

**Price Rs. 590/-**



**Bharat Sanchar Nigam Ltd.**

(A Government of India Enterprise)

(Civil Wing)

O/o THE EXECUTIVE ENGINEER (C) BSNL, CIVIL DIVISION, BLOCK No- 5,  
SET No-4, PHASE-III, SECTOR-6, KANGNADHAR, NEW SHIMLA-171009.

Telephone No-0177-2673088 & 2673288.

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**e - TENDER DOCUMENT**

**“Hiring of light commercial Vehicle for the O/o Chief Engineer (C),  
BSNL HP Civil Zone, Shimla (HP)”.**

**NIT No : EE/BSNL/CD/SML/DB / Year 2022-23/16**

**Dated- 19.09.2022**

**Certified that this document contains 1 To 32 (Thirty Two Only) printed pages  
including the cover page.**

**To be submitted only online on the website: [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL)**

**by 1800 hrs on 27/09/2021**

**Name of Bidder:-**

Executive Engineer (C)  
BSNL, Civil Division,  
Shimla-171009.



# **Bharat Sanchar Nigam Ltd.**

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**Executive Engineer (C)  
BSNL, Civil Division,  
Shimla-171009**

## INFORMATION AND INTRUCTIONS FOR BIDDERS FOR e-TENDERING

On the behalf of the Government of Himachal Pradesh, Executive Engineer (C), BSNL Civil Division, Block No-5, Set No-4, Phase-III, Sector-6, Kangnadh, New Shimla-171009, re-invited online item rate e-Tender for hiring of light commercial vehicle (s) such as as **Non-AC Maruti Dezire, Amaze, Etios, Tata ZEST** or equivalent diesel / Petrol vehicle not older than **2017 model** from the prospective supplier (s) having an experience of minimum six months in supplying light commercial vehicles to any Central / State Govt. organization/ Public Sector Undertaking/ Reputed Private Companies/ Travel Agencies registered with Tourism Department

S. No	NIT No.	Name of work	E.M. D. Rs.	Period of Completion	Last date & time of submission of bid on line	Period during which EMD, Bid cost, and other documents shall be submitted	Time & date of opening of financial Bid
1	2	3	5	6	7	8	9
1	EE/ BSNL/ CD/ SML/ DB / Year 2022-23/16.	<b>Hiring of Light Commercial Vehicle for the O/o Chief Engineer (Civil) BSNL HP Civil Zone, Shimla (HP).</b>	5000/-	12 (Twelve) Months.	27/09/2021 by 06.00 PM.	<b>Before or within 3 days of bid submission end date.</b>	29/09/2022 by 11.00 AM.

- The intending bidder must read the terms and conditions of BSNL-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
- Information and instructions for bidders posted on website [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) shall form part of bid document. The intending tenderers should get themselves registered with M/s ITI Limited, as per instructions on the web site, by paying amount as per class / Turnover, including taxes as applicable as per Govt. of India latest tax structure. The intending tenderers who need digital signatures also, should contact M/s ITI Limited.
- The bid document consisting of General (Commercial condition of contracts), Special condition of contracts, the schedule of quantities, the other terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website “<http://eprocure.gov.in>, [www.hp.bsnl.co.in/hpc](http://www.hp.bsnl.co.in/hpc) or [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL)” free of cost.  
The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker’s Cheque or Deposit at call Receipt or Fixed deposit receipts towards cost of bid document and EMD in favour of respective “**Accounts Officer (EF), O/o The CGMT, BSNL, HP Telecom Circle, Shimla (HP), payable at Shimla (HP)**” and Processing Fee in favour of ITI Limited and other documents as specified.
- Those bidder / contractors not registered on the website mentioned above are required to get registered beforehand.

5. The intending bidder must have valid class-III digital signature to submit the bid.
6. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
7. Bidder / Contractor can upload documents in the form of JPG format and PDF format.
8. Bidder / Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue.

In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as “0”.

Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as “0” (Zero).

9. For any help related to e-tendering, vendor can contact at given helpline no. **017239537537, 08261033300 / 09625033300 / 08261922200**

