



BID DOCUMENT

**TENDER FOR ENGAGEMENT OF TRAVEL AGENCY TO
PROVIDE CAR ON HIRED BASIS TO TEA BOARD**

TENDER NO. 04/Security/2014

TABLE OF CONTENTS

SECTION	TITLE	PAGE NO.
I	NOTICE INVITING TENDER	3
	INFORMATIN TO BE GIVEN BY BIDDER	4
II	INSTRUCTINS TO BIDDERS	5-13
III	GENERAL CONDITIONS OF CONTRACT	14-18
	SPECIAL CONDITIONS OF CONTRACT	18-19
	SCOPE AND CONDITIONS OF CONTRACT (ANNEXURE – I)	19
	TERMS AND CONDITIONS OF THE CONTRACT	20-22
IV	TECHNICAL CONDITIONS OF CONTRACT	23
V	BID FORM	24
VI	PERFORMANCE SECURITY BOND FORM	25-26
	PROFORMA FOR LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING	27
	PRE-STAMPED RECEIPT (FOR REFUND OF EMD)	28
	WARRANTY CERTIFICATE	29
	DECLARATION OF THE BIDDER	30
VII	PRICE SCHEDULE	31

TEA BOARD OF INDIA
14 B.T.M. Sarani, Kolkata-700 001

SECTION-I

NOTICE INVITING TENDER

Office of issue : Secretary , Tea Board, Kolkata
Tender No : TENDER NO. 04/Security/2014
Tender Document : Details are given below
Due date/Time of receipt : **19.09.14-----** at 1300 Hrs.
Opening date/ time : **19.09.14-----**at 1500 Hrs.

Sealed tenders are invited on behalf of Chairman Tea Board, Kolkata for **providing car on hired basis to Tea Board**

Eligibility of bidder:

Indian companies Partnership firm/sole Proprietary firm registered to take up tendered items of work and whose annual turnover in the last three financial years were more than Rupees thirty five lakh are eligible to participate in this tender. Further, the bidder should have capability and experience in providing different types of hired car like **Ambassador, Indica, Indigo Tata Sumo, Tavera, Scorpio, Innova, Swift Dzire, SX4 etc. with AC or non AC mode.**

Estimated cost of the work is **Rs.15 lakh per annum** (Rs. Fifteen lakh per annum). Bid Security (EMD) shall be Rs. 30,000/- (Rupees thirty thousand only) i.e., 2% of the Estimated Cost payable in the form of **Demand Draft in favour of "Tea Board, Kolkata"**.

Tender Form should be downloaded from the website of Tea Board (www.teaboard.gov.in). A DD of Rs.1000/- (Rupees one thousand only) in favour of **Tea Board payable at Kolkata** is to be attached with the tender document and submitted to **The Secretary, Tea Board ,14, B T M Sarani, Kolkata-700001**

The mode of evaluation of tender will be in two bid norms, such as Technical bid and Financial bid.

**Secretary,
Tea Board, Kolkata**

INFORMATION TO BE GIVEN BY THE BIDDER

- 1. Name of the Bidder Firm/Company : _____
- 2. Address : _____

- Telephone No. : Office
Residence
Mobile
FAX

- 3. Registration particulars of the Firm/Company :
viz. Proprietary, Partnership, Private Limited,
Public Limited etc. (attach photocopy of the
Certificate of Incorporation)

- 4. Name of Proprietor/Partner/Director signing the :
tender document.

- 5. Name/Designation/Address of the Authorized :
Signatory holding the Power of Attorney
(if any)

- 6. Income Tax Return Particulars :
Permanent Account Number (PAN) :

- 7. Details of Experience :

- 8. Details of Technical Personnel
Age Qualification/s

Certified that the information given above is true and if any information is found to be false or misleading the tender /contract may be cancelled

Name:

Signature

(Capacity in which signed)

SECTION-II

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. DEFINITIONS:

- a) "TEA BOARD" means Tea Board Of India, a Commodity Board under the Government of India, Ministry of Commerce and Industry and having its Head Office at 14 B.T.M Sarani, Kolkata 700001
- b) "The purchaser" means the Chairman Tea Board, KOLKATA acting through the Secretary, TEA BOARD, Kolkata.
- c) "The Bidder" means "Service Provider" or firm who participates in this tender and submits its bid.
- d) "The Supplier" means the successful bidder providing the vehicles and services under the contract.
- e) "Provisional acceptance letter/letter of intent" means the intention of the purchaser to place the purchase order on the bidder.
- f) The order shall be deemed as "Contract" appearing in the document.
- g) "The Contract Price" means the price payable to the Supplier under the purchase order for the full and proper performance of its contractual obligations.
- h) "Validation" is a process of testing equipment as per the Generic Requirements in the specification for use in TEA BOARD network. Validation is carried out in simulated field environment and includes stability, reliability and environmental tests,

2. ELIGIBLE BIDDERS:

- a). The eligible bidder shall be an Indian Companies Partnership firm/sole proprietary firm having experience to provide different hired cars in Kolkata and adjoining area.
- b) Capable to provide hired cars as and when required.

Bids not confirming to these conditions will be rejected outright.

3. COST OF BIDDING:

The bidder shall bear all costs associated with the preparation and submission of the bid. The purchaser, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4. BID DOCUMENTS:

- 4.1 The service required, bidding procedures and contract terms are prescribed in the Bid Documents. The Bid Documents include:

Documents to be enclosed with the Technical Bid	Documents to be enclosed with the Financial Bid
<ul style="list-style-type: none">1. Notice Inviting Tender2. Instructions to Bidders3. General Conditions of Contract4. Special Conditions of Contract5. Schedule of Requirements6. Technical Conditions of Contract7. Current IT Return8. Experience Certificates	<ul style="list-style-type: none">1. Price Schedule2. Performance Security Bond Form3. Any other document as the bidder may wish to submit in support of the bid.

