



Tamil Nadu Co-operative Milk Producers' Federation Ltd.,

(E-Tender through eProcurement Portal at <https://tntenders.gov.in>)

E-Tender Document for

**"HIRING OF SEDAN CAR ON MONTHLY RENTAL CONTRACT FOR
TWO YEARS FOR OFFICE USAGE AT CHENNAI".**

Tender Reference No : 0802 /Tender/TPT/2024

**THE DEPUTY GENERAL MANAGER (ENGINEERING),
TAMILNADU COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED
TRANSPORT UNIT
MADHAVARAM MILK COLONY,
CHENNAI- 600051.
Phone :044-23464528/30/31/32.
E-Mail: aavintpt@gmail.com**

Website for online bid submission

<https://tntenders.gov.in>

TENDER INFORMATION

1. Name and address of the Purchaser	THE DEPUTY GENERAL MANAGER (ENGG.), TAMILNADU COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED TRANSPORT UNIT, MMC, CHENNAI- 600051. Phone :044-23464528/30/31/32. E-Mail: aavintpt@gmail.com
2. Name and address of the User	The Dy. General Manager, Transport unit, MMC, Chennai
3. Name of the Item / Work	Hiring Of Sedan Car On Monthly Rental Contract For Two Years For Office Usage At Chennai
4. Method of Tender	e-Tender System (Online Technical Bid and Financial Bid) through e-Procurement Portal https://tntenders.gov.in
5. Tender Reference Number	0802 /Tender/TPT/2024
6. Tender Estimated Value	Rs.56 lakhs
7. Earnest Money Deposit (EMD)	Rs.5,000/-
8. URL for online bid submission for e-tender	https://tntenders.gov.in
9. Cost of Tender Document	Tender documents can be downloaded at free of cost from the website https://tntenders.gov.in
10. Tender Document Availability on the Portal	From: 13.06.2024
11. Date of Pre-Bid meeting	Date:18.06.2024 Time: 03.00 PM
12. Date of Closing of e-Submission of Technical Bid and Financial Bid.	Date: 27.06.2024 Time: 03.00 PM
13. Date and time of opening of Part I Technical Bid of e-Tender	Date:28.06.2024 Time: 03.00 PM
14. Date and time of opening of Part II Financial Bid	The date of opening of Financial Bid will be informed to the eligible bidders through Online Portal and registered e-mail.
15. Place of Pre- Bid meeting & Part I Technical Bid and Part II Financial Bid opening	OFFICE OF THE DEPUTY GENERAL MANAGER (ENGINEERING), TCMPF LIMITED TRANSPORT UNIT, MMC, CHENNAI - 600051. Phone :044-23464528/30/31/32. E-Mail: aavintpt@gmail.com
16. Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal. The link for which is	https://tntenders.gov.in/nicgep/app?page=HelpFor Contractors&service=page
17. Bidders Manual Kit. The link for which is	https://tntenders.gov.in/nicgep/app?page=Bidders ManualKit&service=page

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ACRONYMS USED IN THE TENDER DOCUMENT

TCMPF	TAMILNADU COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED
DD	DEMAND DRAFT
EMD	EARNEST MONEY DEPOSIT
SD	SECURITY DEPOSIT
LD	LIQUIDATED DAMAGES
BG	BANK GUARANTEE
LOA	LETTER OF ACCEPTANCE
GST	GOODS AND SERVICE TAX
F.O.R.	FREIGHT ON ROAD
G.O	GOVERNMENT ORDER
KM	KILO METER
TN-TT ACT	TAMIL NADU TRANSPARENCY IN TENDER ACT
ID	IDENTITY CARD
RC	REGISTRATION CERTIFICATE
NSIC	NATIONAL SMALL INDUSTRIES CORPORATION
MV	MOTOR VEHICLE

TECHNICAL BID

1.0).PREAMBLE OF E-TENDER:-

1.1).The Deputy General Manager(Engg.), Transport Unit, TCMPF Ltd. invites Bids only by way of E-Submission from eligible bidders for the e-Tender of Hiring of Sedan Car on monthly rental Contract for Two Years for official usage at Chennai.

1.2) Applicability of Tamil Nadu Transparency in Tenders Act, 1998:-

This Tender will be governed by the Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules, 2000 and subsequent amendments thereafter applicable to this Tender.

2.0)INSTRUCTION TO BIDDERS:-

2.1).The tender is of Two Part System (a) Technical Bid without Financial Bid and (b) Financial Bid. All the Bidders are requested to examine the instructions, terms & conditions and specifications laid down in the Tender. Failure to furnish all required information in every aspect will be at their risk and may result in the rejection of their bid.

2.2).THE BIDDERS WHO DO NOT FULFIL THE "PRE-QUALIFICATION CRITERIA"AS PER CLAUSE 5.0NEED NOT PARTICIPATE IN THE TENDER. OFFERS NOT SATISFYING THIS "PRE-QUALIFICATION CRITERIA" WILL NOT BE CONSIDERED AND WILL BE SUMMARILY REJECTED.

3.0). MODE OF SUBMISSION:

3.1).All the documents are to be uploaded in the Online Portal only. Website

<https://tntenders.gov.in>.

3.2). Part A – Technical Bid

3.3). Part B – Financial Bid

4.0).LANGUAGE OF THE E-TENDER:-

All information in the tender offer shall be in ENGLISH only. It shall not contain interlineations, erasures or over writings except as necessary to correct errors made by the bidder.

5.0). PRE QUALIFICATION CRITERIA – TECHNICAL BID (PART-I):-

The Bidders should meet the following Pre-Qualification Criteria for bidding this tender and the proof for the Eligibility should be provided in the Technical Bid.

Pre-Qualification Criteria	Proof to be submitted for fulfilling the Pre-Qualification Criteria
5.1) Tender shall accompanied with online payment towards the prescribed EMD.	On line remittance copy
5.2). The bidder should be an Owner / Company / FIRM in partnership of Sedan car	RC
5.3). The Car shall be in the road worthy condition and its age must be lesser than 10 years (Ten) as on the date of publication of notice inviting tender. The age of the vehicle will be calculated from the date of first registration.	RC
5.4) The Bidder shall upload the copies of the following documents of the vehicle and should be valid as on date. i) Fitness Certificate ii) Insurance Policy iii) Tour Permit iv) Road Tax Certificate v) Identity proof which can be a ration card / Aadhar card / Election Commission's ID card. vi) Pan card	Nature of Documents

6.0) SCOPE OF WORK

6.1) The scope of work under this contract is to provide Four Nos. Petrol/ Diesel/ Gas Driven Compact Sedan size car (such as Maruti dzire, Hyundai Xcent) or of other superior models sedan car on hire basis for the official use of TCMPF Ltd attached to the officers on all working days normally from 8.00 am to 9.00 p.m. and occasionally on holidays when the vehicle is requisitioned to go normally to areas in Chennai City and rarely to any place to areas in Tamil Nadu.

