

**TENDER FORM FOR HIRING OF VEHILCE ON PURELY CONTRACTUAL TERM FOR A PERIOD OF THREE YEARS FOR THE PURPOSE OF USE IN SPMCIL**

**Tender No.CHO(HR)/Admn./36/07/511**

**Date: 27.04.2017**

**Total No. 20 pages (including Tender Form and documents attached)**

1. Period of Contract: Sealed quotations are invited, for hiring of vehicles on monthly basis as well as need base basis latest **by 05.06.2017 at 2.00 PM**. The period of contract will be for an initial period of three years from the day when the letter of commencement is issued in this regard, which shall be treated for all practical purposes as the date of the commencement of the contract. The contract can be further extended for one year or such period as SPMCIL deems fit. The criteria for extension shall be purely the performance of the contractor during the initial contractual period of three years. The said extendable period shall purely be at the discretion of SPMCIL and at the same terms and conditions.

**2. Estimated Requirement:**

Sr. No.	Type of Vehicle required	Number	Monthly/Need Based	Normal place of duty for reporting**
1	Corolla Altis or equivalent	One	Monthly use	New Moti Bagh, Delhi
2	Honda City – or equivalent	three	Monthly use	• Flat No.801, Tower No.22 CWG Village, Delhi • Flat No.104, Tower No.25 CWG Village, Delhi • Andrew Ganj, Delhi
3	Maruti Swift or equivalent	Three	Monthly use	Delhi
4	As per Annexure 10-B	----	Need Based	As per need based requirement

Note: One Honda City or equivalent shall be increased on joining of Director (Finance).

\*\* For Sl. No. 1 to 2 alternative locations of equivalent kms should be acceptable. The dead mileage i.e. from garage to place of reporting and back to garage shall be restricted to 20 kms only. The reporting time from garage shall be restricted to 30 minutes each for both ways.

- In case where the vehicle description is multiple, the vehicle model and make shall be decided by SPMCIL and the tenderer shall be liable to accept the same.

- Definition of equivalent: Ex-factory price of the manufacturer (Dec'16) + 10% as available in public domain will be the basis for deciding equivalent.
- The no. of vehicles on monthly basis is subject to variation upon the orders of SPMCIL.

3. Tender Cost : The Tender can be downloaded from the SPMCIL website and the tender cost of ₹1000/- has to be deposited through a separate Bank Draft.

4. Earnest Money : (Details of the Demand Draft or Bank Guarantee as per enclosed format) of ₹3,50,000/- INR (₹ Three Lakh Fifty Thousand only)

5. Date of Pre-Bid Meeting : **29.05.2017 on 3.00 PM** at Security Printing Minting Corporation of India Ltd., 1<sup>st</sup> Floor, Jawahar Vyapar Bhawan ,Janpath New Delhi

6. (a) Last date of submission : Upto **05.06.2017 on 2.00 PM** at Security Printing Minting Corporation of India Ltd. 1<sup>st</sup> Floor, Jawahar Vyapar Bhawan ,Janpath New Delhi-01.

(b) Date and time of opening of the tender : **05.06.2017 on 3.00 PM** at Security Printing Minting Corporation of India Ltd., 1<sup>st</sup> Floor, Jawahar Vyapar Bhawan, Janpath New Delhi-01.

7. Tenderer may be a Sole Proprietor / Partnership Firm/ Company. In case of firm/company, tenderer must provide names and residential address (both existing and permanent) in the format given below:

Sl. No.	Name of the Proprietor(s)/ Director (s)	Current Residential Address	Permanent Residential Address
A			
B			
C			
D			
E			

**ELIGIBILITY REQUIREMENT IN THE TECHNICAL BID TO BE FULFILLED TO QUALIFY FOR OPENING OF FINANCIAL BID**

1. Service Tax Registration No. and :
2. Authority with whom registered :
3. Permanent Account Number :
4. Registered Office (Address) with Telephone :
5. No./Fax No./Mobile No. :
6. Nature of business :
7. Number of at least **15 vehicles** owned (Honda city, Swift, Indigo, Innova or equivalent vehicles) and five vehicles arranged/tie up.
8. Turn over required shall be atleast **50 lakh** every year during the past three years duly supported by documentary evidence in the form of audited accounts, certificate of CA or I.T. return.
9. Experience in providing transport service to State/Central Govt./ Autonomous/ PSUs with periods of service specified therein during last three years and the certificate of satisfactory service issued by them, if any.
10. It is to be noted that the minimum eligibility criteria is association with at least two State/Central Govt. /autonomous body/ PSUs during the last three Financial Years.
11. EPF and ESI registration no. to be furnished at the time of submission of Tender documents.
12. Address for communication along with Phone No./Fax No. :

