

**F.No. D-141/PS/e-ten/09/18-19  
Government of India Press,  
Minto Road, New Delhi**

**Dated:05/06/2018**

**e-Tender Notice**

**CPP Portal Tender ID: 2018\_DoPTG\_345009\_1**

**Sub: Invitation of e-Tender for Annual Rate Contract of Hiring One No. of Commercial Vehicle (for transportation of printed materials) in Govt. of India Press, Minto Road, New Delhi for one year reg.**

Type of Work	<b>Annual Rate Contract of Hiring One No. of Commercial Vehicle (For Transportation of Printed Materials) for a period of one year</b>
Earnest Money Deposit to be submitted	The Earnest Money of Rs.10,000/- in the form of Demand Draft/Fixed Deposit/Bank Guarantee from any commercial bank in favour of the "Pay and Accounts Officer (Printing), Ministry of Housing and Urban Affairs, New Delhi-110011" has to be submitted. The scanned copy of the Earnest Money Deposit (EMD) must be uploaded with the tender and original has to be dropped in the tender box kept in the Office of the Manager, Government of India Press, Minto Road, New Delhi.

Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website <http://eprocure.gov.in> and the website of Directorate of Printing [www.dop.nic.in](http://www.dop.nic.in).

**Note: All the documents i.e. EMD in original and documents mentioned in Sl. No. B page No.2 of Tender document (which are also to be submitted electronically) should be submitted in the Envelope of Technical bid.**

-Sd-

(B. M. Saxena)  
Manager,  
Government of India Press,  
Minto Road, New Delhi

**Schedule of Important Dates:**

Start date and time for view/downloading of tender document	<b>05/06/2018 (17:30 hrs.)</b>
Start date and time for online submission of bid	<b>05/06/2018 (18:00 hrs.)</b>
Last date and time for online submission of bid and submission of EMD	<b>26/06/2018 (15:00 hrs.)</b>
Date and time of opening of Technical Bid	<b>27/06/2018 (15:00 hrs.)</b>
Address for Communication	Manager, Government of India Press, Minto Road, New Delhi-110002

**F.No. D-141/PS/e-ten/09/18-19**  
**Government of India Press,**  
**Minto Road, New Delhi**

**Dated: 05/06/2018**

**e-Tender Notice**

**Sub: Invitation of e-Tender for Annual Rate Contract of Hiring One No. of Commercial Vehicle (For transportation of printed materials) in Govt. of India Press, Minto Road, New Delhi for one year reg.**

The Manager, Government of India Press, Minto Road, New Delhi for and on behalf of the President of India invites e-Tenders for Annual Rate Contract of Hiring One No. of Commercial vehicle (for transportation of printed materials) for Govt. of India Press, Minto Road, New Delhi for a period of one year from the date of agreement to be made between this Press and the firm.

S.No.	Brief description of stores	Contract Period	Last date for submission of tender	Date and time for opening of tenders	Earnest Money Deposit
1.	<b>Annual Rate Contract of Hiring One No. of Commercial Vehicle (for transportation of printed material)</b>	One Year from the date of agreement	<b>26/06/2018</b> <b>03:00 PM</b>	<b>27/06/2018</b> <b>03:00 PM</b>	Rs.10,000/-

Tender Documents can be downloaded from the website <http://eprocure.gov.in> and is also available on the website of Directorate of Printing, New Delhi [www.dop.nic.in](http://www.dop.nic.in).

The interested firms may submit the tenders online at <http://eprocure.gov.in> in Two bid system in the prescribed proforma. Tenders are to be submitted only online through e-Procurement portal <http://eprocure.gov.in>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tenders sent by any other mode will not be accepted. **If any enquiry, the interested firms can visit at Government of India Press, Minto Road, New Delhi-110002 on any working days from 06/06/2018 to 25/06/2018 at 10:30 AM to 4:30 PM except Saturday and Sunday.**

-Sd-

(B. M. Saxena)  
Manager,  
Government of India Press,  
Minto Road, New Delhi

**Annexure-I**

**SCOPE OF WORK, ELIGIBILITY CRITERIA AND TERMS AND CONDITIONS**

**A. Scope of Work :**

- (i) Annual Rate Contract of Hiring One No. of Commercial Vehicle (for transportation of printed materials) for a period of one year.