6.2) The contractor should be capable of providing the vehicle on regular basis on the convenience of the officer to whom vehicle is attached. If the contractor fails to provide the vehicle as above the officer to whom the vehicle is allotted will have the option to engage any other vehicle available at that time to carry out his duty and the difference in cost of the contracted rate and the actual expenditure so incurred for such travel will be recovered from the contractor's bill.

6.3) Subject to the emergencies, vehicle may be required at any time during the 24 hours of the day including on all Holidays. The vehicle has to run in all weather conditions and in all type of roads.

6.4) The Contractor should provide the required no. of cars as per the works contract.

6.3) The Contractor should provide additional car at the same rate if any required by the TCMPF as per the terms and conditions.

6.4) The driver of the car shall drive the car elegantly and must show maturity in driving the car. Unnecessary sudden Braking, Racing and Rash driving are prohibited.

6.5) Maximum time allowed for producing the allotted vehicle by the successful Bidder is 15 days from the date of receipt of Work order.

7.0) Contract Period

The contract period for Hired Sedan Cars is Two (2) years from the date of award of contract.

8.0) TOTAL NO. OF VEHICLE REQUIREMENT

8.1) Detail of Cars to be supplied is as follows

Sl. No.	Name of requirement	Nos.
1	Hiring Of Sedan Car On Monthly Rental Contract For Two Years For Office Usage At Chennai with registration within 10 years	04

8.2).The Bidder should ensure that the supply of Cars as per the contract throughout the tender period. However, TCMPF reserves the right to modify the quantity ordered depending upon the requirement.

9.0) EARNEST MONEY DEPOSIT

9.1) Bidder should pay the specified amount towards Earnest Money Deposit as follows:

Sl. No.	Description	EMD amount in Rs.
1	Hiring Of Sedan Car On Monthly Rental Contract For Two Years For Office Usage At Chennai with registration within 10 years	Rs.5,000/-

9.2). Online payment gateway has been enabled for Tamil Nadu Cooperative Milk Producers' Federation Limited, Chennai in e-Procurement Portal <https://tntenders.gov.in>. The EMD amount should be paid only through online payment mode -tender portal of <https://tntenders.gov.in>.

9.3). The EMD will not carry any interest.

9.4). Bidder has to select the payment option as "pay online" to pay the EMD amount. Only after payment of EMD, bidder will be able to encrypt/upload their bids. In order to avoid any issues and last minute delay in processing of payment online, it is recommended to make payment and submit the bid as early as possible. TCMPF will not be responsible for any sort of difficulty faced/failure in submission of bids online by the bidder.

9.5). Any other mode of payment of EMD shall not be accepted.

9.6) Online payment mode (EMD):

9.6.1). During online bid submission process, bidder shall select SBI MOPS option and submit the page, to view the terms and conditions page. On further submission, bidder will be re-directed to MOPS gateway, where two options namely SBI and Other Banks will be shown; here the bidder may proceed as follows:

9.6.2). SBI Account Holder: Shall click 'SBI' option to view the Net Banking Facility, where they can enter their internet banking credentials and transfer the EMD amount.

9.6.3). Other Bank Account Holders: Shall click 'Other Bank' option to view the bank selection page and select their respective bank to proceed with Net banking Facility for payment of EMD.

Note :Bidders using "Other Bank" option under SBI MOPS payment Gateway are advised by SBI to make online payment 72 hours in advance before tender submission closing time.

9.6.4).Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder.

9.6.5).The bidders will be evaluated only if payment status shows “Success” during bid opening. It is necessary to click on “Freeze bid” link/icon to complete the process of bid submission, otherwise the bid will not get submitted online and same shall not be available for viewing/opening during technical bid opening.

9.7) Refund of EMD of unsuccessful bidders:

The EMD paid by the bidder will automatically be deposited in the “Pooling Account” of the State Govt. only and not in TCMPF’s account. Hence refund process will be initiated automatically, once the bid is rejected by TCMPF during technical / financial evaluation.

9.8) Tenders not accompanied with Online Payment towards the prescribed EMD thereon shall be summarily rejected.

10.0) COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of its tender and TCMPF will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

11.0)SUBMISSION OF E-TENDER

Two-part (Technical and Financial Bid) online system should be uploaded in e-Procurement Portal (<https://tntenders.gov.in>):

11.1) General Instructions for Two Part E-Tender:

11.1.1).The tender proposes two stage tender system viz. (PART A) Technical Bid and (PART B) Financial Bid. The first stage enables TCMPF to know whether the Bidder is technically competent and capable of executing the order. Only those who qualify in the first stage would be eligible to take part in the second stage viz. Financial Bid. The Financial Bid of Bidders who failed in the first stage will not be opened.

11.1.2).Both the Technical and Financial Bids should be submitted in Online Portal <https://tntenders.gov.in>.

11.1.3). In Technical Bid – Documents listed in the **Tender Clause No.11.2** shall be uploaded.

11.1.4). In Financial Bid – The firm rates alone are to be quoted in the Financial Bid - BOQ (Excel Format) and to be uploaded online.

11.2) Details to be Uploaded in the Technical Bid:

11.2.1). Details of E-Remittance towards EMD Amount.

11.2.2). Documentary evidence for Owner / FIRM in partnership of cars as per **Tender Clause No.5.2**

11.2.3). Documentary evidence for car's age is less than 10 (ten) years.

11.2.4). The bidder should submit the following documents duly self attested Photostat copies of

- i. PAN card
- ii. RC book
- iii. Fitness Certificate
- iv. Insurance Policy
- v. Tour Permit
- vi. Road Tax Receipt
- vii. Identity proof which can be any one in ration card/ Aadhar card/ Election Commission's ID card.

11.2.5).The following Supporting Documents, including the Annexure / Amendments are to be uploaded duly signed and sealed in each and every page.

