



भारतसरकार / Government of India

वित्तमंत्रालय : राजस्वविभाग / Ministry of Finance : Department of Revenue

सीमाशुल्कआयुक्तकाकार्यालय / OFFICE OF THE COMMISSIONER OF CUSTOMS

सीमाशुल्कगृह, नयीहार्बरएस्टेट, तूतीकोरिन-628004/ CUSTOM HOUSE, NEW HARBOUR ESTATE,
TUTICORIN - 628004

दूरभाष/ Tel: (0461) 2352633/2352655

फैक्स/ Fax : 2352019

C.No: III/03/05/2018-Admin

Dated: .03.2019

**NOTICE INVITING e-TENDER
FOR ANNUAL CONTRACT FOR HIRING OF VEHICLES**

Office of the Commissioner of Customs, Custom House, Tuticorin - 628 004 invites online e-Tenders from reputed service providers engaged in the business of Vehicle providers to provide **Hiring of Vehicles in the O/o the Commissioner of Customs, Customs House, New Harbour Estate, Tuticorin-628004** for the period of one year i.e. w.e.f. 01.05.2019 to 31.03.2020 for and on behalf of President of India, for the hiring of 4 nos. vehicles with drivers on a monthly hire basis for the period of one year i.e w.e.f 01.05.2019 to 31.03.2020.

2. The Tender enquiry documents and all bid firms are made available on official CPPP website <http://eprocure.gov.in>, www.cbic.gov.in and www.tuticorincustoms.gov.in from 27.03.2019.

3. **Bid Submission:** Bids shall be submitted online only at Central Public Procurement portal website <https://eprocure.gov.in>. Bidders / Contractors are advised to follow the "Instructions to Bidder for Online Bid Submission" provided in Annexure D for online submission of bids.

4. The tender shall be submitted online in two parts viz. **Technical bid and Financial bid**. All the pages of bid 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/email etc. shall not be considered. No correspondence will be entertained in this matter.

5. The requirement of vehicles is as per the schedule given below:.

Sr. No.	Type of vehicles	No. of vehicles	Category/Terms of use
1.	Non-AC Toyota Innova or other equivalent vehicle	01	30-31 days a month subject to Maximum of 2500 kms per month.
02.	Non-AC Swift D'Zire or other equivalent vehicle	03	25-26 days a month, subject to maximum of 2000kms per month.

6. ELIGIBILITY CRITERIA FOR TECHNICAL/QUALIFYING BIDS:

Technical/qualifying Bids shall be submitted online at Central Public Procurement portal website <https://eprocure.gov.in> a prescribed format as laid down in Annexures to this NIT. The contractors shall provide information/ documents/ annexure as listed below.

The bidders must have a minimum experience of three years in providing vehicles to Government Departments, Public Sector Undertakings or large corporate offices. Copies of agreement / work order from clients shall be provided as evidence. The vehicles provided must be in good condition, not older than 3 years as on 31.03.2019.

7. FINANCIAL BID REQUIREMENTS:

The contractor shall submit Financial Bid online in a stipulated format as laid down in Annexure C to this NIT. The contractor shall mention his quotation for contract work in the form of rate (in Indian rupees to be mentioned in figures and words separately) per vehicle/month for total contract period i.e. w.e.f. 01.05.2019 to 31.03.2020. The quoted rate shall include all the taxes and all other liabilities. Bid shall not be submitted based on the quotation rate on the number of vehicles to be deployed.

