender Document	_____

Document Download/Sale Start Date and time	_____
Last Date & Time of receipt of Bid	_____ at 15.00 hrs (E-tendering Mode Only)
Date & Time of Opening of Bid	_____ at 15.00 hrs
Date & time for opening of Financial Bid	To be intimated later
Address for Communication	Dy. Director (Purchase), NPTI (CO), Faridabad

Note:

4. The technical bid will be opened online on above date by a Tender Opening Committee of this office. At the first instance the technical bids shall be evaluated by the Tender Evaluation Committee (TEC) constituted by the competent authority. The financial bids of technically compliant bidders will be opened for which the date and time will be intimated in due course. The Tender Evaluation Committee (TEC), after the evaluation of the Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the Member of the TEC.
5. NPTI reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Documents, without assigning any reason, thereof.
6. NPTI reserves the right to accept or reject any or all the tenders without assigning any reason.

(S.N. Pandey)
Dy. Director (Purchase)
National Power Training Institute (CO)
Sector- 33, Faridabad
Haryana-121003

SECTION-3
INSTRUCTION TO BIDDERS

INSTRUCTION TO BIDDERS

- 1.0** National Power Training Institute (NPTI) is an autonomous institute under Ministry of Power, Govt. of India, and is National Apex Body for Training in Power Sector for the past five decades. NPTI invites E-Tender for Empanelment of Agencies for Hiring of Vehicles at NPTI (CO), Sector-33, Faridabad.
- 2.0** The Tender form/bid documents may be downloaded from the website: <http://eprocure.gov.in/eprocure/app> online submission of Bids through Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.**
- 3.0** Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. Any changes /modifications in tender enquiry will be intimated by corrigendum through this website only.
- 4.0** In case, any holiday is declared by the Government on the date of opening, the tenders will be opened on the next working day at the same time. NPTI reserves the right to accept or reject any or all the tenders.
- 5.0** The estimated cost is **Rs. 7 lakhs only**. The Earnest Money Deposit (EMD) of **Rs. 14000/-** (Rupees fourteen thousand only) in the form of Account Payee Demand Draft/Bankers Cheque in favour of “National Power Training Institute”, payable at Faridabad between **09 April to 27 April upto 15.00 Hrs**. Bids received for which EMD is not submitted by **15.00 Hrs on** will be summarily rejected. The technical bid should be submitted online in the proforma given in Annexure-I and the financial bid should be submitted online in the proforma as given in Annexure-II.
- 6.0** Bidders may not come at NPTI (CO), Faridabad for technical as well as financial bid opening however they can view live bid opening on CPPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at NPTI (CO), Faridabad they have to come with bid acknowledgement slip generated after successful submission of online bid.
- 7.0** Aspiring Bidders who have not enrolled/registered in e-procurement should enrol/ register before participating in the tender through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

- 8.0** Tender shall be accepted under Two Bid System. The interested bidders may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted only online through the e-procurement portal <https://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tender sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.
- 9.0** Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering. The Bidders are required to submit the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>. The detailed procedure for submission of e-bid is available <http://eprocure.gov.in/eprocure/app>.
- 10.0** Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 11.0** After downloading / getting the tender document/schedules, the bidder should go through them carefully and then submit the documents as asked, otherwise the bid will be rejected.
- 12.0** In case of any query, clarifications thereto may be obtained online through the tender site, or through the contact details, Bidder should take into account the corrigendum published before submitting the bids online.
- 13.0** It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 14.0** Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/xip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2MB. If any document is more than 2MB, it can be reduced through zip/rar and the same

can be uploaded, if permitted. Bidders Bid documents may be scanned with 100 dpi with black and white option. However if the file size is less than 1MB the transaction uploading time will be very fast.

- 15.0** Any clarifications issued through corrigendum shall form the part of this NIT. This may be obtained through the site. Bidders should take into account the corrigendum published from time-to-time before submitting the online bids.
- 16.0** The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 17.0** For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. For any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to cppp-nic@nic.in
- 18.0** The bidder may visit the proposed site and inspect the relevant documents before filling in and submitting the tender to get fully acquainted with the scope of work.
- 19.0** The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity. The EMD of Bidders who are not selected will be returned within one month of allotting the contract (without any interest). The EMD may be forfeited if the bidder withdraws his bid during the period of validity specified by the bidder on the bid form, or in the case of successful bidder, if the bidder fails to sign the Contract Agreement and deposit the Security Deposit within the stipulated time limit. EMD of unsuccessful bidders shall be returned after the acceptance of the Purchase Order by the successful bidder/s.
- 20.0** The successful bidder shall deposit **(5%), Rs.35000** As security towards Contract Performance Guarantee (CPG) and no interest thereon shall be payable. The Security Deposit shall be given in the form of Bank Guarantee or by Demand Draft in favor of **National Power Training Institute, payable at Faridabad.** The format for Contract Performance Guarantee is attached as Annexure-1B

21.0 The bid shall remain valid for a period of 6 months from the date of receipt of the bid.

22.0 The Bidder should carefully read and understand before filling in and submitting the bid. No claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

23.0 RATES AND PRICES

23.1 Bidders shall quote the rates in the format given at Section-7. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.

23.2 All statutory duties may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall cause forfeiture of the EMD.

24.0 TERMS OF PAYMENT

Payment will be released within a month after receipt of bill and certification by authorized officer of National Power Training Institute that the services provided during the month are satisfactory.

25.0 EVALUATION OF BIDS

25.1 National Power Training Institute will determine the substantial responsiveness of each bid with reference to bid terms and conditions. For this purpose a substantially responsive bid is one, which conforms to all the terms and conditions of the bid documents without material deviations.