Signature of the Tenderer

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Seal: \_\_\_\_\_

7. **INSTRUCTIONS FOR TENDERERS:**

- (i) In case of the application being made by a partnership firm, a copy of Partnership Deed is required to be submitted along with the tender.
- (ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles of Association of the company is required to be submitted.
- (iii) Pre-Bid Meeting shall be held at 29.05.2017 at 3.00PM at SPMCIL Corporate Office, 1<sup>st</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001.
- (iv) The tender shall be submitted in sealed cover envelop marked “**TENDER FOR HIRING OF VEHICLE SERVICES**” on top and addressed to Dy. Manager (HR), Security Printing Minting Corporation of India Ltd. Jawahar Vyapar Bhawan , Janpath, New Delhi-110001 by 05.06.2017 upto 2.00PM.
- (v) It is the responsibility of the tenderers to see that the completed bidding documents are submitted by the specified time and date.
- (vi) The bid shall consist of two parts – “**TECHNICAL BID**” and “**FINANCIAL BID**”.
- (vii) Both the bids are to be placed in two separate sealed envelopes (clearly written on the envelope '**TECHNICAL BID**' and '**FINANCIAL BID**') together in one sealed cover with “**TENDER FOR HIRING OF VEHICLE SERVICES**” written on it. The “**FINANCIAL BID**” of only those bidders shall be opened whose “**TECHNICAL BID**” is found to be eligible.
- (viii) The “**TECHNICAL BID**” shall be opened on 05.06.2017 at 3.00PM on 1<sup>st</sup> Floor of SPMCIL Corporate office. The tenderers or their authorized representatives who wish to be present may remain present at the time of opening of technical bid. The “**FINANCIAL BID**” of the bidders whose “**TECHNICAL BID**” is found to be in order shall be opened at date to be intimated later to technically qualified bidders in the SPMCIL Corporate office in the presence of tenderers or their authorized representatives who may wish to be present..
- (ix) The first envelope namely “Technical Bid” should contain the tender form and the below-mentioned technical documents and on outer cover should be marked “**Technical Bid**”

i) **Annexure 1** -Tender cost of ₹1000/- in the form of Bank Draft in favour of SPMCIL, enclosed in Technical Bid envelop.

ii) **Annexure 2** -Earnest Money Deposit [EMD] of amount of ₹3,50,000/- (Rupees Three Lakh Fifty Thousand Only) in the form of Bank Draft or Bank guarantee in favour of Security Printing and Minting Corporation of India Limited , enclosed in Technical bid envelop.

- iii) **Annexure 3-** Documents relating to registration with service tax authority
- iv) **Annexure 4** - Copy of the PAN
- v) **Annexure 5** - Number of at least 15 vehicles owned (Honda city, Swift, Indigo, Innova or equivalent vehicles) and five vehicles arranged/tie up with their registration certificate.
- vi) **Annexure 6** The minimum average turn over of atleast 50 lac per year during the past three financial years ending March, 2017 duly supported by documentary proof.
- vii) **Annexure 7** - Experience in providing transport service to at least two State/Central Govt./ Autonomous /PSUs with periods of service specified therein during the last three financial years ending March, 2017 and certificate issued by them, if any.
- viii) **Annexure 8-** A certificate to the effect that the tenderer would absolve SPMCIL of any liability which accrues during the contract period with respect to any incident/accident/act on its part or due to working of the driver(s)/contractor.
- ix) **Annexure 9** - EPF and ESI registration no. to be furnished at the time of submission of Tender documents.

