



SOFTWARE TECHNOLOGY PARKS OF INDIA

(Ministry of Electronics & Information Technology, Govt. of India)
6-SIDCO Electronics Complex, Old Airport Road, Rangreth, Srinagar
Phone: +91-194-2300381; Fax: +91-194-2300500
Website: www.noida.stpi.in

TENDER DOCUMENT

TENDER REF. NO. STPIN/PUR/QUO/18-19/ 319 DATED 05/03/19

Open e-Tender for Hiring of Commercial Vehicle Services at STPI Srinagar on Monthly and Need Base

1.	MODE OF TENDERING	e-Tender(online) on URL https://eprocure.gov.in/eprocure/ app in Two-Bid System as follows: (a) Technical Bid (b) Financial Bid
2.	EMD/BID SECURITY	Rs. 6000/- (Rupees Six Thousand Only) through NEFT or through BHIM
4.	Bank Details of STPI-Noida	Name of Beneficiary: Software Technology Parks of India Account No.: 790010110000587 IFSC Code- BKID0007900 Bank Name: Bank of India BranchAddress: M.A.Road,Srinagar(J&K)
4.	DATE & TIME OF PUBLISHING OF TENDER	05/03/2019; 17:00 HRS
5.	DATE & TIME OF PRE-BID MEETING	11/03/19; 12:00 HRS
6.	LAST DATE & TIME FOR SUBMISSION OF BID	26/03/2019; 16:00 HRS
7.	DATE & TIME FOR OPENING OF TECHNICAL BID	27/03/2018; 17:00 HRS
8.	DATE & TIME FOR OPENING OF FINANCIAL BID	TO BE CONVEYED SEPARATELY
9	VALIDITY OF BID	90 DAYS FROM THE LAST DATE OF CLOSING



INDEX

S. No	TITLE	Page No.
1)	Notice Inviting Tender	3
2)	STPI Introduction	4
3)	Instructions for Bidders	5
4)	General Terms and Conditions (Annexure-1)	9
5)	Scope of Work and Other Terms & Conditions (Annexure-2)	12
6)	Award Criteria	15
7)	Tender Acceptance Letter (Annexure-3)	16
8)	EMD FORWARDING LETTER (Annexure-4)	18
9)	Checklist for bidders Eligibility Criteria For Hiring of Commercial Vehicle Services at STPI-Noida (ANNEXURE-5)	19
10)	Format for Personal Information and Contact Details of the Bidder (ANNEXURE-6)	20
11)	<u>FORMAT FOR FINANCIAL BID: "HIRING OF VEHICLE SERVICES AT STPI NOIDA ON MONTHLY BASIS" (ANNEXURE – 7)</u>	21
12)	<u>FORMAT FOR FINANCIAL BID: FORMAT FOR FINANCIAL QUOTATION FOR "Daily/Need Basis" (ANNEXURE – 8)</u>	22
13)	<u>Declaration (Annexure-9)</u>	23
14)	<u>FORMAT OF BANK GUARANTEE FOR PERFORMANCE SECURITY (Annexure-10)</u>	24
15)	Special instructions for online tender process	25



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NOTICE INVITING e-TENDER

TENDER REF. NO. STPIN/PUR/QUO/18-19/ 319 DATED 05/03/2019

Director, Software Technology Parks of India, Noida, invites tender for “**Hiring of Commercial Vehicle Services**” for its office in Srinagar under STPI-Noida.

The tender document is available on our website www.noida.stpi.in & <https://eprocure.gov.in/eprocure/app> from 05/03/2019 from 16:00 Hrs. onwards.

Last date for submission of Tender is 27/03/19 at 16:00 Hrs.

(Additional Director)
STPI Srinagar



1. STPI - INTRODUCTION

Software Technology Parks of India (STPI) is an Autonomous Society under Ministry of Electronics and Information Technology, Government of India (MeitY). Established by the Government of India in 1991 with an objective of boosting the Software Exports from India, STPI has been the critical support agency for the Indian Information Technology Industry for the statutory services, technology services, incubation services, industry promotional and government interfacing services. STPI's Industry Promotional and Service Provider role has been one of the key ingredients in the success story of Indian IT offshore industry. STPI is headquartered in the national capital of New Delhi and has its branch offices at 56 cities across India.