**B. Eligibility Criteria of Technical Bid :**

**All the following documents of Technical Bid should be submitted electronically in PDF format and also in the Envelope of Technical bid.**

- (i) Earnest Money.
- (ii) Self attested undertaking that the firm has not been black listed by any Government organization, Undertaking etc. and no Police/Criminal case registered against the firm for any kind of violation. *(The firms black listed by any of the Government Department will not be considered in the tendering process.)*
- (iii) Copy of PAN, GST No. and Service Tax No. either in the name of the proprietor/owner/firm/company is required to be uploaded alongwith the Technical Bid on the CPP Portal. The document to be uploaded should be clear visible. In case the uploaded documents are not readable, the tender cannot be examined and the bid can be rejected, thereby rejecting the tender of that firm.
- (iv) Copy of Income Tax Return of last financial year.
- (v) A Statement specifying Type and Model of Vehicle which rates are quoted as specified in F-1 & F-2.

**C. Earnest Money Deposit :**

The Earnest Money of Rs.10,000/- in the form of Demand Draft/Pay order/Fixed Deposit/Bank Guarantee from any commercial bank which is acceptable in favour of the "Pay and Accounts Officer (Printing), Ministry of Housing and Urban Affairs, New Delhi-110011" has to be submitted. The scanned copy of the Earnest Money Deposit (EMD) must be uploaded with the tender and original has to be dropped in the tender box kept in the Office of the Manager, Government of India Press, Minto Road, New Delhi. **EMD exemption to NSIC registered firms will be allowed.**

**D. Bid Evaluation Criteria :**

- (i) **After opening the tender box kept in the Office of the Manager, Government of India Press, Minto Road, New Delhi at 3:00 PM on 27/06/2018 by the authorized Officers, the received envelopes of the technical bids will be opened and examined at 3:00 P.M. in the office of the Manager, Government of India Press, Minto Road, New Delhi. The financial bids of technically qualified bidders will also be opened on same day in the office of Manager, Government of India Press, Minto Road, New Delhi.**

- (ii) The Bidder shall submit the financial bid in the prescribed format enclosed as **Annexure II** of the tender documents. The bidder are advised to quote their rates as per specifications, failing which their bids shall be considered as non-responsive. **The L-1 (Lowest one) firm will be decided on the basis of Lowest rate of above said works.**

**E. General terms and conditions of the Tenders :**

- (i) The bidder will upload /quote their rate only through CPP portal i.e. eprocure.gov.in.
- (ii) Technical bid shall be opened first and only those who qualify shall participate in the financial bid.
- (iii) Tender(s) incomplete in any respect is/are liable to be rejected without assigning any reason thereof. The Manager, Government of India Press, Minto Road, New Delhi also reserves the right to accept or reject any tender, in whole or in part thereof without assigning/specifying any reason thereof.
- (iv) The EMD of unsuccessful bidders will be released after finalization of contract. The successful firm has to deposit a Security amount @5% of the total yearly/tender value in favour of the "Pay and Accounts Officer (Printing), Ministry of Housing and Urban Affairs, New Delhi" within 5 (five) days of the issue of letter in the forms of FDR from any Nationalised Bank. If security is not submitted within the specified time, entire Earnest Money deposited by the firm shall be forfeited to Government Account.
- (v) The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this Amount. The EMD shall also stand forfeited in the event of premature withdrawals of the tenders by and of the Tenderers.
- (vi) The firms intending to participate in the tender process with their offer of tender are expected and also advised to read and understand the terms and conditions of the contract as detailed out in the forgoing paragraphs before sending their tender, as no change or violation of the aforesaid terms and conditions shall be permissible, once the tender is accepted by the Press.
- (vii) The duration of the contract will be for a period of one year. However, contract is liable to be cancelled at any time for unsatisfactory performance. The contract can be extended with mutual consent if required under the rules.

**F. General terms and conditions of the Contract :**

1. Commercial vehicle (for transportation of printed materials) Maruti EECO or equivalent.
2. The vehicle to be provided should be in good running condition and clean upholstery.
3. The vehicle will run 1800 km.(approx.) per month, hence the rates may quote accordingly.
4. The vehicle Car is required normally for 5 days in a week i.e., from Monday to Fridays between 9.00 AM to 07.00 PM. In case of emergency, the car may be retained beyond 07.00 PM.