**All pages of the tender documents must be signed by the firm, in token of its understanding & acceptance. Except Annexure 10 (A) & (B)**

- (x) The second envelope namely 'Financial Bid' should contain the financial document i.e. the rate quoted in the format as is mentioned below as **Annexure 10 (A) & (B)**. Outer cover of the envelope should be marked "**Financial Bids**".
- (xi) The two envelopes are to be put in a bigger envelope and marked "**Tender for the Hiring of Vehicle services**". It is once again reiterated that the technical bid would be opened first and financial bids of only those bidders whose technical bids meet the eligibility criteria shall be opened at SPMCIL Corporate office on a date which shall be notified later. The rejection of the technical bid would automatically lead to the outright rejection of the financial bid and no representation in this regard would be entertained.

(xii) **Evaluation Methodology;-**

- A) Total Amount quoted for all the vehicles under Annexure - 10 (A & B) together will be taken into account for considering the overall lowest bidder
- B) However firms other than L-1 shall be empanelled if agreed to by them for occasional hiring of vehicles on need base in case of urgency or requirement of more vehicles. However such firms shall be paid as per L-1 rates only.
- (xiii) Work will be awarded to the firm found to be eligible and which quoted lowest charges.
- (xiv) *The tender complete in all respect subscribed "Tender for the Hiring of Vehicle Services" should reach before 2.00PM on 05.06.2017.*

To,

*Dy. Manager (HR)  
Security Printing and Minting Corporation of India Limited  
1<sup>st</sup> Floor, Jawahar Vyapar Bhawan,  
Janpath, New Delhi - 110001*

- (xv) The tender will be rejected outright if any of the requisite documents is not attached with the tender form submitted by the tenderer. The tender is also liable to be rejected if any of the terms and conditions as mentioned in the Tender form is not fulfilled by the tenderer.
- (xvi) Tender form can also be downloaded from the website available at the following address:-  
<http://www.spmcil.com>.

## **TECHNICAL BID DOCUMENTS:**

- **Annexure 1**  
Tender cost of ₹1000/- in the form of Bank Draft in favour of SPMCIL, enclosed in Technical Bid envelop.
- **Annexure 2**  
Earnest Money Deposit [EMD/Bank Draft/Bank Guarantee] of the amount of ₹3,50,000/- in favour of Security Printing and Minting Corporation of India Limited, enclosed in Technical bid envelop.
- **Annexure 3**  
Documents relating to registration with service tax authority
- **Annexure 4**  
Copy of the Permanent Account Number
- **Annexure 5**  
Number of at least 15 vehicles owned (Honda city, Swift, Indigo, Innova or equivalent vehicles) and five vehicles arranged/tie up.
- **Annexure 6**  
The minimum average turn over for atleast 50 lacs per year during the past three financial years ending March, 2017 duly supported by documentary proof.
- **Annexure 7**  
Experience in providing vehicles service in at least two State/Central Govt/ autonomous /PSUs with periods of service specified therein in last three financial years ending March, 2017.
- **Annexure 8**  
A certificate to the effect that it would absolve SPMCIL of any liability that in future accrues with respect to any incident/accident/act/omission on its part or on the part of its driver(s)/contractor.
- **Annexure 9**  
EPF and ESI registration no. to be furnished at the time of submission of Tender documents.

### **Financial Bid Documents**

- Annexure 10 (A&B) only.

**SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.**

**TENDER FORM FOR HIRING OF VEHICLE ON PURELY CONTRACTUAL TERM FOR A PERIOD OF THREE YEARS FOR THE PURPOSE OF USE BY SPMCIL**

**Annexure - 10 (A)**

**Financial Bid Document**

**A- PRICE SCHEDULE FOR MONTHLY RATE CONTRACT VEHICLE**

Details of rate quoted for requirement of vehicle on monthly basis for 2500 kms per month and 10 hrs per day. The commencement of the month period and the time (10 hrs.) shall be decided by SPMCIL.

S. No.	Particular	Corolla Altis (A/c) or its equivalent		Honda City or its equivalent		Maruti Swift ZXI(A/c) or its equivalent		Total Amount (in ₹)
		Rate Per Car	Charges for 1 Car	Rate Per Car	Charges for 3 Cars	Rate Per Car	Charges for 3 Cars	
01	Rate of monthly hiring (2500 Kms per month & 10 hrs daily.							
02	Extra Charges per kms for journeys beyond 2500 Kms*							
03	Extra charges per hour for the detention beyond 10 hrs daily**							
04	Taxes							
05	Total Cost							

**1. Model No. of these vehicles to be quoted.**

**2. Vehicles shall not be more than one year old at the time of entering into the contract**

**[Signature of tenderer]**

\* For tender evaluation

**(a)** Estimated charges for 500 Kms shall be added to the quoted at Sr. No. 2. However the payment shall be made as per actual usages.

