

**FILE No. MoES/10/1/2016-Genl.
Government of India
Ministry of Earth Sciences
Prithvi Bhawan,
Lodhi Road, New Delhi –110003**

TENDER NOTICE FOR HIRING OF VEHICLES

On behalf of Hon'ble President of India, Ministry of Earth Sciences invites e-Tenders (bids are to be submitted online only at <http://eprocure.gov.in/eprocure/app>) from registered Taxi providers having their Headquarters or regional offices in National Capital Territory of Delhi and having a fleet of vehicles (A/c & Non. A/c **CNG Based** passenger cars) manufactured after 01.01.2011 to be given on hire (2011-2016 models). The vehicles should be in excellent condition for supplying on daily basis or monthly basis as and when required by the Ministry of Earth Sciences, 'Prithvi Bhawan', Lodi Road, New Delhi-110003.

The on-line quotations should be submitted in the prescribed tender format. The Tender fee of Rs.500/- and the Earnest Money Deposit (EMD) of Rs.2.0 lakhs is to be submitted through Bank Draft or Banker's cheque, Fixed Deposit Receipt or Bank Guarantee drawn in favour of D.D.O, Ministry of Earth Sciences payable at New Delhi and it should be drawn from any of the commercial banks.

The Bids can be submitted **on-line only** and these should be submitted to this Ministry, complete in all respect before 3.00 P.M on **17.06.2016**. The complete details of the tender are available on the Ministry's website (www.moes.gov.in) and Central Public Procurement Portal at <http://eprocure.gov.in/eprocure/app>

Deputy Secretary (General)
Tel: 24669509

Tender Document for Hiring of Vehicles

Document Control Sheet

Tender Document No.	MoES/10/01/2016-Genl.
Name of the Organization	Ministry of Earth Sciences
Period of Contract (years)	Two Years from the date of signing of contract
Date of Issue	12.05.2016
Last date for sale/download of tender document	17.06.2016 up to 03.00 pm
Last Date & Time for Receipt of Bids	17.06.2016, upto 3.00 pm
Date & Time of Opening of Technical Bids	17.06.2016 at 3.30 pm
Place of Opening of Bids	Conference Hall, Ministry of Earth Sciences, 'Prithvi Bhavan', Lodi Road, New Delhi -110003
Address of Communication	Deputy Secretary (General), Ministry of Earth Sciences, 'Prithvi Bhavan', Lodi Road, New Delhi -110003 (Tel. No.24669509).

Note: This tender document is not transferable

F.No.MoES/10/01/2016-Genl.
Ministry of Earth Sciences
Government of India
Prithvi Bhavan
Lodhi Road, New Delhi

NOTICE INVITING TENDERS

(Closing date & time up to 3.00 PM on 17.06.2016)

Note:- 1. This is an e-Tender and the Technical & Financial Bids are to be submitted on-line only.

2. The 'Instructions for Online Bid Submission' are given at Annex. I.

3. A Pro-forma for 'Tender Acceptance Letter' is given at Annex II which is also to be filled in and submitted with the Technical Bid.

Ministry of Earth Sciences (MoES) intends to hire 7-8 commercial cars [Category-A: 5-6 CNG Based AC cars (Maruti Ciaz/Tata Indigo/Hyundai Accent/Ford Ikon or equivalent) and Category-B: 2 Non AC CNG Based cars (Maruti Van, Eco or equivalent)] on monthly basis for its official use. In addition a few vehicles may be required on daily basis also, which will only be based on need. The contract shall be for a period of two years and may be extended upto maximum six months or 25% of the contract value as per para No.30. **The tender has to be submitted online on <http://eprocure.gov.in/eprocure/app>. The interested Tenders will be required to participate in e-tendering and all the tenderers should have a Digital Signature for the purpose of participation in the e-Tender process.**

2. The bid shall consist of two parts – Technical bid and Price bid. All the information sought under the head '**Terms and Conditions**' and '**Information to be supplied with technical bid**' is to be given in Technical Bid while Price quoted for the same will have to be mentioned only in the Price Bid. The price bids of only those parties shall be opened whose Technical Bids are found to be eligible.

3. An earnest money (Earnest Money Deposit) amounting to Rs. 2.00 lac (Rs. Two lakh only) in the form of Demand Draft / Banker's Cheque drawn in favour of the DDO, Ministry of Earth Sciences, payable at New Delhi has to be submitted with the Technical bid failing which the Technical bid shall be rejected.