<p>9. Make, Model No. of the goods being offered in the tender shall be specified in the technical bid and the brochure of the equipment being quoted shall be enclosed.</p> <p>10. Turnover Certificate of Minimum Rs. 35 Lakh.</p> <p>11. Bid Form</p> <p>12. Other documents asked for in the tender form</p> <p>13. Any other document as the bidder may wish to submit in support of the bid.</p>	
--	--

4.2 **The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidders risk and shall result in rejection of the bid.**

5. CLARIFICATION OF BID DOCUMENTS:

A prospective bidder, requiring a clarification of the Bid Documents shall notify the purchaser in writing at the purchaser's mailing address indicated in the invitation for Bid. The purchaser shall respond in writing to any request for clarification of the Bid Documents, which is received not later than 7 days prior to the date for the submission of bids. Copies of the query (without identifying the source) and clarifications by the purchaser shall be sent to all the prospective bidders who have purchased the bid documents.

The prospective bidders may attend the PRE-BID MEET on 15.09.2014 at 3.30 p.m. to discuss clauses in the tender document. The venue for such pre-bid meet will be Board Room of Tea Board at its given address.

6. AMENDMENT OF BID DOCUMENTS:

6.1 At any time, prior to the date of submission of bids, the Competent Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bid documents by amendments.

6.2 The amendments shall be notified in Writing or by Telex or FAX to all prospective bidders on the address intimated at the time of purchase of bid document from the purchaser and these amendments will be binding on them.

6.3 In order to afford prospective bidders reasonable time in which to take the amendments in account in preparing their bids, the purchaser may, at its own discretion, extend the deadline for the submission of bids suitably.

PREPARATION OF BIDS

7. DOCUMENTS COMPRISING THE BID:

The bid prepared by the bidder shall comprise the following components:

I. Technical bid, which shall contain:

(a) Documentary evidence established in accordance with clause 2 and 10 of these 'Instructions to Bidders' that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.

- (b) Bid Security furnished in accordance with clause 12.
- (c) A clause-by-clause compliance as per clause 11.2
- (d) A Bid form duly filled in by the bidder.
- (e) The undermentioned table should be filled up for evaluation of technical bid.

Check list of Technical Bid for evaluation

Date of incorporation		Enclosure No.
Annual Turn Over year wise		Enclosure No.
Experience in Govt. Org		Enclosure No.
Experience in Semi Govt. Org		Enclosure No.
EMD paid Rs.	DD No.	Enclosure No.
Cost of Tender paid Rs.	DD No.	Enclosure No.
NSIC certificate if applicable	Validity date	Enclosure No.
PAN No.		Enclosure No.
Service Tax Reg. No.		Enclosure No.
Nos. of vehicles in own name		Enclosure No.
Copies of RC Book		Enclosure No.
Copies of Driving license of Drivers		Enclosure No.

II. Financial bid, which shall contain the Price schedule, completed in accordance with clause 9 & 10.

8. BID FORM:

The bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bid Documents, indicating the service to be provided, a brief description of the service.

9. BID PRICES:

9.1 Prices indicated in the price schedule shall be entered in the following manner:

- (i) The price of the service, and other statutory taxes payable by the bidder.
- (ii) The supplier shall quote as per price schedule for all the service given in the schedule of requirement.

9.2 The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. **A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.**

9.3 The unit prices quoted by the bidder shall be of sufficient detail to enable the purchaser to arrive at prices of services offered.

9.4 The price approved by the purchaser for procurement will be inclusive of levies and taxes.

10. DOCUMENT ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:

10.1 The bidder shall furnish, as part of his bid documents establishing the bidders eligibility, the following documents:

- (i) Certificate of Incorporation.
- (ii) Articles of Memorandum of Association or Partnership Deed/Proprietorship Deed.
- (iii) Registration Certificate.
- (iv) Annual turnover certificate for more than Rupees 35 lakhs in the last three financial years.
- (v) Certificate in respect of capability and experience
 - a. To provide different types of cars on hired basis. as specified while requisition were made.
 - b. Drivers of cars should have valid Driving Licence, experience and clean white uniform while driving.**

10.2 The bidder shall furnish documentary evidence that he has the financial, technical and operational capability necessary to perform the contract.

10.2a. To judge the financial capabilities, the firm shall furnish balance-sheet showing turnover.

10.3 The service offered must have ability to meet the technical specifications. Necessary document to substantiate this shall be submitted along with the offer by the Supplier.

10.4 In case the service offered has been Type Approved/Validated by the purchaser, documentary evidence to this effect shall be submitted by the bidder.

11. DOCUMENTS ESTABLISHING GOODS CONFIRMITY TO BID DOCUMENTS:

11.1 Pursuant to clause 7, the bidder shall furnish, as part of his bid, documents establishing the conformity of his bid to the bid document of all goods and services, which he proposes to supply under the contract.

11.2 The documentary evidence of the services conformity to the Bid Documents may be in the form of literature, drawings, data and he shall furnish:

- (a) A detailed description of the service, essential technical and performance characteristics.
- (b) A clause-by-clause compliance on the purchaser's Technical specifications and commercial conditions demonstrating substantial responsiveness to the Technical Specifications. In case of deviations a statement of deviations and exceptions to the provision of the Technical specifications shall be given by the bidder. A bid without clause-by-clause compliance of Technical specification conditions shall not be considered. The Chairman, Tea Board will be the competent authority to accept or reject such deviations. Such decisions will be taken by the Competent Authority keeping in view the materiality of such deviations. There will be a committee having technical and finance members to assist the Chairman to consider such deviations. Once decided such decisions will be binding on all the bidders.