8. EARNEST MONEY DEPOSIT (EMD):

Earnest Money Deposit of Rs. 5,000/- (Rupees Five thousand only) in the form of Demand Drafts/ Banker's Cheque of Scheduled Bank drawn in favour of the Commissioner of Customs, Custom House, Tuticorin, shall be submitted. Scanned copy of the instrument is to be uploaded online. **The Hard copy of original documents in respect of Earnest Money Deposit must be produced** on or before Technical bid opening date/time as mentioned in critical date sheet. Bidders are requested to write their name and mobile number at the back of the DD/Bankers Cheque submitted. Tender without Earnest Money Deposit shall be rejected. EMD shall be forfeited in case the eligible bidder withdraws or the details furnished in Annexures are found to be incorrect or false during the tender selection process. Tenders will be treated as non-responsive and will be rejected, at the initial stage itself, if hard copy of EMD is not received on or before opening of Technical Bid. The EMD of the unsuccessful bidders will be returned within 15 days from the date of completion of the selection process. No interest of whatsoever the nature shall be payable by the Department towards Earnest Money Deposit.

9. PERFORMANCE GUARANTEE:

The Successful bidder has to submit an amount equal to one month's payment as performance guarantee deposit in the form of Bank guarantee from a Nationalized Bank / Demand Draft / Banker's Cheque of a Scheduled Bank drawn in favour of "**The Commissioner of Customs, Custom House, Tuticorin**" before awarding the contract. The performance guarantee shall be refunded to the selected bidder without any interest within one month from the completion of contract period.

10. The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Technical Bid. The bidder would fill up the information in the Annexure B & C enclosed at the end of this document in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. Annexure shall also have to be signed and stamped by the bidder or his authorized signatory. **The bidder shall quote their rates for the service to be provided (in both words and figures),** which should include deduction towards PF and ESI, bonus etc. and the same would not be payable over and above the rates thus quoted.

11. Enquiry/details regarding the work, terms and conditions if any, can be obtained from the Superintendent of Customs (Administration), II Floor, Custom House, New Harbour Estate, Tuticorin-628004, Ph.- 0461-2354229 on any working day during office hours on or before **05.04.2019**.

12. The Critical Dates for the Tender Submission and processing are as under:

Published Date	: 27 th March 2019 (04.00 P.M.)
Bid Submission Start Date	: 27 th March 2019 (04.00 P.M.)
Bid Submission End Date	: 15 th April 2019 (04.00 P.M.)
Technical Bid Opening Date	: 16 th April 2019 (02.30 P.M.)
Financial Bid Opening date	: 16 th April 2019 (03.30 P.M.)

(Those bidders, who have qualified in the Technical Bids)

13. The tenders/quotations received unsigned/incomplete and/or filed after the said due date shall be summarily rejected. The Office of the Commissioner of Customs, Tuticorin reserves the right to postpone / and / or accept or reject any or all tenders without assigning any reasons thereof.

14. This office reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds of such action.

15. The tender forms shall be rejected if it is not complete in any aspect. The tender documents are not transferable.

16. The detailed terms and conditions and other details including the proforma in which the application is to be made, is enclosed as Annexure-A, B & C and is available on the official website of the Department <http://tuticorincustoms.gov.in>, <http://www.cbec.gov.in> & Central Public Procurement Portal <http://eprocure.gov.in> .

17. Interested service providers are advised to visit Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

18. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance 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 for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

19. In the event of the above-mentioned date for Technical Bid Opening being subsequently declared as a closed holiday for this office, the tenders will be opened on the next working day at the scheduled time.

20. Submission of any bidding documents/details (except EMD in sealed cover) will not be accepted by this office.

-Sd-
(V.SIVAKUMAR)
ADDITIONAL COMMISSIONER OF CUSTOMS,
CUSTOM HOUSE:: TUTICORIN

Copy to:

1. Asst. Commissioner of Customs (EDI), Custom House, Tuticorin,
- for uploading the Tender Notice on Tuticorin Customs, CPPP & CBEC websites.
2. Notice Board.