The Tender fee of Rs.500/- and the Earnest Money Deposit (EMD) of Rs.2.00 lakh, in original, is required to be posted/couriered/deposited in person to the Tender processing Section (General Administration Section) of this Ministry latest by the last date and time of bid submission. The details of the Demand Draft/Banker's Cheque, physically sent must tally with the details available in the scanned copy and data entered during bid submission time otherwise the uploaded bid will be rejected. Tender/Bid received without tender fee shall be rejected.

4. The Technical bids shall be opened **on line** in the Conference Hall, Ministry of Earth Sciences, Prithvi Bhavan, Lodi Road, New Delhi – 110003 on the closing date as given in the Tender Schedule available above, in the presence of one representative of each of the bidders who wishes to be present.

5. The Price bid shall be opened after evaluation of Technical bids. The Financial Bids will be opened only of those firms/bidders who qualify the Technical Bid Evaluation Criteria. The bidders who qualify the Technical Bids will be informed about the date & time of opening of the financial bids and they can participate in the opening of their financial bids.

6. The rate of hiring of vehicles should be quoted as per attached price bid format. Tenderers should quote the rates for CNG driven vehicles only. They are also required to submit necessary permits / registration issued by the appropriate authority allowing them to use CNG.

7. Tenders document & terms & conditions regarding above may be directly downloaded from the Ministry's website <http://www.moes.gov.in/> or from the CPP Portal of Govt. of India at <http://eprocure.gov.in>.

Eligibility Criteria (to be provided with the Technical Bid)

- a. The taxi provider should have the ownership of at least 5 vehicles.
- b. The vehicles must have valid taxi permits to run in Delhi/ NCR.
- c. The vehicles' model should be of the year 2011 onwards.
- d. Scanned Copy of valid insurance of the vehicles are required to be enclosed.
- e. The bidder should have past experience of providing vehicles for one year to government Department/Ministry/PSU during the last 3 years. Proof of providing the vehicles together with a satisfactory performance certificate from the user agency should be enclosed.
- f. Bidders are required to enclose necessary permits / registration issued by the appropriate authority allowing them to use CNG.
- g. The bidder should be in a position to supply additional vehicles on daily basis, at a short notice, as per requirement at the time of any Conference/ meeting, this Ministry may organize
- h. The vehicles should preferably be of white or grey color.
- i. The bidder should possess PAN Card of Income Tax Department, and should have registration for Service Tax with the concerned Department/ Authorities.

- j. The bidder should not have been blacklisted by any Ministry/Department of Govt. of India.
- k. The average annual Turnover of the firm from taxi operation should not be less than Rs.25 lakh during the last 3 years. The bidders should enclose documents in support also.

Note:- Scanned documents in support of each of the above Eligibility conditions should be enclosed with the Technical Bid.

Other Terms and Conditions

The bidders must be capable of providing vehicles on the following terms and conditions:-

1. The successful bidder shall have to provide the desired number of vehicles. The Ministry may require 5-6 **CNG Based** AC cars of category-A and 2 **CNG Based** Non AC cars of Category-B on monthly basis.
2. The vehicles shall be at the disposal of MoES for 5 days a week (Monday to Friday). However, the user officers may require vehicles on Saturdays & Sundays also and the successful bidder should be able to provide the earmarked vehicles on Saturdays & Sundays or substitute vehicles in good condition only if the earmarked vehicles are not available due to servicing / repair etc.
3. Contract charges include monthly hire charges of vehicles along with driver, all repair and maintenance charges of vehicles, insurance, CNG, engine oil / lubricants and also any other incidental expenses. Parking / toll charges, if any, may be claimed by producing valid parking/toll slips along with monthly bills.
4. In the case of any accident, all the claims arising out of it shall be met by the successful bidder.
5. The vehicles will be kept neat and clean and in perfect running condition and provided with clean seat covers, curtains, perfume and tissue paper. All vehicles should have good upholstery.
6. If any vehicle goes out of order, the successful bidder shall provide a substitute vehicle immediately. In case the substitute vehicle doesn't report on time/does not report at all, the MoES / user officer would have a right to hire a vehicle from the market and the additional cost incurred by the MoES / user officer will be borne by the successful bidder.
7. Payment shall be made on presentation of the bills on monthly basis.
8. The drivers should have valid driving license and the vehicles should be registered with the concerned authorities of Central / State Government. A certificate to this effect should be provided. The drivers of the vehicles should be familiar with Delhi roads, well disciplined and must follow traffic rules and other regulations prescribed by the Government from time to time.
9. The contract between MoES and the successful bidder can be cancelled by giving prior notice of at least 45 days by the successful bidder. MoES reserves the right to terminate the contract at any time or stage during the period of contract, by giving seven days notice in writing without assigning

any reason and without incurring any financial liability whatsoever to the successful bidder.