## **10. List of Documents to be scanned and uploaded within the period of bid submission:**

1. R.C (Certificate of Registration), Fitness Certificate (Form 38), Authorization Permit (Form 47) OR Contract Carriage Permit (Part-A) etc.
2. A valid experience certificate for minimum six months for supplying minimum one vehicle issued by the competent authority of a Central /State Govt. organization/ Public Sector Undertaking/ Reputed Private Companies/ Travel Agencies registered with Tourism Department for satisfactory performance of the contract on hiring vehicles
3. Demand draft / Pay order or Banker's Cheque of any Scheduled Bank towards cost of Bid document.
4. **EMD** in the form of FDR / Demand draft / Pay order or Banker's Cheque of any Scheduled Bank towards
5. Goods and Service Tax Registration No. or the bidder can get the GST no before submission of first R.A bill. In case the limit of the bidder is lesser than minimum turnover required for GST No, the bidder shall submit an affidavit having undertaking declaring that the annual income from the hiring of commercial vehicle does not exceed the limit fixed by central excise authorities before submission of first R.A bill. The first R.A bill shall be paid only after GST /declaration is submitted by the bidder.
6. Certificate of r/o Non Participation of any close relative as per Section-XI in bid forms. [\(at Page No-33\)](#)
7. Pan Number (Permanent Account Number)  
\* If the bidder is a firm in partnership / Limited company or Corporation, then the hard copies of Form "A" and partnership deed / memorandum of articles of association and power of attorney / authorization to the person who signs the tender in case of companies etc shall also be uploaded / submitted along with other documents.

## **SECTION-I**



**Bharat Sanchar Nigam Ltd.**

(A Government of India Enterprise)

(Civil wing)

O/o THE EXECUTIVE ENGINEER (C) BSNL, CIVIL DIVISION, BLOCK No- 5, SET No-4,  
PHASE-III, SECTOR-6, KANGNADHAR, NEW SHIMLA-171009.

Telephone No-0177-2673088 & 2673288.

### **NOTICE INVITING e-TENDER**

1. On the behalf of the Government of Himachal Pradesh , The Executive Engineer (C), BSNL Civil Division, Block No-5, Set No-4, Phase-III, Sector-6, Kangnadhara, New Shimla-9, re-invited online item rate e-Tender for hiring of light commercial diesel vehicle (s) such as Non-AC Maruti Dezire, Amaze, Etios, Tata ZEST or equivalent, diesel / Petrol vehicle **not older than 2017** model from the prospective supplier (s) having an experience of minimum **six months** in supplying light commercial vehicles to any Central / State Govt. organization or a Public Sector Undertaking or Reputed Private Companies / Travel Agencies registered with Tourism Department .

#### **2. Schedule to the invitation of Tender.**

**i. Name of work“ Hiring of Light Commercial Vehicle for the O/o Chief Engineer (Civil), BSNL HP Civil Zone, Shimla (HP)**

**ii. NIT No. EE/BSNL/CD/SML/DB/2022-23/16.**

**iii. Last date of receipt of submission of bids online, will be 27/09/2022 upto 06.00PM.**

**iv. The date of physical submission of EMD and tender fee, Before or within 3 days of bid submission end date.**

**v. The date of Opening of eligibility bid is 10.00 A.M on 28.09.2022 and financial bid is 29/09/2022 at 11.00 AM.**

**vi. Minimum validity of Tender offer / Bid...60 days from the date of opening of Technical Bid.**

**3. Services to be provided...**Providing Non AC light commercial vehicle (s) such as Maruti Swift Dzire, Amaze, Etios or equivalent diesel / Petrol vehicle. Total 1 No (One Number) with  $\pm 100$  % Variation in number of vehicles (Max. two vehicles) of model not older than 2017 on hire and contractual basis for plying the vehicle in whole of HP state & nearby State / Territory. **For one vehicle registration number (RC) the contractor shall bid for one tender only till tender is decided .**

**4. Duration of contract: One year from the date of Agreement** with an option of further extension for a period of One year on the same rate, terms and conditions on the mutual consent of both the parties. The complete details of e-tender document, term and condition of contract and necessary document, can either be downloaded from the website [“http://eprocure.gov.in](http://eprocure.gov.in) or [www.hp.bsnl.co.in/hpc”](http://www.hp.bsnl.co.in/hpc) or

[www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) or be seen in the office of the Executive Engineer BSNL Civil Division Shimla free of cost.

5. Interested contractors who wish to participate in the tender had to make following payments as detailed below:

- (i) Rs.590/- (Rs. Five Hundred Ninety Only) (non-refundable) in the form of Demand Drafts / Pay Orders of a Scheduled bank drawn in favour of “Accounts Officer (EF), O/o The CGMT, BSNL, HP Telecom Circle, Shimla (HP), payable at Shimla (HP)”
- (ii) Earnest Money Rs. 5000 in the form of Demand Drafts / Pay Orders of a Scheduled bank drawn in favour of “Accounts Officer (EF), O/o The CGMT, BSNL, HP Telecom Circle, Shimla (HP), payable at Shimla (HP)”.

S.No	NIT No.	Vehicle to be attached to	No. of Vehicle Required.	Jurisdiction
1.	EE/BSNL/CD/SML/DB/2022-23/16.	C.E. (C), BSNL HP Civil Zone, Shimla (H.P)	ONE	Himachal Pradesh & nearby State / Territory.

