

**BID DOCUMENT**  
**NOTICE INVITING E-TENDER**

Tender Reference No: *PS8/LT/013/AW*

Dated: 19/11/2018

Online bids under two bid system (Technical & Financial) from eligible bidders which are valid for a minimum period of 180 days. Online bids under two bid systems (Technical Bid - “T”-Bid and Bill of Quantities - “P” Bid) are invited for and on behalf of ALIMCO, Kanpur for “Engagement of vehicles (permit vehicle) on hiring basis as & when as per our requirement”

Name of Work	<b>Engagement of vehicles (permit vehicle) on hiring basis as &amp; when as per our requirement</b>
<b>Earnest Money Deposit to be submitted</b>	<b>Rs. 20,000.00</b>
Date of Publishing	<b>25.02.19 10.00 am</b>
Bid Submission Start Date	<b>25.02.19 10.00 am</b>
Last Date and time of uploading of Bids	<b>18.03.19 02.00 pm</b>
Last Date and time of submitting, EMD and other documents at ALIMCO	<b>18.03.19 02.00 pm</b>
Date and time of opening of Technical Bids	<b>19.03.19 02.00 pm</b>
Date and time of opening of Financial Bids	Will be separately notified for technically shortlisted/qualified bidders

Interested parties may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>

**MANUAL BIDS SHALL NOT BE ACCEPTED**

except for the original documents/instruments as mentioned in this tender.

**Bidders should regularly visit the website to keep themselves updated.**

## **INSTRUCTION FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app> , 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.

### **REGISTRATION**

- (i)** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>)by clickingon the link “Online Bidder Enrollment” 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 / n Code/e Mudra or any Certifying Authority recognized by CCA India on e Token/ Smart Card.
- (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 than log into the site through the secured login by entering their user ID/ password and the password of the DSC/ e Token.

### **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 Tenders’ 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:**

(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. Bidders 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 pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.

(iv) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**

(v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/ Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

## **SUBMISSION OF BIDS:**

(i) 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.

(ii) Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG/ others physically sent should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

(iii) 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.

(iv) Bidders shall select the payment option as offline to pay the Tender Fee/ EMD and enter details of the DD/BC/BG/others.

(v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.

(vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.

(vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.

(viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding. Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.**

**If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and further dealt as per provision of clause no 23.0 of ITB including forfeiture of EMD.**

**The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.**

(ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority

(TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**

(x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.

(xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.

(xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) 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

#### **ASSISTANCE TO BIDDERS:**

(i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender. The contact number for the helpdesk is 011-29533591, 29573328 between 10:30 hrs to 17:00 hrs.

(ii) 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 24 x 7 Help Desk Number 0120-4200462, 0120-4001002 and +91-8826246593. The helpdesk email id is [support-eproc@nic.in](mailto:support-eproc@nic.in)

## **INSTRUCTION FOR e-PROCUREMENT**

### **1. PREPARATION AND SUBMISSION OF BIDS :**

a. The detailed tender documents may be downloaded from <http://eprocure.gov.in/eprocure/app> till the last date of submission of tender. The Tender may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app>

b. The bidder should submit the bid online in two parts viz. Technical Bid and Financial Bid. Technical Bid should be upload online in cover 1 and Financial Bid in “.Xls” should be upload online in cover-2

2. **SUBMISSION OF THE BID** : All interested eligible bidders are requested to submit their bids online on CPP Portal: <http://eprocure.gov.in/eprocure/app> as per the criteria given in this document:

a. Technical Bid should be upload online in cover-1.

b. Financial Bid should be upload online in cover-2

Both Technical and Financial Bid covers should be placed online on the CPP Portal (<http://eprocure.gov.in/eprocure/app> ).

3. **TECHNICAL BID**: Signed and Scanned copies of the Technical bid documents as under must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app> .

**List of Documents to be scanned and uploaded (Under Cover-1) within the period of bid submission:-**

#### **Details of documents for engagement of vehicles on hiring basis as & when required**

- i. A scanned copy of PAN Card.
- ii. A scanned copy of GST Registration
- iii. A scanned copy of EMD
- iv. A scanned copy ITR Year 2015-2016
- v. A scanned copy ITR Year 2016-2017
- vi. A scanned copy ITR Year 2017-2018
- vii. A scanned copy of Valid Udyog Aadhar Memorandum (UAM) applicable for all SSI units/Micro & Small Enterprises MSE)

**Please note that no indication of the rates/amounts be made in any of the documents submitted with the TC-BID.**

### **4. OTHER TERM & CONDITIONS**

(i) Manufacturing, make & model of all vehicle should be after Jan. 2015. Vehicles (Permit Vehicle) on hiring basis will be engaged for one year on contractual basis as per our requirement and next another one year can be extended after satisfactory performance & mutual agreement.

(ii) An agreement will be done on non-judicial stamp paper of amount Rs. 100/- with successful tenderer before the contract.

**(iii) Hiring vehicle must have a taxi permit, If taxi permit vehicle is not provided by party, then 10 % of Indigo/swift Desire/ any sedan vehicle, 5 % of Innova vehicle per day per vehicle of basic rate will be deduct from the party's bill and party will be fully responsible for any incident/miss happening takes place during journey.**

(iv) After satisfying completion of contract, EMD/Security amount will be refunded within 30 days without any interest. In the case of non-compliance of any rule / condition in the period of contract or non-satisfactory service, EMD/security amount will be forfeited.

(v) It is mandatory for the vehicle to reach the instructed place on or before time after each instruction. In the case of the delay more than 30 min. then respective officer will have right to absent the vehicle for entire day.

(vi) In the case of non providing of hiring vehicle by contractor, Corporation will arrange alternative vehicle and if not provided, the Corporation will arrange the alternative vehicle and the expenses incurred in it will be deducted from the party's bill.

(vii) One or more vehicle may be require at any time or any day as per requirement of the corporation.

(viii) One or more duties can be given to the vehicle. If the vehicle does not reach any instructed place/ any duty given, the 100 % deduction of payment of same vehicle bill will be deducted from party bill.

(ix) The party will have full responsibility for the repairing of vehicle. Repairing wok of vehicle will not be done in the working hours of the corporation. If repairing work is arrange in the time of working day of corporation then the contractor will have to arrange for another alternative vehicle. If not provided, the Corporation will arrange the alternative vehicle and expenses incurred in it will be deducted from party bill.

(x) Contractor will arrange statutory & legal requirement of vehicle & driver & he is fully responsible for the same.

(xi) The driver of the vehicle will keep a duty slip with him & each duty will be checked / verified by the authorized officer of the corporation.

**(xii) The driver must have a mobile phone in the working condition with vehicle.**

(xiii) A successful tenderer can be leave contract agreement in between giving two month advance notice. ALIMCO will have the right to terminate this contract without giving any notice.

(xiv) Sub contract shall be not acceptable. If the owner has a certificate of tour and travel agency then the party will be submitted the affidavit of ownership of vehicle at the time of agreement can be acceptable.

(xv) If the corporation cancelled the contract then the party will have to provide the service next two months as per terms and conditions of contract.

(xvi) Offers will be evaluated on total value of **Annexure 'B', 'C' & 'D'**. Contract/offer will be give to single lowest technical acceptable party.

(xvii) Turn-over of party should be min. Rs. 5 Lac. or more from last 3 financial year ie. 2015-16, 2016-17 & 2017-18. After submission of a copy of Pan card ,GST registration & Income tax return of last three year, Tender will be accepted.

(xiii) As per our need of vehicle will be require for Railway Station or Airport etc. Vehicle should be reach at instructed place on or before time. If the train or Airplane is missed due to delay of vehicle or driver then carrying expenses of Air ticket or Train Ticket may be borne by the party.

## **5. SUFFICIENCY OF TENDER**

The tenderers shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and the rates and price quoted by him, except in so for as it is otherwise provided in the contract, cover all his obligation under the contract and all matters and things necessary for proper execution of works.

## **6. STATING OF RATES**

(a) **The applicable GST should be indicated in the price Bid.**

## **7. REJECTION OF TENDER**

(a) Conditional and un-witnessed tenders, tenders containing absurd or un-workable rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions liable to be rejected.

(b) Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the party who resorts to canvassing are liable to be rejected.

(d) The acceptance of tender will rest with ALIMCO which does not bind itself to accept the lowest tender or any tender and reserves full rights for the rejection of all tenders without assigning any reasons whatsoever.

## **8. VALIDITY OF TENDER**

- (a) The tenders shall remain valid for acceptance for a minimum period of **180 days** from the date of opening of tender or till such period up to which the extension of validity is agreed to mutually. This may please be stipulated clearly in the offer.
- (b) If notified within this period that the tender has been accepted, the tenderer shall be bound by the terms of the offer along with the terms that have been agreed to mutually.

