



3rd Floor, PTI Building
4, Parliament Street
New Delhi-110001

No. NHIDCL/Admn/ Empanelment for vehicles/2019

Dated:

NOTICE INVITING TENDER

Sub: Hiring of Vehicles and drivers for the office use in NHIDCL, HQ, PTI Building, New Delhi on monthly rental basis as well as for 'as and when requirement' - Reg

E-Tenders are invited from reputed service providers for the hiring of commercially registered vehicles on monthly basis and some vehicles on "as and when required" basis as tabulated below. A couple of trained drivers for driving of own vehicles of NHIDCL may also be required and bids/tenders are also invited for the same.

The approximate present requirement of the vehicles and trained drivers (may increase or decrease) is as under:

Sr. No.	Category	Type of Vehicle	No. of Vehicles	Tenure of Contract
1	Monthly requirement for monthly mileage 2400 Kms and monthly duty hrs 300 hours	Air-Conditioned Mid-Sized Vehicle like Toyota Etios, Maruti D-Zie, Hyundai Xcent, etc.	06	Initially for Two years, which may be extended or curtailed depending upon the requirement
2	DO	Air-Conditioned Honda City/ Maruti Ciaz and equivalent	02	DO
3	DO	Air-Conditioned Innova Cresta	01	DO
4	Vehicles to be used for General duties as and when required on day to day basis	Air Conditioned Vehicles like Toyota Innova, Maruti Ertiga or equivalent	As per requirement	DO
5	Trained drivers	NHIDCL's own vehicles	02	DO

1. The Tender documents will be available on official website <https://eprocure.gov.in> and <https://nhidcl.com>
2. Bid Submission: Bid shall be submitted online only at CPPP website <https://eprocure.gov.in/eprocure/app>. Tenderers /suppliers are advised to follow

the instructions “Instructions to Bidder for Online Bid Submission” provided in the Annexure-I for online submission of Bids.

3. (i) Suppliers have to follow and abide by the “Terms and Conditions” of the Tender under Annexure-II for providing the requisite services.
 - (ii) “Technical Bid is to be submitted in the Annexure-III
 - (iii) Financial Bid is to be submitted in Annexure-IV.
 - (iv) An undertaking as is to be submitted as prescribed under Annexure-V
 - (v) Tender acceptance letter is required to be submitted as prescribed under Annexure-VI.
 - (vi) Bid Checklist is to be submitted as prescribed under Annexure-VII.
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. All the pages being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/ Fax/ mail etc shall not be considered.
5. The bid forms and other details can be obtained from the website <https://eprocure.gov.in> (CPPP Portal). The critical dates for the Tender Submission and processing are as under:

Publish Date	13.12.2019 (05:00 PM)
Bid Document Download Start Date	13.12.2019 (05:00 PM)
Pre Bid meeting	20.12.2019 (11:00 AM)
Bid Submission last Date and time	06.01.2020 (11:00 AM)
Technical Bid Opening Date	08.01.2020 (11:00 AM)
Financial Bid Opening date (of those bidders who have qualified in the Technical Bids)	To be notified

6. Such of the tenderers who have downloaded the tender from the Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>, shall not/ tamper or modify the tender form, including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected.
7. Interested suppliers are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment to the tender.
8. Not more than one tender shall be submitted by one supplier or suppliers having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/ Director(s) are common) be allowed to tender. If they do so, tender of both parties is liable to be rejected.
9. This issues with the approval of the Competent Authority of NHIDCL, New Delhi.
10. Any corrigendum/addendum relating to this tender shall be notified only on the website of NHIDCL and CPP Portal.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

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

Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

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.

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificates (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/nCode/eMudhra etc.), with their profile.

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. 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

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.

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.

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

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

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.

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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option, which helps in reducing size of the scanned document.

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” or “Other Important Documents” as available.

SUBMISSION OF BIDS

Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues. The bidder has to digitally sign and upload the required bid document one by one as indicated in the tender document.