25.2 NPTI's determination of bidder's responsiveness will be on the basis of contents of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it would be liable to be rejected and may not substantially be made responsive by the bidder by correction of the non-conformity. All decisions by NPTI on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny.

25.3 The evaluation of bids shall be done category-wise, on least cost basis to NPTI for each item of the individual category. Those bidders who will accept the least cost-rate of each item of the respective category shall be recommended for empanelment for that particular category. While the contract will be awarded for

a period of 1 year extendable by another 1 year after satisfactory performance on the same rate terms and conditions on mutual agreement. The Institute would be free to terminate the contract after giving advance notice of 1 month in writing

26.0 AWARD OF CONTRACT

The bids will be first evaluated on the parameters indicated in QR. Financial bids of such agencies who meet the qualifying requirements shall be opened. NPTI proposes to empanel 02 agencies having their garage in Faridabad and one agency having garage at Delhi/NCR. It is to clarify that agencies empanelled under category A,B,C & D provisions of para 5 of Section – 5 will apply. For each category, the sum total of all items shall be calculated and the bidders will be arranged in the order of the ascending rates on the basis of sum total of all items. Lowest rate for each item for each category shall be determined on the basis of lowest rate of 3 agencies indicated above. Thereafter the first 3 agencies as indicated above shall be asked to match the lowest rate of each item as indicated above under each category. Those 3 agencies who match the above lowest rates of each item shall be empanelled. Any such agency who does not agree to the lowest rate of each item of each category shall not be considered and chance will be offered to next bidder in sequence.

27.0 CONCILIATION / ARBITRATION

- 27.1 If any dispute(s) or difference(s) of any kind whatsoever arises between the Parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Director General, NPTI.
- 27.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences detailed above shall be referred to and settled as per Arbitration & Conciliation Act.
- 27.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
- 27.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time-to-time.
- 27.5 The venue of the arbitration shall be Faridabad, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

27.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendent-lite interest during arbitration proceedings.

28.0 FORCE MAJEURE

28.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

28.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely NPTI and the Contractor.

28.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NPTI shall have the option of canceling this contract in whole or part at its discretion without any liability on its part.

28.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

29.0 APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Faridabad.

30.0 No alternative offer shall be considered.

31.0 NPTI reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NPTI action.

32.0 NPTI reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

General:

These Special Instructions (for e-Tendering) supplement 'General Instructions to Bidders' (GIB), as given in Section-3 of the Tender Documents. Submission of Bids only through online process is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, NPTI has decided to use the (<http://www.eprocure.gov.in>) through NIC's (National Informatics Centre) Central Public Procurement Portal, Ministry of Communications, Government of India. Benefits to Suppliers are outlined on the Home-page of the E-portal.

Instructions:

1. Tender Bidding Methodology:

Sealed Bid System 'Single Stage – 2 e-Envelopes'.

In case of two e-Envelope system Financial & Techno-Commercial bids shall be submitted by the bidder at the same time.

2. Broad outline of activities from Bidders prospective:

- a) Procure a Digital Signing Certificate (DSC)
- b) Register on NIC's (National Informatics Centre) Central Public Procurement Portal (CPPP)
- c) Create Users and assign roles on CPPP
- d) View Notice Inviting Tender (NIT) on CPPP
- e) Download Official Copy of Tender Documents from CPPP
- f) Clarification to Tender Documents on CPPP Query to NPTI (Optional) View response to queries posted by NPTI, as addenda.
- g) Bid-Submission on CPPP: Prepare & arrange all documents/papers for submission of bid online and offline.
- h) Attend Public Online Tender Opening Event (POTOE) on CPPP Opening of Techno-Commercial Part.
- i) View Post-TOE Clarification posted by NPTI on CPPP (Optional) Respond to NPTI Post-TOE queries.

- j) Attend Public Online Tender Opening Event (TOE) on ETS Opening of Financial-Part(Only for Technical Responsive Bidders)
- k) Participate in e-Reverse Auction on CPPP (Not applicable in this Tender).
- l) Submission of offline documents in sealed envelope at NPTI (CO), Faridabad.
- m) Please ensure that the total size of the scanned documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However, it shall be sole responsibility of bidder that the uploaded documents remain legible.
- n) Utmost care may be taken to name the files/documents to be uploaded on CPPP. There should be no special character or space in the name of file. Only underscores are allowed. The illustrative examples are given below:-

File name	Allowed or not allowed in CPPP	Reason for Allowed/Not allowed
QA Certificate	Not allowed	Space in between words/characters not allowed
QA Certificate(1)	Not allowed	Special characters not allowed
QA_Certificate	Allowed	Underscore allowed between words /characters
QACertificate	Allowed	Upper & lower cases allowed

- o) It is advised that all the documents to be submitted (See Clause 5 below) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ Section –VII (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved

in a secret folder on your computer. The names & total size of documents (**Preferably below 50 MB**) may be checked.

For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the CPPP.

3. Digital Certificates:

For integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in> for more details].

4. Registration:

To use the NIC's Central Public Procurement Portal (<http://www.eprocure.gov.in>). Vendor needs to register on the portal. The vendor should visit the home-page of the portal (www.eprocure.gov.in) and to the e-procure link then select Bidders Manual Kit.

Note: Please contact NIC Helpdesk (as given below), to get your registration accepted/activated.