5. In the event of any urgent official business, the vehicle will have to be provided at the same rate and terms & conditions on Saturday, Sunday and Gazetted Holidays for which advance information shall be given.
6. The vehicle and driver shall be at the disposal of the Authority during the period of engagement.
7. The firm should have at least one year of experience in business in vehicle providing in the Government Sector/Semi Govt./Public Sector and should have adequate numbers of the vehicles of its own with them.
8. The firm should ensure that the driver to be provided must possess valid driving licence with 5 years' experience and carry all the necessary documents (Registration Certificate, Insurance Papers, etc.) with him. The driver should wear uniform and behave well with pleasing manners and should have fair knowledge of Hindi will be an advantage. He should be able to attend to any minor technical problems that may arise while using the car. He should always carry a mobile phone with him, as it will enable the Officer to contact him at any time.
9. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.
10. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Driver should be familiar with all important places in Delhi NCR.
11. During the period of contract, no request for increase in the tariff will be entertained on any account.
12. The vehicle must be made available at any given time and day as informed by this Authority.
13. The vehicle should report to the place of requirement as per directions of this Authority.
14. This Authority will not be responsible for any challan, loss damage or accident to the vehicle or to driver.
15. The firms should have arrangements for repairing their vehicle at short time notice and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Authority.
16. The firm must have all requisite clearance certificates etc., from the concerned Govt., agencies as per rules.
17. The logbook record indicating time and mileage of the vehicle shall be maintained by the driver.
18. Telephone facility (24 hours) must be available with the Travel Agency and drivers.
19. The firm may quote their rate as monthly charge including fuel, Driver and all types of taxes, maintenance, repair and servicing etc.
20. The arrangement may be initially for a period one year and may be extended at the discretion of the Competent Authority under the same rate, terms and conditions.
21. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officers.
22. TDS will be deducted as per Income Tax Rules.

23. Performance Security

a. The EMD of unsuccessful bidders will be released after finalization of contract. The successful firm has to deposit a Security amount @5% of the total yearly/tender value in favour of the "Pay and Accounts Officer (Printing), Ministry of Housing and Urban Affairs, New Delhi" within 5 (five) days of the issue of letter in the forms of FDR from any Nationalised Bank. If security is not submitted within the specified time, entire Earnest Money deposited by the firm shall be forfeited to Government Account.

b. Performance Security will be discharged after completion of Travel Agency's performance obligations under the contract (without interest for the period retained by Competent Authority i.e. Manager, Govt. of India Press, Minto Road, New Delhi). Therefore, validity should be 2 months more in addition to the contract tenure of 1 year.

c. If the Travel Agency fails or neglects any of his obligations under the contract it shall be lawful for Govt. of India Press, Minto Road, New Delhi to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

24. Termination of Contract:

1. Competent authority may without prejudice to any other remedy for breach of contract, may terminate the contract in whole or in parts.

(a) If the Travel Agency fails to arrange the supply of the vehicles within the period(s) specified in the contract or any extension thereof granted by competent authority.

(b) If the Travel Agency fails to perform any other obligations (s) under the terms & conditions of the contract.

2. The Manager, Govt. of India Press, Minto Road, New Delhi reserves the right to stop the usage of any Vehicle & Terminate the Tender at any time during the validity/Extended period of Tender without assigning any reason what so ever & Govt. of India Press, Minto Road, New Delhi shall not be responsible for any loss to Travel Agency on this Account.

25. Evaluation:

(i) Prior to detailed evaluation, Govt. of India Press, Minto Road, New Delhi 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 document without material deviation. A bid determined as substantially non-responsive will be rejected by Govt. of India Press, Minto Road, New Delhi.

(ii) Govt. of India Press, Minto Road, New Delhi shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the service offered inclusive of all levies and charges as indicated in the price schedule.

26. The engagement and employment of drivers and payment of wages to them as per existing provision of various labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.

27. The Travel Agency 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. The attested copy of driving license of all such drivers should be submitted during the contractual period. Govt. of India Press, Minto Road, New Delhi shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under Section 29 of IPC and any loss caused to Govt. of India Press, Minto Road, New Delhi have to be suitably compensated by Travel Agency.