Bidder has to select the payment option as “Offline” to pay the tender fee/EMD as applicable and enter the details of the instrument.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders.

Bidders are required to download the BoQ file, open it and complete the colored (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.

The server time (which is displayed on the bidder’s 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 bidder should follow this time during bid submission.

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to asymmetric encryption using buyers/ bid opener’s public keys. Overall, the

uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

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 document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. OR Toll Free Number 1800-3070-2232 and Sh. Ravi Bharadwaj on his mobile number # 9953090169.

Detailed Terms & Conditions of the Tender

Eligibility Criteria

- i. Rate(s) quoted should be for commercially registered vehicles, which should be registered after 01.04.2019 and the vehicles should be without any accident history, in excellent condition with neat exterior, interior and running condition, which shall also be so maintained during the period of hire. Rates for hiring of trained drivers for driving NHIDCL's vehicles should be given separately.
- ii. The firm(s)/ service provider intending to submit the quotation should have at least 03 years of experience in the tour and travel business in providing vehicles and trained drivers to the Government/ Semi-Government/ Public Sector Units.
- iii. Service providers owning and/or in possession of the vehicle offered in the tender bid and having trained drivers on the date of submission of tender only are eligible to submit their quotations.
- iv. The firm should have GSTIN and PAN card issued by the concerned Department. Drivers should have valid driving licenses for driving commercial vehicles.
- v. Agency must be in the business of providing hired vehicles and should have total cumulative turnover not less than Rs. 40 Lakh, during the financial year 2016-17, 2017-18 and 2018-19 (audited figures) duly signed by the Chartered Accountant.
- vi. The Company's Corporate Office/ Head Office should be in NCR. A certificate duly signed by Chartered Accountant shall be attached.
- vii. The agency shall have clients profile with Government organizations/PSUs. A list of clients duly attested by the Chartered Accountant shall be attached.
- viii. The agency shall submit an affidavit of self declaration stating that it has not been black listed by any Central/State Govt. Ministry/Deptt. or PSU during the last three years.

Evaluation criteria

1. All the applications will be scrutinized to assess their eligibility based on the "Eligibility Criteria" as mentioned above. The offers not meeting the said criteria shall be summarily rejected.
2. All the eligible applications will be evaluated based on the 'Parameters' as per the scheme given below and a minimum score for Technical Bid (Tn) of 70 (out of 100) is required for qualifying in technical bid evaluation:

Sl. No.	Parameters	Marks
(i)	Length of experience of providing similar service. Relevent proof documents such as work order/agreements, etc. must be	Maximum 20 marks as follows: i. 3 - 4 years = 05

	attached	marks ii. Above 4 - 5 years = 10 marks iii. Above 5 - 6 years = 15 marks iv. Above 6 years = 20 marks
(ii)	Client profile – Number of Government organizations/PSUs serving (list of clients to be enclosed with the technical bid) Work award letters to be submitted in support	5 marks for each client subject to maximum 20 marks
(iii)	Available commercially registered vehicles with the bidder (registration certificates to be attached).	20 marks (2.5 marks for each commercially registered vehicle)
(v)	Level of client satisfaction (certificate from client organization to be attached)	5 marks for each client certificate with outstanding/excellent, 4 marks for very good and 3 marks for good/satisfactory service. (4 best certificate will be taken into consideration subject to maximum 20 marks)
(vi)	Sound financial standing of the tendering firm in terms of cumulative annual turnover, during the last three years i.e. 2016-17, 2017-18, 2018-19 (relevant certificate from CA must be appended).	Maximum 20 Marks i. Rs.40-60 Lakh = 05 marks ii. Above Rs.60-80 Lakh = 10 marks iii. Above Rs.80 Lakh - 1 cr = 15 marks iv. Above Rs.1 cr = 20 marks

Earnest Money Deposit (Security Deposit)

Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh only) will have to be submitted while submitting the bids in form of Demand Draft/ Fixed Deposit Receipt/ Bank Guarantee drawn in favour of NHIDCL, without which the quotations will not be considered. The EMD amount will be returned to the unsuccessful bidders after the contract is awarded to an agency / firm. The EMD of the successful bidder will be returned as and when the vender deposits the PBG.