NIC Help Desk No.:

Telephone No. 1800 233 7315

Email ID: cphp-nic@nic.in (Please mark cc: support-nic@ncode.in)

NPTI Contact, for Faridabad:

(S.N. Pandey)

Dy. Director (Purchase)

NATIONAL POWER TRAINING INSTITUTE

NPTI Complex, Sector –33, Faridabad – 121 003

INDIA Tel: 0129-2275448, Telefax: 0129-2277412

5. Bid related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on CPPP. Broad outline of submissions area follows:

- a) Submission of Bid Security/Earnest Money Deposit (EMD)
- b) Submission of digitally signed copy of Technical Bid & Financial Bid (Excel Sheets).
- c) Tender Documents/Addendum/Addenda
- d) Two Envelopes

- Techno-commercial-Part
- Financial-Part

Each of the above electronic envelopes consists of Main bid and Electronic form (both mandatory) and bid Annexure (Optional).

NOTE: Bidder must ensure that after following above the status of bid submission must become – “Complete”.

Bidders must ensure that all documents uploaded on e-tender portal as files or zipped folders, **contain valid files and are not corrupt or damaged due to any processing at bidder PC system like zipping etc. It shall be the responsibility of bidder himself for proper extractability of uploaded zipped files.**

Any error/virus creeping into files/folder from client end PC system cannot be monitored by e-tender software/server and will be bidder’s responsibility only.

In case the files are non-extractable or illegible otherwise, then the bidder’s authorized representative shall be given one chance by Tender Opening Committee to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence.

If, even after above chance, the bidder is unable to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence then no fresh bid in any form, soft or hard copies, shall be accepted by tendering authority and his bid shall be summarily rejected and treated as non-responsive.

6. Offline Submissions:

The bidder is requested to submit the following documents offline to NPTI (CO), Faridabad, on or before **15:00 Hrs on 27 April** in a Sealed Envelope:

- a. DD for EMD in accordance with Clause 2 of NIT.

Note: 1.The Bidder has to upload the Scanned copy of all the above mentioned original documents during Online Bid-Submission.

Note:2. Special Note on Security of Bids: Security related functionality has been rigorously implemented in CPPP in a multi-dimensional manner. Starting with ‘Acceptance of Registration by the Service Provider’, provision for security has been made at various stages in Electronic Tender’s software. Security related aspects as regard Bid Submission are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the ‘Electronic Forms’ and the ‘Main-Bid’ are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a ‘password’, a Pass-Phrase can

be a multi-word sentence with spaces between words (e.g. I love this World). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in CPPP is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officers who will open the bid. Else Tender Opening Officer may authorize the bidder to open his bid himself. There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

7. Public Online Tender Opening Event (TOE)

CPPP offers a unique facility for 'Public Online Tender Opening Event (TOE)'. 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. For this purpose, representatives of bidders (i.e. Supplier organization) dully authorized are requested to carry a Laptop and Wireless Connectivity to Internet.

Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on CPPP. As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The work of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.

CPPP has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders in electronic forms. A detailed Technical and/or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.

CPPP has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on CPPP. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

NOTE: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event, during e-auction, it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement/ e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of NPTI by the bidders in time, then NPTI will promptly re-schedule the affected event(s).

8. Other Instructions:-

For further instructions, the vendor should visit the home-page of the portal (www.eprocure.gov.in), click on e-procure and go to the Bidders Manual Kit. The compatible support software (PDF Converter, Java, etc) for online bid submission may be downloaded from CPP Portal.

The help information provided through '**CPPP User-Guidance Centre**' is available in three categories –

Users intending to Register/First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of CPPP.

The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to –

- a.** Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender Submission deadline on **CPPP**.
- b.** Register your organization on **CPPP** well in advance of your first tender submission deadline on **CPPP**.
- c.** Get your organization's concerned executives trained on **CPPP** using online training module well in advance of your tender submission deadline on **CPPP**.

- d. Submit your bids well in advance of tender submission deadline on **CPPP** (DOT should not be responsible any problem arising out of internet connectivity issues).

Note: While the first three instructions mentioned above are especially relevant to first-time users of the **CPP-Portal**, the fourth instruction is relevant at all times.

9. Minimum Requirements at Bidders end

Computer System with good configuration (Minimum P-IV, 1GB RAM, Windows XP) 2Mbps of Broadband connectivity with UPS. Microsoft Internet Explorer 6.0 or above Digital Certificate(s) for users.

10.PRICE SCHEDULE/BOQ:

Utmost care may kindly be taken to upload price schedule / BOQ. Any change in the format of price Schedule/BOQ file shall render it unfit for bidding. Following steps may be followed: -

1. Download price schedule/BOQ in XLS format.
2. Fill rates in down loaded price schedule/BOQ as specified in XLS format only. Please enter only bidder name and rates in figures.
3. BOQ file is password protected XLS file. Don't unprotect the file. Price has to be filled in the same file and the same has to be uploaded.
4. Save filled copy of downloaded Consolidated sheet/BOQ, price schedule/BOQ file, in your computer and remember its name & location for uploading correct file (duly filled in) when required.

SECTION-4
CONDITIONS OF CONTRACT

1.0 RESPONSIBILITY OF THE AGENCY

- 1.1 The agency shall provide vehicles registered in Faridabad / Delhi / NCR (Petrol/Diesel/CNG) of Model registered on or after 01.01. 2014 or later as per our requirement with well behaved / skilled drivers in proper uniform having knowledge of routes & minor repairs of cars and valid driving licenses. All the cars shall carry first aid box, Stepney and toolbox.
- 1.2 If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, the vehicle may be rejected and sent back. No payment shall be made on account of car so rejected.
- 1.3 In case of break down the contractor shall provide alternate vehicle of same category failing which the touring executive(s) will be allowed to hire any vehicle and complete the journey and the amount thus incurred shall be recovered from the bills of the contractor.
- 1.4 All kinds of repairs / maintenance cost, charges of petrol, oil, lubricant, fee towards licenses/registration taxes such as road tax, permit fee etc., challans, salary/ overtime of the driver, insurance premium etc. are the responsibility of the contractor and shall be borne by the Contractor all along. NPTI will reimburse toll tax, parking charge and state passenger tax wherever incurred on submission of original receipt. The driver should be provided with petty cash for the purpose.