1.1 Data Communication Services of STPI

STPI is one of the first Data communication Carriers of India. STPI also holds the Category-A Internet Service Provider (ISP) license, Operational jurisdiction covering entire country of India. However, STPI's clientele is primarily the Indian IT Industry, which essentially means STPI is not a general public service provider. As such, STPI caters to the premium segment with Leased Line Services where Quality is of utmost concern.

STPI, Srinagar is under the

STPI-Noida Directorate which has 14 centers/ Sub Centers (1) STPI-Noida, (2) STPI-Lucknow (3) STPI- Kanpur (4) STPI Allahabad (5) STPI Dehradun (6) STPI Indore (7) STPI Bhillai (8) STPI Jaipur (9) STPI Mohali (10) STPI Srinagar (11) STPI-Jodhpur (12) STPI-Shimla (13) STPI – Gwalior (14) STPI – Jammu (15) STPI-Gurugram



2. INSTRUCTIONS TO THE BIDDERS

This section of the bidding documents provides the information necessary for bidders to prepare online responsive bids, in accordance with the requirements of the Employer. It also provides information on online bid submission, opening, evaluation and contract award.

2.1 INSTRUCTIONS FOR ONLINE BID SUBMISSION

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

2.1.1 REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Click here to Enroll” option available on the home page. Enrolment on the CPP Portal is free of charge.
- (ii) During enrolment / registration, the bidders should provide the correct/true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their user ID / password and the password of the DSC /eToken.

2.1.2 PREPARATION OF BIDS

- (i) For preparation of bid, Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum, if any published, before submitting their bids. After selecting the tender document same shall be moved to the ‘My favorite’ folder of bidders account from where bidder can view all the details of the tender document.
- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document



that need to be submitted. Any deviations from these may lead to rejection of the bid.

- (iii) Any clarifications, if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidder should get ready in advance the bid documents to be submitted as indicated in the tender document/schedule in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together using zip format.
- (v) Bidder can update well in advance, the documents such as experience certificates, financial reports, PAN, TIN, service tax, VAT, registration certificate and other relevant details etc., under “My Space” option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

2.1.3 Other Instruction

- I. Each bidder shall submit only one tender either by himself or as a partner.
- II. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder’s risk and may result in rejection of his bid.
- III. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.
- IV. The bidder shall check the pages of all documents. In the event of discovery of any discrepancy or missing pages, the bidder shall inform the Office of Finance Division at STPI-Srinagar.
- V. In case, the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification on or before specified date of Pre-Bid meeting. Any such clarification, together with all details on which clarification had been sought, will also be published on STPI-Noida website.
- VI. Except for any written clarification by the STPI-Noida, which is expressly stated to be an addendum to the tender document issued by the Office of Purchase Division of STPI-, no written or oral communication, presentation or explanation by any other employee of STPI-Srinagar shall be taken to bind or fetter STPI-Srinagar under the contract.



3. BID SUBMISSION

Only Online Bids need to be submitted on <https://eprocure.gov.in/eprocure/app>. The tenders shall be of 2 bid system (Technical Bid & Commercial Bid). **Manual bids will not be accepted.**

- While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- The bidders are hereby instructed that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.

Part I (Technical Bid) should comprise acceptance of our terms & conditions of contract as per the following Annexure(s):

- Annexure-1.....General Terms and Conditions/Instructions for Bidders
- Annexure-2..... Scope of Work and other terms and conditions
- Annexure 3.....Tender Acceptance Letter
- Annexure 4..... EMD Forwarding Letter
- Annexure 5..... Checklist for bidder's eligibility criteria
- Annexure 6..... Format for Personal Information and Contact Details of the Bidder

Part II should be the price offer to be submitted separately as per Commercial Bid format as per **Annexure-7, 8 and 9**. The price offer will be considered only of those parties who submitted all documents indicated in check list of Part I of tender and are found competent on the basis of information submitted in Part I.

Bidders are requested to submit their most competitive rates. It may please be noted that incomplete tenders will NOT be accepted.

3.1 Contents of Technical Bids

The bidder shall upload the scanned copy of the entire documents as part of the Technical Bid in the stipulated format, as per **Annexure-5**.