12. BID SECURITY:

12.1 Pursuant to clause 7 the bidder shall furnish, as part of his bid, a bid security, EMD for an amount of **Rs. 30,000/-** (Rupees thirty thousand only), 2% of tender value. The bidders who are registered with National Small Scale Industries Corporation (NSIC) under Single point Registration Scheme may be exempted from bid security A proof regarding current registration with NSIC for the Tendered Item will have to be attached along with the bid.

12.2 The bid security is required to protect the purchaser against the risk of bidders conduct, which would warrant the security's forfeiture, pursuant to Para 12.7.

- 12.3 The bid security shall be in the form of a crossed Demand Draft or bank guarantee from a Scheduled Bank in favour of “ TEA BOARD Kolkata”. Payment in any other form is not acceptable. Any Small Scale Industry/Firm claiming exemption from payment of bid security should submit the copy of the current registration with NISC for the tendered items.
- 12.4 A bid not secured in accordance with Para 12.1 & 12.3 shall be **rejected by the purchaser as non-responsive**.
- 12.5 The bid security of the unsuccessful bidder will be discharged/returned as promptly as possible but not later than 30 days after the expiry of the period of bid validity prescribed by the purchaser, Pursuant to clause 13.
- 12.6 The successful bidder’s bid security will be discharged upon the bidder’s acceptance of the advance purchase order satisfactorily pursuant to clause 27 and furnishing the performance security.
- 12.7 The bid security may be forfeited:
- (a) If a bidder withdraws his bid during the period of bid validity specified by the bidder on the Bid form, or
 - (b) In the case of a successful bidder, if the bidder fails
 - i) to sign the contract in accordance with clause 28, or
 - ii) to furnish performance security in accordance with clause 28.

13. PERIOD OF VALIDITY OF BIDS:

- 13.1 Bid shall remain valid for 180 days after the date of bid opening prescribed by the purchaser, pursuant to clause 19.1. **A bid valid for a shorter period shall be rejected by the purchaser as non-responsive.**
- 13.2 In exceptional circumstances, the purchaser may request the bidder’s consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing. The bid security provided under clause 12 shall also be suitably extended. A Bidder accepting the request and granting extension will not be permitted to modify his bid.

14. FORMAT AND SIGNING BID:

- 14.1 The bidder shall prepare the bid in separate envelopes for Technical bid and Financial bid, clearly super scribing the name on the envelopes.
- 14.2 The bid shall be typed or printed and signed by the bidder or a person/persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by written power-of attorney accompanying the bid. All pages of the original bid, except for unamended printed literature shall be signed by the person / persons signing the bid. The bids submitted shall be sealed properly (wax or pvc tape sealed).
- 14.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person/persons signing the bid.

D. SUBMISSION OF BIDS

15. SEALING AND MAKING OF BIDS:

15.1 The bidder shall prepare separate envelopes for technical as well as financial bids with clear marking of the same on the top of each envelope and shall also seal both the envelopes with wax or PVC tape. The two bids will further be sealed in an outer envelope with wax or PVC tape.

15.2 The inner and outer envelopes shall be:

- (a) Addressed to the purchaser on the following address:
Secretary, Tea Board of India, 14 BTM Sarani, Kolkata-700 001.
- (b) Bearing the tender number and the words 'DO NOT OPEN BEFORE. 19.09.14 (due date).
- (c) The inner and outer envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is received late.
- (d) Tenders shall be dropped in the Tender Box at 8th Floor, O/o Tea Board, Kolkata. The responsibility for ensuring that tenders are delivered in time would vest with the bidder.
- (e) The purchaser shall not be responsible if the bids are delivered elsewhere.

15.3 If the outer envelope is not sealed and marked as required by Para 15.1 and 15.2, the purchaser shall not accept the bid. In case the inner envelopes are not sealed and marked as required by Para 15.1 and 15.2, the bid shall be rejected.

16 SUBMISSION OF BIDS:

16.1 Bids must be received by the stipulated date and time as specified (19.09.14 at 13.00 hrs).

16.2 The purchaser may, at its discretion, extend this deadline for the submission of the bids in accordance with clause 6 in which case all rights and obligations of the purchaser and bidders will be subjected to the deadline as extended.

17 LATE BIDS:

Any bid received by the purchaser after the deadline for submission of bids prescribed by the purchaser pursuant to clause 16 shall be rejected and returned unopened to the bidder.

18 MODIFICATION AND WITHDRAWAL OF BIDS:

18.1 The bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is received by the purchaser prior to the deadline prescribed for submission of bids.

18.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as required in the case of bid submission in accordance with the provision of clause 15. A withdrawal notice may also be sent by TELEX/FAX but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.

18.3 Subject to clause 20, no bid shall be modified subsequent to the deadline for submission of bids.

E. BID OPENING AND EVALUATION

19 OPENING OF BIDS BY PURCHASER:

19.1 The purchaser shall open the bids in the presence of bidder/s or his authorized representatives who choose to attend at 1500 Hrs on the due date. The bidders' representatives, who are present; shall sign in the attendance register. Authority letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (A format is given on last page).

19.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.

19.3 The Bidder's names, Bid prices, modifications, bid withdrawals and such other details as the purchaser, at its discretion, may consider appropriate, will be announced at the opening.

20 CLARIFICATION OF BIDS:

To assist in the examination, evaluation and comparison of bids the purchaser may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post-bid clarification at the initiative of the bidder, shall be entertained.

21 PRELIMINARY EVALUATION (TECHNICAL BIDS):

21.1 Tender will be evaluated in two phases. First, technical bid evaluation will be done. Only those bidders who qualify the technical bid evaluation will be allowed to participate/attend the commercial bid.

21.2 While doing the technical evaluation, Purchaser shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

21.3 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of the errors, his bid shall be rejected.