Annexure - A

TERMS AND CONDITIONS

Eligibility Criteria:-

1. The bidder should be duly registered with concerned Central/State Govt. authorities and should be well established Taxi Agency/Firm (herein after referred to as the agency/firm preferably having experience to provide vehicles to Central/State Government or PSUs to which they have extended similar services in past two years.
2. The firm should either have own sufficient number of models of vehicles not older than three years for hiring or have a clear agreement with vehicle owners/providers. A list of vehicles owned by the vendor and the details of the vehicles to be provided to this office should be mentioned in the bid. He should also have a minimum turnover of Rs. 10,00,000/- (Rupees Ten Lakhs) per annum in the last three years.
3. He should possess a Shop & Establishment Certificate, Service Tax and Income Tax Registration Certificate & PAN Card.
4. The vehicles to be provided should be in excellent working condition and not older than three years as on date submission of tender. Applicant agency/firm should mention the year of manufacture of the vehicles. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery.
5. If any service provider / agency is willing to give a brand new vehicle than they can submit a booking slip of the new vehicle and in the meantime till the delivery of vehicle, they may provide vehicle of similar make/class make of which should not be older than three years.
6. Vehicles to be deployed in the office should register as "Commercial Vehicle".
7. Vehicles shall be deemed to be at the disposal of the Tuticorin Customs, PRO Unit and the billing for kilo meters and hours shall be counted from reporting place to relieving place.
8. Vehicles to be deployed will not be used for any other commercial/personal purpose or any other purpose by the service provider.
9. The agency/firm shall provide dedicated vehicles and drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non-availability of driver. In case of the condition of the vehicle is not found to be satisfactory, they shall be returned for replacement with immediate effect. In case no replacement is provided on time, the Commissioner of Customs, Tuticorin would have a right to hire a vehicle from the market and the additional cost incurred will be borne by the agency/firm.

Penalty clause:-

10. In case of breakdown of vehicle, a substitute shall be provided by the agency/firm immediately. In case vehicle does not report within reasonable time or does not report at all, Refusal of duties, Change in driver without prior intimation or any other matter this office would have a right to put fine up to Rs. 1,000/-per day per vehicle/hire a vehicle from the market and the additional cost incurred by the office will be borne by the agency/firm and fine amount will be levied and will be deducted in the bill amount on the basis of the certificate signed by the controlling officer Superintendent of Customs (PRO), Custom House, Tuticorin. In case, neither a substitute vehicle is provided nor a vehicle is hired by the office; proportionate contract charges are liable to be deducted from the contract charges payable.
11. In case of any expenses incurred by the controlling officer/any representative of the Department for the purpose of fuel/penalty for violation of law by the driver or non compliance of rules/stipulations by the vehicle and driver, they shall be reimbursed by the contractor within 5 (five) days of such payment. Failure to do so shall attract a penalty at the rate of Rs. 500/- per day beginning from the 6th day of such payment.

Driver's requirements:-

12. The drivers deployed along with the vehicle should satisfy the following conditions:
 - a) Drivers should have minimum five years' experience of driving. They should have valid driving licenses for driving passenger vehicles on hire. Copy of the same should be submitted on joining of duty.
 - b) Drivers should be well versed with the roads and the places in Tuticorin and should have experience in city driving.
 - c) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for the period of one year. Any change in the designated driver in a case should be intimated to the concerned officer before 24 hours of such change is affected.
 - d) Driver should be provided with a mobile phone with a working contact number.
 - e) Conduct of drivers should be decent and well behaved. He shall ensure continuity of service in any accidental instances/unlawful casualty, the service provider and driver should not have any criminal cases against them and should not have any past history of accidents.
 - f) Drivers should not be addicted of any kind of psychotropic substances/alcohol.
 - g) Driver should have Police verification report.

Terms of Payments:

- i) The contractor shall submit the bill on monthly basis in duplicate duly certified by the PRO section and same shall be paid thereof after making recovery, if any. No interim bills will be entertained. The bill payment will be subject to TDS applicable under the Income Tax Act 1961.

- ii) Mode of payment will be monthly and through Electronic Clearing System. Tax shall be deducted at source as per the Income Tax Rules from the monthly bills. For this, the contractor is supposed to submit a mandate form to the office. In all cases, the contractor shall present his bill pre-receipted with proper revenue stamp.