3.2. Instructions for Commercial Bids

- Price Bid should be submitted online only. Documents to be uploaded with the Financial Bid: Scanned copy of Commercial Bid as per **Annexure-7 and 8**.
- Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices. The declaration to be submitted as per format specified in **Annexure -9**.
- Director reserves the right to cancel/withdraw the bid without assigning any reasons for such decision. Director also reserves the right to award to any bidder or cancel the orders issued to any bidder without assigning any reason thereof. Such decision will not incur any liability whatsoever on the part of STPI- consequently.
- Bidders shall adhere to the procedure and processes laid down in this document and shall follow fair and ethical practices of trade.

3.3 Deadline for submission of Bids

- Bids must be submitted online on URL <https://www.eprocure.gov.in/eprocure/app> within the due time date as mentioned on page 1 of the tender document.



- Director may extend this deadline for submission of bids by amending the bid documents. This will be suitably notified in the websites www.noida.stpi.in and <https://www.eprocure.gov.in/eprocure/app>
- Director reserves the right to accept the offer in full or in parts or reject summarily.

3.4 The bidding process is stipulated in the tender document clearly. In case of any clarifications about bidding process/eligibility criteria the bidders may seek clarification during the pre-bid meeting. The clarifications sought after the pre-bid meet will not be entertained.



4. GENERAL TERMS AND CONDITIONS

4.1 The bid document can be downloaded from website www.noida.stpi.in & <http://eprocure.gov.in/cppp/>.

Pre-bid meeting will be held on 11/03/19 at 12:00 hours at STPI Srinagar Office. The pre-bid queries, if any, should reach to “The Additional Director, Software Technology parks of India SIDCO, Electronics Complex, Old Airport Road, Rangreth, Srinagar
Phone: +91-194-2300381; Fax: +91-194-2300500

4.2 ,” up to 16:00 hours on 11/03/19. Bidders/ their authorized representatives may attend the pre-bid meeting even if they themselves do not have any clarifications to seek.

4.3 Earnest Money Deposit (EMD)

- a. Earnest Money Deposit of Rs. 6000 (Rupees Six Thousand only) should be deposited through NEFT, as per the detailed given below:

Name of Beneficiary: Software Technology Parks of India

Account No.: 790010110000587

IFSC Code- BKID0007900

Bank Name: Bank of India

Branch: M.A.Road, Srinagar (J&K)

On or before bid submission closing time as mentioned in the tender document/corrigendum at STPI Noida failing which offer will be liable for rejection. Bidders, however, have to attach scanned copies of Earnest Money Deposit while submitting the bids online. Bids submitted without EMD will stand rejected. **EMD will not be accepted in the form of cash / cheque.** No interest is payable on EMD.

- b. The EMD will be returned to the bidder(s) whose offer is not accepted by STPI-Noida within one month from the date of the placing of the final order(s) on the selected bidder(s). This would also be applicable in case of empanelment for hiring of commercial vehicle on need basis only. However if the return of EMD is delayed for any reason, no interest / penalty shall be payable to the bidder.
- c. **Performance Security:** The successful bidder would have to submit an amount equivalent to 3% of Work Order in the form of Bank Guarantee/FD towards Performance Security in favor of Software Technology Parks of India, Srinagar within 15 days from the acceptance of Work Order. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. However, the Bid security (EMD) would be refunded to the successful bidder on receipt of Performance Security.
- d. The successful bidder, on award of contract / order, must send the contract/order acceptance in writing, **within 7 (seven) days** of award of contract/order, failing which the EMD will be forfeited.
- e. The EMD shall be forfeited, if the bidder withdraws the bid during the period of bid validity specified in the tender.

4.4 Tender Process:



The bid must be submitted through online mode only in two parts as **Two Bid System** mentioned below:

Part-1 (Technical Bid) in accordance with Annexure-1 to Annexure-6
Part-2 (Financial Bid) Financial Bid as per Annexure-7, 8 and 9

4.5 Each page of tender document must be signed and stamped by authorised signatory to ensure the compliance with the scope & services and general terms & conditions before uploading. No overwriting, corrections and cutting is permitted.

4.6 The bids complete in all respects & submitted through e-procurement portal shall only be accepted. No bid shall be accepted, if submitted as a hard copy.

4.7 Bid validity should be of 90 days from the specified date of closing.

4.9 Consequence of Default

In the event of any material default which results in shabby presentation or any failure on any account shall be treated as breach of faith and accordingly be liable for penal provisions as set by STPI.