**(b)** Estimated charges for 50 hours shall be added to the quoted at Sr. No. 3. However the payment shall be made as per actual retention/deployment.

**B- PRICE BID FORMAT FOR NEED BASED VEHICLE**

Details of rate quoted for requirement of vehicle on need basis for 80 kms and 8 hrs. The 80 kms. and period of 8 hrs. shall be calculated from garage to garage basis.

Sr. No.	Particular	INNOVA G4(A/c) or equivalent		Swift Dezire (A/c), Indigo, Swift & Ritz – A/c or equivalent		Total Amount (in ₹)
		Rate per car	Charges for 2 times in a month	Rate Per Car	Charges for 10 times in a month	
		1	2	3	4	5
01	Rate of 8 hrs + 80 kms					
02	Extra charges per hour for the detention beyond 8 hrs for this estimated charges for 10 hours shall be added to the quoted price					
03	Extra charges per km for the detention beyond 80 kms ( for this estimated, charges for 100 kms shall be added to the quoted price)					
04	Taxes					
05	Total Cost					

**Vehicles shall not be more than three years old during the deployment period of the vehicle.**

**Current Petrol/Diesel/CNG price. (In ₹/Litre or ₹/Kg):-**

**Petrol** - ₹ /Ltr.

**[Rate as on date of submission of quotation]**

**Diesel** - ₹ /Ltr.

**Date: \_\_\_\_\_**

**CNG** - ₹ /Kg.

**NB:** 1. The requirements of vehicle from coloum 2 & 4 is indicated for evaluation purpose only.

2. Estimated charges of the Sr. No.2 for 10 hours and 100 Kms at Sr. No.3 is for evaluation purpose only.

**[Signature of tenderer]**

**Note:-**

1. The parking charges /toll tax and state tax, wherever applicable shall be paid at actual on submission of receipts.
2. Vehicle tax, road tax, etc., shall be paid by the successful bidder.
- (3) In case of increase/decrease in fuel prices monthly payment to the successful tenderer shall be made after making adjustment in the quoted (tendered) rates as under:-

**Monthly increase/decrease due to variation in fuel cost**

$$\frac{30\% \text{ of the total monthly bill} \times (\text{current fuel charges}) - \text{Base rate of fuel}}{\text{Base rate of fuel}}$$

**\* Base rate of the fuel shall be the rate of fuel on the date of submission of quotation**

1. The increase/decrease shall be effective only on fuel charges on the running guaranteed 2500 Kms and actual extra running Km beyond 2500 Kms.
2. The rates quoted shall be firm for one year from the date of award of work order. Any increase/decrease shall be applicable from second year onward.
3. For 4 hours and 40 kms requirement the payment shall be made at the rate of 50 % of charges quoted at coloum No.1 and 3 above of Schedule 9(B).

Place: \_\_\_\_\_

**Signature of the Tenderer**

Date: \_\_\_\_\_

**GENERAL TERMS & CONDITIONS:**

The following are the terms and conditions in the tender document and shall also be deemed to be the terms and conditions of the contract for providing the vehicles:-

1. The contract shall be for the period of three years and the period shall commence from the date when the letter of commencement is accepted by the firm which can be extended for a period of another one year at the sole discretion of SPMCIL.
2. The hired vehicles on monthly basis should not be more than one year old at the time of entering into the contract and the needbased vehicle should not be more than three years old at the time of deployment of the vehicle.
3. Tender cost of ₹1000/- in form of Demand draft/Banker Cheque in favour of SPMCIL is to be submitted at the time of submitting the tender in a separate envelope bearing the name of the bidder and marked tender cost.
4. Earnest Money Deposit (EMD) of ₹3,50,000/- in the form of Demand Draft/Bankers Cheque in favour of "Security Printing and Minting Corporation of India Ltd. payable at New Delhi" is to be submitted at the time of submitting the tender in a separate envelope bearing the name of the bidder and marked Earnest Money Deposit'. Bids without the tender cost and the Earnest Money Deposit shall be treated as void and will not be considered for opening. The EMD should remain valid upto six months from the end/expiry of the contract.
5. The parking place / garage of vehicles should not be more than 10 Kms from the corporate office of the SPMCIL to avoid the unnecessary waiting time.
6. CNG Gas kits are allowed as a fuel in any vehicles as per govt. norms.
7. The driver deployed should be well conversant about the Delhi/NCR routes and must carry the mobile phone with him for which, no separate payment shall be made by the SPMCIL. The driver(s) should come on duty in uniform and should have valid driving license.
8. The agencies should abide by all statutory requirements for running the vehicle on contract. SPMCIL will have no responsibility and will in no way be liable towards taxes, fee, penalties, cost of fuel, salary to drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.
9. The vehicle should have necessary permits from the transport Dept./Authority. SPMCIL will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.