10. Penalty for breach of terms & conditions:

- i. No payment will be made for vehicles supplied by the successful bidder older than 2011 model.
- ii. An amount @ Rs. 200/- per driver per day shall be deducted from the monthly bill if any driver(s) is/are found not wearing the approved uniform while on duty or not obeying traffic rules or undisciplined / discourteous.
- iii. An amount of Rs. 1000/- per vehicle per occasion would be deducted from the monthly bill for absence of drivers during duty hours.
- iv. An amount of Rs. 2000/- per vehicle per occasion would be deducted from the monthly bill for absence of drivers from duty during extra hours.
- v. In case the successful bidder is unable to provide vehicle(s) on any particular day(s), an amount of Rs. 2000/- per vehicle per day shall be deducted from the monthly bill in addition to deduction of hiring charges on pro-rata basis.

11. The drivers of the successful bidder engaged for duty at MoES should be courteous and well behaved while dealing with MoES officers and vehicle users. In the event of any complaint of misbehavior against any driver of the successful bidder, MoES reserves the right to insist for immediate removal of the driver from the duties of MoES and the successful bidder shall be under obligation to comply to such instruction within twenty four hours.
12. The drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition for which no separate payment shall be made by Department.
13. The successful bidder and drivers shall be bound to carry out the instructions of the MoES as well of the officers assigned to the vehicles.
14. A daily record indicating time and mileage for each vehicle shall be maintained in a logbook on mandatory basis. The logbook shall be got signed by the user officer or his personal staff (PA/PS/PPS) on regular basis.
15. Dedicated vehicles and drivers must be provided and changes will be allowed only in exceptional circumstances. The vehicles must be available at any time of any day as desired by the user officer concerned.
16. MoES reserves the right to accept or reject any or all quotations without assigning any reasons.
17. In the event of the award of the tender and prior to execution of the contract, the successful bidder shall be required to submit copies of the Registration Certificate and Comprehensive Insurance Policies of the vehicles being offered for hire and particulars with photographs of the drivers dedicated to each vehicle. He shall also be required to produce the vehicles in the office of the Section Officer (General) for the physical verification / inspection.
18. This contract will be effective for duration of **two years** from the date of signing the contract unless terminated earlier.
19. An interest free refundable performance security deposit equal to 5% of the value of contract for two years awarded in the form of Bank Guarantee in

- favour of the Drawing & Disbursing Officer (DDO), Ministry of Earth Sciences, New Delhi shall be submitted by the successful bidder at the time of the award of the contract. The performance security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. The value of contract awarded shall be calculated on the basis of fixed monthly charges of all vehicles hired by MoES. The security deposit shall be discharged after satisfactory completion of the contract period. If the successful bidder fails or neglects any of his obligations under the contract it shall be lawful for MoES to forfeit either whole or any part of performance security furnished by the successful bidder as compensation for any loss resulting from such failure. Ministry may also blacklist the successful bidder due to failure of services or major negligence in providing service, after following due procedure.
20. Rates of hiring the vehicles will be fixed during the period of contract and no request for revision of rates will be entertained, under any circumstances.
 21. Counting of distance will be from the starting point of the user officer and closing at the point where the user officer completes his/her journey. The distance covered in each way between reporting address and the garage / normal parking place will be allowed on actual basis or 8 kilometers, whichever is less. In the case of vehicles hired on daily basis, the starting point & closing point will be Prithvi Bhawan, Lodi Road, New Delhi.
 22. Counting of time will start from the starting point of the user officer and closing at the point where the user officer completes his/her journey.
 23. Duty hours of the vehicles shall be calculated on monthly accumulation basis counted in the manner prescribed in Para 22 above.
 24. Total kilometer run by the vehicles shall also be calculated on monthly accumulation basis counted in the manner prescribed in Para 21 above.
 25. The successful bidder shall not deploy vehicles hired by MoES for any other purpose or any other business during the validity of the contract.
 26. All Govt. Tax / Levy / Duty other than Service Tax for plying the vehicles in Delhi State will be borne by the successful bidder. The office will deduct Income Tax at Source under Section 194-C of Income Tax Act from the successful bidder's bills at the prevailing rates of such sum as income tax on the income comprised therein or any other statutory tax as applicable.
 27. The number of vehicles hired may increase or decrease depending on actual requirement.
 28. The bid shall remain valid for 180 days from the date of opening of bids. A bid valid for a shorter period shall be rejected by MoES as non-responsive. A bidder accepting the request of MoES for an extension to the period of bid validity, in exceptional circumstance, will not be permitted to modify his bid.
 29. The earnest money (bid security) may be forfeited:
 - i. If bidder withdraws his bid during the period of bid validity.
 - ii. If the successful bidder fails to sign contract or to furnish performance security.
 - iii. The bid security of unsuccessful bidder will be discharged / returned as early as possible but not before finalization of contract with the successful bidder.
 30. MoES reserves the right to extend the period and/or value of the contract in case of emergency, by a maximum of six months or 50% of annual contract value, whichever is earlier achieved. Successful bidder cannot renege to perform on same rates and under same conditions as contracted for the above extension.