11.2.5.1) Profile of the Bidding Organisation as per Annexure-I.

11.2.5.2) Declaration Form as per Annexure-II

11.2.5.3) Certificate of Conformity as per Annexure-III

11.2.5.4) Details of Abandonment of work Litigation / debarring done as per Annexure - IV

11.2.5.5) Any other documents wherever insisted in the tender document.

11.3) Details to be Uploaded in Financial Bid:

11.3.1) All rates shall be quoted in the format provided and no other format is acceptable. If the Financial Bid has been given as a standard BOQ format with the tender document, 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 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 online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

11.3.2) This financial bid will be opened only if the bidder is qualified to execute the tender as per technical bid.

12.0) SIGNING OF BIDS AND OWNER OF THE VEHICLES:

12.1) The signatory of the tender should indicate his/their status in which he/they have signed and submit necessary documentary proof admissible in law in respect of such authority assigned to him/them by the firm.

12.2) If the Qualification application is made by a FIRM in partnership, it shall be signed by all the partners of the firm with their full names and current address or by a partner authorized by the firm (either as per Articles of the Deed of Partnership / by power of attorney)- for signing in Tenders, Agreements etc. In which case, certified copy of the registered deed of Partnership along with the current address of all the partners and a certified photocopy of the Registered Power of Attorney issued in favour of the signatory, should be produced.

12.3) The R.C. Books of the cars shall be in the name of the bidder in the case of sole owner. If the bidder is in any partnership in force, R.C. Book shall be in the name of either the firm or one of the partners and in the case of companies the R.C. Book shall be in the name of the company (or) in the name of Director (or) duly authorized person on behalf of the company. In the case of Co -Operative societies, the RC book shall be in the name of the member of the society.

12.4) The bidder should enclose the copy of the deed / agreement or other documentary evidence under statute to show that he is the sole owner/ Partner of a firm/ Director of the company / member of Co-Operative society.

13.0) MODIFICATIONS/CLARIFICATIONS TO TENDER DOCUMENTS:

13.1) At any time after the issue of the tender documents and before the opening of the tender, TCM PF may make any changes, modifications or amendments to the tender documents and the same will be intimated to the concerned bidders through corrigendum which can be downloaded from the vendor login.

13.2) In case any bidder asks for a clarification to the tender documents before 48 hours of opening of tenders, the DGM (Engg.), Transport Unit, TCM PF will clarify the same.

13.3) The responses to the clarification will also be notified on <https://tntenders.gov.in> without indicating the source of query

13.4) TCM PF at its discretion may or may not extend the due date and time for the submission of bids on account of amendments.

13.5) All the Bidders must periodically browse website <https://tntenders.gov.in> till the closing date of this Tender for any amendments or corrigendum issued in connection with this Tender. TCMPF will not be responsible for any misinterpretation of the provisions of this tender document on account of the Bidders failure to update the bid documents based on changes announced through the website.

14.0) OPENING OF E-TENDER

14.1) Opening of Technical Bids without Price (Part-I):

14.1.1) The Tender offers except Financial Bid will be opened electronically on the date and time notified at the Office of **the Deputy General Manager(Engg.), Transport Unit, TCMPF Ltd., Madhavaram, Chennai – 600 051** through e-Procurement Portal <https://tntenders.gov.in> in the presence of bidder's authorized representative who may wish to be present on the date of opening.

14.1.2) Technical Bid would be opened first on the due date and time. Pre-Qualification Criteria such as payment of EMD and compliance with pre-qualification conditions will be checked. The supporting documents would be cross checked wherever required.

14.1.3) Only the Technical Bid will be opened on the due date.

14.1.4) In the event of the specified date for tender opening day is declared as a holiday, bids will be opened on the next working day at the same time and venue.

14.2) Opening of the Financial Bids: (Part - II)

The date and time of opening of Financial Bids shall be later notified through the registered e-mail to the Bidders who full fill the Pre-Qualification criteria and whose bids are found to be technically acceptable.

15.0) E-TENDER EVALUATION CRITERIA

The tenders will be evaluated strictly as per the Tamil Nadu Transparency in Tenders Act 1998 and the Tamil Nadu Transparency in Tenders Rules 2000 and amendments made thereon in the Act & Rules by the Government.

15.1) Technical Bid Evaluation:

The tender offers received will be examined to determine whether they are in complete shape, all required data have been furnished, properly signed and generally in order and confirms to all the terms and conditions of the

specification without any deviation. Bidders will be eligible for further processing, only if they full fill the following criteria:

15.1.1) Payment of EMD in accordance with Tender Clause No.9

15.1.2) Furnishing the tender document, Annexure, Amendment if any, and any other document wherever insisted in the tender document duly signed.

15.1.3) Compliance with the Pre-Qualification Criteria indicated in Tender Clause no 5

15.1.4) Compliance with Technical specifications of cars as per tender Clause 40.0.

15.1.5) If any clarification is needed from the bidder about the deficiency in his uploaded documents in technical bid, he will be asked to provide it through Tamil Nadu Tender portal. The bidder shall upload the requisite clarification/ documents within the time specified failing which tender will be liable for rejection.

15.1.6) TCMPF will prepare a list of Bidders based on the compliance of detailed Technical Specifications for tendered item and company profile as given in Tender form. The Tenders, which do not conform to the Technical Specifications or Tender conditions or Tenders from Companies without adequate capabilities shall be rejected. The eligible bidders alone will be considered for further evaluation.

15.2) Financial Bid Evaluation

Only the technically qualified bidders commercial bids will be opened.

Technically not qualified bidders commercial bids will not be opened.

- a. For the purpose of evaluation of tender offers, the following factors will be taken into account for arriving the evaluation price.
- b. The quoted price will be corrected to arithmetical errors.
- c. In case of discrepancy between the price quoted in words and figures, lower of the two shall be considered. A list of bidders on the basis of quoted price in ascending order will be prepared.
- d. The Lowest quoted firm L1 will be called for negotiation and if the quantity of vehicle quoted by the L1 firm does not fulfil the tendered quantity, then L2 will be called for negotiation and so on till the tendered quantity is met.

15.2.1) The Bidder shall quote his rate which shall include all statutory, operating and maintenance costs (direct and indirect) such as driver wages, permit, insurance, vehicle maintenance etc. **except diesel and toll.** The vehicle may be expected to run around 2000 km per month.