**(iii) e-tender processing fee minimum of Rs. 590/- (non refundable) or as applicable, shall be payable to M/s. ITI Limited, through their e-gateway by credit / debit card, internet banking or RGTS / NEFT facility.**

The scanned copy of above documents (demand Draft / Pay order or Banker’s cheque / FDR (deposit at call receipt) is to be uploaded to the e-Tendering web site within the period of online bid submission and original should be submitted in the wax / adhesive tape sealed envelope, **to the office of Executive Engineer (C), BSNL Civil Division, Shimla, (HP) within the period mentioned in this NIT.**

The intending bidder has to fill all the details such as Banker’s name, Demand draft / Fixed Deposit Receipt / Pay order/ Banker’s cheque, amount and the date in the e-tendering website.

After submission of bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.

While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.

6. The self attested copies of Vehicle documents and certificate of work experience and other documents as specified in the tender notice as well as demand Draft / Pay order or Banker’s cheque / FDR / deposit at call receipt in original for tender Fees / cost and **EMD**, shall be uploaded on e-tendering website and original EMD & Tender cost shall be submitted in the wax / adhesive tape sealed envelope, to the office of The **Executive Engineer (C), BSNL Civil Division, Shimla (HP)**, as prescribed in NIT.

**NO PHYSICAL SUBMISSION OF DOUCUMENT IS NEEDED EXCEPT EMD AND TENDER COST.**

**The uploaded eligibility documents shall be opened at 10.00 A.M on 28.09.2022 in presence of contractors who may be present. For one vehicle registration number (RC) the contractor shall bid for one tender only till tender is decided.**

**The bid submitted shall become invalid and cost of bid & e-Tender processing fee shall not be refunded if:**

- (i) The bidder is found ineligible.
  - (ii) The bidder does not upload all the documents as stipulated in the bid document.
7. The tender, which is not accompanied by requisite bid security, shall be summarily rejected. Tender will not be accepted / received after expiry of date / time. The Executive Engineer (C), BSNL Civil Division, Shimla reserves the right to reject any or all the tenders without assigning any reason what so ever.

Executive Engineer (C)  
BSNL, Civil Division,  
Shimla-171009



## **SECTION - II**

### **Instructions to Bidders**

#### **1. Services to be provided**

1. Services to be provided are given in section V.

#### **2. Eligibility Conditions**

- a) The bidder should have required vehicle(s) of model not older than year **2017**. Vehicles registered as commercial vehicles in their name(s) or Firm's name or bidder should produce affidavit for leased vehicle for use as commercial vehicles.
- (b) The bidder shall have experience of minimum six months of Similar type of contract of supplying light commercial vehicles to any Central / State Govt. organization or a Public Sector Undertaking or Reputed Private Companies / Travel Agencies registered with Tourism Department
- (C) Goods and Service Tax Registration No. or the bidder shall submit an affidavit with undertaking declaring that the annual income from the hiring of commercial vehicle does not exceed the limit fixed by central excise authorities before first bill payment after award of contract.

#### **3. Cost of Bidder**

The bidders shall bear all costs associated with the preparation and submission of the bid. BSNL in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

#### **4. Bid Document**

##### **4.1 Bid document includes**

- a. Notice Inviting Tender..
- b. Instruction to bidders
- c. General (Commercial) condition of the contract
- d. Special conditions of contract if any
- e. Letter of authorization to attend bid opening.
- f. Financial bid and Technical bid
- g. Service to be provided
- h. Documents in the support of eligibility condition as per clause 2
- i. Certificate/undertaking of non-participation of near/close relative of BSNL employee and also vehicles are not owned by close relative.

- 4.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all the information required as per Bid Documents or submission of the bids not Substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

#### **5. AMENDMENT TO BID DOCUMENT**

- (i) At any time, prior to the date of submission of bid, BSNL may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- (ii) The amendments shall be notified in writing to all prospective bidders on the address given at the time of purchase of the Bid Document and these amendments will be binding on them.

## **6. DOCUMENTS COMPRISING THE BID**

The bid prepared by the bidder shall comprise the following components

- a. Documentary evidence established in accordance with clause 1 that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.
- b. Scan copy of EMD furnished is in accordance with clause – 9.
- c. Bid Form and price schedule completed in accordance with clause 6.
- d. Partnership Deed or proprietorship deed or Articles/Memorandum of Association or affidavit in respect of leased vehicle as the case may be.
- e. The bidder shall furnish the particulars of his past performance with any Central / State Govt. organization or a Public Sector Undertaking or Reputed Private Companies / Travel Agencies registered with Tourism Department.
- f. Certificate in r/o Non-participation of any close relative as per section XI in bid forms.
- g. A clause by clause compliance as per clause 10.
- h. Letter of authorization to attend bid opening.
- i. Goods & Service Tax Registration Number/affidavit within the prescribed period.
- j. PAN Number (Permanent Account Number).

## **7. BID FORM**

The bidder shall complete the Bid Form as per Section VI, VII & VIII in the bid document covering the services to be rendered.