2.0 LIQUIDATED DAMAGES

The agencies shall be liable for liquidated damages on contract price in the manner indicated below:

S. No	Nature of Default	LD of per day hiring charge of requisite vehicle	Mode of Deduction as LD
1	Failing to provide vehicle after confirmed booking	1000/-	Deduction from Running Bill / CPG
2	Late reporting (Beyond 30 minutes)	200/-	-Do-
3	Indecent behavior of driver / Driver with dirty uniform	200/-	-Do-
4	Improper condition of vehicle interior/exterior or vehicles registered before 01.01.2014	500/-	- Do -

3.0 VEHICLE REQUISITIONING & DUTY SLIP

3.1 Booking made by authorized NPTI official(s) shall only be considered for the purpose of payment.

3.2 The agency shall maintain the duty slips, for the vehicles hired on daily basis, as per Proforma enclosed for every trip / requisition. The duty slip should be got signed by the user, which would indicate the opening and the closing meter reading with time and date at the point of starting/ending the journey by the user. It should ensure that there is no overwriting in the duty slips. Tampering with the contents of the duty slips would be viewed very seriously. In no case duty slip without signature will be accepted for payment unless specifically intimated in advance.

4.0 PAYMENT & REIMBURSEMENT

4.1 The agency shall submit bills, in duplicate within the first week of each month for the Preceding month for release of the payment within 30 days of the month complete in all respects along with duty slips and monthly statement of journey. The bill should be submitted to the Indenting department. The Indenting department shall verify the bill and submit it to finance department for release of payments. TDS as applicable shall be deducted from the bills of agency. Bills having cutting and over writing shall not be entertained. No advance payment shall be made under any circumstances.

4.2 Kms. Charges for hill area shall be same as that of plain area.

4.3 Parking charges, Toll Tax, and State Passenger Tax (if applicable) wherever incurred shall be reimbursed as per actual by NPTI on certification by the user on submission of documentary proof (original receipt).

5.0 NON-AVAILABILITY OF VEHICLE

5.1 In case of non-availability of the vehicles owned by the bidder/contractor, the contractor may provide vehicles owned by others conforming to NPTI requirements. Upgraded models or higher category cars (of models not older than 2014) may also be provided at the same rates, terms and conditions with prior permissions of NPTI.

6.0 METER TAMPERING

6.1 Agencies would ensure proper sealing of meter. NPTI reserves the right to get the meter calibrated or checked at any time at its sole discretion. Tampering of meter reading and misbehavior of driver shall be viewed seriously, leading to even cancellation/termination of contract and forfeiture of

security deposit. 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.

7.0 STATUTORY REQUIREMENTS

- 7.1** The cars sent to our office on our requisition must have all relevant documents like Registration Book/Driving license/Insurance/Road tax Receipt/Permit for Passenger Taxi/Pollution Certificate etc. The vehicle should be licensed and shall have valid permits for plying in Delhi/NCR in case of local journey. The vehicle should conform to all Govt. rules and regulations being in force from time to time.
- 7.2** The driver should abide by the rules laid down by Transport Authority or any Authority relevant to the subject and should always strictly follow the Traffic rules and regulations so as to ensure safety of the passenger.
- 7.3** Compliance of all statutory obligations viz. Industrial Dispute Act, Workmen's Compensation Act, Contract labour (R&A) Act, shall be ensured by the agency. The agency shall indemnify and shall always keep NPTI indemnified against any liability due to non-compliance of statutory obligations by the agency or any of its agents/servants/driver or for any reason whatsoever. The agency will be responsible for the conduct of their staff.

8.0 QUALIFYING REQUIREMENTS FOR BIDDERS

S. No.	DESCRIPTION	DOCUMENTS TO BE ATTACHED WITH PRE-QUALIFICATION BID
1	The bidder should have at least two (2) years experience in work of similar nature with Govt./PSU/large corporate of repute, with an average annual turnover of Rs. 4 Lakhs during the last 2 years	<p>a) Copies of Certificate of Incorporation/copy of the partnership deed/instrument of Partnership.</p> <p>b) Certified Documentary evidence of the turnover.</p> <p>c) List of clients with names, address and contact nos. of concerned officials.</p>
2	The bidder should have Swift Dzire/ Indica/ Indigo/ Innova/ Tavera/ Honda City/ Honda Civic/ Maruti SX4/ Toyota Corolla of model 2014 or later registered as taxis in the name of company/ firm/ partner/ director/long term tie up.	Photocopies of Registration Books of at least 02 nos. cars registered as commercial vehicle under category A&B and 01 No. Car registered as commercial vehicle under category C&D along with the latest and valid insurance covers. Original documents would be physically verified before finalization of the empanelment of the parties.
3	The bidder should have his office /Garage in Faridabad/Delhi/NCR with phone/mobile connection, and capable of providing taxis round the clock.	Details to be furnished along with the Pre-qualification bid.
4	The company should have GST No.	Copy of registration certificate indicating GST No.
5	Income Tax Return, PAN/GIR No.	Copy of PAN/GIR

VEHICLE DUTY SLIP

1. Name of the Agency. : _____ Dated: _____
2. Vehicle No. : _____ Petrol/Diesel/CNG: _____
Driver Name. : _____ Mob: _____
3. Name of requisitioning Officer: _____
4. Address (where vehicle required): _____
5. Reporting Place. : _____ Reporting Time/date.: _____
Releasing Place. : _____ Releasing Time/date.: _____
6. KM.READING
 - i. (a) Opening reading in figures at the reporting place _____
(b) Address of Reporting Place _____
 - ii. (a) Closing reading in figures at the Releasing Place _____
(b) Address of Releasing Place _____Total Kilometers _____
7. Toll tax/DND & parking charges etc. paid, if any ₹ _____

Certificate: It is certified that the details as indicated above have been verified & are correct.