15.2.2) The contractor shall pay toll charges if any that needs to be paid during the travel of the officer to whom the vehicle is allotted. If the officer travels outside Chennai city, the tour approval of the officer shall be attached with monthly bill or prior intimation shall be given to the Transport Unit, Madhavaram. The actual toll charges paid shall be claimed in the monthly bill and Fastag statement copy shall be attached.

15.2.3) The rates quoted will remain firm throughout the period of contract. Once the contract is awarded to the bidder, the charges payable to the tenderer for the work extended will be only at the rate accepted and finalized by the Federation. Even during extension of contract period, the bidder will be paid same tender approved rate. The bidder cannot claim any extra amount on this account.

16.0 REJECTION OF TENDERS

16.1) Tender will be SUMMARILY rejected if

16.1.1) The EMD requirements are not complied with as specified in Tender Clause 9.0.

16.1.2) Bid Pre-Qualification Criteria as specified in Tender Clause 5 are not complied with.

16.1.3) If the documents furnished with the offer is found to be bogus or the documents contains any false particulars.

16.2) Tender is LIABLE to be rejected, if it is:

16.2.1) Not covering the entire scope of work.

16.2.2) Not in conformity with TCMPPF's tender terms and Technical Specifications.

16.2.3) Not properly signed by the bidder.

16.2.4) From any black listed Firm or Contractor.

16.2.5) Received by Telex/Telegram / E-Mail /fax.

16.2.6) Not containing all required particulars as per Annexure - I to VI

16.2.7) Offer submitted without PAN is liable for rejection.

17.0)NEGOTIATION

TCMPF reserves the right to negotiate with the Bidder whose offer is the lowest evaluated price for further reduction of price. TCMPF also reserves the right to negotiate with other Bidders to match the negotiated L1 price, strictly according to the Tamil Nadu Transparency in Tenders Rules, 2000.L1, L2, L3 & L4.

18.0)VALIDITY OF PRICE TENDER:

18.1)The rate quoted should be valid for a minimum period for 120 days for acceptance from the due date. The offers with lower validity period are liable for rejection. During the validity period, no bidder is permitted to make any upward revision in the rate. Further no bidder is permitted to withdraw their offer within the validity period of the tender or before finalisation of Tender.

18.2)In exceptional circumstances, TCMPF may solicit the bidder's consent for an extension of the period of validity totally not exceeding 180 days. The request and the responses thereto shall be made in writing.

19.0)DEVIATIONS:

19.1)The offers of the Bidders with Deviations in Commercial terms and Technical Terms of the Tender Document are liable for rejection.

19.2)No alternate offer will be accepted.

19.3)No deviation will be allowed from the tender terms and conditions. Tenders with deviation will be summarily rejected. The Bidder has to submit a Certificate that the tender is in complete conformity with the tender terms and conditions as per format vide Annexure – III.

20.0)SECURITY DEPOSIT

20.1)Each successful bidders would be required to sign an agreement and furnish a Security Deposit 3% of Contract value per car, drawn by means of Demand Draft from any Indian Nationalised Bank or Scheduled Bank drawn in favour of “ **The Manager, Transport** “ within 15 days from the date of acceptance of the tender. The EMD already paid along with tender shall be adjusted against SD to be paid by the successful bidder.

20.2) No exemption will be given from payment of Security deposit under any circumstances as per TTTT Act and the same should be remitted by above means. If not complied then the EMD remitted will be forfeited and the tender will be awarded to next eligible bidder. Any other form of remittance will not be accepted.

20.3) The security deposit will be refunded only after the expiry of 3 months from the date of satisfactory completion of the contract. No interest shall be given for the security deposit amount.

21.0) AGREEMENT:

21.1) The successful bidder has to execute an agreement with the TCMPF on Rs.100/-non-judicial stamp paper incorporating the terms and conditions of the contract and the specification within 15 days from the date of acceptance of the tender. In case of default of either of the conditions (i.e) remitting the security deposit or execution of the agreement within the time allowed, the EMD paid is likely to be forfeited by TCMPF.

21.2) If the contractor fails to execute the contract satisfactorily at the tendered rate, the security deposit will be forfeited by TCMPF.

21.3) If the TCMPF incurs any loss / additional expenditure due to the negligence of the contractor in connection with the work during the period of contract, the same shall be recovered together with all charges and expenses from the contractor.

21.4) In the event of breakages or damages, if any, caused by the contractor to the property of the TCMPF, the cost will be recovered from the contractor.

21.5) In the event of contractor continuously fails to provide cars as per agreement or discontinues the work or deserts the contract, TCMPF shall terminate the contract and carryout the work through other arrangements. The escalated i.e difference of cost (other arrangement cost – contractor cost) if any, due to such other arrangements shall be recovered from the Security deposits, pending bills due in TCMPF.

21.5) RATES AND PRICE: This is a fixed price contract. Price adjustment clause (to account for raise or fall in the money value / taxes during the contract period) is not operatable for this contract. However any variation in the statutory levies and Taxes by State Government / Central Government shall be effected on the end price to the benefit of either the contractor or TCMPF as the case may be.

22.0) PAYMENT TERMS:

22.1 Payment will be made against claims submitted along with the following documents

- 1) Original bill in duplicate
- 2) Trip sheets,(one sheet per day)
- 3) Toll fee charges / Fastag online statement in original.
- 4) Evidence of EPF & ESI payment to the drivers (when employer engaged). .

22.2 Such payment will be made within 30 days from the date of such claims (Without corrections) by the contractor excluding the deductions / penalties / recoveries / statutory deduction as applicable.

22.3 Please note that the payment will be made through RTGS only. Hence, you are requested to furnish while executing the agreement

1. Name of the Account Holder :
2. Name of the Bank :
3. Branch :
4. Account No :
5. IFSC code of the Branch :

The Bank charges involved in making the payment will be to the account.

22.4)NO OTHER TERMS OF PAYMENT WILL BE ENTERTAINED.

23.0) TERMINATION OF CONTRACT

23.1) TCMPF may, without prejudice to any other remedy for breach of contract by the Contractor, terminate the contract in whole or part, by 7 days written notice of breach of contract to the Contractor.

23.2) If the contractor fails to perform any of the obligation(s) under the Contract;

23.3) If the contractor is found to have involved in fraudulent, corrupt and unfair practices in competing for or in executing the Contract.