28. In no case a vehicle which is not registered for the commercial purpose shall be supplied to Govt. of India Press, Minto Road, New Delhi and taxes, insurance's, Road tax etc. due on such vehicles shall be liability of the Travel Agency. The attested copy of R/C, Book and the insurance policy of vehicles supplied under this contract should be submitted to the authorized person of the Govt. of India Press, Minto Road, New Delhi and will be subject to scrutiny.
29. The Travel Agency shall send the vehicle for periodical servicing at the cost of the Travel Agency, Govt. of India Press, Minto Road, New Delhi 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, taxed insurance, etc. will be the Travel Agency's liability.
30. Regular checking of meter by the designated transport authority may be done by the Travel Agency, and requisite certificate may be shown to Govt. of India Press, Minto Road, New Delhi as and when demanded.
31. As these vehicles are to be used by the Senior Officers, the Drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by the Department. Driver of vehicle should have credit/dabit card which is issued by Bank/Petroleum companies for filling up the diesel/petrol for vehicle.
32. Technical bid containing document required as per list of technical bid of tender notice for providing taxi service to this Authority may please be sent to the undersigned in a sealed cover super scribing "**Annual Rate Contract of Hiring One No. of Commercial Vehicle (for transportation of printed materials)**". The received quotations will be opened on **27/06/2018**. The Authority reserves the right to reject any or all the quotations without assigning any reason thereof.
33. Penalties:
  - (i) The selected bidder on receipt of telephonic information or letter from Govt. of India Press, Minto Road, New Delhi repairs of vehicle should rectify them immediately. In case during repairs of the vehicle, change of vehicle is permitted initially for a period of 5 days with similar/equivalent tendered vehicle.

If \*Tendered vehicle is not provided beyond 7 (seven) days, then Penalty of as decided by Govt. of India Press, Minto Road, New Delhi will be imposed for every day till the tendered vehicle is provided, in addition to deduction on pro-rata basis for the period. If change of vehicle is to be provided by the Travel Agency for a long period, the change of vehicle approval has to be taken form Govt. of India Press, Minto Road, New Delhi.

Note: \*- Tendered vehicle means any vehicle as per tender specification.
  - (ii) In case of break down, vehicles have to be replaced by other immediately or not more than one hour. In case of non-availability of suitable vehicle a penalty as decided by Govt. of



India Press, Minto Road, New Delhi may be imposed in addition to deduction on pro-rata basis for the period.

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(iii) In case of non-availability of vehicles, penalty as decided by Govt. of India Press, Minto Road, New Delhi shall be imposed in addition to deduction at pro-rata basis for that day.

(iv) In case of non-availability of vehicles during extra hours, penalty as decided by Govt. of India Press, Minto Road, New Delhi shall be imposed.

(v) In case there is no fuel in the vehicle and driver is unable to arrange the fuel immediately within 45 minutes, penalty as decided by Govt. of India Press, Minto Road, New Delhi shall be imposed. In addition to above, performance security may also be forfeited for the above said reasons.

The rates will be accepted upto **3:00 PM on 26/06/2018** and Technical bid will be opened at **3:00 PM on 27/06/2018** in the office of the Manager, Government of India Press, Minto Road, New Delhi. The firms may nominate their authorized representative to be present at the time of opening of rates.

-Sd-

(B. M. Saxena)  
Manager,  
Government of India Press,  
Minto Road, New Delhi

**Format of Price Bid**

Annexure-II of the Price Bid (BOQ)

<b>Sl. No.</b>	<b>Item Description</b>	<b>Rate (excluding GST) In Figures To be entered by the Bidder Rs. P.</b>	<b>GST Amount to be entered by the bidder separately Rs. P.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1.	<b>Hiring One No. of Commercial Vehicle (for transportation of printed materials) Monthly Rate for minimum 1800 KMs.</b>		
2.	<b>Rate per Kilometer Beyond the 1800 KMs of monthly rate</b>		
3.	<b>Rate per Hour Duty before 9:00 AM and After 07:00 PM</b>		

**Instruction for Online Bid Submission :**

As per the directive of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL://eprocure.gov.in). The bidders are required to submit soft copies of their bids electronically on the 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. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**Registration:**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/EMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/eToken.

**SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tender’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which 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.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF formats. **Bid documents may be scanned with 100 dpi with black and white option.**
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The serve time (which is displayed on the bidders dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact toll free number for the helpdesk is 1800307022.