## **8. PRICE BID.**

- (i) The supplier shall quote as per price schedule for the types of vehicle given in the schedule of requirement Section VII.
- (ii) The price quoted by the bidder shall remain fixed during entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable / conditional price quotation will be treated as non-responsive and rejected.
- (iii) Discount or extra charge, if any, mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

## **9. EARNEST MONEY DEPOSIT (EMD)**

9.1 Earnest Money Rs. 5000/- deposited as mentioned in NIT.

**9.2 The bid security may be forfeited:**

- (a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form, OR
- (b) In the case of successful bidder fails
  - i. Fails to sign the contract in accordance with clause 15 Of "INSTRUCTION TO BIDDERS' UNDER Section I OR
  - ii. Fails to commence the work/supply during the contract/maintain the condition of supply as per contract / refuses to honor his own quoted price for any number of vehicles or part thereof
- (c) In both the above cases i.e. 9.2 (a) & (b), the bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of intent. The bidder will not approach the court against the decision of BSNL in this regard.

**10. FORMAT AND SIGNING OF BID**

- 10.1 The bidder shall prepare a complete set of original bid and same shall be typed or printed and all pages numbered consecutively and shall be signed by the bidder or a person duly authorized on each page to bind the bidder the contract. The letter of authorization shall be indicated by written Power of Attorney accompanying the Bid.
- 10.2 The over writing erasures in the bid made by the bidder shall be signed by the person signing the bid.
- 10.3 A clause by clause compliance of services to be provided shall be given for all the clauses stipulated in relevant Section of the tender document. In case of deviation a statement of deviation shall be given separately.

**11. SUBMISSION OF BIDS**

- a) The scanned copy of above documents (demand Draft / Pay order or Banker's cheque / FDR / deposit at call receipt or bank guarantee) is to be uploaded to the e-Tendering web site within the period of online bid submission and original EMD & Tender Fee should be submitted in the wax / adhesive tape sealed envelope **to the office of Executive Engineer (C), BSNL Civil Division, Set No 4, Block No 5, Phase-III, Sector-6, Kangnadh, New Shimla (HP) within the period mentioned in this NIT.**
- b) Any bid received after the dead line for submission of bids shall be rejected and returned to the bidder unopened.

**12. BID OPENING**

BSNL shall open bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (FORMAT is given as per **SECTION-X**).

**13. EVALUATION**

13.1 BSNL shall evaluate the bids to determine whether they are complete, whether any computational errors have been made whether documents have been

properly signed and whether bids are generally in order on the basis of technical bid.

13.2 If there is a discrepancy between words and figures , the amount in words shall prevail. Prior to detailed evaluation, BSNL will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by BSNL.

13.3 BSNL shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered inclusive of all levies and charges as indicated in the financial bid of substantially responsive bidders.

13.4 The bids shall be evaluated on the basis of the cost of hiring for **1800 Km** basis per vehicle. However rate for night halt per day and beyond **1800 Kms** shall be quoted on the financial bid.

#### 14. **AWARD OF CONTRACT**

BSNL shall consider placement of letter of intent to those bidders whose offers have been found technically and financially acceptable. The bidder shall within **2 days** of issue of Letter of award, give his acceptance in conformity with the **SECTION-IX** of the bid document and supply the Vehicle from same day onward. The hirer reserves the right to counter offer price(s) against price(s) quoted by any bidder.

#### 15. **RIGHT TO VARY QUANTITY**

BSNL reserves the right at the time of award of contract to increase or decrease up to 100 % of the tendered quantity of vehicle running services specified in the schedule of requirements without any change in hiring charges of the offered quantity or other terms and conditions.

#### 16. **SIGNING OF CONTRACT**

16.1 Signing of Agreement shall constitute the award of hiring contract on the bidder.

16.1 Upon the successful bidder furnishing the Bank performance Security Bond, BSNL shall discharge its bid EMD. -N.A-

#### 17. **ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the requirement of clause 15 shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event BSNL may make the award to any other bidder at the discretion of BSNL or call for new bids

#### 18. **PERIOD OF VALIDITY OF BIDS**

(i) The bid shall remain valid for **60 days** after the date of opening of bids. A bid valid for a shorter period shall be rejected by BSNL as non-responsive.

(ii) A bidder accepting the request of BSNL for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

## **SECTION-III**

### **GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT**

**1. APPLICATION**

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in NIT unless otherwise agreed by BSNL

**2. PERFORMANCE SECURITY—NOT APPLICABLE**

**3. EXECUTION TIME LIMIT**

The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.

**4. PAYMENT TERMS**

Monthly bills shall be submitted in duplicate to the authority specified in contract along with duty slips/copy of log book duly signed by the user and duly certified by the competent authority.

**5. TERMINATION OF CONTRACT**

5.1 BSNL may without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.

(a) If the contractor fails to arrange the supply of any or all of the vehicles within the period (s) specified in the contract or any extension there of granted by BSNL and also during the contract period , non-supply for a period more than 3 days per month unless it is permitted by the user.