4.10 **Payment Terms:** Payment will be released at the end of each month against invoice produced along with the copy of the LOG BOOK subjected to satisfactory performance reported by concerned STPI officer.

4.11 STPI reserves the right to terminate the agreement at its discretion at any time without assigning any reason, thereof.

4.12 STPI reserves the right to reject any or all of the bids or accept them in part or to reject lowest bid without assigning any reason thereof at any stage.

4.13 The successful Bidder will provide the Materials, Services etc. up to the mark as per scope of works.

5 Termination by default:

The STPI Srinagar may, without prejudice to any other remedy for breach of contract, by written notice of default sent to bidder, terminate the Contract in whole or part:

- (a) If the Bidder fails to provide services /rectify the fault within the time period specified in the contract or any extension thereof granted by the STPI Srinagar
- (b) If the Bidder fails to perform any other obligations under the Contract.

6 Forfeiture of EMD/Security deposit: If the successful bidder refuse/fails to accept the Work Order issued by STPI or the work assigned is not done as per the scope, EMD will be forfeited.

7 Rejection of the bid

- a. The bidder is expected to examine all instructions, formats, terms & conditions, & scope of work in the bid document. Failure to furnish all information required as per bid document or submission of bid which is not substantially responsive to the bid document in every respect may result in rejection of bid. In respect of interpretation/clarification of this bid document and in respect of any matter relating to this bid document, the decision of STPI-Srinagar will be final.



- b. No prices are to be indicated in the Technical bid and if price is mentioned in the “Technical Bid” it may lead to rejection of the bid.
- c. Bids not submitted as per two bid system will be summarily rejected.
- d. The bidder will have to furnish the requisite document supporting the qualification/eligibility criteria and credential as specified in the bid document, failing which the bid is liable to be rejected.
- e. The discount, if any, should be merged with the quoted prices. If the bidder does not follow this stipulation, the bid is liable to be rejected.
- f. **The bids received through Fax / Telex/photocopy/ Hard Copy will not be considered.**

8 Blacklisting

Company/Firm blacklisted by Govt./PSU/Corporate organization are not eligible to Bid. If at any stage of bidding process or during the currency of contract, such information comes to knowledge of STPI, the STPI shall have right to reject the bid or terminate the contract, as the case may be, without any compensation to the bidder.

9 Arbitration

In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a Sole Arbitrator to be appointed by Director, STPI, Noida. The provisions of Arbitration and Conciliation Act 1996 shall be applicable.

If any dispute of any kind whatsoever, and not resolved through arbitration, arises between STPI and the Successful Bidder in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity, or termination, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference by mutual consultation then all the litigation and proceedings, if arises at any time should be subject to jurisdiction of **J&K** High Court only.

10 Force Majeure

If, at any time, during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, floods, earthquakes, explosions, epidemics, strikes and quarantine restrictions by acts of God, (herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this contract agreement nor shall either party have any claim of damages against the other in respect of such non performance or delay in performance. Performance of the contract agreement shall, however be resumed as soon as practicable after such eventuality has come to an end.

I have read and understood all terms and condition and agreed upon.

Signature & Seal of the Bidder



ANNEXURE-2

SCOPE OF WORK AND OTHER TERMS & CONDITIONS

1. Director invites e-procurement (only online mode through <https://www.eprocure.gov.in/eprocure/app>) open Tender under Two Bid Systems (Technical Bid & Commercial Bid) for **Hiring of Commercial Vehicle Services at STPI Srinagar**, as per the Technical specifications and scope of works mentioned in this RFP. The requirements are as follows:

(A)

Sr. No.	Particular	Category	Engine Capacity	*No.
a.	Hiring of AC Vehicle with Heater on monthly basis for 1500 Kms./10 Hrs/dayx6 days/week	Hatchback or SUV	1100 CC or above	01
b.	Hiring of AC /Non AC Vehicle on Daily basis.	Hatchback or SUV	1100 CC or above	01

(B) **To empanel the agencies for hiring of commercial vehicle services purely on 'Need Basis' in Hatchback/SUV segment for local and outstation services?**

