



Information & Library Network (INFLIBNET) Centre

An IUC OF University Grants Commission

INFOCITY, Gandhinagar 382 007.

☎ 079-23268000, Fax No.23268222

E-Mail: sectionofficer@inflibnet.ac.in

Website: www.inflibnet.ac.in

Open Tender No. INF/PUR/TAXI/2016-17

BID DOCUMENT

**Open tender for Providing Taxi Services on
Annual Rate Contract**

Estimated Cost :Rs. 5,00,000.00 (Approx)

Bid Validity :90 days

Price of Bid Document: Rs. 200.00

Contact Number :

For Commercial query: Mrs. S.M. Munshi , Section Officer (P&S) (079-23268141)
Mr.ShyamTYadav, Assistant (P&S) (079-23268143)

For Technical query: Mr.Devang Roy, Office Assistant - II (079-23268121)

INFLIBNET CENTRE
Infocity, Gandhinagar-382 007

No. INF/PUR/TAXI/2016-17

Dated: 28.11.2016

TENDER NOTICE

01. INTRODUCTION

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, MHRD, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited under Open Tender form from bonafide, resourceful and reliable service providers/ Vendors/Suppliers requirements in the INFLIBNET Centre for Providing Taxi Services on Annual Rate Contract basis.

Tender documents can also be downloaded from the website www.inflibnet.ac.in provided the requisite tender fee/cost i.e. **Rs.200/-** is enclosed along with the Technical bid as detailed above.

02. IMPORTANT DATES

Date of Release of Tender	29.11.2016
Last date of seeking clarifications	12.12.2016 (1200 hrs.)
Pre-bid Meeting	12.12.2016 (1600 hrs.)
Last Date and Time of Submission of bids	23.12.2016 (1600 hrs.)
Date and Time of Opening of Tender	23.12.2016 (1610 hrs.)

01. EMD

The interested Companies/firms may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs.10,000/-** (Ten thousand only) in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of **"INFLIBNET Centre"** payable at Gandhinagar and other requisite documents in the Tender Box kept near Security Cabin of INFLIBNET Centre, INFOCITY, Gandhinagar.

The bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. No interest shall be payable by the Institute on EMD. Successful tenders in the event of the contractor failing to comply with any provision of the contract, EMD/Security Deposit shall stand forfeited. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

- Bids shall remain valid for 90 days after the date of Bid opening prescribed by INFLIBNET. A Bid valid for a shorter period shall be rejected as non-responsive.
- In exceptional circumstances, INFLIBNET may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

02. PERFORMANCE SECURITY DEPOSIT

The successful bidder shall have to deposit a Performance Security Deposit of the **10%** (approx.) of the total amount of purchase order within three (3) weeks of the receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of **"INFLIBNET Centre"** Payable at Gandhinagar. The performance security deposit should remain valid for a period of 60 days beyond the date of completion of all the obligations of order to the successful bidder.

03. Technical Bid (Pre-qualification criteria)

The Bidders are required to submit technical bid enclosing therewith photocopies of following documents, failing which their bids will be summarily rejected and will not be considered any further:-

- (i) The bidder must be a company registered under the companies Act, of India. Documentary (Certificate of incorporation) evidence to be submitted Registration Certificate to do the business for this items/work.
- (ii) The bidder should have their presence in Ahmedabad or Gandhinagar. Valid proof should be submitted along with the bid.
- (iii) The bidder should have valid Service Tax Registration Certificate. Bidder shall have to submit photocopy of the documents.
- (iv) The bidder should have valid PAN Number, submit photocopy of the documents.
- (v) The bidder should have an annual torn over during the last three consecutive financial years. Bidder should be submit photocopy of audited balance sheet or Income tax return.
- (vi) Earnest Money Deposit (EMD) of Rs.10,000/- (Ten thousand only) in favour of "INFLIBNET Centre" payable at Gandhinagar.
- (vii) The Tender document Fee can be deposited with the technical bid of Rs.200/-. Downloaded tender documents will have to be accompanied with a DD/Bankers cheque pledged in favour of "INFLIBNET Centre" payable at Gandhinagar towards the cost of the tender. Tender/Bid received without tender fee is liable to be rejected.
- (viii) **The bidder should have mention the page numbers of all required documents at Annexure-IV**