(b) If the contractor fails to perform any other obligation(s) under the Contract.

5.2 BSNL may without prejudice, to other rights under law or the contract provided get the hiring of vehicles done at the risk and cost of the contractor, in above circumstances and get his EMD forfeited by termination the contract.

**6. TERMINATION FOR INSOLVENCY**

BSNL may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

**7. FORCE MAJEURE**

7.1 If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions. Strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either

party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist ,and the decision of BSNL as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

## 8. **ARBITRATION**

8.1 In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the C.E. (C), BSNL HP Civil Zone , Shimla. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the functions of the C.E. (C), BSNL HP Civil Zone , Shimla., or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the C.E. (C), BSNL HP Zone , Shimla. or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the C.E. (C), BSNL HP Civil Zone , Shimla or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.

8.2 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

8.3 The venue of the arbitration proceeding shall be the Office of C.E. (C), BSNL HP Civil Zone , Shimla (HP), or such other places as the arbitrator may decide.

## 9. **SET OFF**

Any sum of money due and payable to the contractor (including Bank performance guarantee) under this contract may be appropriated by BSNL and set off the same against any claim of BSNL for payment of a sum of money arising out of this contract or under any other contract made by contractor with BSNL.

10 BSNL reserves the right to disqualify the supplier for a suitable period who habitually failed to supply the vehicle in time. Further, the contractor whose services are not satisfactory in accordance with the specifications may also be disqualified for a suitable period as decided by the BSNL

11 The bidder should give a certificate that none of his / her near relative is working in the entire unit(s) under the BSNL HP Civil Zone & BSNL Electrical Zone, Shimla (HP), In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the

company excluding Government of India / Financial Institution nominees and independent non-official part time Directors appointed by Govt. of India or the Governor of the state. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and BSNL will not pay any damage to the company or firm or the concerned person.

12 The near relatives for this purpose are defined as :

- (a) Members of a Hindu undivided family.
- (b) They are husband and wife.
- (c) The one is related to the other in the manner as father, mother, son(s), & son's wife (daughter in law), daughter(s) & daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law).

The format of the certificate is given at Section XI.

## SECTION-IV

### SPECIAL CONDITIONS OF CONTRACT

1. The special conditions of contract shall supplement the “Instructions to the Bidders” as contained in SECTION-II and General (Commercial) Conditions of the Contract as contained in SECTION-III and wherever there is a conflict, the provisions herein shall prevail over those in SECTION-II and General (Commercial) Conditions of the contract.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the BSNL, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. BSNL reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with BSNL
4. BSNL reserves the right to blacklist a bidder for a suitable period in case he fails to honor his bid without sufficient ground.
5. In circumstances the hired vehicle is involved in an accident resulting in loss or damage to property or life with respect to vehicle driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act 1988 as amended by the motor vehicles (AMENDMENT) Act, 2001 and I.P.C., the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the Law.
6. **The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws, EPF, ESI and other regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.**
7. No sub-contracting is permissible.
8. The contractor shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers / officials as well as essential store items while running the vehicle by ensuring safe driving. BSNL shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under relevant section under IPC and any loss caused to BSNL have to be compensated by contractor.
9. The contractor shall when called upon to do so, place at the disposal of BSNL such number of vehicles as may be required.
10. In no case a vehicle which is not registered for the commercial purpose shall be supplied to BSNL and taxes etc. due on such vehicles shall be liability of the contractor.
11. The contractor shall send the vehicle for periodical servicing at his cost, BSNL will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes, insurance etc. will be to the contractor’s liability.
12. BSNL reserves right to offer counter offer price(s) against price(s) quoted by the bidder.
13. BSNL reserve right to offer the approved rates of L1 to L2, L3 etc. contractors for hiring the vehicles.
14. Whenever vehicle is required for outstation journey. The contractor will be bound to provide the vehicle for outstation journey. Night charges for the outstation journey, if any, shall be paid by BSNL.



15. In the event of any of the eligible bidder(s) not agreeing to supply the vehicles or not being considered by BSNL for ordering the vehicles inters ranking of the bidders below the aforesaid bidder(s) will be recast to give the vacated slot(s) this will be done to ensure that the number of bidders supplying vehicles remains same as earlier.
16. Contractor shall provide at his own cost at least one Mobile Telephone No. to the driver(s) and owner of the hired vehicles which shall always be functional. Failure to provide contact no will also be consider as breach of contract.
17. In addition to the services in the Station / Jurisdiction of BSNL Civil Zone Shimla as indicated in the bid document the services of hired vehicles(s) can be utilized in the BSNL, Civil Entire HP extending to nearby states territory.
18. In case the vehicle go to other states i.e entry tax and road tax and toll tax paid by the contractors shall be reimbursed on produce of original receipt.