- The Vehicle in **Hatchback** Segment with engine capacity of 1000cc or higher to be provided duly insured along with passengers. The vehicle should not be older than 3 years from the date mentioned on Registration Certificate of cars or undertaking to arrange the vehicle with effect from the date of contract.
- *Director STPI reserves the right to increase/decrease number of vehicle(s) based on our requirement.
- Vehicle should always be in excellent working condition with decent interiors, good external look and properly maintained. The vehicle must be provided with suitable seat covers, towel covers, mats etc in neat and clean condition.
- If mileage is under-utilized, the balance kilometers would be carrying forwarded for adjustment out of extra KMs, if any, in the next month for the same vehicle.**
- The bidder must have past experience (minimum 2 years) of providing vehicle on hire to at least one government organization/PSU/similar organizations. A work order or relevant document must be furnished.
- Satisfactory proof of owning the required vehicle of specified make/model which should only be registered through RTO/ARTO of J&K Authorities.
- The successful bidder must submit a Police Verification of the Driver, photocopy of Valid Driving Licenses of Driver(s) and valid vehicle Insurance at the time of award of contract. It is also desired that the successful bidder will ensure proper Pollution checks, on timely basis, as per the Govt. norms.
- STPI-Srinagar works on 24x7 format accordingly the vehicle services would be required in the same fashion, however, the normal duty hours during working days would remain from 9:00 Hrs. to 18:00 hrs.**
- Contract charges include salary/wages of drivers, repairs and maintenance of vehicles, insurance, fuel (petrol/diesel) engine oil and any other incidental expenses, etc.



11. Only parking charges and Toll Tax shall be reimbursable to the contractor subject to production of receipts.
12. In the case of any accident or any other contingency, any claim arising out of it shall be borne by the successful bidder only and no claim whatsoever shall be borne by the STPI.
13. If the vehicle goes out of order, the successful bidder shall provide a substitute vehicle immediately. In case vehicle does not report on time/does not report at all, then STPI would have a right to hire a vehicle from open market and the additional cost incurred by the STPI-will have to be borne by the successful Bidder.
14. The driver must observe all the etiquette and protocol while performing the duty. The Driver of the vehicle should be available in proper uniform and report to STPI-Srinagar before the prescribed duty hours and get the opening meter noted at the nodal point and similarly while completing duty hours he is required to get the closing meter reading noted.
15. The drivers are required to mark their attendance every day in respective attendance register kept at security post with time in and time out.
16. Driver(s) of the vehicle must carry Valid Driving License, Mobile Phone and he should be able to make contingency payments.
17. The vehicle should be clean and also equipped with First Aid Box, air freshener tool kit, Fire Extinguisher and stepney while reporting for duty.
18. The bidder and driver shall be bound to carry out the instructions of the STPI as well as the officers assigned to the vehicle.
19. Dedicated vehicles and drivers must be provided. Prior intimation must be given to the concerned officer about the change of vehicles and driver and submit the relevant documents.
20. The Driver of the vehicle is required to carry & maintain Log Book and get it signed by the user of the duty. The photocopy of Log Book verified with original at the time of submission of bill with authorized person and raise the bill as per the procedure as stated in Work Order.
21. The mileage will be counted from Zero i.e. Kms and time shall start from/to STPI-Srinagar or from the place of duty assigned.
22. Whenever outstation journey is performed (If one way distance from STPI-Srinagar is more than 100 Kms) driver allowance of Rs. 200/- per duty will be paid extra.
23. While billing to STPI-Srinagar, the vendor must submit date wise details of KMs & Hrs during the prescribed Kms as per W.O. However, charges will be paid for extra hours after completion of 300 Hrs. as per the prescribed rates quoted.
24. Night charges for 23:00 hrs to 05:00 hrs @Rs.100/- will be paid extra (for local/outstation duties), as applicable.
25. In case of outstation journey is performed, the kilometerage of said journey will be counted within the proposed Kilometers for monthly basis. (However extra Hrs / extra Kms will be paid extra) as per the prescribed rates quoted.
26. Bids once submitted shall not be allowed to be withdrawn. Any default after acceptance of bid shall be deemed to be non compliance to the terms of contract and would be liable to forfeiture of EMD deposited and cancellation of bids.



27. Bidder must provide the daily/need basis vehicle as & when required otherwise it is deemed to be non-compliance to the terms and condition of contract and hence contract may be terminated.
28. This contract will be effective for one year from the date of signing the contract unless terminated. The contract may be renewed for a further period of 1 year + 1 year basis, as mutually agreed upon, on subject to satisfactory performance of the bidder and on the same rate and terms & conditions.
29. Director, STPI reserves the right to terminate the contract without assigning any reason thereof in case of non-satisfactory performance.