23.4) In the event of unsatisfactory performance in executing the order as per the terms, the order is liable for termination.

24.0) CANCELLATION:

Also, TCMPF reserves the right to cancel the order/contract in full or part thereof without giving any reason by giving 15 days notice if the tendered vehicle not required due to any reason. This cannot be a ground for the contractor to claim any compensation saying that the contractor has been put to loss because of this.

25.0) RIGHTS OF THE TCMPF:

25.1) Time being the essence of contract no variation shall be permitted in the time for producing the allotted vehicle as prescribed in the schedule. If the bidder fails to supply and execute the work in full or part of the order as per the scope of work and schedule, the TCMPF shall reserve the right to cancel the order besides forfeiture of Security Deposit.

25.2) Notwithstanding anything contained in the tender schedule, no obligation rests on the TCMPF to accept the lowest tender and the TCMPF shall also have the right to accept or reject any or all the tenders fully or partly without assigning any reasons.

25.3) For violation of any of the terms and conditions of the contract, the TCMPF reserves the right to terminate the contract, with or without notice as applicable.

25.4) On termination of contract, the Security Deposit is liable to be forfeited and any of the resultant loss beyond Security Deposit will be recovered from the contractor by legal means apart from forfeiture of any amount due to the contractor.

25.5) If the bidder defaulted in any of the previous tenders to execute agreement or to pay Security Deposit or to supply ordered quantity either in part or full will not be eligible from participating in this tender.

25.6) If the successful bidder defaulted to execute agreement or to pay Security Deposit or to supply ordered quantity either in part or full shall be debarred from participating in the subsequent tenders for a period of 3 years.

26.0) FORCE MAJEURE:

26.1) Failure or delay in the part of bidder for supply due to force majeure causes enumerated here under shall be considered, provided the supplier produces documentary evidence.

- a. Any cause which is beyond the reasonable control of the bidder.
- b. Natural phenomena, such as floods, drought, earthquakes and epidemics.
- c. Act of any Govt. Authority, domestic or foreign, such as wars declared or undeclared quarantines, embargoes licensing control on production or distribution restrictions.
- d. Accident and disruptions such as fire, explosion, increase in power cut with respect to date of tender opening etc.,
- e. Strikes, slow down and lockouts.

27.0) AMBIGUITIES IN CONDITIONS OF TENDERS:

In the case of ambiguous or contradictory terms / conditions mentioned in the bid, interpretation as may be advantageous to the purchaser will be taken without any reference to the Bidder.

28.0) AGE OF THE CAR:

The cars shall be in good condition and its age must be less than 10 (ten) years as on the date of publication of notice inviting tender. The age of the vehicle will be calculated from the date of first registration

29.0) PETROL/DIESEL/GAS/OIL CHARGES:

While quoting the rates in the Part - II Commercial Bid, the fuel cost shall be excluded. The contractor shall fuel the vehicle on his own. The car may be operated with petrol or diesel or gas. However, TCMPF considers only the diesel as fuel and reimburse the diesel cost at the rate of 15km/ litre of diesel. The diesel rate prevailing at Aavin Fuel station, Ambattur, Chennai on the first date of every month will be applicable for the entire month.

30.0) TOLLGATE CHARGES:

The Toll charges / Fastag online payment statement shall be reimbursed 'On actuals' basis on production of relevant original toll fee receipts to the Union along with the bills.

31.0) PARTNERSHIP DEED:

Tenders will be accepted from Partnership firms only if there is a registered Partnership deed between the bidders at least one month prior to the date of notification calling for tender. The Partnership deed entered into by the contractors and registered with in the Govt. authorities within one month prior to the date of notification calling for tender and subsequent to it will not be entertained under any circumstances and will be liable to disqualification.

32.0) INSPECTION OF CARS:

32.1) Cars are subject to inspection by the Dy. General Manager (Engg.), Transport unit or by any officer authorized/nominated by him. The bidder

has to produce the original documents and the vehicle(s) offered in the tender for physical verification on his cost on the day communicated to him through online/ e-portal. The vehicle(s) shall confirm to the tender specifications clause 40.

33.0) INSURANCE:

The Contractor shall arrange for the comprehensive insurance for the driver, officers travelling in the vehicle and third party.

34.0) OBLIGATIONS OF THE CONTRACTOR:

34.1 The contractor shall be responsible for the safe operation of the vehicle. For any loss or damages to the vehicle or to the personnel travelling, due to the carelessness of the driver or for any other causes, the contractor will be responsible for all losses and the TCMPF will not take any responsibility on that account.

34.2 At the time of any accident to the vehicle, it is the full responsibility of the contractor to see that necessary compensation etc. is settled besides arranging medical aid. The contractor shall be solely responsible for any accident to his employee or the public, from any cause whatsoever and he shall indemnify the TCMPF against damage to property or injury to person resulting from any such accidents and shall take all steps to ensure insurance charges against all such claims.

34.3 The contractor should see that the trip sheets are be written daily and got attested by the officer to whom the vehicle is allotted. (GPS is fitted and billing will be as per the Tripsheet)

34.4 The vehicle should be available on all days between 08-00 a.m. to 9-00 p.m. and shall be parked within the office premises of concerned officer to whom the vehicles is allotted.

34.5 The vehicle should be made available on holidays for any emergency works. In case of the vehicle is requisitioned during night, the vehicle should be made available.

34.6 A spare vehicle must be substituted within half an hour in case of breakdown of Vehicle within Head Quarters and within two hours outside Head quarters. The spare vehicle substituted should also have the first registration within Ten years. If the spare \vehicle not supplied within the above stipulated time, any suitable available vehicle will be engaged by the officer on his own and

excess cost incurred due to the above engagement will be recovered from the monthly bills.

34.7 The vehicle shall be well painted and should give a pleasing appearance. Battery, other electrical system and wiper shall be well maintained. The inside of the vehicle shall be neatly maintained throughout contract period. The seat cover shall be covered by neat cloth (with pleasing colour) and cloth cover should be cleared or washed frequently.

34.8 In case Kilometer reading is not recorded to due repair/fault in the system then the Kilometer as assessed by the Officer of TCMPF using the vehicle will be final. (GPS is fitted and billing will be as per the Tripsheet)

34.9 During transit, if the vehicle is seized by the law enforcement authorities of the Govt., the contractor should immediately arrange for the transport of officer whom the vehicle is allotted at the tenderer cost. If it is not done, the cost for the above will be recovered from the contractor from his bill.

