

File No. 14/1/2013-Genl.
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
(General Section)

TENDER DOCUMENT

For providing Commercial Car Services to the DGFT, Ministry of Commerce & Industry, at Udyog Bhawan New Delhi by reputed Commercial Cars Service provider.

Critical Dates

Date of issue of Tender Document	27 th January, 2014
Document Sale Start Date	27.1.2014, 5:00PM
Clarification Start Date and time	28.01.2014, 10.00 AM
Clarification End Date and time	24.02.2014, 02.00 PM
Pre-bid meeting Date & Time	30.01.2014 at 3.00 PM
Pre-bid meeting Place	R.No. 108, Udyog Bhawan, New Delhi-11001
Bid Submission Start Date	30.1.2014, 5:00PM
Last Dates & Time for submission of Tender Document	Up to 3.00 P.M. on 24 th February 2014
Date & Time for opening of Tender Document	
Technical Bids	At 4.00 P.M on 24 th February 2014
Financial Bids of eligible Tenders	Would be indicated later.

DGFT

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Government of India
Ministry of Commerce & Industry
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(General Section)


Udyog Bhawan, New Delhi.
Dated 27th January, 2014

Tender Notice

Sub: Contract for hiring of Commercial Cars for official use of higher Officers of DGFT(HQ),
Udyog Bhawan New Delhi.

E-Tenders on CPP portal are invited from the eligible firms for award of contract for hiring of DLY AC Cars make Swift Dzire/Tata Indigo of latest model and in excellent condition for use of officers, initially for one year. The minimum requirement of this Directorate is 4 to 5 Cars. The terms and conditions, eligibility criteria and Proforma for Technical Bid and Financial Bid are available as Annexure-II & III respectively on CPP Portal viz. <https://eprocure.gov.in/eprocure/app> and DFGT's Website viz. www.dgft.gov.in under icon "Tenders". The eligible firms may submit their online tenders under two bid system i.e. Technical bid and Financial bid in the prescribed Proforma on CPP portal i.e. <https://eprocure.gov.in/eprocure/app>. The bids should be submitted on website by **3.00 P.M on 24th February 2014**. The technical bid would be opened at **4.00 P.M. on 24th February 2014**. In case of any query, Shri Harit Kumar Shakya, FTDO may be contacted on Tele No.23063451 and through mail at haritk.shakya@nic.in.

Bidders may also contact toll free No. 18002337315 of Central Public Procurement portal for obtaining guidance to fill online tender.


(R.C.Meena)
Deputy Director General of Foreign Trade
Tele: 23063521

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Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
(General Section)

Udyog Bhawan, New Delhi.
Dated 27th January, 2014


E-Tender Notice
(Hiring of Commercial Cars)

Sub: Contract for hiring of Commercial Cars for official use of higher Officers of DGFT(Hqrs.), Udyog Bhawan New Delhi.

The Directorate General of Foreign Trade invites e-tenders on CPP portal for hiring of DLY AC Cars make Swift Dzire/Tata Indigo of latest model and in excellent condition for use by its officers, initially for one year. The minimum requirement of this Directorate is 4 to 5 Cars. The hiring of the cars will be subject to terms & conditions of the contract as at Annexure-I. The last date of receipt of quotation is by **3.00 P.M on 24th February 2014**. The Technical and Financial bids, in prescribed format and other required document as per tender notice should be submitted on CPP portal website i.e. <https://eprocure.gov.in/eprocure/app>. Bidders are requested to furnish/upload scanned copies of all documents in pdf.format. **EMD of Rs. 50,000/-** drawn in favour of "Accounts Officer, Central Pay and Account office (DGFT), New Delhi" should be submitted to General Section, 202, Udyog Bhawan, New Delhi before last date of bid submission without which the quotations will not be considered. The successful bidder will be required to provide a **Security Deposit of Rs. 1,50,000/-** upon award of the contract. The technical bid will be opened on **24th February 2014 at 4.00 P.M.** A pre-bid meeting will be organised in this Directorate on **30.01.2014** to guide/help bidders in filling online tender.

2. The prospective bidders are requested to go through the enclosed Terms and Conditions of the contract carefully. **The bid documents (Technical and Financial) are to be submitted as per Annexure II & III.** The rates quoted should be inclusive of all charges except taxes. No correction either in the technical bid or financial bid is permitted. Incomplete or ambiguous bids without documentary proof will not be considered. The tender document can be downloaded from the website <https://eprocure.gov.in/eprocure/app>.

3. Bidders may also contact toll free No. 18002337315 of Central Public Procurement portal for obtaining guidance to fill online tender.


(R.C.Meena)
Deputy Director General of Foreign Trade
Tele: 23063521

To

- i) EDI Section with a request to upload the tender notice on DGFT Web site by today.
- ii) CPP Portal.