I have read and understood all terms and condition and agreed upon.

Signature & Seal of the Bidder



Award Criteria

1. Award Criteria for hiring of vehicle on Monthly Basis (Annexure-7):

- The financial bids will be evaluated on the basis of the lowest quote in Grand Total (A + B) for the vehicles of technically qualified bidders.
- Rates of extra kilometre and hours also required to be quoted by all bidders.
- However, the L-1 bidders have to match their rates for extra kilometres and hours based on the lowest rates quoted by any other bidders.
- In case all the rates are equal, STPI reserves the right to award the contract based on the decision of Director, STPI Noida.

2. Empanelment criteria for hiring of commercial vehicle on Need Basis for local and outstation duties(Annexure-8):

- The rates will be chosen, as per the below mentioned table, assuming there are three vendors technically qualified for Financial Evaluation namely 'Bidder-A', 'Bidder-B' and 'Bidder-C':

Particulars	Hatchback (AC)	SUV (AC)
4 hrs./40 Kms.	L-1, as per Bidder-A	L-1, as per Bidder-A
8 hrs./80 Kms.	L-1, as per Bidder-A	L-1, as per Bidder-C
Extra per Kms. (Above 80 Kms)	L-1, as per Bidder-C	L-1, as per Bidder-B
Extra hrs. (Above 8 hrs.)	L-1, as per Bidder-B	L-1, as per Bidder-C
Particulars	Hatchback (AC)	SUV (AC)
Outstation charges per KM (Min. limit 250 Kms.) up to 24 hrs.	L-1, as per Bidder-C	L-1, as per Bidder-B

☞ The above table is only for reference purposes. This would be prepared by STPI Srinagar only at the time of Financial Evaluation.

- After obtaining the rates, a communication through STPI-Srinagar will be sent to all the technically qualified bidders for their consent to get the uniformed rates on the basis of lowest prices quoted for empanelment. Those who would be agreed for rates offered by STPI-Srinagar will be selected for empanelment as per the tender conditions.



TENDER ACCEPTANCE LETTER

(To be given on a Stamp Paper of Rs. 100/-)

Date.....

To,

**The Additional Director,
Software Technology Parks of India
6-SIDCO Electronics Complex, Old Airport Road, Rangreth, Srinagar
Phone: +91-194-2300381; Fax: +91-194-2300500**

Subject: Acceptance in respect of terms & conditions for Hiring of Commercial Vehicle Services at STPI Srinagar

Reference: STPIN/PUR/QUO/18-19/319 Dated 05/03/2019

Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site <https://www.eprocure.gov.in/eprocure/app> .
2. I/We hereby certify that I/we have read all the terms and conditions of tender document from Page No. _____ to _____ (including the Scope of Works, Checklist, all Annexure(s)/Para's, etc., which shall form part of the contract agreement and I/we shall abide hereby by all the terms & conditions contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept all the terms and conditions of above mentioned tender document and corrigendum(s) as applicable.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
6. I/ We confirm that our bid shall be valid up to **90 days** from the date of closing bid.
7. I/ We hereby certify that all the statements made and information supplied in the enclosed Annexures/Para's etc. furnished herewith is true and correct.
8. I/ We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information to supply.
9. I/ We understand that you are not bound to accept the lowest or any bid you may receive.
10. I/ We certify / confirm that we comply with the eligibility requirements as per Bid documents.
11. I/We declare and confirm that (i) we have not been Black listed or deregistered by any Central/State government department or Public sector undertaking and none of our works had ever been terminate by client after award of contract during last three years. (ii) No agent, middle man or any intermediary has been or will be engaged to provide any service, or any other item of work related to the award and performance of this contract. We acknowledged the right of the employer, if he finds to the contrary, to declare our tender to be non-compliant and if the contract has been awarded to declare the contract Null and void.



12. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

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

.....
Signature & Seal of the Bidder
Name and Address:



ANNEXURE-4

EMD FORWARDING LETTER

From (Name & Address of the Bidder)

To

The Additional Director
Software Technology Parks of
6-SIDCO, E.C, Rangreth

Sub: Earnest Money Deposit

Ref.: Bid document TENDER REF. NO. STPIN/PUR/QUO/18-19/412 DATED .05-03-2019

Dear Sir,

We, M/s. _____, having read and examined in detail the bid document for “**TENDER FOR HIRING OF COMMERCIAL VEHICLE SERVICES AT STPI-Srinagar**”

We, M/s. _____ hereby submit EMD of Rs. _____ (Rupees _____ only) in the form of RTGS/ NEFT. The details are as under:

Name of Issuing Bank:

RTGS/ NEFT details :

Amount:

Dated:

We, M/s. _____ having read and understand the clause no. _____ towards forfeit of EMD.

Yours sincerely,

Authorized signatory:

Name and title of Signatory:

Name of Firm:

Postal Address:



ANNEXURE-5

**CHECKLIST FOR BIDDERS ELIGIBILITY CRITERIA FOR HIRING
OF COMMERCIAL VEHICLE SERVICES AT STPI-NOIDA**

S. No.	Criteria	Document Required	Compliance (Yes/No)	Page No.
1.	Bid Security/EMD of Rs. 6000/-	Copy of Bank Acknowledgement		
2.	Copy of Profit & Loss Account and Balance Sheet along with Income Tax Return for the last three FY i.e. 2014-15, 2015-16&2016-17	Copy of CA Certificate		
3.	Valid GST Registration Certificate (if applicable)	Self attested Copy		
4.	PAN Card	Self attested Copy		
5.	GST Return for FY 2017-18 (if applicable)	Self certified		
6.	Proof of at least two contracts relating to similar work out of which one should be on Central Govt./State Govt./Educational institute/PSUs/Banks in last three years	Self attested Copy		
7.	The bidder should have minimum Annual turnover of at least Rs. 5 Lakhs (each year) during the FY 2013-14, 2014-15 & 2015-16	Copy of CA Certificate		
8.	Copy of Registration Certificate (RC) for all the vehicles which should not be older than three (03) years on the date of tender which should only be issued through authorities of RTO,ARTO of J&K Govt to arrange the vehicle with effect from the date of contract.	Self attested Copy		
9.	The bidder should not be currently blacklisted /suspended or any services related dispute with any organization/Central Govt./State Govt./Educational institute/PSUs/Banks	Self Undertaking		
10.	Tender Acceptance Form	As per Annexure-3		
11.	Client Experience Details: Submit at least copy of two work orders along with completion certificate during last three years	Self attested Copy		
12.	Bidder's information	As per Annexure-6		
13.	Copy of Bank Account of Agency in a scheduled bank	Copy of Passbook/Banker's certificate		
14.	Partnership Agreement In case of Partnership firms	Self attested Copy of partnership deed		

.....
(Signature & Seal of the Bidder)



ANNEXURE-6

Format for Personal Information and Contact Details of the Bidder

1	Name, Address, Telephone no. of the bidder	
2	Name, Designation & Mobile No of Contact Person	
3	Please specify whether the Bidder is Sole Proprietor/ Partnership/Pvt. / Limited Company	
4	Name, Address & Telephone nos., FAX no. & email id of number of Directors/Partners in the company	
5	Address/Location of Local Taxi Stand/Agency	
6	Customer care No., if any	
7	Photographs of Director(s)/Partner(s)/Proprietor(s)	

A large, empty rectangular box with a black border, intended for the bidder to provide a photograph of themselves or their contact person.A large, empty rectangular box with a black border, intended for the bidder to provide a photograph of themselves or their contact person.A large, empty rectangular box with a black border, intended for the bidder to provide a photograph of themselves or their contact person.



ANNEXURE - 7

FORMAT FOR FINANCIAL BID

(On letterhead)

HIRING OF VEHICLE SERVICES AT STPI SRINAGAR ON MONTHLY BASIS

FORMAT FOR COMMERCIAL QUOTATION FOR "Monthly Basis" (Amount in INR)							
S.N.	Particulars	Category	Engine Capacity	Vehicle Make and Model	Rates Per Vehicle (AC)	Qty.	Total Amount
1.0	Monthly Charges for 1500 Kms./300 hrs. (FIXED CHARGES)	Hatchback /SUV	1100 CC or above			1	
						Add Taxes(GST), if Any	
						Total (A)	
1.1	For Every Extra Kilometer Beyond 1500 Kms. (per month)						
1.2	For Every Extra Hour Beyond 360 Kms (per month)						