34.10 The contract is not transferable.

34.11 The contractor shall have a telephone in his office and residence so that he can be contacted for provision of vehicle during night and other emergency conditions. The contractor and his staff should observe strict discipline and decorum while on duty.

34.12 The vehicle shall not be sold / disposed off or leased out to others during the contract period. However the bidder is permitted to sell / dispose the vehicle during the contract period after getting prior permission from the Dy. General Manager, Transport unit, provided he offers an alternative vehicle of similar/superior capacity and age lesser than the tendered vehicle.

34.13 The successful bidder should operate the vehicle in case of necessity as per the agreement beyond tender period up to the time permitted by the T NTT Rule 14 (9), at the same rate, terms and conditions.

34.14 The bidder shall arrange to provide the required number of additional vehicles within the limit permitted in the T NTT Rule 14 (9) at required time and at required place as per the direction of Dy. General Manager of Transport unit at the same contract rate only.

34.15 The Bidder should remit Rs.10/- and become the associate member of the Union on awarding of the contract. The amount will not be refunded and the bidder is not eligible for participating in election or getting the share of profit.

34.16 The employees of Federation / District Co- Operative Milk Producers' Union / Milk Producers' Co-Operative Society / Milk Consumers Co-Operative

Society / Dairy Development Department or their family members cannot participate in the tender in any form.

Here, the term "Family member" means, Spouse, Father, Mother, Brother, Sister, Son, Daughter, Grand Father, Grand Mother, Son in Law, Daughter in Law, Grandson and Grand Daughter.

35.0) LIABILITY OF THE CONTRACTOR TOWARDS HIS EMPLOYEES:

- a) The relationship between the TCMPF and the Contractor is one of principal to principal and not one of principal to agent.
- b) The contractor shall provide White colour half hand shirt and Full pant uniform and ID Card to the drivers and it is the duty of the contractor to ensure that they wear uniform while they are on duty, failing which a penalty of Rs. 500/- per day per driver may be recovered from the claims. The contractor shall also provide a name badge to wear on his shirt as below in white back ground and black letters.

<p>DRIVER'S NAME DRIVER</p>

- c) The contractor shall make his own arrangements for the accommodation of driver.
- d) The age of the driver shall not below 20 years and should have valid Badge to drive "T" board vehicles..
- e) The driver shall have a valid driving license. A copy of driving license shall be submitted to the transport unit while engaging the vehicle.
- f). All payments such as salary, daily batta, allowances, any other statutory payments a ESI, EPF to the driver etc., should be paid to the driver through bank Account.
- g. If the officer to whom the vehicle is attached is not satisfied with the driving of the vehicle, he shall be replaced immediately. In case of non replacement of the driver, TCMPF may impose a penalty of Rs.500/- per day and deduct from the contract bill.
- h. Whenever the vehicle is taken out on camps wanting night halts outside the Chennai city, no batta will be paid to the Driver and Batta, if any, should

be paid by the tenderer. The number of such halts outside of will be limited to the minimum necessary extent warranting the officer's tour programme. Number of days halt outside the Chennai City per month cannot be given early. The halts are to be made anywhere in Tamil Nadu.

i. The contractor shall be responsible for any violation of the provisions of the contract by him/her or the Driver.

j. The Driver's License, transport permit, quarterly tax receipt, trip sheets written up to-date, R.C. Book, Insurance Policy Etc, should always be available with Driver of the Vehicle either in Original or a Xerox Copy of the same.

e. The driver appointed by the contractor shall have the quality of best character and display due respect and dignity to the officers of TCMPF.

f. The driver shall have good driving skill to drive the vehicle gently and showcase his performance while driving. Unnecessary quarrel with fellow motorists should be avoided. He shall not rash drive the vehicle.

36.0) BLACKLISTED APPLICANTS:

If the tenderer has already been blacklisted by any Government / Government Under takings / Other Unions of the Federation / Co – Operative societies, his tender will be summarily rejected. In case information about such black listing comes to the knowledge of the Federation after awarding of the tender, the contract will be terminated, liquidated damages levied, apart from taking penal action.

37.0) MISCELLANEOUS:

a) The Managing Director of the Federation reserves the right to add, subtract and modify any terms and conditions of the agreement with the Contractor during the contract period.

b) The Federation reserves right to accept or reject any or all tenders, retender or cancel the tender as per provisions of TTTT Act and Rules.

c) If the authorities of the TCMPF demand any record like Log Book. Trip sheet, R.C. Book, Insurance policy, etc., the same should be produced without delay.

- d)** The vehicle will be permitted for operation as per motor vehicles act and rules.
- e)** The vehicles offered in the contract must comply at all times during the tenure of the contract with valid permits, rules and regulations of Statutory / Government authorities.
- f)** If any of the information submitted by the bidder is found to be incorrect at any time including the contract period, Federation reserves the right to reject the tender / terminate the transportation contract and reserves all rights and remedies available.
- g)** The contract is subject to compliance of MV Act, 1988, their provisions and also the State Motor Vehicle Rules, and subsequent notification / amendments etc., by the bidder.
- h)** Online submission of tender document is a confirmation that the bidders have fully read and understood the terms and conditions of this tender and have accepted the same in to.
- i)** The Managing Director TCMPF Ltd., reserves the right to reject any or all the tenders without assigning any reasons whatsoever. Also reserves the absolute right to reject any or all the bids/tenders solely based upon the past unsatisfactory performance by the bidder/bidders in Federation, the opinion/ decision of Federation regarding the same being final and conclusive.
- j)** The Managing Director TCMPF Ltd., reserves the right to withdraw or cancel this tender in full or in apart at its sole discretion and without assigning any reason whatsoever at any time during the tender process.

38.0) PENALTY:

41.1). FORFEITURE OF EMD/SD : If the successful bidder fails to act according to the Tender conditions their SD will be forfeited or withdraws the offer after their tender is accepted, their EMD will be forfeited.

41.2). If the selected Bidder(s) fails to remit the SD within 15 days from the date of contract, the EMD remitted by him will be forfeited and their Tender will be held void. TCMPF will have the right to divert the order to other bidders.