04. Submission of Bid

- (i) The bid shall be written in English only.
- (ii) Envelopes must be suprescribed "Bid for Taxi Services" with due date and time and shall be sealed addressed to The Section Officer (P&S), INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007. The Tender must reach on or before 23.12.2016 at 1600 hrs. OR deposited/ dropped in the tender Box placed in the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR.
- (iii) Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date.
- (iv) No conditional discounts will be allowed.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

TECHNICAL / COMMERCIAL EVALUATION & AWARDING OF CONTRACT

1. EVALUATION PROCEDURE

- Bidders who have submitted the valid Bid Security, i.e., EMD, Tender Document Fee & Bid Form as per requirement shall be considered for further evaluation. Absence of these documents may lead to summary rejection of the bid.
- The Eligibility Criteria will be evaluated by Tender Committee and those qualify will be considered for further evaluation.
- The Tender Committee shall verify the Technical Specification (Technical Specification with Compliance Statement. Deviation in specification shall not be allowed. Bidder qualified in Technical Specification shall be considered for further evaluation.
- The Tender Committee would evaluate the Techno Commercial Evaluation. In order to facilitate the evaluation, the marking scheme presented is an indication of the relative importance of the evaluation. Bidders securing a minimum of 70% marks out of 100 marks in the Techno Commercial Evaluation will only be considered for next step.
- After qualifying in Techno Commercial Evaluation, qualified bidders will only be considered for Price bid evaluation.

2. EVALUATION CRITERIA

The evaluation methodology would take into consideration both the Techno Commercial responsiveness as well as the financial response. During the evaluation process, the evaluation committee will assign each desirable/preferred feature a whole number score for the Techno Commercial Bid as defined in the table below:

Sr No.	Description	Max Score	Details	Break up	Page No.
01	providers/ Vendors/ Suppliers Capacity	50	The bidder shall have executed Similar Nature” of single order of an amount not less than Rs. 5 Lakh in last three financial years in Government Department/PSU/Autonomous body any reputed organization. References Work Order/Purchase copy along with proof for the project to be provided.	20	
			Further maximum Three “ Similar Nature” of orders each amounting to minimum of Rs. 2 Lakh in Last 3 financial years in Government Department/PSU/Autonomous body any reputed organization. References Work Order/Purchase copy along with proof of completion certificate for the project to be provided. For each year, bidder will get ten (10) marks.	30	
02	Financial Profile The bidder should have total annual turnover of in the last three financial year	30	Average turnover for last three FY 30 Lakhs	10	
			Average turnover for last three FY 60 Lakhs	20	
			Average turnover for last three FY 90Lakhs And above	30	
03	Customer Feedback		Customer feed back by 2 clients/different order	04	

	Satisfactory service feed back by customer For each customer Feedback report bidder will get four (4) marks	10	Customer feed back by 3 clients/different order	06	
			Customer feed back by 5 clients/different order	10	
04	Location/ Controlling Office of the bidder	10	Office at Gandhinagar	10	
			Office at Ahmedabad	05	
			Other than Gandhinagar & Ahmedabad	02	

Please mention the page number of above documents

3. FINAL EVALUATION

Bidders qualifying in the Techno Commercial bid will only qualify for the opening of their price bids for further evaluation. The bidder who has qualified in the Techno Commercial bid evaluation and returns with overall average lowest quote in financial bid would be awarded the contract subject to Post Qualification.

4. AWARDING OF CONTRACT

An affirmative Post Qualification determination will be prerequisite for award of the contract to the most overall responsive bidder. A negative determination will result in rejection of bidder's bid, in which event the INFLIBNET will proceed to the next lowest evaluated bidder to make a similar determination of that bidder's capability to perform satisfactorily. INFLIBNET will award the contract to the successful bidder whose bid has been determined to be substantially responsive after final negotiation may held with the most responsive bidder, if required. Award Criteria: The Criteria for selection will be the lowest effective cost to INFLIBNET for the technically qualified bids.