## SECTION-V

### SERVICES TO BE PROVIDED

1. **Service** - Provision of light commercial vehicles with licensed drivers, registered as commercial vehicles on Hiring basis for running in jurisdiction of the HP BSNL Civil Zone, Shimla extending up to entire HP & nearby states territory.
2. **Contract Period** : under normal circumstances the contract shall be valid for a period of One Year (12 Months) which shall be reckoned from the 2nd. day after the date of issue of acceptance/award letter or from the actual date of providing the vehicle whichever the later. However contract may be extended by BSNL for a further period up to One year on the same rate, terms & conditions with the consent of both the parties.
3. **Quantity** Estimated number of vehicles to be hired is 1 (One) however it should be clearly noted that BSNL shall place the order for two vehicles [100% deviation] as per the actual requirement of BSNL.
4. **Duty hrs.** 9.00AM to 7.00 PM Per Day on all days of months except Sundays. However actual duty hours shall be specified by actual users of vehicle as an when required.
5. **Notice Period**
  - i) For regular outstation requirements, one day in advance.
  - ii) Telephonic intimation shall be considered as notice.
6. **Reporting place** Any place within the jurisdiction of HP BSNL, Civil Zone, Shimla. Actual place of reporting shall be specified by users of vehicles.
7. **Counting of distance** From garage to garage but chargeable distance in this respect shall not be more than 5 Kms in each way.
8. **Accuracy of meters** The meter reading should tally the actual distance of run at any instant and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.
9. **Penalties**
  - i) In case of break down, vehicles have to be replaced by other commercial vehicles within one hour. In case of failure to provide a suitable vehicle a penalty up to Rs.500/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs.500/- per break down shall be imposed .
  - ii) In case of non-availability of vehicles for any particular day penalty of Rs.500/- per day shall be imposed in addition to pro rata deduction.
  - iii) In case of non-availability of vehicles during extra hrs, penalty of Rs 200/- per occasion shall be imposed.
10. **Special Requirements**
  - i) Intending bidder must have a telephone where requisition of vehicles can be conveyed all the 24 hrs. Telephone No. must be specified in the bid.
  - ii) No vehicle should be supplied having registration in the name of employee of BSNL or close relative and certificate to this effect be given while participating in the bid.

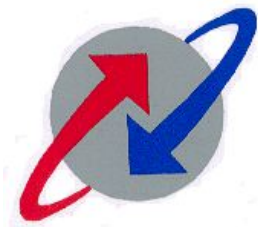
- iii) Payment of any Govt. tax or duty other charges for plying the vehicles/on vehicle in the area will be liability of contractor.
- iv) Parking and Toll charges, if any, may be claimed by producing the parking / Toll slips.
- v) Shortage in utilization of contracted Kms. of **1800 KMs.** if any during particular month will be adjusted over period of subsequent months. Similarly excess in one month shall be adjusted in following months.
- vi) Intending bidder should arrange issue of proper Identity Cards after verifying the antecedents of his drivers through local Govt. Office.

# **Bharat Sanchar Nigam Ltd.**

(A Govt. of India Enterprise)

(Civil Wing)

O/o THE EXECUTIVE ENGINEER (C) BSNL, CIVIL DIVISION, BLOCK No- 5, SET No-4,  
PHASE-III, SECTOR-6, KANGNADHAR, NEW SHIMLA-171009.



## **SECTION-VI**

### **Part – II : Financial Bid**

**“Hiring of light commercial vehicle (Non A/C) for O/o Chief Engineer (C), BSNL HP Civil Zone, Shimla (HP)”.**

**NIT NO: EE/BSNL/CD/SML/DB/2022-23/16**

**Dated:- 19-9-2022**

**To be submitted only online on the website: [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL)**

**by 1800 hrs on 27/09/2022.**

**(Financial Bid Document Contains 5 Pages only i.e P 22 to P 26)**

## **Table of Contents**

<b>S. No</b>	<b>TITLE</b>	<b>Page No.</b>
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**ANNEXURE-I**

**FINANCIAL BID**

Dear Sir,

With reference to your NIT No: EE/BSNL/CD/SML/DB/2021-22/09 undersigned, offer to provide commercial vehicles in conformity with the condition of contract and specification as given below.

1. Type of vehicle offered for hiring i.e. Maruti Dezire, Amaze, Etios, Tata ZEST or equivalent Non AC light commercial diesel / Petrol vehicle -----  
-----

2. Month & Year of Model :-----

3. Registration No. -----

4. Proof of Commercial Vehicle: -----

Note : Document Proof of above items duly attested is to be submitted along with technical bid.