41.3) VIOLATION IN TERMS AND CONDITIONS : For any other violations in the terms and conditions, besides banning the business dealings with Government, recovery of additional cost plus 100% penalty and forfeiture of Security Deposit amount shall be imposed.

39.0) DISPUTES AND ARBITRATION:

In case of disputes arising out of this tender, an arbitrator as mutually acceptable to the bidder and TCMPF will be appointed by the Managing Director, TCMPF Limited. The arbitrator's decision shall be final, conclusive and binding on both the parties.

40.0) TECHNICAL SPECIFICATION

HIRING OF SEDAN CAR ON MONTHLY RENTAL CONTRACT FOR ONE YEAR FOR OFFICE USAGE AT CHENNAI

- 1) The vehicle must be a Sedan Car such as Swift Dzire, Xcent, Tigor, Etios.
- 2) The vehicle should be in the best running condition and the upholstery of the car shall be neat and clean. The vehicle should have good working Air conditioner system.
- 3) The vehicle should have a working odometer. GPS shall be fitted and billing will be as per the Tripsheet.
- 4) The exterior panels of the vehicle should be well painted and free from dents, damages and heavy scratches.
- 5) The upholstery of the car shall be neat and clean. A towel/seat cover shall be used to cover the seat.
- 6) The car interior shall be free from dust and litter.
- 7) Car perfume shall be used for better ambient.

- 8) The vehicle should be registered as transport vehicle. The registration no. shall be of black on a yellow background.
- 9) The car may be operated with Petrol / Diesel/ Gas. In case of Gas operated car, the Gas kit shall be fitted by the OEM. After market fitments are not eligible.

41.0) LEGAL JURISDICTION

In case if either party to the tender is aggrieved by the award of the arbitrator so appointed as per clause 42.0 or otherwise, they can appeal to Court of Deputy Registrar (Dairying), Thiruvallur. The legal jurisdiction will be only Deputy Registrar (Dairying), Thiruvallur Court.

ANNEXURE-I

PROFILE OF THE BIDDING ORGANISATION

The Bidder shall furnish the following details without fail:

Name of the Organization	
Nature of the Organization: PSU/Public Ltd/Private Ltd	
Year of Incorporation (Furnish copy of Certificate of incorporation)	
Address of the Registered Office:	
Contact Person Name	
Contact Person Mobile	
E-Mail Address	
PAN Number (Furnish copy of PAN Card)	

Note: The Bidder must upload documentary proof for the above details without fail.

I/we hereby declare that the details furnished above are true and correct to the best of my knowledge. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I/we am/are aware that I/we may be held liable for it.

Signature of the Bidder with office seal

Place:

Date:

ANNEXURE-II

DECLARATION FORM

(To be signed with company seal on letter head and uploaded in the Technical Bid)

To

THE DY. GENERAL MANAGER (ENGG.),
TAMILNADU COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED
TRANSPORT UNIT, MMC
CHENNAI - 600051.

Sir / Madam,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Ref. No.:0802/Tender/TPT/2024

Name of Tender/ Work /Item :**HIRING OF SEDAN CAR ON MONTHLY RENTAL
CONTRACT FOR ONE YEAR FOR OFFICE
USAGE AT CHENNAI**

We, the undersigned, declare that:

- 1) I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (clause 01 to 41) including all documents like detailed technical specification, annexure(s), etc.,
- 2) I/we agree to abide by all the detailed specifications, terms and conditions stipulated by the TCMPF which I/we have read and understood.
- 3) I/we certify that I/we have fully read and understood the instruction to bidders for online bid submission given by TCMPF, and any lapse to properly submit the bids result in rejection of the bid submitted.
- 4) I/we certify that the tender is offered without any alteration / addition / omission.
- 5) The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this declaration form
- 6) I/ we certify that all the conditions of the tender are accepted.
- 7) I/we agree that the TCMPF, is not responsible for any data corruption that might arise during the transmission / uploading of data in the website or due to disruption in communication error in my / our tender.
- 8) I/we agree that the TCMPF, has right to change schedule of opening or any technical corrective action to resolve any error that might arise during the opening of the e-tender by TCMPF.

- 9) I/we certify that I/we are responsible for the uploading of correct copies of scanned documents as per the e-tender procedure of TCMPF.
- 10) I /we understand that any error in doing so my /our tender may be summarily rejected by TCMPF.
- 11) I/We hereby agree to hold the tender offer valid for acceptance for a period of 120 days from the date of opening of Part – I – Technical bid
- 12) In the event of failure on my / our part to comply with all the requirements mentioned in this tender document I / we unconditionally agree that the department is at its liberty to reject my/our tender including the forfeiture of the full said earnest money deposit absolutely.

Signature of the Bidder with office seal

Place:

Date:

ANNEXURE – III

CERTIFICATE OF CONFORMITY

Certified that the offer is in total conformity with tender terms and specification without any deviation, whatsoever.

SIGNATURE OF THE BIDDER :

FULL NAME :

DESIGNATION :

SEAL OF COMPANY :

Annexure – IV

**INFORMATION REGARDING CURRENT LITIGATION / DEBARRING /
EXPELLING OF APPLICANT OR ABANDONMENT OF WORK BY THE
APPLICANT**

1. (a) Is the Applicant currently involved in any Arbitration / litigation relating to any contract works	Yes/No
(b) If Yes, Details thereon	
2. (a) Has the Applicant or any of its constituent partners been Debarred/Expelled by any agency during the last Three years	Yes/No
(b) If yes, Details thereon	
3. (a) Has the Applicant or any of its constituent Partners failed to complete, any contract work during the past Three years	Yes/No
(b) If yes, give details thereon	

Dated Signature of Applicant with seal

Note: If any information in this Annexure is found to be incorrect or concealed, the Qualification Application will be summarily rejected & price tender will not be opened.

Annexure – (V)
Hiring of Sedan cars

1. Name of the Bidder :
2. Registered Office Address :
3. Address for communication :
4. Telephone Number & Mobile No :
5. Name of the immediate person :
 - a) Contact Person :
Designation
 - b) Contact Person Mobile :
No.
6. Is the Bidder

A. Partnership	B. Firm
C. Sole Proprietorship	
D. Co-Operative	
Society (List of Directors/ Partners/ Members should be enclosed)	
(strike out which are not applicable)	
7. No of Cars offered :
8. Declaration:
 - a. The vehicles are in the road worthy condition and its age must be lesser than 10 (ten) years as on the date of publication of notice inviting tender.
 - b. The R.C. Books of the cars are in the name of the Bidder.
 - c. Photostat copies of (a) RC book (b) Fitness Certificate
 - (c) Insurances Certificate (d) Permit (e) Road Tax of the vehicle offered are enclosed.