- INFLIBNET's right to vary requirements at time of award: INFLIBNET reserves the right at the time of award to increase or decrease quantity for the requirements originally specified in the document without any change in Bid rate or other terms and conditions.
- In case, if lowest bidder do not accept the award of contract or found to be involved in corrupt and/or fraudulent practices the next lowest bidder will be awarded the contract. In such scenario, the lowest bidder has to (born) Bear the difference between lowest prices and next lowest prices.
- The Following criteria shall be used to evaluate the technical bids. All the bids scoring 70 and above in the technical will be qualified for commercial bid opening.
- **The contract will be awarded to one vendor only, who meets the all requirements of regular vehicle, casual vehicle, buses and railway station/airport pick up drops, based on the all together costs of the items quoted by the vender (after adding the cost of all the items on monthly average usage of vehicle).**

INFLIBNET CENTRE, GANNDHINAGAR

No. INF/PUR/TAXI/2016-17

TERMS & CONDITIONS

1. SCOPE OF WORK :

The scope of the transport contract is to hire vehicles (taxies) as mentioned in the tender notice to meet the transport requirements of Centre at INFOCITY, Gandhinagar and official visitors for travel from and to the points as decided by the Centre from time to time. This will include the points in and outside Gandhinagar as well as interstate journey. **The Contract will be awarded on trial basis for a period of three months from the date of award** of contract and on successful completion of trial period will be treated on regular contract for the period of one year.

2. PERIOD OF CONTRACT:

Initially the contract will be for a period of **One year**, which may be extended further by one more year on same terms & conditions and rates by mutual consent and understanding of both the parties.

3. THE VEHICLES :

At present We require CNG/Diesel **driven Compliance ordinary sedan Car with AC and Non AC of 2016onwardsmodel** on regular monthly rental basis and **CNG/Diesel driven ordinary sedan Car, SUV/XUV vehicle, luxury car, and 15/26/35/52 seater bus on casual Vehicle (with and without AC)** need basis, of 2013 onwards model in excellent condition.

- The above vehicles must be registered for operating as taxies in RTO and must have RTO clearance.
- The vehicles should be registered in the **Name of the tenderer / firm**. The Xerox copies of relevant documents such as RC Books, Insurance Policies, RTO permits etc. should be submitted before signing the agreement.
- The vehicles should be comprehensively insured for coverage of all kinds of risks.
- Normally, the Centre will give advance intimation for hiring the extra vehicle. However, in any urgency the vehicle are to be provided on short notice of 2 hours. The vehicle shall be requisitioned as per requirement and adherence to strict timing shall be absolutely essential. The number of vehicles may increase depending upon the requirement.
- The vehicles should be maintained in excellent running condition and should have neat and clean curtains, seat covers, upholstery and carpets/matting. The windscreen should have sun control film or smoke glass.
- In case of breakdown of any vehicle, the contractor shall immediately replace the same by equally good vehicle as approved by the centre.
- In case the vehicle earmarked for us are under repair or replaced for any other reasons, the replaced vehicle should also fulfil all the requirement mentioned above.
- The vehicles for regular requirement shall be placed at the disposal of Centre / Institute for a minimum 12 to 14 hours a day which may commence at any time and can be extended as per our needs.
- No charges will be paid for regular or casual vehicles for reporting for duty and for return from the duty point at the end of duty.
- The A.C. and heater of Car should be functional all the time and the same should be used according to the climatic conditions.

- The dickey of the vehicles should be neat and clean to accommodate luggage without any obstacle.
- The vehicle provided to the Centre/Institute should not be owned by any employee of this Centre or his/her family members or his/her dependants. An undertaking to this effect should be given before entering into contract.

4. THE DRIVERS TO BE ATTACHED WITH THE VEHICLES :

- The drivers of the vehicles shall possess valid driving license and valid taxi cab number. The driver should be well experienced, well mannered, polite, disciplined and should have blemish less record in safe driving.
- The drivers of the vehicles should have full knowledge of local city, state and national highways and traffic rules.
- Driver reporting at Airport/Railway Station for pick-up duties shall display play card of INFLIBNET Centre for helping employees and guests to identify them.
- It shall be the responsibility of drivers to get the log sheet regularly and accurately filled in by the users i.e. reporting, starting and ending time, opening and closing Km., starting and ending destinations and users signature and should submit the log sheet on the next day before 10.00am regularly to the designated officer of the Centre.
- The contractor should ensure that sufficient cash is available with the drivers to cover essential contingent expenditure viz. refilling of fuel, urgent repairs etc. and should carry with them related RTO/Insurance papers, RTO regulatory matters relating to the registration of taxies etc., fitness certificate of the vehicle, valid driving license, taxi cab number etc.
- The drivers of the vehicles should not have any bad habits such as smoking, chewing of tobacco etc. and should never take any prohibited items such as explosives, liquor, drugs etc. in the vehicle.
- In case the driver of the vehicle is found negligent in discharging his duty or shows discourtesy to the users of the vehicles or commits any misconduct or offence, he shall be replaced immediately by the contractor.

5. THE TENDER DOCUMENTS :

- The tender documents are given in duplicate and only one copy of the same is to be submitted. The tenderer should sign all the pages of tender documents in token of acceptance of the terms and conditions.
- The tender containing too many errors and alterations are liable to be rejected. All corrections made by the tenderer(s) must be attested by him/them or by his/their authorized representative with full signature.
- The tender documents received later than the prescribed time and date are liable to be rejected.

6. RATES AND DETAILS OF VEHICLE :

- The rates are to be given in the prescribed form (Annexure-I) and the list of the past and present clients are also to be given in the prescribed form (Annexure-II) attached with this tender document.

7. IMPORTANT:

CRITERIA FOR AWARDING THE CONTRACT:

- **THE CONTRACT WILL BE AWARDED TO ONE VENDOR ONLY, WHO MEETS THE ALL REQUIREMENTS OF REGULAR VEHICLE, CASUAL VEHICLE, BUSES AND RAILWAY STATION/AIRPORT PICK UP DROPS, BASED ON THE ALL TOGETHER COSTS OF THE ITEMS QUOTED BY THE VENDER (AFTER ADDING THE COST OF ALL THE ITEMS ON MONTHLY AVERAGE USAGE OF VEHICLE).**

8. RATES QUOTED:

- The rates quoted by the tenderer shall be deemed to include all expenses /taxes etc. whatsoever that the contractor may be required to incur, **except service tax**. However, in case of interstate journey, the toll tax / RTO tax paid at the check post while entering into the limit of the other state shall be reimbursed on actual basis on production of original receipt, Parking charges at Airport/ Railway Station shall be reimbursed on actual basis on production of original receipt and the same should be claimed in the regular monthly bill.

9. PAYMENTS:

- The contractor shall be paid monthly bill after receipt of bill along with monthly statement. All bills should be supported by daily log sheets duly signed by users and controlling officer of the Centre.
- No claim for interest will be entertained by the Centre in respect of any payments/ deposits which will be held with the Centre due to dispute between the Centre and contractor or due to administrative delay for the reasons beyond the control of the Centre.
- As per the Govt. regulation, taxes at the applicable rate will be deducted at source from the bills of the contractor. Necessary TDS certificate will be issued by the Centre.
- During the currency of contract, no increase in rates will be allowed for hike in the rates of consumables like tyre/tube/oil and other lubricants or prices of any spare parts of vehicles. However, in case of increase/decrease in the prices of CNG/petrol/diesel, the proportionate increase/decrease in the rates will be considered and worked out as under

$$\text{PERMITTED INCREASE / DECREASE IN RATES / Km.} = \frac{\text{DIFFERENCE IN THE FUEL PRICE}}{\text{NORMAL AVERAGE/ Km. OF THE TAXI}}$$

- If any of the above conditions are not adhered to and should there be unauthorized deviations to the terms and conditions stipulated above, the bill submitted is liable to be rejected and payment disallowed.

10. PENALTY :

- After having acknowledged and confirmed the contract, if the contractor fails to provide the taxi/vehicle for specific requirement/journey as booked by any authorized officials of this Centre, the entire expenditure incurred for making alternate arrangement as a consequence of the said failure, will be the liability of the contractor and the same will be recovered from the bills in hand pending settlement. Over and above an amount of Rs.500/- towards fine for breach of terms and condition will be recovered from the bill.

11. EXECUTION OF AGREEMENT :

- The tenderer whose tender accepted shall be required to be present at the office of the **Administrative Officer – (PA&F)** of the Centre in person or if a firm or company by their authorised representatives to execute an agreement on nonjudicial stamp paper of appropriate value for satisfactory completion of the job incorporating the conditions mentioned in the tender document and conditions, if any subsequently agreed/modified, within 15 days from the date of letter of intent. Failure to do so shall constitute breach of contract effected by the acceptance of the letter of intent and in that case the EMD shall be forfeited by the Centre.