Signature of the Employee User/Indenter
Name: _____
Designation: _____
Department: _____
Phone No. incl. Extn. _____
Any other: _____

To be filled up by the Agency

- a) Total Kilometers 6. ii (a) – 6. i (a) above : _____
- b) Kilometers from Garage to Reporting Place : _____
- c) Kilometers from Releasing Place to Garage : _____

Total Kms.. : _____

Signature of Authorized person of the Agency

Name: _____
Designation: _____

SECTION-5
SCOPE OF WORK

SCOPE OF WORK

- 1.0** The scope of work covers empanelment of transport agencies for hiring vehicles and finalizing rates of different category of vehicles for NPTI, Corporate Office, Faridabad to travel within Delhi / NCR, and outside Delhi /NCR as and when required under different Categories to NPTI as per the terms & conditions of the contract specified herein and shall maintain an office with adequate staff and telephone facilities round the clock. If required agency should provide vehicle according Odd-Even requirement imposed by government from time to time.
- 2.0** The agency shall provide AC-commercial vehicles duly registered in Faridabad/ Delhi/NCR on or after 1.1.2014 (Petrol/Diesel/CNG) and complying to emission norm of Bharat Stage III / IV (Euro III / IV) of the following categories:-

ON DAILY BASIS (08 hrs. / 80 kms.) (As & when required), (4 hrs./40 kms.) (As & when required):

Category No.	Category Name	Vehicle Name
Category (A)	Economy Cars (2 box hatchback)	Tata-Indica / Swift/ i10/ i20/Punto/Skoda Fabia etc.
Category (B)	Medium Cars (3 box sedan)	Maruti-Swift-Dzire/Ford Fiesta/Indigo/ Logan/Chevrolet Aveo/Fiat Linea etc.
Category (C)	Deluxe Cars	City i-VTEC (Honda), Maruti SX4/ Verna/ Chevrolet Optra, etc.
Category (D)	Spacious Cars/ MUV	Tata Vectra / Scorpio / Innova / Tavera / Xylo etc.

***An agency can quote for one or more than one category.**

- 3.0** The vehicles shall be hired on daily basis as & when required only and NPTI cannot guarantee for its requirement.
- 4.0** All the vehicles to be provided should have AC facility which may require in case of journey by higher officials, if required.
- 5.0** Billing will be made as per on actual running basis i.e. without allowing any garage mileage. In case of only onward journey, return journey will be payable as per onward mileage basis.
- 6.0** Journey within Delhi/ NCR area will be treated as local journey.
- 7.0** The vehicles deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per NPTI requirement with proper pollution check and valid pollution certificate.

- 8.0** The vehicle shall always be provided with decent upholstery, clean seat covers, comfortable seat cushions and other basic fittings / accessories like radio cassette player etc. for maximum comfort of passengers.
- 9.0** Drivers of vehicles must be provided and maintain mobile phones. No extra charges would be paid by NPTI for the same.
- 10.0** The upholstery and seat covers of vehicle should be kept properly cleaned.
- 11.0** The agency shall provide well-behaved, pleasant personality, well mannered and proper Hindi or English speaking drivers in clean and proper uniform with valid driving license of minimum 02 years old and should be able to read duty slip and signboards in English and Hindi.
- 12.0** The driver should also have some knowledge of car mechanism so that he could attend minor repairs and should be well conversant with the roads and routes in Delhi/ NCR and adjacent areas.
- 13.0** In case of break down / servicing / repair, the contractor shall provide alternate vehicle of same Make and model or higher failing which vehicle shall be hired from any other source / sources at the risk and cost of the contractor.
- 14.0** Deductions in case of vehicle not meeting the specification
- (a) If the interior of the vehicle is not in good condition, 5% deduction from the bills shall be done.
 - (b) In case Commercial Vehicle of model 2014 or later is not available, older Vehicle in good conditions must be sent with consent of NPTI. However payment will be made after deducting 20% in each journey.
- 15.0** In case of non reporting / refusing to provide the requisite Vehicle, the same may be hired from any other source(s) at the risk and cost of the contractor, besides any other penal action which may be even termination of contract.
- 16.0** The maintenance cost, charges of fuel (Petrol/Diesel/CNG), road tax, permit fee, passenger Tax, Border Tax, challans, salary of the driver, the overtime and mobile phone charges of driver etc. are the responsibility of the contractor and should be paid by the Contractor.
- 17.0** Insurance: The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all passengers also.
- 18.0** The Contractor shall be fully responsible for any loss or damage to the vehicle or occupant and shall be liable to pay full compensation for any injury or any other loss to the passengers.
- 19.0** NPTI reserves the right to get the meter calibrated or checked at any time at its 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 which may even lead to termination of Contract.

- 20.0** The Vehicle sent to our office on our requisition must have all relevant documents like registration Book / Driving license / Insurance / Road Tax Receipt / Permit fee / pollution Certificates / Passenger Tax / Border Tax /Mobile Phone etc. The vehicle should be licensed and shall conform to all Govt. rules and regulations being in force from time-to-time.
- 21.0** In case of non-availability of vehicles with the Agency, vehicles other than those owned by the Agency may be provided as an ad hoc arrangement only and should be replaced by own vehicle at the earliest opportunity in any case within one month.
- 22.0** The agency must provide the photocopy of the Registration Documents of the vehicle duly attested / notarized and certified by the owner of Contractor / Agency. However, the original registration paper shall be provided by the Agency on demand in case any further verification is required in case of any doubt.
- 23.0** The Agency shall maintain the duty slips, for the vehicles hired on daily basis, as per Proforma attached for every trip / requisition. The duty slip should be got signed by the user which would indicate the Vehicle No, opening and the closing meter reading with time and date at the point of starting / ending the journey by the user. 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 unless specifically intimated in advance.