10. The rate should be quoted inclusive of all expenses such as fuel, taxes, maintenance, repair and servicing etc.
11. The vehicles on hire shall be available at all time including Saturdays, Sundays and public holidays. One day compulsory rest in a week shall be allowed to driver as per convenience of the vehicle user and driver.
12. The Contractor should have enough resources to repair their cars in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle(s) at very short notices. In case the vehicle(s) is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and the additional cost incurred due to hiring of another vehicle by this office will be borne by the contractor.
13. The A/c vehicles should have functional A/c and in case the same is not in working condition, the rates shall be reduced appropriately.
14. All statutory Acts, including payment/labour laws/regulations/ motor vehicle Act must be complied by the contractor/agency.
15. All legal obligations which include insurance, pollution control, road tax & other compliances shall be complied by the contractor & SPMCIL will not owe any responsibility in this regard.
16. It is obligatory for the contractor that drivers are paid minimum wages according to minimum wages fixed by the Govt. of Delhi from time to time. A certificate to this effect has to be furnished every month alongwith bill.
17. Certificate regarding payment of EPF and ESI is to be given every month by the vendor.
18. The vehicle should be registered with the concerned authority of Central / State Govt. for the designated commercial use.
19. The agency/ firm should have adequate number of telephones for contact round the clock.
20. The rates quoted should specifically mention the service tax component. No service tax will be paid if the operator fails to provide proof of valid Service Tax registration of previous years.
21. SPMCIL reserves the right to accept or reject the quotation wholly or partly without assigning any reasons thereof or accept more than one offer. SPMCIL do not bind themselves to accept the lowest or any tender or to give any reasons for their decision. Further, SPMCIL reserve the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at his quoted rates.
22. The billing will be done on monthly basis and bill should be neatly typed and submitted in duplicate, to this office. Bill for the first month should be from 1<sup>st</sup> to 24<sup>th</sup> of the month and thereafter from 25<sup>th</sup> to 24<sup>th</sup> of next month. Payment will be made within 15 days from the receipt of bill, clear in all respect through A/c payee Cheque only. TDS shall be deducted as per Govt. Order/ statutory requirement.

23. The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc. to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor and no claim whatsoever shall be borne by SPMCIL.
24. In case of any dispute of any kind and in any respect whatsoever, the decision of SPMCIL shall be final and binding.
25. Vehicles which are hired on monthly basis for CMD/Directors/CVO will be parked at their residence after duty hours, if required.
26. The contractor shall not engage any sub-contractor or transfer the contract to any other person
27. The contract between SPMCIL and the Contractor can be cancelled with a notice period of one month from SPMCIL side but with a notice period of two months from the Contractor side.
28. The bidder has to quote for all types of services mentioned in price bid format. Part quotation will be rejected.
29. The tenderer should take care that the rate and amount are written in (figure & word). In case of ambiguity/difference between the two, the rate as quoted in words shall be final.
30. The tenderer, are advised to read the terms and conditions of the tender carefully and satisfy themselves about their fulfilling these conditions as also meeting the requirements of documents and other issues as mentioned in the Tender form before submitting the tender. The earnest money of the tenderer who do not fulfill the conditions/requirements as per the tender form and/or do not enclose the documents required or submit the documents which are fabricated/ incomplete in any respect and/ or furnish incorrect information shall be forfeited. In this regard, decision of the SPMCIL or any other Officer appointed in this regard shall be final and binding on all concerned.
31. A party who is liable to be disqualified or ineligible to participate in the tender according to the aforesaid conditions, shall not be allowed to participate in the tender in the name of its associate concern/subsidiaries/principals/ and SPMCIL or authorized officer on his behalf may declare the tenderer disqualified on this ground, if he is of the opinion that the said tenderer is in collusion with/for the benefit of any other party who has been disqualified to participate in the tender on its own.
32. The successful bidder shall disclose in writing all relevant facts as to ownership of the agency and constitution of the business. If it is a proprietary concern, the name of the proprietor, if it is a firm, the names of all the partners and attested copy of partnership deed; and if it is a company, the names of all the Directors, shall be disclosed. Further, if the said proprietor/any of the partners/any of the Directors has/have substantial interest in any other agency, the said fact and the nature of the said interest shall also be disclosed. If the concerned agency has any associated concern/subsidiary/principal/ holding company/holding firm, the same shall be disclosed with full particulars.
33. The terms and conditions contained herein shall form part of and shall take as if they were included in the contract agreement to be entered in to between SPMCIL with the contractors.