S.N.	Particulars	Category	Engine Capacity	Vehicle Make and Model	Rates Per Vehicle (AC)	Qty.	Total Amount
2.0	Daily Charges for Need Base Vehicle(Full Day/Half Day) (FIXED CHARGES)	Hatchback	1100 CC or above			01	
						Add Taxes(GST), if Any	
						Total (B)	

Grand Total (A) + (B): _____

(Signature & Seal of the Bidder)



FORMAT FOR FINANCIAL BID

(On letterhead)

EMPANELMENT OF AGENCY FOR “DAILY/NEED BASIS” FOR LOCAL & OUTSTATION

Table-A (Local Services)

Daily/Need Basis for Local Services (Rates in INR)		
Particulars	Hatchback (AC)	SUV (AC)
4 hrs./40 Kms.		
8 hrs./80 Kms.		
Extra per Kms. (Above 80 Kms)		
Extra hrs. (Above 8 hrs.)		

Table-B (Outstation Duties)

Daily/Need Basis for Outstation Services (Rates in INR)		
Particulars	Rate for Hatchback (AC)	Rate for SUV (AC)
Outstation charges per KM (Min. limit 250 Kms. for 24 Hrs.)		

****GST will be extra as applicable**

Signature & Seal of the Bidder



Annexure – 9

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the supplier will be blacklisted and will not be permitted to have any dealing with the STPI-Srinagar in future.

**Signature & Seal of the Bidder
Name & Address:**



Annexure-10

FORMAT OF BANK GUARANTEE FOR PERFORMANCE SECURITY (To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the "Bank") of the one part and _____ (Name of the Department) (hereinafter called the "Department") of the other part.
2. WHEREAS _____ (Name of the Department) has awarded the contract for Security services contract for Rs. _____ (Rupees in figures and words) (hereinafter called the "contract") to M/s _____ (Name of the contractor) (hereinafter called the "contractor").
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Department the full amount of Rs. _____ (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned contract with the Department, the Bank is engaged to pay the Department, any amount up to and inclusive of the aforementioned full amount upon written order from the Department to indemnify the Department for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Department immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Department any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least sixty days beyond the expiry date of the Contract period).
7. At any time during the period in which this Guarantee is still valid, if the Department agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Department and at the cost of the contractor.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.
9. The neglect or forbearance of the Department in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Department for the payment hereof shall in no way relieve the Bank of their liability under this deed. 10. The expressions "the Department", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) _____ (year) being herewith duly authorized.

For and on behalf of
the _____ Bank.

Signature of authorized Bank official
Name _____
Designation _____
I.D. No. _____
Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness-1.
Signature _____

Witness-2.
Signature _____



SPECIAL INSTRUCTION FOR ONLINE TENDER PROCESS

1. Bidder should do the registration in the tender site <http://eprocure.gov.in> using the option available. Then the Digital Signature registration has to be done with the e-token, after logging into the site. The e-token may be obtained from one of the authorized Certifying Authorities such as MTNL/SIFY/TCS / nCode/eMudhra.
2. Bidder then login to the site thro' giving user id / password chosen during registration.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then send along with bid documents during bid submission.
5. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
6. If there are any clarifications, this may be obtained online thro' the tender site, or thro' the contact details. Bidder should take into account of the corrigendum published before submitting the bids online.
7. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/xls /rar/dwf formats. If there is more than one document, they can be clubbed together.
8. Bidder should get ready the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date & time for the tender.
9. The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
10. The bidder has to submit the tender document online well in advance before the prescribed time to avoid any delay or problem during the submission process.
11. After the bid submission, the acknowledgement number, given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender.
12. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.
13. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
14. 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.
15. 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 viewable by unauthorized persons during



bid submission & not be viewable by any one until the time of bid opening. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.

16. 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.
17. The bidders are requested to submit the bids through online e - tendering system to the TIA well before the bid submission end date & time **(as per Server System Clock)**.
18. **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) option in the browser.**
19. If the bidder submits the bid in manual form, he should have already registered in the tender site and he has to inform the registration ID in the bid submitted otherwise his tender will not be considered. For any other queries, the bidders are asked to contact through e-mail at: **cppp-nic@nic.in**.

(Signature & Seal of the Bidder)