Other Terms & Conditions:-

1. The bid should be enclosed with the self attested copies of Registration Certificate, Insurance Certificate, PUC and RTO documents of the vehicles intended to be engaged by the bidders. All submitted documents should be self attested.
2. The monthly charges payable shall be all inclusive, i.e. driver, fuel, maintenance, cleanliness, repairs, insurance etc. and any other incidental expenses but shall be exclusive of GST.
3. On acceptance of quotation, the copy of the registration certificate of the vehicle and the particulars of drivers shall be submitted to this office.
4. A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained for the vehicle. The bidders shall provide a photo copy of logbook along with the remarks, if any, of the officers/departments to whom the vehicle has been assigned along with the bill.
5. Payment shall be made only on monthly basis and on receipt of the bill after rendering satisfactory service. The payment will be released within a period of 30 - 45 days from the date of submission of bill.
6. He shall submit CA Certificate and/or audited copies of Balance Sheet and Profit & Loss Account for the last three years.
7. One month prior notice should be given by the service provider for termination of contract. Discontinuation of service by the service provider will result in forfeiture of security deposit.
8. This office reserves the rights to terminate the contract after giving Fifteen days notice.
9. This department shall not be responsible for any challan, loss, damage due to any accident of the vehicle or to any other vehicle or for the injury to the driver or to any third party. The loss or damage or legal expenses on this account shall be borne by the service provider/contractor.
10. Work discipline and etiquettes should be maintained by staff of the bidders.
11. On receipt of complaint from the user regarding misbehaviour, discourtesy, wastage of time in finding out the route to any destination, unsatisfactory condition of the vehicle, and /or repeated delay in reaching the report point, for every instance a penalty upto Rs.1000/- shall be levied on the service provider. Repeated complaints of the driver will result in the termination of the contract.

12. In case if any vehicle is utilized less than 2000 kms/2500 kms by respective vehicle in a month, balance Kms shall be carried forward for next three months and will be adjusted against extra mileage of the same vehicle or any other vehicle hired from the same vendor.
13. No garage facility will be provided by the department and it will not responsible for the parking place.
14. The department will have the sole discretion to extend the period of contract beyond contract period or terminate the contract prematurely wholly or partially.
15. Technical Bid shall not mention any financial matters such as amount quoted per month etc. Upon observance of any such mention in the Technical Bid documents, the Tender will be summarily rejected.
16. The Financial Bid will be opened only if the Technical Bid is found to be satisfactory and complying all terms and conditions.
17. The contract will be awarded to the lowest bidder subject to the fulfilment of all the terms & conditions given in this notice and physical inspection of the vehicle intended to deploy.
18. This office reserves the right to accept or reject any tender, even the lowest one, without assigning any reasons thereof. Further, this office reserves the right to scrap the entire tender process at any stage without assigning any reasons thereof.
19. The liability of the Commissioner of Customs, Custom House, Tuticorin will be limited to the hiring charges agreed in the contract.
20. In any matter during the period of this contract, which has not been specifically covered by this contract, the decision of the Commissioner of Customs, Custom House, Tuticorin will be final.
21. No additional terms & Conditions stipulated above will be entertained by the Commissioner of Customs, Custom House, Tuticorin.
22. In case of dispute of any kind and in respect whosoever, the decision of the Commissioner of Customs, Custom House, Tuticorin shall be final and binding to all.
23. The Commissioner of Customs, Custom House, Tuticorin reserves the right to amend, rectify, alter or relax any conditions, referred above for this tender, without assigning any reasons

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ANNEXURE – B

**TECHNICAL BID FORM FOR TENDER OF HIRING OF VEHICLES FOR THE OFFICE OF
THE COMMISSIONER OF CUSTOMS, CUSTOMS HOUSE, TUTICORIN-628004.**