Debarring Conditions:

- I. No vehicle should be supplied having registration in the name of employee of MoES or their close relative.
- II. No sub-contracting of the service allotted is permissible by MoES. The near relatives of all MoES employees either directly recruited or on deputation are prohibited from participation in this tender.
- III. The tampering of meter reading, vehicle usage timings, overwriting of summary / log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- IV. The contractor shall not engage any person below 18 years of age.

MoES will not have Obligation:

- I. No liability whatsoever for payment of wages / salaries other benefits and allowances to any personnel of the successful bidder that might become applicable under any Act or Order of the Govt. in this regard and the successful bidder shall indemnify MoES against any / all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
- II. No direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to MoES have to be suitably compensated by the successful bidder.
- III. Not be responsible for theft, burglary, fire or any mischievous deeds by his staff.
- IV. The successful bidder shall be the employer for his workers and MoES will not be held responsible fully or partially for any dispute that may arise between the successful bidder and his workers.

Arbitration:

In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Secretary, Ministry of Earth Sciences (MoES) or any other person appointed by him. 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 MoES 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 MoES employee he has expressed his views on all or any of the matter in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

The venue of Arbitration proceeding shall be Office of MoES at New Delhi or such other place as the arbitrator may decide.

The Arbitrator may from time to time with the consent of both the parties enlarge the time 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.

The courts at Delhi shall have the jurisdiction to decide any dispute that may arise in relation to the contract.

Pre-contract Integrity Pact:

The successful bidder shall enter into a pre-contract integrity pact with the designated officer of the Ministry. Format of the pre-contract integrity pact is given at Annexure.

Technical Bid Proforma (to be filled in and to be submitted as Technical Bid)

1. Name and Address of the bidder.
2. Nature of business.
3. Self attested copy of PAN Card and ITR for last three financial years.
4. Self attested copy of Service Tax Registration No.
5. Number of vehicles owned by the bidder along with proof of ownership.
6. Annual turnover in the past 3 financial years duly certified by a Chartered Accountant.
7. An undertaking to the effect that the Agency/Firm has not been blacklisted by any of the Ministry/Department of Govt. of India.
8. Details of vehicles provided to Central / state Government Ministries / Department / PSUs during last 3 years.
9. Name and address of other parties to whom vehicles were given on monthly hire during last 3 years.
10. Period for which engaged in the business of taxi service / tour operator.
11. Registration details of vehicles proposed to be provided to MoES on monthly hiring basis.
12. Permit for running of vehicles in Delhi/ NCR.
13. Valid insurance of the vehicles.

- Note:**
1. All documents related to above information should be signed by the bidder.
 2. All pages of technical bid should be serially numbered.

Price Bid

- A. The rate for hiring of vehicles should be quoted for 2400 kms (10 hours a day, 22 days (30 days month) / 23 days (31 days month) in a month) per month for the vehicles of two Categories mentioned in the Price Bid format. **Rates** quoted in any other format shall not be considered.
- B. Rates for extra km / hours must be separately specified.
- C. Rates for vehicles that may be hired on daily basis must be separately specified (i.e. for additional cars required on temporary basis).

Price Bid-1

(For providing vehicles to MOES on **monthly hiring basis**)

Names, Address and Telephone No. of bidder:

Sr.No	Rate of vehicles to be hired on Monthly basis	RATE IN Rs. (2011 on later model only) Category A (<u>CNG Based</u> AC cars) (Maruti Ciaz/Tata Indigo/Hyundai Accent/Ford Icon or equivalent)	RATE IN Rs. (2011 on later model only) Category B (<u>CNG Based</u> Non-AC cars) (Maruti Van, Maruti Eeco or equivalent)
	Description		
1.	Per month [10 hours a Day and 22/23 days (for 30/31 days month) in a month] for 2400 kms		
2.	For every extra Kilometer beyond 2400 kms.		
3.	For every extra hour beyond 10 hrs. per day		

Note: 1. Rates should be quoted in both figures and words (in case of mismatch words would be counted as correct)

2. Service Tax extra as applicable (also to be quoted)

Signature of the bidder with date and office

Seal:

Note: For the purpose of calculations, grand total of following rates shall be considered for each category of vehicles for monthly hiring: (a) Rate for 2400 kms; plus (b) charges for extra 500 kms (beyond 2400 kms); plus (c) charges for extra 50 hours (beyond 10 hours per day). The total will be calculated for Category A & B separately. Total for Category A will be multiplied by 6 and by 2 for Category B. Grand total will be made after adding both the figures. This Grand Total of Price Bid I will be added in the Grand Total of the Price Bid II to arrive at Lowest Bidder.

Price Bid-2

(For providing vehicles to MOES on daily hiring basis)

Names, Address and Telephone No. of bidder:

Sr.No	Rate of vehicles to be hired on basis	Rate for Category A CNG Based Vehicles (in Rs.)	Rate for Category B CNG Based Vehicles (in Rs.)
		(2011 on later model only) (Maruti Ciaz/ Tata Indigo/ Hyundai) Accent/Ford Icon or equivalent) AC CNG Based Col (1)	(2011 on later model only) (Maruti Van, Maruti Eeco or equivalent) Non-AC CNG Based Col (2)
1.	Per day (10 hours/100 kms.)		
2.	For every extra hour after 10 hours		
3.	For every extra Kilometer beyond 100 Kms		

Note: 1. Rates should be quoted in both figures and words (in case of mismatch words would be counted as correct)

2. Service Tax extra as applicable (also to be quoted)

Signature of the bidder with date and office

Seal:

Note: For the purpose of calculations, following rates shall be considered: (i) The rate per day (10 hours/100 km.) X22: Plus (ii) charge for extra 10 hours: plus (iii) charge for extra 100 km. The grand total will be sum of total of column (1), and (2) above, after applying above calculations.

Final Selection Criteria- The Tender will be awarded to the Lowest Bidder and the Lowest Bidder shall be selected based on the following criteria:-

The Lowest bidder will be decided based on the combined rates of Price Bid 1 and Price Bid II. Thus Tender will be awarded to the lowest bidder of the combined rates of Price Bid 1 and Price Bid II.

PRE CONTRACT INTEGRITY PACT

General

This pre-bid pre-contract Agreement (hereinafter called the integrity pact) is made on --- ---- day of the month of2016, between, on one hand, the President of India acting through Shri..... (Designation on the officer, Ministry/ Department), Government of India (hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and M/s.----- represented by Shri.....Chief Executive Officer (hereinafter called the "BIDDER" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to procure (Name of the Stores / Equipment / Item) and the BIDDER is willing to offer / has offered the stores and

WHEREAS is a private company / public company / Government undertaking / partnership / registered export agency, constituted in accordance with the relevant law in the matter and the BUYER in a Ministry / Department of the Government of India / PSU performing its functions on behalf of the President of India.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence / prejudiced dealings prior to , during the subsequent to the currency of the contract to be entered into with a view to :-

Enabling the BUYER to obtain the desired said store/ equipment at a competitive price conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bidding or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

1.0 **Commitments of the BUYER**

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 1.2 The BUYER will during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3 All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
- 2.0 In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealing related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

3.0 **Commitments of BIDDERS**

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

- 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift consideration reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any officials of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

- 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Government.
- 3.3 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he had made, is committed to or intends to make officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.4 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.5 The BIDDER will not accept any knowledge in exchange for any corrupt practice, unfair means and illegal activities.
- 3.6 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.7 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.8 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.9 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, has financial interest / stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.

The term `relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.