**Sign. of Bidder**

**ANNEXURE-II**

**FINANCIAL BID**

Tender / NIT No:-EE/BSNL/CD/SML/DB/2021-22/09

Dated:-07-09-2021

A : (Name & Address of the Purchaser)

Dear Sir,

A : (Name & Address of the Purchaser)

1. Having the conditions of contract and services to be provided ,which is hereby duly acknowledged, we, undersigned, offer to provide commercial vehicles in conformity with the conditions of contract and specifications for the sum shown in the **Schedule of Requirement & Hire Charges (Section -VII)** attached herewith and made part of this Bid.
2. We undertake, to enter into agreement within two days of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, EMD shall be held as security deposit.
4. We agree to abide by this Bid for a period of 60 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is in electronic mode and is valid.
7. We understand that BSNL is not bound to accept the lowest or any bid for the work.

Signature of bidder.....

In capacity of

Duly authorized to sign the bid for and on behalf of .....

Witness .....

Address .....

Signature

**Encls:** Schedule of Requirement & Hire charges

**SECTION-VII**  
**( For View Purpose Only).**



BHARAT SANCHAR NIGAM LIMITED



SCHEDULE OF REQUIREMENT AND HIRE CHARGES						
<b>TENDER FOR HIRING OF LIGHT COMMERCIAL VEHICLE (NON A/C) FOR THE O/o CHIEF ENGINEER (C), BSNL HP CIVIL ZONE, SHIMLA (HP).</b>						
Name of Bidder						
Sr. No.	Type of Vehicle.	Quantity		Rate (Rs) i/c all applicable taxes & levies but excluding GST	Unit	Amount (Rs)
1.	Maruti Dezire, Amaze, Etios, Tata Zest or equivalent Diesel / Petrol light commercial vehicle. (Note-Rate quoted shall be inclusive of all applicable taxes & levies but excluding GST).	1800.00	Km.		Per Kilometre	
2.	Beyond 1800 Km. (Note-Rate quoted shall be inclusive of all applicable taxes & levies but excluding GST).	1.00	Km.		Per Kilometre	
3.	Night Halt Charges (Note-Rate quoted shall be inclusive of all applicable taxes & levies but excluding GST).	1.00	Nos		Per Day	
					Total Rs-	

**Note:- The GST as applicable shall be paid for separately.**

Executive Engineer (C)



## Annexure-IV [Not applicable]

### Proforma for Earnest Money Deposit Declaration

Whereas, I/we.....(name of agency)..... have submitted bids for ..... (name of work).....

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

(1). If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

or

(2). If, after issue of the letter of intent/ award of work, I/we fail to provide the desired quality and standard vehicle and sign the contract, before the deadline defined in the tender documents,

I/we shall be suspended for Two years and shall not be eligible to bid/tender in BSNL and in my/our Enlisting departmental tenders, from date of issue of suspension order.

**Further , if I/We fail to commence work in specified period as mentioned in tender after award of work, I/ We agree that the competent authority on behalf of BSNL shall without prejudice to any other right or remedy available in law/contract, be at liberty to forfeit the said EMD.**

Dated signature of the contractor

(Note: The certificate in case of Proprietorship Firm shall be given by the proprietor and for Partnership firm's certificate shall be given by all Partners and in case of Limited Company by all Directors of the company. However, Government of India / Financial Institutions nominees and independent non-official part-time Directors appointed by Govt. of India or the Governor of the State are excluded from the purview of submission of this certificate while submitting tenders by Limited Companies

## SECTION-VIII

### TECHNICAL BID FORM

NIT No:- EE/BSNL/CD/SML/DB/2022-23/16

Date:- 19-09-2022

(Name and Address of the Purchaser)

To

The Executive Engineer (C)  
BSNL Civil Division, Shimla

**Subject: Sealed tender for hiring of Light Commercial vehicles.**

**Sir,**

With reference to ..... BSNL Tender Notice inviting instructions for hiring of Light Commercial vehicles, I/we have read the terms and conditions in the Bid Document and accept the same furnish the following documents.

1. The list of vehicles with models & registration numbers owned or on lease. Which are registered as commercial vehicle(s) The proof of ownership or lease holding should be produced as and when called or).....  
Annexure
2. PAN No (Proof to be attested).....Annexure
3. Attested copy of Partnership Deed or proprietorship deed or Article/ memorandum of Association as the case may be.....Annexure
4. Goods and Service Tax registration number, if available.....Annexure
5. A valid experience certificate for at least six months for supplying minimum one vehicle issued by the competent authority of a Central /State Govt. organization/ Public Sector Undertaking/ Reputed Private Companies/ Travel Agencies registered with Tourism Department for satisfactory performance of the contract on hiring vehicles .....Annexure
6. A certificate of no relative working in BSNL as per Clause Section-XI of Bid Document .....Annexure

Yours truthfully,

Name.....

Address.....

.....

Telephone.....

Date.....

Seal of the firm.....