1.	Name, address & telephone no. of the service provider	
2.	Name and address of the Proprietor/Partner/Director	
QUALIFYING CRITERIA FOR TECHNICAL BID		
1.	We own 10 or more vehicles, likely to engage..... no. of vehicles.	Yes/No
2.	We have attached copy of RC Book offered in the tender	Yes/No
3.	We have valid GST Registration	Yes/No
4.	We have attached copy of GST Registration	Yes/No
5.	Attached copy of PAN	Yes/No
6.	Details of annual turnover of previous three Financial years (along with copy of profit & loss a/c, balance sheet, Audit report and Income Tax Returns for last three years.)	Yes/No
7.	A list containing details of the cars at their disposal and the places where these are deputed for the last two years	Yes/No
8.	Any employee of the Commissioner of Customs on your Board or share holder in contractor's entity. (If yes, please provide details)	Yes/No
9.	Have you any director/partner/entrepreneur convicted under any law. (If yes, please provide details)	Yes/No
10	Has your firm/company black listed at any time in past by any organization. (If yes, please provide details)	Yes/No
11	Any other information, contractor may like to furnish (may be furnished in separate enclosure)	Yes/No

DECLARATION:

I/we hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/we understand that if any deviation is of and in above statement at any state, I/we shall be blacklisted and will not have any dealing with department in future.

I hereby confirm that I am authorized to sign the Tender Document.

Signature
Name of the authorised signatory
Seal/Stamp

ANNEXURE – C

**FINANCIAL BID FORM FOR TENDER OF HIRING OF VEHICLES FOR THE OFFICE OF
THE COMMISSIONER OF CUSTOMS, CUSTOMS HOUSE, TUTICORIN-628004.**

1.	Name, address & telephone no. of the service provider	
2.	Name and address of the Proprietor/Partner/Director	
3.	GST Registration Number	
Rate of Car (Exclusive of Service Tax)		
1.	Non-AC Toyota Innova or other equivalent vehicle	Name and quantity of vehicles intended to provide
	Rate in Rs. per month (per Vehicle)	
	Extra Km. Charge (per Vehicle)	
	Extra hour charge (per Vehicle)	

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 it is included in cost.

Signature
Name of the authorised signatory
Seal/Stamp

Annexure- D

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

- 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 "**Online bidder Enrollment**" on the CPP Portal which 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 / 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 / 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 / email 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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 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 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.
- 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 concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, 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.
- 5) 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 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 server 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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 (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.
- 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 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. 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.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED.
BID CHECKLIST

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

SI.	Item Description	Yes / No	Bid Reference
1	Earnest Money Enclosed		
2	Tender Acceptance Letter		
3	Letter of authorization to submit bid.		
4	An undertaking that the agency hasn't been blacklisted		
5	Financial/Price Bid Undertaking		

BID OPENING & EVALUATION

- 1) The bidders who have not produced the EMD in original well before the date and time of bid opening will be summarily disqualified from the bidding process.
- 2) A substantially responsive bid is one which confirms to all the terms and conditions of the bid document without material deviation.
- 3) Accordingly the Tender Processing Committee appointed by the TIA shall open the e-bids in the presence of the bidders or their authorised representatives who wish to be present at the time of opening of bids as per the time schedule mentioned in the NIT. The representative of the bidder wish to be present shall possess valid authorisation letter from the bidder and proper ID proof.
- 4) The Technical bid will be evaluated first to determine the qualification of the bid. The bidders who have produced the mandatory documents alone will be considered for Financial Bid.
- 5) The Financial Bid not in conformity with the Statutory payment norms as detailed in the terms and conditions will be treated as defective bid and thereby treated as disqualified.
- 6) L-1 among the substantially responsive bids shall be decided based on the quote in online BoQ Sheet.
- 7) If more than one bidder have quoted the identical L-1 rate, the criteria for selection of L-1 will be the bidder will be decided based on other aspects viz., quality of experience (experience with Govt. Offices/PSU/Such other organisation) and the present client status by the TIA.