## **12. EVALUATION, ACCEPTANCE AND REJECTION OF TENDER**

- (a) Evaluation of tenders in order to arrive at the most competitive tender will be done by taking into consideration the responsiveness, the capabilities of the tenderer, methodology and resources readily available and proposed to be employed, and the price. The suggestion & recommendation of ALIMCO's representative in this respect will be considered by approving authority.
- (b) The acceptance of tender will rest with ALIMCO which does not bind itself to accept the lowest tender or any tender and reserves to itself full rights for the following without assigning any reasons whatsoever.
- To reject any or all of the tenders.
  - In general, the tender having lowest total amount (and not part wise / item wise) shall be accepted for award of work.
- (c) Conditional and un-witnessed tenders, tenders containing absurd or unworkable rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions, specifications etc are liable to be rejected.
- (d) Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the contractor who resorts to canvassing are liable to be rejected.
- (e) The successful tenderer shall bear stamp duty and other expenses pertaining to preparation and the successful tenderer will execute contract document / agreement.
- (f) ALIMCO will prepare the contract document / agreement within 15 days of the date of letter of acceptance and the successful tenderer will execute contract immediately on receipt of information.

## **13. RIGHT OF ACCEPTANCE**

ALIMCO reserve the right to reject any or all the tenders in part or full without assigning any reasons thereof. The Corporation also reserves the right to negotiate the rates and terms & conditions of supply with any or all the tenderers at its sole discretion as deemed fit without assigning any reason thereof.

**14. SUBMISSION OF EMD & SECURITY DEPOSIT/PERFORMANCE GUARANTEE:**

- (a) Tenderer is required to submit **an EMD of Rs. 20,000/-by Demand Draft in favour of ALIMCO, KANPUR (preferably by DD of State Bank of India, payable at S.B.I., ALIMCO, KANPUR CODE NO. 03962)** as interest free Earnest Money Deposit along with Tender document set.
- (b) **All SSI units/Micro & small enterprises (MSE) will get exemption to submit Earnest Money Deposit (EMD) on submission of valid Udyog Aadhar Memorandum(UAM) against tender for the items/nature of business/type of services specified therein in the UAM.**
- (c) **The Successful tenderer shall deposit of 5 % of order/contract value as security deposit/performance guarantee in the form of Banker's cheque/Demand draft in favour of ALIMCO, Kanpur. An EMD will be adjusted in security deposit/performance guarantee .**
- (d) Tenders not accompanied by Earnest Money Deposit shall be rejected.
- (e) **If during the tender validity period, the tenderer withdraws his tender, in case of Non-compliance with the term & conditions of contract or service is not satisfactory during the contract period , EMD ( Earnest Money Deposit)/Security Money can be forfeited. No interest allowed on retention money.**
- (f) For all unsuccessful tenderers, the Earnest Money Deposit will be returned within 30 days of the expiry of the validity period of the tender or award of the tender whichever is earlier. The EMD refund will be done into the a/c no. after providing the RTGS details . In Case, decision is not taken within the validity period and validity is required to be extended, the Tenderer will be given option to withdraw and his EMD will be refunded within 30 days of withdrawal.
- (g) No interest shall be payable to tenderers by ALIMCO on EMD and security.
- (h) The Corporation reserves the right to forfeit the EMD / security money deposit in case the contractor fails to complete the work as per the terms of contract.

**15. Terms of Payment:**

ALIMCO is a Government of India Undertaking registered under section 8 of Indian Company Act 2013. The terms of payment shall be as follows:-

- i) **100% payment shall be made within 30 days after submission of Bill and verified duty slips by respective user The payment will be made other than GST. GST portion shall be paid after availment and matching of input credit in ALIMCO GST portal.**
- ii) **All other applicable taxes shall be deducted at source from the passed amount of the bill.**

## ARBITRATION

In case of any dispute arising during the operation of the contract, efforts shall be made to resolve it by mutual discussions failing which the matter shall be referred to the Chairman & Managing Director of ALIMCO or his nominee, G.T. Road, Kanpur - 209 217 whose decision shall be final and binding on both the parties. Arbitration proceedings shall be held as per provisions of the Arbitration & Conciliate Act 1996 and shall be subject to jurisdiction of Kanpur Nagar court.

The foregoing shall form part of tender documents and should, therefore be returned duly signed along with the tender documents in the envelope.

Thanking you,

**Asstt. Manager (Maintenance)  
For Artificial Limbs Manufacturing Corp. of India,  
(ALIMCO) G.T. Road, Kanpur - 209 217**

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

Date:

To,

The Asstt. Manager (Maintenance)  
ALIMCO, G.T.Road , Kanpur - 209 217

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: PS8/LT/13/AW dt- 19.11.2018

Name of Tender / Work: - Engagement of hiring Vehicle(call basis).

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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As per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

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

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)