SECTION-6

PRE-QUALIFICATION BID (CONTENTS OF ENVELOPE – 1)

HIRING OF VEHICLES – PRE-QUALIFICATION BID

1. General Particulars of the Bidders

Sl. No.	General particulars of the Agency	Details to be filled up by the Bidder			
1.	(a) Name of Firm				
	(b) Regd. Address				
	(c) Address of Office				
	(d) Address of Garage				
	(e) Year of Establishment of the firm				
	(f) Contact Person's a. Name & Designation b. Tel. No. Landline / Mobile c. Email ID d. Mobile e. Fax				
	(g) PAN No.				
	(h) GST No.				
2.	Type of Firm: Private Ltd./Public Ltd./Cooperative/ NGO/ PSU/Proprietary firm/Partnership firm. (Please enclose copy of Memorandum/Articles of Association / Certificate of Incorporation/ Proprietary firm/Partnership firm.				
3.	Total Number of Taxis registered in each category	A	B	C	D
4.	Bank A/c No. (Please enclose an unsigned cancelled cheque)				
5.	Number of Cars in the name of the Firm/Partner/Director				
6.	Details of Earnest Money Deposit (EMD) DD No. : Dated: Amount : Drawn On :				

(Signature of Authorized Person with Seal)

2. QUALIFYING REQUIREMENTS DATA

S. No.	QR Parameters	QR Data					Whether required documents attached Yes/No	
1.	The bidder should have at least two (2) years' experience in work of similar nature with large corporate of repute, with an average annual turnover of ₹4.00 Lakhs during the last 2 years	A)	Copies of Certificate of Incorporation/Copy of the Partnership deed/Instrument of Partnership					
		B)	List of clients with names, address and contact nos. of concerned officials					
		S. No.	Name, Address, Contact No. of the Organization	Contract period (From & To)	Details of services (No. of vehicles) provided	Contracts still on (Yes/No)	Enclose Certificate of experience from Client Organization (Yes/No)	
		1.						
		2.						
3.								

		4.						
		C)	Average annual turnover of last 2 years.					
			Year	Annual Turnover	Average Turnover	Photocopy of supporting document Attached (Yes/No)		
			2015-16					
			2016-17					
2.	The bidder should have Swift Dzire/ Indica/ Indigo/ Innova/ Tavera/ Honda City/ Honda Civic/ Maruti SX4/ Toyota Corolla etc., of model 2014 or later registered as commercial vehicle in the name of company/ firm/ partner/ director/long term tie up and provide Photocopies of Registration Books of at least 02 nos. cars registered as commercial vehicle under category A&B and 01 No. Car registered as commercial vehicle under category C&D along	A)	CATEGORY- A: ECONOMY CARS (Tata-Indica/Swift/i10/i20/ Punto/ Skoda Fabia etc.)					
			No. of registered cars in the name of Firm /Partners/ Director	Date of registration	Whether Commercially Registered (Yes/No)	Photocopy of RC Book Attached (Yes/No)	Photocopy of Insurance Certificate Attached (Yes/No)	

with the latest and valid insurance covers	B)	CATEGORY – B: MEDIUM CARS (Maruti- Swift-Dzire / Ford-Fiesta / Indigo / Manza VX / Logan / Cheverlet Aveo / Fiat Linea etc.) – All AC Vehicles.					
		No. of registered cars in the name of Firm /Partners/ Director	Date of registration	Whether Commercially Registered (Yes/No)	Photocopy of RC Book Attached (Yes/No)	Photocopy of Insurance Attached (Yes/No)	
	C)	CATEGORY-C: Deluxe Cars (City i-VTEC (Honda)/Maruti SX4/Verna/Cheverlet Optra, etc)					
		No. of registered cars in the name of Firm /Partners/ Director	Date of registration	Whether Commercially Registered (Yes/No)	Photocopy of RC Book Attached (Yes/No)	Photocopy of Insurance Attached (Yes/No)	
	D)	CATEGORY-D: SPACIOUS CAR (Tata Vectra / Scorpio /Innova / Tavera / Xylo etc..)					
		No. of registered cars in the name of Firm /Partners/ Director	Date of registration	Whether Commercially Registered (Yes/No)	Photocopy of RC Book Attached (Yes/No)	Photocopy of Insurance Attached (Yes/No)	

3.	The bidder should have his office /Garage in Faridabad/Delhi/NCR with phone/mobile connection, and capable of providing taxis round the clock	A)	For Category A					
			Garage Details	Address			Phone/Mobile	
			Garage in Faridabad/ Delhi/NCR					
		B)	For Category B					
			Garage Details	Address			Phone/Mobile	
			Garage in Faridabad/ Delhi/NCR					
		C)	For Category C					
			Garage Details	Address			Phone/Mobile	
			Garage in Faridabad/ Delhi/NCR					
		D)	For Category D					
			Garage Details	Address			Phone/Mobile	

			Garage in Faridabad/ Delhi/NCR			
4.	The company should have GST No.					
5.	Income Tax Return, PAN/GIR No.					

(Signature of Authorized Person with Seal)

Note: Agencies / Bidders not submitting full information / documents at first instance run the risk of rejection.