21.4 Prior to the detailed evaluation, pursuant to clause 22, the purchaser will determine the substantial responsiveness of each bid to the bid documents. For purposes of these clauses, in substantially responsive bid is one, which conforms to all the terms and conditions of the Bid documents without material deviations. The purchaser's determination of bids responsiveness is to be based on the contents of the bid itself.

21.5 A bid determined as substantially non-responsive will be rejected by the purchaser and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non-conformity.

21.6 The purchaser may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

22. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS:

22.1 The purchaser shall evaluate in detail and compare the bids previously determined to be substantially responsive pursuant to clause 21.

22.2 The comparison for evaluations shall be of price of the services offered inclusive of all taxes and levies.

22.3 The tender will be evaluated based on the quoted price for hiring of each type of car taken together.

23 CONTACTING THE PURCHASER:

- 23.1 Subject to clause 20, no bidder shall try to influence the purchaser on any matter relating to its Bid, from the time of the bid opening till the time the contract is awarded.
- 23.2 Any effort by a bidder to influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

24. AWARD OF CONTRACT:

The purchaser shall consider placement of orders for commercial supplies on those bidders whose offers have been found technically (type-approved/validated by the purchaser), commercially and financially acceptable. L-1 in the financial bid evaluation will be fixed as Contract price. Those agencies willing to provide hired car at per fixed Contract rate will be enlisted with Tea Board, HO, to provide car only at HO Kolkata.

25. PURCHASER'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD:

The purchaser reserves the right at the time of award of contract to increase or decrease by up to 25% of the quantity of services specified in the schedule of requirements without any change in other terms and conditions.

26. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the purchaser's action.

27. ISSUE OF ADVANCE PURCHASE ORDER OR LOI:

The issue of an Advance Purchase Order or LOI (Letter of Intent) shall constitute the intention of Purchaser to enter into the contract with the bidder.

The bidder shall, within 15 days of issue of an advance purchase order, give his acceptance along with performance security in conformity with section III provided with the bid documents.

28. SIGNING OF CONTRACT:

The issue of purchase order shall constitute the award of contract on the bidder.

Upon the successful bidder furnishing of performance security pursuant to clause 27, the purchaser shall discharge the bid security, pursuant to clause 12.

29. ANNULMENT OF AWARD:

Failure of the successful bidder to comply with the requirement of Clause 28 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the purchaser may make the award to any other bidder at the discretion of Purchaser or call for new bids.

30. QUALITY ASSURANCE REQUIREMENTS:

- The supplier shall ensure Quality of the cars and services provided. This will be done on the basis of punctuality, dedication and presentation of car and timely replacement of car due to breakdown, Drivers' ill health etc.

31. IMPORTANT CONDITIONS:

While all the conditions specified in the Bid Documents are critical and are to be complied, special attention of bidder is invited to the following clauses of the bid document, non-compliance of any one of which shall result in out right rejection of the bid:

- (i) Clause 15.1 of section II – The bids will be recorded unopened, if covers are not sealed with wax or PVC tape.
- (ii) Clause 12.1, 12.3 & 13.1 of Section II – The bids will be rejected at opening stage if bid security is not submitted as per Clauses 12.1 & 12.3 & bid validity is less than the period prescribed in clause 13.1 mentioned above.

- (iii) Clause 2 & 10 of Section II – if the eligibility conditions as per clause 2, Section II is not met and/or documents prescribed to establish the eligibility as per Clause 10 section II are not enclosed, the bids will be rejected without further evaluation.
- (iv) Clause 11.2 (c) of Section II – If deviation statements as prescribed are not given, the bids will be rejected at the stage of primary evaluation.
- (v) Section III –General conditions & section IV – Technical Conditions – Compliance if given using ambiguous word like “Noted, Understood” “Noted & Understood” shall not be accepted as compliance.
- (vi) Section VII: Price Schedule – Prices are not filled in as prescribed in the price schedule.
- (VII) *“Discount, if any, offered by the bidder shall not be considered unless they are specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly NET PRICE taking all such factors like Discount, free supply etc. into account.”*

**Secretary,
Tea Board, Kolkata**

SECTION III
GENERAL CONDITIONS OF CONTRACT

1 APPLICATION:

The General Conditions shall apply in the contract made by the purchaser for the procurement of Services.

2 STANDARDS:

The services supplied under this contract shall conform to the standards prescribed in the Technical Specifications.

3 PERFORMANCE SECURITY DEPOSIT

- 3.1** The supplier shall furnish **Performance Security** to the purchaser(s) for an amount of **Rs. 1,50,000/- (Rupees one lakh fifty thousand only) i.e., 10% of contract value within 15 days of supplier's receipt of the Advance Purchase Order. The Performance Security Deposit will be divided amongst the eligible and successful bidders.**
- 3.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the Contract.
- 3.3 The performance Security Bond shall be in the form of Agency guarantee issued by a Scheduled Agency and in the format provided in the Bid Document, Section VII.
- 3.4 The performance Security Bond will be discharged by the purchaser after completion of the Supplier's performance obligations including Warranty obligations under the Contract.

6. DELIVERY:

6.1 Delivery of the services shall be made by the Supplier in accordance with the terms specified by the purchaser in its schedule of requirements and special conditions of contract and the services shall remain at the risk of the supplier until delivery has been completed. The delivery of the services shall be to the ultimate consignee as given in the purchase order.

6.2 The Delivery of the services and documents shall commence immediately on placement of work order and be completed within 03 days.

7. PAYMENT TERMS:

7.1 Payment of the cost of services as mentioned in the Price Schedule will be effected as per the agreement.

7.2(a) (i) Any increase in taxes and other statutory duties/levies after the expiry of the delivery date shall be to the contractor's account. However benefit of any decrease in these taxes/duties shall be passed on to the purchaser by the supplier.