TERMS AND CONDITIONS OF THE CONTRACT

1. The number of cars to be engaged is in the range of 4 to 5 and may vary from day to day as per requirement of the Directorate.
2. Initially the contract will be valid for a period of one year which may however be extended for one more year on satisfactory performance of the firm on mutually agreed terms and conditions.
3. Directorate General of Foreign Trade reserves the right to obtain the service from other sources.
4. Under no circumstances, the rates once approved will be changed during the contractual period. However, if the contract is extended beyond one year 1/3 rd of the rates (considered to be consumption on fuel) may revise upwards/downwards proportionately to the revised rates of the fuel.
5. The Directorate will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.
6. The driver of the car should have a valid driving license, be well experienced and familiar with the city roads. The driver should be neatly dressed in dark blue uniform and well mannered.
7. The contractor will have to get the police verification of all the drivers done at his own cost and submit the same to this office.
8. The drivers will have to be provided with mobile phones at the cost of the Contractor.
9. The cars and the drivers deployed with an officer will not be changed except with the prior consent of the user officer
10. In case the car is not made available on any particular day the Directorate will be at liberty to hire vehicle from any other source at the expense of the contractor.
11. In case the driver reports for duty for more than 15 minutes beyond the scheduled time, a penalty of Rs. 100/- would be levied which will be deducted from the bill.
12. Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
13. The mileage for use of the vehicles will start from the place where the driver is scheduled to report for duty to the concerned officers and shall also end at the same place. No night charges will be paid.
14. The agency should be in position to provide additional cars to meet emergent requirement of the Directorate at a short notice.

15. Actual parking charges/toll taxes/entry taxes/state taxes in connection with the official duty will be paid by the Contractor and the same will be reimbursed on the basis of challan/receipt.
16. The vehicle will be replaced/arranged by the contractor immediately in the event of break down/accident.
17. The driver will always keep his driving license ,registration certificate, pollution under control (PUC) certificate, car insurance papers and other such documents ready as required by the Govt. Authorities, for inspection.
18. The agency must have a '24 hours working telephone system' so that the requirement of cars can be intimated at short notice at odd hours/ holidays.
19. The Directorate reserves the right to cancel the contract at any time without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already provided, in terms of the contract, the same would be paid to it as per the contract terms. In case of any dispute, the decision of the Directorate shall be final.
20. The Directorate shall not be responsible for damages of any kind for any mishap/accident/injury caused to the car(s)/driver(s) while performing duty for the Directorate. All liabilities legal or monetary, shall be borne by the Contractor.
21. The Security deposit will be refunded only after the satisfactory completion of the contract.
22. Payment of hiring charges will be made on monthly basis against a bill to be preferred in the following month.
23. No advance payment will be made in any case.
24. This tender is not transferable.
25. EMD will not bear any interest and earnest money of unsuccessful tenderer would be returned without any interest after finalization of the contract.
26. The successful firm will be required to furnish Bank Guarantee in the name of , CPAO, DGFT for an amount of Rs. 1.5 Lakh within 15 days of award of contract, which will be released to the contractor on satisfactory completion of the contract.
27. Director General of Foreign Trade reserves the right to accept or reject any or all tenders/contract without assigning any reasons.
28. If required, the firm will also provide the vehicles on closed holidays including Saturday and Sunday and no extra payment will be made to them in this regard.

PROFORMA FOR TECHNICAL BID

1. Name of tendering Company/Firm/Agency : _____
(Attach certificate of registration)
2. Name of Proprietor/Director of Company/Firm : _____
Agency.
3. Full Address of Reg. Office : _____
Telephone No : _____
Fax No. : _____
Email Address : _____
4. Previous Experience Details(No. of cars supplied : _____
In one or more Government Departments/PSUs
Etc. / No. of years of experience etc, Copy must
be attached.)
5. Details of works premises including : _____
Infrastructure available.
6. The details of the PAN, Service tax number and: _____
other Statutory Registration.(Attach Copies)
7. Details of vehicles including year of manufacturing/mileage already run/
model Owned by the agency (List is to be enclosed) : _____
8. Name of the organizations with similar contract : _____
(Copies of contracts & Satisfactory certificates
from concerned Departments/PSUs etc. are to be
enclosed)
9. EMD details (Amount, Name of the Bank, Branch: _____
DD date and No. etc.)
10. Income Tax clearance/return certificate : _____
for last 2 years.
11. Certificate regarding firm has not been blacklisted by _____
any Government Organization during last three years.
12. Certificate of satisfactory performance from _____
the organization to whom the services was provided

Declaration

I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Person)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

Annexure-III

PROFORMA FOR FINANCIAL BID

Sl.No	Make	Rate for 2200 Kms. and 330 Hrs. Per Month	Rate for 2200 kms. and 300 Hrs. per month	Rate for 80 Kms. And 10 Hrs. per day	Rate for additional Km.	Rate for additional Hour.
1.	Maruti Swift Dzire(Diesel)					
2.	Tata-Indigo(Diesel)					
3.	Tata Indica					

Date:

Place:

(Signature of Authorized Person)

Name:

Designation:

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>

- 1) 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.
- 2) Bidder should do the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
- 3) Bidder need to login to the site thro’ their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) 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.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this 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.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘my tenders’ folder.

- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) 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.
- 13) 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/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the instruments.
- 19) 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 submitted bid will not be acceptable or liable for rejection.

- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) 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.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to – cphp-nic@nic.in.

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

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(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/ organisation 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 document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation 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)**