34. The Management reserves the right to make addition and alteration in the terms and conditions as stated herein at the time of signing the agreement, if necessary.
35. The fuel tank of the vehicle is to be kept full or which shall be sufficient for at least 250 Kms per day. Time consumed/mileage required for intermediate refilling shall not be taken into account.
36. The contractor shall provide a log book with every vehicle in which it shall be ensured that travel particulars such as departure time of vehicle from one point to another, time of arrival at destination, the Kms covered for the journey, etc. are entered correctly and signed by the officer traveling in the vehicle. The log book with the entries duly completed should be submitted to the Officer-in-charge along with the bill at the end of every month. In case, the signatures mentioned above are not obtained, such journey will not be counted for the purpose of payment. If during any particular trip, it is noticed that the driver has not met the time schedule given to him or that he has caused inconvenience to the passenger, penalty clauses will be invoked.
37. Submission of tender by the tenderer implies that he has read and accepts all the terms and conditions. All the pages of the tender document must be signed by the firm in token of its understanding & acceptance.
38. The tender submitted shall remain valid for acceptance for a period of 90 days from the date of opening of the tender. The tenderer shall not be entitled during the said period of validity, to revoke or cancel his tender or vary the tender given or any item thereof. In case of tenderer revoking or canceling his tender, varying any terms in regard thereof, the earnest money paid by the tenderer along with the tender shall be forfeited by SPMCIL.
39. If the date of opening is declared as holiday by SPMCIL, the tenders will be received and opened on the next working day at the same time.
40. The increase or decrease in the cost of fuel shall be calculated on the following formula.

**Monthly increase/decrease due to variation in fuel cost**

\*

$$\frac{30\% \text{ of the total monthly bill} \times (\text{current fuel charges}) - \text{Base rate of fuel}}{\text{Base rate of fuel}}$$

\* **Base rate of the fuel shall be the rate of fuel on the date of submission of quotation**

- A. The increase/decrease shall be effective only on fuel charges on the running guaranteed 2500 Kms and actual extra running Km beyond 2500 Kms.
  - B. The rates quoted shall be firm for one year from the date of award of work order. Any increase/decrease shall be applicable from second year onward.
41. A certificate should be produced by the transporter from the competent authority to certify proper status/functioning of the "odometer". Kilometer reading. Meter should be completely sealed and should not be

tampered. A thorough checking will be conducted from time to time and if found guilty, the SPMCIL shall have the right to cancel the contract.

42. Penalties:

<b>Sl. No.</b>	<b>Cause of Penalties</b>	<b>Amount (₹)</b>
1	Not reporting at all for duty	₹1000/- per day
2	Older model (other than prescribed model)	10% reduction in quoted rate for each day of default.
3	For late reporting per occasion	₹100/- per hr. or part thereof.
4	Unclean or Non-road worthiness of vehicle deployed	₹ 200/- per incident
5	Misbehavior of driver / Not followed instruction of SPMCIL	₹ 200/- per day or part thereof
6	Any lapse noticed during operation of contract other than listed in clause of penalties	₹ 200/- per incident
7.	For not providing mobile phone to driver	₹ 50/- per day
8.	Not picking up of phone more than thrice in a day (excluding at the time of driving)	₹ 100/- per incident

The decision of SPMCIL, on all types of penalties, shall be final and binding on the firm.