8. PRICES:

i) a) Prices charged by the supplier for services performed under the Contract shall not be higher than the prices quoted by the supplier in his bid.

b) In case of revision of Statutory Levies/Taxes during the finalization period of the tender, the purchaser reserves the right to ask for reduction in the prices.

ii) (a) Price once fixed will remain valid for the period of delivery. Increase and decrease of taxes/duties will not affect the price during this period.

9. CHANGES IN PURCHASE ORDERS:

10.1 The purchaser may, at any time during service contract period, by a written order given to the supplier, make changes within the general scope of the contract in any one or more of the following:

(a) Specifications, where services to be furnished under the contract are to be specifically provided for the purchaser.

(b) The place of delivery; or

(c) The services to be provided by the supplier.

10.2 If any such changes causes an increase or decrease in the cost of or the time required for the execution of the contract an equitable adjustment shall be made in the Contract Price or delivery schedule, or both and the contract shall accordingly be amended. Any proposal by the supplier for adjustment under this clause must be within thirty days from the date of the receipt of change in order.

11. SUBCONTRACTS:

The Supplier shall notify the purchaser in writing of all subcontracts awarded if not already specified in his bid. Such notification in his original bid or later shall not relieve the supplier from any liability or obligation under the Contract.

12. TIME PERIOD OF WORK: 01 year

13. DELAYS, LIQUIDATED DAMAGES:

13.1 In case of extension in the Delivery, Installation, Testing and Commissioning period / completion with liquidated damages the recovery shall be made on the basis of following percentages of value of Contract / work completion, which the bidder has failed to supply / complete the service:

SI. No.	Condition	LD %
1.	Delay up to one fourth period of the prescribed period / completion of work as per clause 15	2.5 %
2.	Delay exceeding one fourth but not exceeding half of the prescribed period / completion of work as per clause 15	5.0 %
3.	Delay exceeding half but not exceeding three fourth of the prescribed period / completion of work as per clause 15	7.5 %
4.	Delay exceeding three fourth of the prescribed period / completion of work as per clause 15.4	

14. The maximum amount of liquidated damages shall be 10%.

15. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance, with justifications, but not after the stipulated date of completion of Delivery.

16. Delivery period may be extended with or without liquidated damages if the delay in the supply of services is on account of hindrances beyond the control of the bidder.

16.1 Liquidated Damages would be deducted from the Payment due for that milestone as mentioned

16.2 Forfeiture of Performance Security

Forfeiture of Security Deposit: Security amount in full or part may be forfeited in the following cases:

1. When the terms and conditions of contract is breached.
2. When the bidder fails to provide service satisfactorily.
3. When contract is being terminated due to non-performance of the bidder.
4. Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchaser in this regard shall be final.

17 FORCE MEASURE

- 17.1 If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the purchaser as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.
- 17.2 Provided also that if the contract is terminated under the clause, the purchaser shall be at liberty to take over from the contractor at a price to be fixed by the purchaser, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in the course of manufactures in possession of the contractor at the time of such termination of such portions thereof as the purchaser may deem fit excepting such materials bought out components and stores as the contracts may with the concurrence of the purchaser elect to retain.

18 TERMINATION FOR DEFAULT:

- 18.1(a) The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.
- (b) If the Supplier fails to deliver any or all of the services within the time period(s) specified in the Contract or any extension thereof granted by the purchaser pursuant to clause 15.
 - (c) If the supplier fails to perform any other obligation(s) under Contract: and
 - (d) If the Supplier, in either of the above circumstance (s) does not remedy his failure within a period of 30 days (or such longer period as purchaser may authorize in writing) after receipt of the default notice from the purchaser.

18.2 In event the purchaser terminates the contract in whole or in part, pursuant to Para 17.1 the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods similar to those undelivered and the Supplier shall be liable to the purchaser for any excess cost for such similar goods. However, the supplier shall continue performance of the contract to the extent not terminated.

19 TERMINATION FOR INSOLVENCY:

The purchaser may at any time terminate the contract by giving written notice to the supplier, without compensation to supplier, if the supplier becomes Agencyrupt or otherwise insolvent as declared by the competent court provide that such termination will not prejudice or affect any right or action or remedy which has accrued thereafter to the purchaser.

20 ARBITRATION:

- 20.1 In the event of any question, dispute or difference arising under this agreement or in connection there-with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Chairman,

Tea Board, Kolkata . The agreement to appoint an arbitrator will be in accordance with the Arbitrator and conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is a TEA BOARD Servant or that he was to deal with the matter to which the agreement relates or that in the course of his duties as a TEA BOARD Servant he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such Chairman, Tea Board or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

20.2 The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Indian Arbitration and Conciliation Act 1996 and the Rules made there-under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

20.3 The venue of the arbitrator proceeding shall be the office of the Chairman Tea Board Kolkata, or such proceeding places as the arbitrator may decide.

21. SET OFF:

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by the purchaser/TEA BOARD or any other person or persons contracting through TEA BOARD and set off the same against any claim of the purchaser or TEA BOARD or such other person or persons for payment of a sum of money arising out of this contract made by the Contractor with Purchaser or TEA BOARD or such other person or persons contracting through TEA BOARD.

Section IV

SPECIAL CONDITIONS OF CONTRACT

The special conditions of the contract shall supplement the ' Instructions to the Bidders' as contained in Section II & General Conditions of the Contract" as contained in Section III and wherever there is a conflict, the provisions herein shall prevail over those in Section II and Section III.