- 3.10 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealing or transactions, directly or indirectly, with any employee of the BUYER.

4.0 Previous Transgression

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this integrity pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector enterprises in India or any Government Department of India that could justify BIDDER's exclusion from the tender process.
- 4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reasons.

5.0 Earnest Money/ Security Deposit

- 5.1 While submitting commercial bid, the BIDDER shall deposit an amount-----
-----(to be specified in RFP) as Earnest Money / Security Deposit, within the BUYER through any of the following instruments:

Bank Draft or a Pay Order in favour of -----

A confirmed guarantee by an Scheduled Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reason whatsoever. The demand for payment by BUYER shall be treated as conclusive proof of payment.

Any other mode or through any other instruments (to be specified in the RFP).

- 5.2 The Earnest Money / Security Deposit shall be valid upto a period of five years or the complete conclusion of the contractual obligations to the completed satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

5.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money / Security Deposit for the period of its currency.

6.0 Sanctions for Violations

6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- i. To immediately call off the pre contract negotiations without assigning any reasons or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER's would continue.
- ii. The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit / Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER and the BUYER shall not be required to assign any reason thereof.
- iii. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- iv. To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- v. To encash the advance bank guarantee and performance bond/ warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- vi. To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation / recession and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- vii. To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- viii. To recover all sums paid in violation of this pact by BIDDER (s) to any middlemen or agent or broker with a view to securing the contract.
- ix. In case where irrevocable letter of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
- x. Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

7. Fall Clause

7.1 The BIDDER undertakes that it has not supplied / is not supplying similar products / systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry / Department of the Government of India or PSU and if it is found at an stage that similar product / systems or sub systems was supplied by the BIDDER at any other Ministry / Department of the Government of India or a PSU at a lower price, that very price, with due allowance for elapsed time, will be applicable to the present case and difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. Independent Monitors

8.1 The BUYER has appointed independent Monitors (hereinafter referred to as Monitors) for this pact in consultation with the Central Vigilance Commission (Names and Address of the Monitors to be given).

8.2 The task of the Monitors shall be review independently and objectively, whether and to what extent the parties comply with the obligations under the pact.

8.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project /procurement, including minutes of the meetings.

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the Authority designated by the BUYER.

8.6 The BIDDER accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest , unrestricted and unconditional access to this Project documentation . The same is applicable to Subcontractor (s). The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER / Subcontractor (s) with confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meeting among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated Authority of BUYER/ Secretary in the Department / within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and , should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of Investigation

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

10. Law and Place of Jurisdiction

This pact is subject to Indian Law. The place of performance and jurisdiction is seat of the BUYER.

11. Other Legal Actions

The actions stipulated this integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12. Validity

12.1 The validity of this integrity pact shall be from date of its signing and extend upto 5 years or the completed execution of the satisfaction of both the BUYER AND BIDDER, including warranty period, whichever is later. In case BIDDER is unsuccessful, this integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or renewal provisions of this pact, turn out to be invalid; the remainder of this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13 The parties hereby sign this integrity Pact at-----on-----

BUYER

BIDDER

Name of the Officer
Designation
Deptt./ Ministry / PSU

CHIEF EXECUTIVE OFFICER

Witness

Witness

1.-----

1.-----

2.....

2.....

Provision of these clauses would need to be amended / deleted in line with the policy of the BUYER in regard to involvement of the Indian agents of foreign suppliers.

Open Tender No.MoES/10/01/2016-GenI Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>.) by clicking on the link “**Online Bidder Enrollment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificated with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/TCS/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to other which may lead to misuse.
6. Bidder than logs on to the site through the secured long-in by entering their user ID/password and the password of the DSC/ e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the requirement documents/ tender schedules. These tenders can be

moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard document which are required to be submitted as part of every bid, a provision of uploading such standard documents (e.g.PAN card copy, annual reports, auditor certificates etc.)has been provided to the bidders. Bidders can use "My Space" or "Other important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the IMD as per the instructions specified in the tender documents. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in their tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has given as a standard BoQ format with the tender documents, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it only online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender inviting Authority for a tender or the relevant contract person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CCP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: MoES/10/1/2016-Genl.

Name of Tender/Work:-

Dear Sir,

1. I /We have downloaded/ obtained the tender documents(s) for the above mentioned '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 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 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 letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender documents(s) corrigendum(s) in its totality/entirety.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)