SECTION-7

FINANCIAL BID (Contents of Envelope -2)

HIRING OF VEHICLES – FINANCIAL BID
PRICE BID-1A (for Agency having garage in Faridabad)

CATEGORY- A: ECONOMY CARS (Tata-Indica/Swift/i10/i20/Punto/Skoda Fabia etc.)

S.No.	DAILY BASIS	1st YEAR RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	a) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	b) Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	b) Night Stay Charges per night	

Applicable Taxes:

1	GST	
2	Other taxes, if any	

1. Journey outside Delhi/ NCR area will be treated as outstation journey.
2. The above rated quoted for Faridabad/Delhi-NCR
 - 2.1. If any bidder interested to quote for both location should submit separate price bid.
3. Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.
4. Payment for outstation journey shall be made as per example illustrated below.

Example:- 1

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 600 Km
Total Amount Payable will be	= Charges for 800Km + 3 Night Charges

(Signature of Authorized Person with Seal)

Example:- 2

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 900 Km
Total Amount Payable will be	= Charges for 800Km + Charges for 100Km on prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place:

PRICE BID-1B (for Agency having garage in Delhi/NCR)

CATEGORY- A: ECONOMY CARS (Tata-Indica/Swift/i10/i20/Punto/Skoda Fabia etc.)

S.No.	DAILY BASIS	1st YEAR RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	b) Daily basis up to 80 kms, 08 hrs (full day)	
	b) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	c) Daily basis up to 80 kms, 08 hrs (full day)	
	d) Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	b) Night Stay Charges per night	

Applicable Taxes:

1	GST	
2	Other taxes, if any	

1. The above rated quoted for Faridabad/Delhi/NCR

1.1. If any bidder interested to quote for both location should submit separate price bid.

2. Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.

3. Payment for outstation journey shall be made as per example illustrated below.

Example:- 1

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 600 Km
Total Amount Payable will be	= Charges for 800Km + 3 Night Charges

(Signature of Authorized Person with Seal)

Example:- 2

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 900 Km
Total Amount Payable will be	= Charges for 800Km + Charges for 100Km on prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place:

PRICE BID-2A (for Agency having garage in Faridabad)

CATEGORY - B: MEDIUM CARS (Maruti- Swift-Dzire / Ford-Fiesta / Indigo / Manza VX / Logan / Cheverlet Aveo / Fiat Linea etc.) - All AC Vehicles

S.No.	DAILY BASIS	1 st YEAR RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	c) Daily basis up to 80 kms, 08 hrs (full day)	
	c) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	e) Daily basis up to 80 kms, 08 hrs (full day)	
	f) Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	b) Night Stay Charges per night	

Applicable Taxes:

1	GST	
2	Other taxes, if any	

1. Journey outside Delhi/ NCR area will be treated as outstation journey.
2. The above rated quoted for Faridabad/Delhi/NCR
 - 2.1. If any bidder interested to quote for both location should submit separate price bid.
3. Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.
4. Payment for outstation journey shall be made as per example illustrated below.

Example:- 1

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 600 Km
Total Amount Payable will be	= Charges for 800Km + 3 Night Charges

(Signature of Authorized Person with Seal)

Example:- 2

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 900 Km
Total Amount Payable will be	= Charges for 800Km + Charges for 100Km on prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place:

PRICE BID-2B (for Agency having garage in Delhi/NCR)

CATEGORY - B: MEDIUM CARS (Maruti- Swift-Dzire / Ford-Fiesta / Indigo / Manza VX / Logan / Cheverlet Aveo / Fiat Linea etc.) - All AC Vehicles

S.No.	DAILY BASIS	1 st YEAR RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	d) Daily basis up to 80 kms, 08 hrs (full day)	
	d) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	g) Daily basis up to 80 kms, 08 hrs (full day)	
	h) Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	b) Night Stay Charges per night	

Applicable Taxes:

1	GST	
2	Other taxes, if any	

1. Journey outside Delhi/ NCR area will be treated as outstation journey.
2. The above rated quoted for Faridabad/Delhi/NCR
 - 2.1. If any bidder interested to quote for both location should submit separate price bid.
3. Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.
4. Payment for outstation journey shall be made as per example illustrated below.

Example:- 1

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 600 Km
Total Amount Payable will be	= Charges for 800Km + 3 Night Charges

(Signature of Authorized Person with Seal)

Example:- 2

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 900 Km
Total Amount Payable will be	= Charges for 800Km + Charges for 100Km on prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place:

PRICE BID-3A (for Agency having garage in Faridabad)

CATEGORY-C: DELUXE CARS (City i - VTEC (Honda)/Maruti SX4/Verna/Chevrolet Optra, etc)

S.No.	DAILY BASIS	1st YEAR RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	e) Daily basis up to 80 kms, 08 hrs (full day)	
	e) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	i) Daily basis up to 80 kms, 08 hrs (full day)	
	j) Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	b) Night Stay Charges per night	

Applicable Taxes:

1	GST	
2	Other taxes, if any	

1. Journey outside Delhi/ NCR area will be treated as outstation journey.
2. The above rated quoted for Faridabad/Delhi/NCR
 - 2.1. If any bidder interested to quote for both location should submit separate price bid.
3. Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.
4. Payment for outstation journey shall be made as per example illustrated below.