1. Date fixed for opening of bids is, if subsequently, declared as holiday by TEA BOARD, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
2. (i) The bank guarantee for bid security or NSIC certificate for claiming exemption from submission of bank guarantee against bid security, as prescribed in clauses 12.1 & 12.3, Section II of the bid documents shall be submitted along with the technical bids.
3. In case where the document of bid security is not submitted in the manner prescribed under clause 3(i), above, cover containing the commercial, technical and financial offers **SHALL NOT BE OPENED AND THE BID SHALL BE REJECTED AND RETURNED TO THE BIDDER UNOPENED.**
4. The Small Scale Industries registered with National Small Scale Industries Corporation (NSIC) under single point registration scheme and desirous of claiming concessions available to such units inclusive of bid security should submit documents in respect of their monetary limit and financial capability duly certified by NSIC.
5. Purchaser reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the purchaser.

6. Purchaser reserves the right to black list a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.
7. The purchaser reserves the rights to counter offer price(s) against price(s) quoted by any bidder.
8. Any clarification issued by purchaser in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to amendment of relevant clauses of the bid documents.
9. The supplier shall:
 - i. Supply all the cars as mentioned in schedule of requirement in the tender document.
 - ii. Maintain the hired cars supplied by him for 12 months.

10. EXPERIENCE:

The bidder should have capability and experience in supply of different cars on hired basis.

ANNEXURE-I

SCOPE AND DESCRIPTION OF WORK

1. INTRODUCTION:

To engage agencies which can provide different types of cars on hire as and when required with a short notice.

2. Objectives:-

Tea Board has its own fleet of cars which is not sufficient, so Tea Board engage various types of cars as and when required. The cars on hire are also required for various types of meeting such as Board meeting etc. Even Tea Board hires car for day to day use with a short notice. Most of the times cars on hire are used by the Central Ministers, MPs, MLAs, Board members and other foreign dignitaries.

3. SCOPE OF WORK

- **As and when required the agencies have to provide good quality cars on hire with good driver who are soft spoken, polite and punctual.**
- **The agencies should not compromise with the quality of cars, punctuality and behaviour of the drivers.**
- **The cars taken on hire may have to go beyond Kolkata Metropolitan Area and also may stay at night there itself.**
- -----(as per work requirement)-----
- -----(as per work requirement)-----

TERMS AND CONDITIONNS FOR PROVIDING HIRE CAR

1. There is no daily maximum/minimum limit of the distance to be run for vehicles on hire. It will be as per the requirement of the Tea Board on all days of the week if necessary. The payment will be made as per the conditions agreed to.
2. The vehicle must be made available as per the requirement whenever required.
3. Vehicles on hire must have proper permits/licenses/registration etc. from the appropriate Government and should not be of a make prior to 2012. **The contractor must provide copies of R.C Book as proof of holding ownership of vehicles. At least a fleet of 10(ten) vehicles should be in the own name of the agency participating in the tender.**
4. The vehicles on hire may be required to ply continuously in the day time and occasionally late night hours also.
5. The cost of petrol/diesel/fuel/oil and other expenses of incidental cost and all the expenses of the driver are to be borne by the contractor and he should always keep the vehicle in good condition as road worthy.
6. The contractor must be in a position to provide/supply the vehicle for hiring immediately from the date of issue of the work order.
7. In case the vehicle on hire goes out of order or if the driver is not available, the contractor must be able to provide another substitute vehicle in good condition and road worthy with a driver immediately without any delay and without any extra charges.
8. In case of an accidents/traffic violations the contractor will be solely responsible for all follow up remedies including legal process/expenses if any and the Tea Board will not bear any cost/responsibility in any way for the men and materials. The contractor will compensate the damages for all materials and /or their parties fully without involving Tea Board and indemnify Tea Board against loss/damage occurring while the vehicle is under use. The vehicle must be insured as per Govt. norms
9. The contractor should make his own arrangements for parking the vehicles during the course of hire.
10. Mileage/Kilometer will be counted from the place of picking up in the morning/or any time and dropped in the evening/or any other time plus the actual distance of the parking place or 5 Km in one way whichever is less.
11. Proper uniform, Courtesy and good behaviour on the part of the Driver is essentially required. The payment will be deducted as deemed proper by the Competent Authority if any deficiency is found in uniform, courtesy and behaviour

of the driver. **The copy of the driving licence of Drivers must be submitted by the contractor. The contractor should also submit the Police Verification Report of the drivers.**

12. The driver should maintain a Duty slip as per the proforma given by this office.
13. While on duty the driver should keep with him proper records of the vehicle/valid driving license, insurance paper, Pollution under control certificate etc. and submit the documents for verification by transport/police//any other authorities on demand.
14. The contractor is solely responsible for the payment of challan/accidents or any unforeseen happenings and this office is not at all responsible on this account.
15. The office is empowered to return the vehicle if it is felt that it is not road worthy and no payment will be made for the said journey.
16. In case the vehicle is withdrawn for maintenance and repairs, substitute vehicle in good running condition should be arranged immediately by the contractor.
17. It is the responsibility of the contractor to get the journey trip each day, verified with the entries made in duty slip by the officer who utilized the vehicle.
18. The contractor has to enter into an agreement with Tea Board that he will abide by the terms and conditions, mentioned above.
19. A sum Rs.30,000/-(Rupees thirty thousand only) on account of Earnest Money Deposit in cash or DD/Pay Order in favour of
20. Tea Board, Kolkata should be deposited with Cashier & receipt issued by the Cashier should be attached with the Tender. The receipt No. of Earnest Money Deposit should invariably be noted in the tender. Tender not supported by the receipt of EMD will be invalid & will not be considered.
21. Payment of the claim bills will be made by way of cheque only except in some extraordinary circumstances. However, arrangements will be made for settlement with least delay.
22. The vehicle should have sufficient fuel always to cover the distance and the officer concerned should not be put into any inconvenience of cut short of his official duties for want of fuel in the vehicle.
23. The tender is valid for one year from the date of signing the contract. If both the parties agree to it, it can be extended/renewed for further one year on same terms and conditions.
 23. (a) Vehicle should report atleast 15 minutes before the appointment time irrespective if place of duty.
 - (b) Penalty will be imposed for delay of exceeding 30 minutes,-if the vehicles are not placed at the disposal of the officer at the appointed date, time and place. The penalty will be @ Rs.200/- of the claim in respect of each such delayed trips. In the

event of undue delay and the return of vehicle without use, no payment will be made.