Performance Guarantee (Security Deposit)

The successful bidder shall give performance security in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/ Bank Guarantee from a scheduled commercial bank amounting to 7% of the total estimated cost for the period of contract in favour of NHIDCL. Performance Security should remain valid for a period of Sixty Days beyond the date of completion of all contractual obligations of the contractor. The Performance Guarantee Security deposit will be refunded only after the expiry of the contract. The

deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/ or if any of the conditions of the contract is contravened/ breached, and/ or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the department that the contractor firm may invite upon themselves due to any of the reasons specified above.

While quoting the rates, every service provider submitting tenders/ bids should specifically note that:

- i. The vehicle provided should be commercially registered. The said vehicles are to be hired for use by Office of the NHIDCL initially for a period of two years, which may be extended or curtailed at the sole discretion of NHIDCL.
- ii. The rates for hiring of vehicle should be quoted for each category/ model of vehicle for monthly mileage of 2400 kms and monthly duty hours of 300 Hrs. The rates quoted should be excluding Goods & Service Tax (GST). Any variation in usages i.e. distance and hours shall be regulated for each vehicle at same quoted rate according to the percentage of additional usages, proportionately.
- iii. The vehicle with the Driver would be placed at the disposal of this office as and when required. This office would be free to use the hired vehicle in any manner for carrying officials, material etc as per its requirements and the firm will not have any objection to it.
- iv. The hired vehicle would be used by this office for a minimum of 10 hours on each day. The hired vehicle could be used on any day beyond 10 hours, if so required. The monthly use could also exceed the prescribed notified mileage/ duty hours and in such a situation the payment for additional usages shall be regulated for each vehicle at same quoted rate according to the percentage of additional usages, proportionately. One weekly off is generally permitted to a hired vehicle, however if required in exigency of work the vehicle could be used for all 30/31 days
- v. The log book should be maintained in line with log book system for the departmental vehicles.
- vi. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month to the Manager (HR/Admn), NHIDCL, 3rd Floor, PTI Building, New Delhi.
- vii. Department shall be liable to pay the hiring charges and any other statutory levies for hiring a vehicle only. Other liabilities like monthly charge of Drivers, Repair and Maintenance of vehicles, Insurance, Petrol/ Diesel, Oil and any other incidental expenses etc shall be borne by the service provider. In case of any mishap/ accident, all the claims arising out of it shall be met by the service provider. NHIDCL is not liable to pay any other charges in addition to monthly charges plus any other statutory levies for hiring a vehicle.
- viii. The service provider should ensure that the driver(s) employed including those deployed for driving NHIDCL's own vehicles should possess a valid driving license, service provider should ensure that the drivers on duty are well behaved and properly dressed and well versed with the routes and locations in NCR Delhi.
- ix. In order to ensure day to day smooth functioning, the service provider shall not change the vehicle once hired. Similarly, the drivers provided shall not be changed, the vehicle should not be changed until and unless there is an

- emergency. In case of emergency, the said changes may be done with the prior intimation/ permission of NHIDCL. In case, wherein a regular vehicle could not be provided for any reason including repairs, servicing etc, the replacement vehicle should be provided in place of the regular vehicle.
- x. Once the contract is awarded, service provider should provide to the department the complete details of vehicles, certified copies of the RC book along with the copy of the valid comprehensive insurance policy, PUCC and other statutory documents required for running a vehicle. Further, the service provider should ensure that the comprehensive insurance policy for the vehicles is in-force during the entire period of contract.
 - xi. The department will not be under any obligation, legal or otherwise, to provide employer-employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury in the course of contract. The engagement and employment of drivers and payment of wages to them as per existing provision of various labour laws and regulations is the sole responsibility of the Contractor and shall indemnify the purchaser. Any breach of such Laws on regulation shall be deemed to be breach of this contract.
 - xii. The department reserves the right to terminate the contract if the terms and conditions are violated and/or without assigning any reason, by giving (15) fifteen days notice.
 - xiii. Once hired, the vehicle will not be put to use for other purposes, and the vehicle and driver will work under the overall supervision of the department for which they will do all as is necessary.
 - xiv. The starting point for the computation of the total kilometers and hours of duty will be the residence of the officers and for general duty, it will be the NHIDCL Hqrs. at PTI Building. No dead mileage is allowed to the vendor.
 - xv. Any person who is in government service or any employee of the department, should not be a partner directly or indirectly, with the service provider,
 - xvi. Inspection of the vehicle will be done before finalizing the contract and also periodically by officer in-charge of Motor Vehicles.
 - xvii. Director (A&F) NHIDCL reserves the right to require fulfillment of other conditions, not expressly mentioned which are consistent with use of vehicles on hire with this office and to reject any or all tenders without assigning any reason thereof.
 - xviii. Decision of DIR (A&F), NHIDCL shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement dispute shall be referred to the sole arbitrator to be appointed by the DIR (A&F), NHIDCL. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.

(S P Sanwal)
DGM (Admn)

Tender for Hiring of Vehicles and drivers for the office use in NHIDCL, HQ, PTI Building, New Delhi on monthly rental basis as well as for 'as and when requirement'

No. NHIDCL/Admn/ Empanelment for vehicles/2019

Dated:

TECHNICAL BID

1.	Name Of Firm/ Company/ Agency	
2.	Registered office/business address of the Agency & Contact Number	
3.	Address with telephone, Fax numbers, Email and name(s) and Name of Contact Person	
4.	Year of Incorporation/ Constitution of the Firm/Agency	
5.	Number of years experience in providing vehicles in Government/ Semi-Government/ Public Sector Undertaking (Support with documents)	
6.	Name and Address of the Departments in respect of Sr.No.5 above. Please attach copies of work orders and satisfactory service reports	
7.	PAN number (please attach copy of PAN)	
8.	GST Registration no. (with proof)	
9.	Bidder's bank, its address, IFSC Code and Bank Account	
10.	Whether each page of tender and its annexure have been signed and stamped	

11.	Details of the vehicles owned/in possession for providing on hire (with make, model and year along with the copy of registration certificate of each of the vehicle)	
12.	Whether the agency has achieved total cumulative turnover of Rs. 40 Lakh during the last three financial years i.e. FY 2016-17/ 2017-18/2018-19 (Audited figures) duly signed by CA.	YES/NO Turnover for :- FY 2016-17 RsCr FY 2017-18 Rs Cr FY 2018-19 Rs Cr

18. Details of EMD

Demand Draft No.....Date of issue.....Name of issuing bank.....

19. Verification – It is certified that all the details furnished in the application are true and correct to the best of my knowledge and in case any information is found false/ incorrect or if any material information has been found to be suppressed, the application shall be liable for rejection, besides initiation of penal proceedings by NHIDCL as it deems fit.

Date:

Place:

Signature of authorized signatory

Tender for Hiring of Vehicles and drivers for the office use in NHIDCL, HQ, PTI Building, New Delhi on monthly rental basis as well as for 'as and when requirement'

No. NHIDCL/Admn/ Empanelment for vehicles/2019

Dated:

Financial Bid (BoQ)

Format for Quoting Rates (Inclusive of all taxes/duties and GST) for Vehicles on Monthly Basis - Schedule of Hire Charges

Part-I: Monthly vehicles (X)