Example:- 1

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 600 Km
Total Amount Payable will be	= Charges for 800Km + 3 Night Charges

(Signature of Authorized Person with Seal)

Example:- 2

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 900 Km
Total Amount Payable will be	= Charges for 800Km + Charges for 100Km on prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place:

PRICE BID-3B (for Agency having garage in Delhi/NCR)

CATEGORY-C: DELUXE CARS (City i - VTEC (Honda)/Maruti SX4/Verna/Chevrolet Optra, etc)

S.No.	DAILY BASIS	1st YEAR RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	f) Daily basis up to 80 kms, 08 hrs (full day)	
	f) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	k) Daily basis up to 80 kms, 08 hrs (full day)	
	l) Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	b) Night Stay Charges per night	

Applicable Taxes:

1	GST	
2	Other taxes, if any	

1. Journey outside Delhi/ NCR area will be treated as outstation journey.
2. The above rated quoted for Faridabad/Delhi/NCR
 - 2.1. If any bidder interested to quote for both location should submit separate price bid.
3. Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.
4. Payment for outstation journey shall be made as per example illustrated below.

Example:- 1

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 600 Km
Total Amount Payable will be	= Charges for 800Km + 3 Night Charges

(Signature of Authorized Person with Seal)

Example:- 2

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 900 Km
Total Amount Payable will be	= Charges for 800Km + Charges for 100Km on prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place:

PRICE BID-4A (for Agency having garage in Faridabad)

CATEGORY -D: SPACIOUS CAR (Tata Vectra / Scorpio /Innova / Tavera / Xylo etc..)

S.No.	DAILY BASIS	1st YEAR RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	m) Daily basis up to 80 kms, 08 hrs (full day)	
	g) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	7. Daily basis up to 80 kms, 08 hrs (full day)	
	8. Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	b) Night Stay Charges per night	

Applicable Taxes:

1	GST	
2	Other taxes, if any	

1. Journey outside Delhi/ NCR area will be treated as outstation journey.
2. The above rated quoted for Faridabad/Delhi/NCR
 - 2.1 If any bidder interested to quote for both location should submit separate price bid.
3. Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.
4. Payment for outstation journey shall be made as per example illustrated below.

Example:- 1

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 600 Km
Total Amount Payable will be	= Charges for 800Km + 3 Night Charges

(Signature of Authorized Person with Seal)

Example:- 2

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 900 Km
Total Amount Payable will be	= Charges for 800Km + Charges for 100Km on prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place:

PRICE BID-4B (for Agency having garage in Delhi/NCR)

CATEGORY -D: SPACIOUS CAR (Tata Vectra / Scorpio /Innova / Tavera / Xylo etc..)

S.No.	DAILY BASIS	1 st YEAR RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	n) Daily basis up to 80 kms, 08 hrs (full day)	
	h) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	9. Daily basis up to 80 kms, 08 hrs (full day)	
	10. Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	b) Night Stay Charges per night	

Applicable Taxes:

1	GST	
2	Other taxes, if any	

1. Journey outside Delhi/ NCR area will be treated as outstation journey.
2. The above rated quoted for Faridabad/Delhi/NCR
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(Signature of Authorized Person with Seal)

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Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 900 Km
Total Amount Payable will be	= Charges for 800Km + Charges for 100Km on prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place:

TENDER ACCEPTANCE LETTER

(To be given on Company letter head)

To,
Dy. Director (Purchase)
NPTI, Corporate Office
Sector – 33, Faridabad
Haryana.

Subject: Acceptance of Terms and Conditions of tender –reg.

Tender reference No: _____

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the abovementioned tender/work from the website(s) namely:

As per your advertisement, given in the above mentioned website(s)

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No _____ to _____ (including all documents like annexure(s), schedule(s), etc which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance of tender.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt/Department /Public sector undertaking.
6. I/we certify that all information furnished by our firm is true and correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder with official seal)

PROFORMA FORMAT FOR CONTRACT PERFORMANCE GUARANTEE

Ref. No. _____

Dated: _____

Bank Guarantee No. _____

To,

National Power Training Institute
NPTI Complex, Sector-33
Faridabad – 121003, Haryana, India
Tel: 0129-2255213, 2275475, Telefax: 0129-2277412

Dear Sirs,

1. In consideration of National Power Training Institute with its Registered Office at NPTI Complex, Sector 33, Faridabad – 121003, (hereinafter called the “Owner” which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract No. _____ dated _____ (hereinafter called the Contract” which expression shall include all the amendments thereto) with M/s _____ having its registered /head office at _____ (hereinafter referred to as the ‘Contractor’) which expression shall, unless repugnant to the context or meaning hereof include all its successors, administrators, executors and assignees) and NPTI having agreed that the Contractor shall furnish to NPTI a performance guarantee for Indian Rupees for the faithful performance of the entire contract.
2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as “the Bank” , which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of Indian Rs./ _____ (in words) _____ without any demur, reservation, contest or protest and/or protest and/or without any reference to the Contractor. Any such demand made by NPTI on the bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal and shall continue to be enforceable until it is discharged by NPTI in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.
3. The Bank also agrees that NPTI at its option shall be entitled to enforce this Guarantee against the bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that NPTI may have in relation to the Contractor’s liabilities.

4. The Bank further agrees that NPTI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time for performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in NPTI against the said Contractor(s) and to forbear or enforce any of the terms and condition 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, act or omission on the part of NPTI or any indulgence by NPTI to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of NPTI under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till NPTI discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of NPTI or that of the Contractor.
7. The bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and constructed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs./(in figures) _____ (Indian Rupees/ in Words) _____ I and our guarantee shall remain in force until _____ (indicate the date of expiry or bank guarantee, any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of NPTI under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of NPTI under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

10.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this _____ day of _____ 2018 at _____

WITNESS NO 1

 (Signature)
 Full name and official
 Address (in legible letters)

 (Signature)
 Full name, designation
 Address (in legible letters)

WITNESS NO. 2

 (Signature)
 Full name and official
 Address (in legible letters)

Attorney as per Power of
 Attorney No _____
 Dated _____