43. There should be a first aid box and air freshener spray in every vehicle.
44. In case for any reason, the commercial vehicle is not provided, the liability of not providing such vehicle and running any other vehicle vests with the service provider only.
45. Vehicle shall normally ply in Delhi/NCR. However, vehicle may also be sent outside NCR and no extra payment shall be considered except Toll Tax and other applicable Taxes.
46. If any of the terms & conditions (1) to (45) above is not found fulfilled during the work contract, the SPMCIL reserves the right to discontinue the contract without assigning any reasons thereof by providing a hearing to the contractor, if he so desires.

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**CHECK LIST FOR THE TENDERER**

**TENDER NO.: CHO(HR)/Admn./36/07/511**

1. Have you read the tender document in full and understood?
2. Whether you have signed in all the pages of the tender?
3. Whether you have written the rates in figures & words in **pen**?
4. Whether the original full tender document is being submitted as offer?
5. Whether the EMD is enclosed as per the requirement?

(Signature of the Tenderer with seal)

**FOR THE USE BY TENDER OPENING COMMITTEE ONLY**

**TENDER NO.: CHO(HR)/Admn./36/07/511**

1. Due Tender cost deposited: Yes/ No
2. Due Earnest Money Deposited: Yes/ No
3. (i) There are no changes, corrections, additions and overwriting etc. in the General Terms and Conditions put to tender: Yes/ No  
  
(ii) There are \_\_\_\_\_ corrections and overwriting in the rates which have been quoted in figure/ words numbered from \_\_\_\_\_ to \_\_\_\_\_ figure / words.
4. The tender is conditional / unconditional. Please refer covering letter/ notes on page \_\_\_\_\_ there are \_\_\_\_\_ conditions.

(Tender Opening Committee)

Date:

To

Dy. Manager (HR),  
SPMCIL,  
Jawahar Vyapar Bhawan,  
New Delhi

**Sub: Submission of Technical Bid / Financial Bid for hiring of vehicle services.**

Sir,

With reference to your tender enquiry no.\_\_\_\_\_ dated \_\_\_\_\_. Our registered office is located at\_\_\_\_\_. Detailed address and contact details are as under:

Tel No.

Fax No.

For vehicles to be provided to SPMCIL, we have garage/parking place at the address (with telephone No.) given below:

I submit herewith my Technical Bid and Financial Bid for your kind consideration please. I have read the terms and conditions and enclosed documents as indicated against Annexure 1 to 9 as part of Technical Bid and Annexure 10 (A&B) as part of Financial Bid strictly as per instructions given in the tender document.

Yours faithfully,

( )

Enclosures –

1. Check list.
2. Duly signed tender document with terms and conditions as provided by SPMCIL.
3. Annexure – 1 to 9 as Technical Bid.
4. Annexure – 10 (A+B) as Financial Bid.

**BANK GUARANTEE FORM FOR EMD**

Whereas .....  
(hereinafter called the "tenderer") has submitted its quotation  
dated..... for the supply of .....  
(hereinafter called the "tender")

against SPMCIL's tender enquiry No.....

Know all persons by these presents that we.....  
of.....

(hereinafter called the "Bank")

having our registered office at.....

are bound unto.....

(hereinafter called the "SPMCIL")

in the sum of.....

for which payment will and truly to be made to the said  
SPMCIL, the Bank binds itself, its successors and  
assigns by these presents.

Sealed with the Common Seal of the said Bank this.....day  
of.....20.....

The conditions of this obligation are:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by SPMCIL during the period of its validity.

a) fails or refuses to furnish the Performance  
Security for the due performance of the contract.

b) Fails or refuses to accept / execute the contract.

We undertake to pay SPMCIL up to the above amount upon receipt of  
Its first written demand, without SPMCIL having to substantiate its  
Demand SPMCIL will note that the amount claimed by it is due to it  
Owing to the occurrence of one or both the two conditions, specifying  
the occurred conditions(s).

This guarantee will remain in force for a period of forty five days after  
the period of tender validity and any demand in respect thereof should  
reach the Bank not later than the above date.

.....

(Signature of the authorized officer of the Bank)

.....

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch