

ANNEXURE-I

TENDER ACCEPTANCE LETTER

To
The Commissioner of CGST
Kolhapur Commissionerate
Kolhapur, 4th & 5th Floor, Vasant Plaza,
Rajaram Road, Bagal Chowk,
Kolhapur – 416001

Sir,

Subject: Acceptance of Terms & Conditions of tender for "Hiring of Vehicles".

Tender Reference No: _____

1. I / We have downloaded / obtained the tender document(s) for the above mentioned tender from the web site namely as per your advertisement, given in the above mentioned website.
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s) etc., which form part of the tender document) and signed on all the pages of the terms & conditions. I / we shall abide by the terms / conditions / clauses contained therein.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totality / entirety.
4. I / We do hereby declare that we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason thereof, shall summarily reject the Bid, without prejudice to any other rights or remedy.

Yours sincerely

Name & Signature with stamp of
Legal owner/Power of Attorney holder

ANNEXURE-II

INSTRUCTIONS FOR ONLINE BID SUBMISSION

Special Instructions to the Contractors/Bidders for e-submission of the bids online through the e-Procurement Portal (also available on CPPP <https://eprocure.gov.in/eprocure/app> under the web link ‘Help for Contractors’)

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 <http://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 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 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.

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 EMD/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.

6 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 bidders should follow this time during bid submission.

7 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.

8 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.

ANNEXURE-III

TECHNICAL BID

- 01 Name of firm/Company/Agency :
(Copy of Shop Act/Company
Registration Certificate should
be enclosed)

- 02 Complete Address & Contact :
Number

- 03 Number of years experience in :
providing of Vehicles in
Government/semi
Government/Public Sector
Undertaking

- 04 Name and Address of the :
Departments in respect of Sl.
No.3, above, supported by
Certificate of Satisfactory service
by Such Department(s)

- 05 PAN Number (with Proof) :

- 06 Goods &Service Tax Registration :
No.(with Proof)(if applicable)

- 07 Details of the Vehicles owning/in :
Possession for providing on
hire(with Make Model and Year
along with the copy of Registration
Certificate/permit/PUC/Insurance
etc. of each of the Vehicle)

The eligible vehicles details should be included only

ANNEXURE-IV

FINANCIAL BID

01. Name, Address and Telephone Numbers of Bidder :
02. Name and address of the proprietor /partner/Directors :

Group of Vehicles	Category of Vehicles	Model/Type of Vehicles	No of Vehicles Required	No of Vehicles that will be provided	Rate per month/per model Rs(Exclusive of GST)	Extra Km and Extra hours charge in Rs.
A)	Mid Size Vehicle (Innova, Terrano and like)		1*			
B)	Small Size Operational Vehicle i.e. Swift Desire & like.		8**			

I have read the terms and conditions of the Tender Notice, and I agree to and undertake to abide by the same.

Name of Authorised Signatory:

Seal/Stamp:

Date:

- The prices quoted should be fully typed, no hand written quotation shall be accepted.

*. For 30/31 days and for 2500 Km per month

**.. For 25/26 days and for 2000 Km per month