24. In case the vehicle is not provided by the contractor with driver on any particular days, a penalty of Rs.500/- (Rupees Five Hundred only) will be levied on the Contractor for that day.

25. The contractor shall be bound by the rates quoted by him and agreed upon herein and shall not ask for any enhancement of the rates for the continuous providing of vehicles during the period of agreement.

26. The Agreement is subject to termination at any time by the Tea Board, Kolkata by giving a notice of seven(7) days in writing to the contractor, if the condition of the vehicle is not roadworthy or the driving license is not as per the rules or any of the stipulated conditions of the contract are not adhered to. In such an event, the Security Deposit of the Contractor will be liable to be forfeited to the Tea Board. However, it will be the sole responsibility of the contractor to ensure proper provision of vehicles in good condition with valid registration etc. and to ensure proper authorized driver with proper uniform and valid licence etc. and the Department shall not in any way be made liable/responsible for any act(s) of omission/commission that the Contractor may commit and consequences thereof.

27. Chairman, Tea Board, Kolkata reserves the right to terminate the agreement at any time without assigning any reason.

28. The contractor shall submit the bill in duplicate to the Security Officer, Tea Board, Kolkata with an advanced stamped receipt (pre-receipted) on the 1st Week of the subsequent month of use.

29. In case the regular vehicle is not provided by the contractor with driver on any particular day, a penalty of Rs.500/- (Rupees Five Hundred only) will be levied on the Contractor for that day.

Approved rate(s) of Car(s)

Type of cars	Minimum charges (in rupees) (for 6.00 hrs. uses)	Charges per hr. (in rupees)	Per Km (in rupees)
Ambassador Non AC			
Indica Non AC			
Indica AC			
Tata Sumo Non AC			
Dzire			
Indigo			
Maruti Esteem			
Mitsubishi Lancer			
Innova			
SX4			
Maruti Zen/Wagon-R/Alto			
Others			

SECTION- IV

TECHNICAL CONDITIONS OF CONTRACT

Technical specifications for work/equipment are as below:

- -----(As per work/equipment/services required)-----
-----.....(As per work/equipment/services required)-----
- -----(As per work/equipment/services required)-----
- -----(As per work/equipment/services required)-----
- -----(As per work/equipment/services required)-----
- -----(As per work/equipment/services required)-----
- -----(As per work/equipment/services required)-----
- -----(As per work/equipment/services required)-----
- -----(As per work/equipment/services required)-----
- -----(As per work/equipment/services required)-----
- -----(As per work/equipment/services required)-----
- -----(As per work/equipment/services required)-----

SECTION V

BID FORM

Tender No. (Name & Address of the purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos.the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver in conformity with said conditions of contract and specifications for sum of Rs.(total bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, to complete delivery of all the items specified in the contract within the specified timeframe as calculated from the date of issue of your purchase order.

If our bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the contract.

We agree to abide by this bid for a period of 180 days from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Work Order of contract is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of August 2014.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

WitnessAddress

Signature

SECTION VI

PERFORMANCE SECURITY BOND FORM

THIS DEED OF GUARANTEE MADE THIS DAY OF..... between the Tea Board Of India (A Government Of India Commodity Board), having its HQ at 14 B.T.M Sarani, Kolkata (hereinafter called the "TEA BOARD") (which expression shall unless excluded by or repugnant to the context include its successors and assignees) of one part and (hereinafter called the "Bank") (Which expression shall unless excluded by or repugnant to the context include its successors and assignees) of the other part.

WHERE THE TEA BOARD accepted the tender of M/s (hereinafter called the supplier) to supply the TEA BOARD..... as per Contract No. Dated..... (hereinafter referred to as the said contract)

AND WHEREAS the said contract provides that supplier shall furnish Bank Guarantee to the extent of ten percent of the value of the contract as and by way of security for the due observance and performance of terms and conditions of the contract.

AND WHEREAS at the request of the supplier the Bank has agreed to execute these presents.

NOW THE DEED WITNESSED AND IT IS HEREBY AND DECLARED BY AND between the parties hereto as follows:

1. The bank hereby irrevocably and unconditionally guarantees to the TEA BOARD that the Supplier shall render all necessary and efficient services which may be required to be rendered by the Supplier in connection with and/or for the performance of the said contract and further guarantees that the goods which shall be supplied by the Supplier under the said contract shall be actually performing the work required of it to the satisfaction of the TEA BOARD and shall be free from any defects arising from faulty materials, designs and workmanship, such as corrosion of the equipment inadequate quantity of materials inadequate contract protection, deficiencies in Circuit Design and/or otherwise whatsoever and in the event of the supplier failing or neglecting to render necessary services as foresaid and/or in the event of the goods failing to give satisfactory performance or proving and particularly warranty clause mentioned therein, the Bank shall of against any loss or damage that may be caused to or suffered by the TEA BOARD by reason of any breach by the Supplier of any of the aforesaid terms and conditions and the Bank further undertake to pay the TEA BOARD, such sum not exceeding Rs..... on demand and without DEMUR in the event of the supplier's failure to perform and discharge the aforesaid several duties and obligations on his part to be observed and performed under the said contract and/or deficiencies and defects on the satisfactory performance of the goods an equipment.
2. The decision of the TEA BOARD as to whether the Supplier failed to or neglected to perform or discharge his duties and obligation as aforesaid and/or whether the goods are free from deficiencies and defects are capable of performing the work required and as to the amount payable to the TEA BOARD by the Bank herein shall be final and binding on the Bank.
3. The liability of the bank under this Guarantee shall be as of principal Debtor.

4. The Guarantee herein contained shall remain in full force and effect during the period that would be taken for performance of the aforesaid terms of the said contract and it shall continue to be enforceable 6 months after the equipments have been taken over, all the dues of TEA BOARD under or by working of the said contract have been fully paid and it is certified by TEA BOARD that the terms and conditions of the said contract have been fully and properly carried out by the said Supplier and a No Demand Certificate submitted to this effect by the supplier.

5. The bank further agrees that the Guarantee herein contained shall remain in full force and effect for a period of 42 months from the date hereof and also that the extension of the Guarantee will be provided for by the Bank for such period beyond the said period of 42 months as the TEA BOARD may feel necessary in this behalf provided further that if any claim accrues against the bank before the expiry of the said period of 42 months or an extension thereof the same shall be enforceable against the bank notwithstanding the fact the same is enforced after the said period of 42 months or any extension thereof.

6. The Guarantee herein contained shall not be affected by any change in the constitution of the supplier or the bank and shall be a continuing one.

7. The TEA BOARD has fullest liberty, without affecting the Guarantee to postpone for any time and from time to time, any of the powers exercisable by it against the supplier and either reinforce or forbear any of the terms & conditions of the said contract and Bank shall not be released from its liability under this Guarantee by any exercise by TEA BOARD of the liberty with reference to the matter referred aforesaid or by reasons of time being given to the supplier or any other forbearance, act or the omission on the part of TEA BOARD or any indulgence by TEA BOARD to the supplier or any other matter or thing whatsoever which under the law relating to sureties shall but for this provision have the effect of so releasing of from its such liability.

8. The Bank undertake not be revoke this Guarantee during its currency except with the previous consent of TEA BOARD in writing.

9. NOTWITHSTANDING anything contained herein before, our liability under this guarantee is restricted to Rs.....(in words)Our guarantee shall remain in force till (period to be mentioned). Unless a demand in writing for a claim under this guarantee is lodged with us on or before (date should be mentioned) all your rights under this guarantee shall be forfeited and shall be released and discharged from all liabilities there-under.

IN WITNESS WHEREOF the parties have executed these presents the day and year therein above-written.

Signed and Delivered by the Attorney for
and on behalf of the Bank in the presence
of:

1. _____
2. _____

Signed and Delivered by the Attorney for
and on behalf of the Bank in the presence
of:

1. _____
2. _____

Proforma for Letter of Authorization For Attending Bid Opening

Subject: Authorization for attending Bid opening on -----dd/mm/yyyy----- in the tender at Tea Board Kolkata for -----name of tender----- on behalf of _____.

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

Order of preference	Name	Specimen Signature
I		
II		

Alternate Representative _____

Signature of Bidder

Or

Officer authorized to sign the bid on behalf of the bidder.

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.
2. Permission for entry to the hall, where the bids are to be opened, may be refused in case the authorization as prescribed above is not received.

**PRE-STAMPED RECEIPT
FOR REFUND OF EARNEST MONEY DEPOSIT**

Received with thanks from Accounts Officer (Cash), TEA BOARD, O/o Chairman Tea Board Kolkata, a sum of Rs ----- (Rs. ----- Only), towards the refund of earnest money deposit paid in respect of the tender for -----name of tender-----" against -----tender number-----.

Date:

stamp)

Signature of Bidder
(on one-rupee revenue

Note: Earnest Money Deposit will be returned to unsuccessful bidders only after finalization of the tender.

Name & Address: _____

WARRANTY CERTIFICATE

We warrant that every thing to be supplied by us hereunder shall be brand new/ fully fit for operating in Indian conditions particularly those prevalent at -----free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and quality and consistent with the established and generally accepted standards for material of the type ordered shall be in full conformity with the specification/drawings of samples if any and shall operate properly. We shall be fully responsible for its efficient operation.

In case of any latent defect or inconsistency due to poor manufacturing/repair& overhaul of the equipment /instrument, or defective supply not conforming to the specifications if observed at the time of final inspection and thereafter 1 year mandatory warranty and 2 years additional extended warranty from the date of final acceptance, we undertake the guarantee to repair/supply free of cost the defective items upto the final destination and the inland expenses borne by the indenter, will be at our cost.

This warranty shall survive inspection and payment for and acceptance of the goods but shall expire (except in respect of complaints of which the contractor has been notified prior to such date) 36 months after their successful installation and acceptance by the purchaser.

SEAL of supplier Enterprises

Signature.....

Name & address of supplier

Dated.....

Notes:

1. We hereby declare that in quoting the above prices, we have taken into account the entire credit available under the MODVAT scheme introduced w.e.f.01.03.1986 and further extended on more items till date.
2. One years warranty is to be given on all the supplied items with effect from the date of commissioning.
3. Rates are quoted as inclusive of all prevailing taxes except for Service tax which will be charged as applicable at the time of actual supply.

Signature of the bidder along with seal

SECTION-VII

Price Schedule

Type of cars	Minimum Charges Rs. (For 6.00 hrs. uses)	Charges per Hr. Rs.	Per Km Rs.
Ambassador non AC			
Indica non AC			
Indica AC			
Tata Sumo non AC			
Tata Sumo AC			
Dzire			
Indigo			
Maruti Esteem			
Mitsubishi Lancer			
Innova			
Maruti Zen/Wagon- R/Alto			
SX4			
Others			

Signature of the bidder along with seal