S. No.	Make/Model of the Vehicle	No. of vehicles proposed to be hired (a)	Rates for 2400 Kms and 300 Hrs. per month for each vehicle (b)	Total quoted cost of hiring vehicles (In Rs.) [C] [i.e. (a) * (b)]
1	Air-Conditioned Mid-Sized Vehicle like Toyota Etios, Maruti D-Zier, Hyundai Xcent, Ciaz, etc. [C-I]	06		$C1=a1*b1$
2	Honda City/ Ciaz and equivalent [C-II]	02		$C2=a2*b2$
3	Innova Cresta [C-III]	01		$C3=a3*b3$

Part II: Vehicles required as per "as and when" requirement (Y)

No.	Description	Quantity for Evaluation purpose only (actual may vary) (D)	Units	Rates in figures to be entered by the bidder (E)	Rates in words to be entered by the bidder	Value (In Rs.)
2.1	Need based hiring for 8 hours and 80 Km i. Innova, Maruti Ertiga or equivalent ii. Ciaz/ Honda City, Dzire/ Etios)	1	Nos			$F1=D1*E1$
2.2	Charges for extra KM (over 80 KMs per day) i. Extra KM per hour for Innova, Maruti Ertiga or equivalent ii. Extra KM per hour for Ciaz/ Honda City, Dzire/ Etios)	50	KMs			$F2=D2*x*E2$
2.3	Charges for extra hours beyond 10 hours per hour i. Extra hours for Innova, Maruti Ertiga or equivalent ii. Extra hours for Ciaz/ Honda City, Dzire/ Etios)	50	HRs			$F3=D3*E3$

Part III: Drivers required for NHIDCL's own vehicles (Z)

S. No.	Description	Number of Drivers required	Rates per month per driver for each vehicle including ESI/PF/any other benefits and inclusive of all taxes (Rs.) (Z)
1	Trained Driver with valid driving license	02	Z*2

Calculation for L-1 for (X), (Y), (Z) categories will be done as under:

- For hiring of Monthly Vehicle under (X) category: $(X) = C1+C2+C3$
- For hiring of vehicles "as and when" required under (Y) category: $(Y) = F1+F2+F3$
- For hiring of trained Drivers under (Z) category: $(Z) = Z*2$

N.B.: In case L-1 for each category is different, then the contract for category (Y) and (Z) shall be offered to the L-1 under (X) category, provided the (X) category L-1 matches the L-1 bid prices of (Y) and (Z) categories. If not, the work of Y and Z category would be allocated to the L1 bidders of the respective categories.

Date

Signature

Seal

UNDERTAKING BY THE BIDDER

I/We undertake that my/our firm/company, M/shas not been blacklisted by any Govt. Department/Public Sector Undertaking/Autonomous Body.

I..... Son/ Daughter/ Wife of Shri.....of Proprietor/ Partner/Director/ Authorized signatory of M/s..... am competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information/ documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/ We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage, besides liabilities towards prosecution under appropriate law.

I/We understand that in case any deviation is found in the above statement at any stage, my/ our concern/firm/ co. shall be blacklisted and shall not have any dealing with the Department in future.

Date:

Signature of the authorized Signatory of the Firm/Company/ Organization

Place:

Office Stamp/ Seal:

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

National Highways & infrastructure Development Corporation Ltd.
3rd Floor, PTI Building
4, Parliament Street
New Delhi-110001

Sub: Acceptance of Terms and Conditions of Tender.

Tender Reference No.: _____

Name of the Tender/Work:-

Dear Sir,

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

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

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), etc.), which form part of the contract agreement and I/We shall abide by the terms/ conditions/ clauses contained therein.

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

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

I/We do hereby declare that our firm has not been blacklisted/ debarred by any Govt. department/ Public sector undertaking.

I/We certify that all information furnished by our firm is true and 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, 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

BID CHECKLIST

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money:

Sl.	Item description	Yes/No	Bid Reference
1	Tender Acceptance Letter		
2	Letter of authorization to submit bid		
3	An undertaking that the agency has not been blacklisted		
4	Technical bid		
5	Financial/Price Bid Undertaking		

This is to certify that I/We before signing this Tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them and all of it included in cost.

Signature

Name of the Authorized Signatory

Seal/ Stamp