**Statement of Vehicles owned by the Bidder**

**BIDDER'S NAME:** \_\_\_\_\_

**COMPANY'S NAME:** \_\_\_\_\_

Details of "OWNED" Vehicles of in our fleet of operation as on date:									
Sr. No.	Registration Number	Model (Year)	Date of Registration	Vehicle Owner's / Name	Vehicle Type (Maruti Deziere, Amaze, Etios, Tata Zest or equivalent diesel / petrol not older than 2017 model light commercial vehicle)	Validity Details			
						Permit	Fitness	Road Tax	Insurance
1									

**Note:** Use additional sheets if required.

**Declaration:**

**The details as above furnished are correct and true. I undertake to produce original Documents of the above said vehicles for verification as and when called for.**

**DATE**

**BIDDERS'S SIGNATURE**

## SECTION-IX

### Performance Security Bond form

**(Not Applicable)**

1. In consideration of Bharat Sanchar Nigam Limited, New Delhi (here in after called the BSNL, New Delhi) having agreed to exempt-----  
----- (here in after called the said contractor(s) from the demand of security deposit/ earnest money of Rs.-----on production of bank Guarantee for Rs.-----for the due fulfillment by the said contractors of the terms & conditions to be contained in an Agreement dated ----- and Tender document No.-----  
-----.  
(Here in after referred to as “the Bank”) at the request of \_\_\_\_\_  
(lessor(s) do hereby undertake to pay to the BSNL, New Delhi an amount of not exceeding \_\_\_\_\_, against any loss or damage caused to or suffered or would be caused to or suffered by the BSNL by reason of failure of the said lessor (s) towards refund of part of security deposit equivalent to 3 months' rent as per Clause 5A of the said Lease Agreement.
2. We (name of the bank) \_\_\_\_\_  
do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BSNL, New Delhi stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the BSNL, New Delhi by reason of failure of the said lessor(s) to refund the part of security deposit as per Clause 5A of the said Lease Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the BSNL, New Delhi in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_
3. We undertake to pay to the BSNL, New Delhi any money so demanded not with standing any disputes raised by the lessor(s) in any suit or proceeding pending before any court of tribunal relating there to our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the lessor(s) shall have no claim against us for making such payment
4. We (name of the bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect till the security deposit is refunded by the said lessor. It shall continue to be enforceable till all the dues of the BSNL, New Delhi under or by virtue of the said Lease Agreement have been fully paid and its claims satisfied or discharged or till BSNL, New Delhi certifies that the terms & conditions of the said Lease Agreement have been fully and properly carried out by the said lessor(s) and accordingly discharges this  
Guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of One year from the date of vacation of the premises by BSNL, we shall be discharged from all liabilities under this guarantee there after.
5. We (name of the bank) further agree with the BSNL, New Delhi that the BSNL, New Delhi shall have the fullest liberty without our consent and without affecting in any

manner our obligations here under to vary and of the terms & conditions of the said agreement and to forbear or enforce any of the terms & conditions relating to the said Lease Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said lessor(s) or for any forbearance, and or any omission on the part of the BSNL, New Delhi or any indulgence by the BSNL, New Delhi to the said lessor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the lessor(s)
7. We (name of the Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent.

Dated: \_\_\_\_\_

For \_\_\_\_\_  
(Indicating the name of the bank)

N.B.: This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.

## **SECTION-X**

### **LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

To

The Executive Engineer (C),  
BSNL, Civil Division, Shimla.

Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in  
the Tender of \_\_\_\_\_.

Following persons are hereby authorized to attend the bid opening for the tender  
mentioned above on behalf of \_\_\_\_\_  
(Bidder) in order of preference given below.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signatures</b>
I.		
II.		
Alternate Representative		
Signatures of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.		

**Note:** 1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

## SECTION-XI

(Certificate on Non Participation of near Relatives in the tender called for hiring Commercial Vehicles)

### CERTIFICATE FOR NEAR RELATIVES

I \_\_\_\_\_ Son of / W /O \_\_\_\_\_  
R/O \_\_\_\_\_ here by certify that none of my relative(s) as defined in Section III clause 11 of tender documents is/are employed in BSNL unit as per details given in tender document. Further no vehicle will be supplied having registration in the name of the said relative or in the name of the employee of BSNL or his close relative. In case at any stage, it is found that the information given by me is false/ incorrect, BSNL shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.

Signed \_\_\_\_\_

For and on behalf of the Transporter

Name (caps) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**SECTION-XII**

**Duty Slip**

**(Print Name of the company & address)  
(To be filled by contractor)**

Sl. No. ....

Date.....

1. Regn. No of Vehicle: .....

2. Model & Year.....

3. Name, Designation & address of user.....

.....

.....

---

4. Purpose of Journey (detail).....

5. Places visited.....

6. Total Kms. Run.....

7. Time at Starting Point..... at closing Point.....

8. Charges for Parking/ Toll Tax etc.....

9. Number of Night Halts (for outstation journey only).....

**Driver's Name & Signature**

**Signature of User**