Signature of Application with Sea

Annexure – VI
(one annexure for one vehicle)
Technical Specification of Cars

1. Name of the Bidder :

2. Address of the Bidder :

3. Name and address of the Bidder :
(as per R.C. Book)

4. Make / Model name of Vehicle :

5. Regn. No. of the vehicle :

6. Date of first Registration :
7. Engine Number of the vehicle :
8. Chassis Number of the vehicle :
9. Date of Expiry of
 - a. F.C..... :
 - b. Permit Suitable for Passenger
Transportation :
 - c. Insurance..... :
 - d. Road Tax..... :
10. Vehicle Details
 - a. Vehicle body colour..... :
 - b. Air Conditioner working..... :
 - c. Fuel of the vehicle :

Signature of Application with Seal

ANNEXURE – VII

FINANCIAL BID

I/We have gone through and understood all the terms and conditions of the tender and will abide by all the condition laid down for the supply of tendered items / works as per the detailed scope of works, terms and conditions laid down in the tender document.

Validate

Print

Help

Tender Inviting Authority: Deputy General Manager, Transport Unit, Chennai - 51.			
Name of Work: Hiring of Sedan car on monthly rental contract for two years for official usage at chennai.			
Contract No: 0802/Tender/TPT/2024			
Name of the Bidder/ Bidding Firm / Company :			
<u>PRICE SCHEDULE</u> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)			
NUMBER #	TEXT #	NUMBER #	TEXT #
Sl. No.	Item Description	Monthly rental charges per sedan car (inclusive of all except fuel and toll free charges) To be entered by the Bidder Rs. P	TOTAL AMOUNT In Words (inclusive of all)
1.01	Hiring of Sedan car on monthly rental contract for two years.		INR Zero Only

1).The rate quoted in the Financial Bid (BOQ - Excel online) shall remain constant during the period of contract or till extended period if any and no other additional charges on any account will be claimed.

2).All the rates should be only in terms of Indian Rupees.

3).After the financial bid opening, the L1 bidder shall furnish complete break up details for the as per bill mentioned in the Technical Specification in a separate sheet for Price with the percentage.

Place:

Signature of the Bidder with office seal

Date:

CHECK LIST

BIDDER TO FILL IN THE CHECK LIST AND UPLOAD IN THE ONLINE PORTAL WHILE SUBMITTING THE TENDER

(State YES / NO for each item)

Kindly ensure compliance of the under-mentioned requirements, as per Tender Terms and Conditions.

S. No.	Description	Bidders Response
I.	TECHNICAL BID	
1.	Whether details of E-Remittance towards EMD Amount is uploaded.	Yes/No
2.	Whether documentary evidence for Owner / Company / Firm in partnership of SEDAN cars for hiring as per tender clause 5.2 are uploaded	Yes/No
3.	Whether the tender documents are signed & sealed and uploaded	Yes/No
4.	Whether the following Supporting Documents, including the annexure / Amendments are uploaded after duly signed and sealed in each and every page, failing which the offer will be rejected	Yes/No
	a).Profile of the Bidding Organisation as per Annexure-I.	Yes/No
	c).Declaration Form as per Annexure-II	Yes/No
	d).Certificate of Conformity as per Annexure-III	Yes/No
	f).Details of Abandonment of work Litigation / debarring done as per Annexure - IV	Yes/No
	g).Any other documents wherever insisted in the tender document.	Yes/No
II.	FINANCIAL BID	
1.	Whether the Financial Bid - BOQ (Excel Format) is filled and uploaded	Yes/No

Note: Please ensure that all the relevant boxes are marked YES / NO against each column

Important Note: Bidders must ensure to upload all the required documents indicated in the Tender document without fail in the Online Portal. Bids uploaded without supporting documents (See Clause No 5 Pre-Qualification Criteria) in respect of the various requirements mentioned in the tender document are liable to be rejected at the initial stage itself.

Signature of Application with Seal

INSTRUCTION TO BIDDERS FOR SUBMISSION OF ONLINE BIDS IN E-TENDER

The bidders are required to submit scanned copies of their bids electronically on the <https://tntenders.gov.in>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the portal, prepare their bids in accordance with the requirements and submitting their bids online.

More information useful for submitting online bids on the portal may be obtained at <https://tntenders.gov.in>.

REGISTRATION:-

- 1) Bidders are requested to enroll on the e-procurement module of the Tamil Nadu Tenders procurement portal <https://tntenders.gov.in> by clicking on the link “on line bidder Enrollment” 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 portal.
- 4) Upon enrolment, the bidders will be required to register their valid (DSC) Digital Signature Certificate (Class II or Class III certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/nCode/eMudhraetc),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 others which may lead to misuse.
- 6) Bidder may then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search operations built in the <https://tntenders.gov.in> to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organisation 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 key words 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 required documents/tender schedules. These tenders can be moved to

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

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 in to 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 bids 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 keep ready the bid documents to be submitted as indicated in the tender document /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 documents 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 "MySpace" 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 in to 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 solely 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 document.

3) Bidder has to select the payment option as "online" to pay the tender fee/EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document.

- 5) Bidder is requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the Financial Bid is a standard BOQ format with the tender document, 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 coloured (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 online, without changing 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 a standard time for referencing the deadline for submission of the bids by the bidders, opening of bids etc.,. The bidder should follow this 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 key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie 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.
- 9) The bid summary has to be printed and kept as an acknowledgement for 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 document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a Tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to <https://tntenders.gov.in> in general may be directed to the 24x7 Helpdesk of the portal.

SYSTEM REQUIREMENT:

- i) Operating System - Windows XP-SP3 & above
- ii) Firefox/Internet browser - IE7 and above
- iii) Signing type digital signature
- iv) JRE 7 update 79 (Preferred file- Windows X-86 Offline) and above to be Downloaded and installed in the system

To enable ALL active X controls and disable 'use pop up blocker' under Tools → Internet Options → custom level.

NOTE: The above instructions are time to time change by the NIC. Hence, all the Bidders must periodically browse the website <https://tntenders.gov.in> and follow the procedure and being updated.