12. INFLIBNET RESERVES THE RIGHT :

- The Director, INFLIBNET Centre reserves the right to terminate the contract at any time if it is found that during the currency of contract, the services of the contractor are not satisfactory.
- The Centre may enter into parallel contract for similar services with other agencies whenever it is found necessary.
- The Centre may extend the contract by one more year from the date of expiry of the initial period, on the same terms and conditions.

13. SUB-CONTRACT

The purchaser (INFLIBNET) does not recognize the existence of Sub-Contractors. The Contractor's responsibility is not transferable.

14. TERMINATION FOR DEFAULT

INFLIBNET may without prejudice to any other remedy or right of claim for breach of contract by giving not less than 30 days written notice of default sent to the contractor, terminate the order in whole or in part. If the contractor materially fails to render any or all the services within the time period specified in the contract or any extension thereof granted by INFLIBNET in writing and fails to remedy its failure within a period of thirty days after receipt of default notice from INFLIBNET.

15. NO WAIVER OF RIGHTS

Neither the inspection by INFLIBNET or any of their agents nor any order by INFLIBNET for payment of money or any payment for or acceptance of the whole or any part of the works by INFLIBNET, nor any extension of time, nor any possession taken by INFLIBNET shall operate as a waiver of any provision of the contract or of any power reserved to INFLIBNET, or any right to damages here in provided, nor shall any waiver of any breach in the contract be held to be a waiver of any other subsequent breach.

16. GRAFTS, COMMISSIONS, GIFTS, ETC.

It is the Purchaser's policy to require that bidders, suppliers, contractors and consultants under contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Any graft, commission, gift or advantage given, promised or offered by or on behalf of the contractor or his partner, agent, officers, director, employee or servant or any one on his or their behalf in relation to the obtaining or to the execution of this or any other contract with INFLIBNET shall in addition to any criminal liability which it may incur, subject the contractor to the cancellation of this and all other contracts and also to payment of any loss or damage to INFLIBNET resulting from any cancellation. INFLIBNET shall then be entitled to deduct the amount so payable from any money otherwise due to the contractor under contract.

17. ENFORCEMENT OF TERMS

The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

18. TAXES & DUTIES

Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Company.

19. NON-TRANSFERABILITY OF TENDER

This tender document is not transferable. Only the bidder, who has purchased this tender form, is entitled to quote.

20. FORMATS AND SIGNING OF BID

The original and all copies of the proposals shall be neatly typed and shall be signed by an authorized signatory (ies) on behalf of the Bidder.

21. WITHDRAWAL OF BID

Bid cannot be withdrawn during the interval between their submission and expiry of Bid's validity period. Fresh Bid may be called from eligible bidders for any additional item(s) of work not mentioned herein, if so required.

22. SPLITTING OF THE CONTRACT AND CURTAILMENT OF WORK

INFLIBNET reserve the right to split up and distribute the work among the successful bidders and to curtail any item of work in the schedule partly or fully.

23. COMPLIANCE WITH INFLIBNET

The contractor hereto agrees that it shall comply with all applicable union, state and local laws, ordinances, regulations and codes in performing its obligations hereunder. The contractor shall establish and maintain all proper records (particularly, but without limitation, accounting records) required by any law, code/practice of corporate policy applicable to it from time to time

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

ANNEXURE - I

RATE SCHEDULE FOR CNG/Diesel driven Compliance ordinary sedan Car with AC and Non AC of 2016 onwards model AC :

1. FOR REGULAR VEHICLE FOR 12 HOURS /PER DAY ON MONTHLY BASIS :

Particulars	Name of CNG driven B S IV Compliance ordinary sedan car with AC and NON AC.		Rates for CNG driven B S IV Compliance ordinary sedan car with AC and NON AC. Rs.	
			AC	NON AC
01.UPTO2500 KMS. / MONTH	1.			
	2.			
	3.			
	4.			
	5.			

2. CASUAL VEHICLE :

Name of CNG / Diesel driven ordinary sedan car, SUV/XUV and luxury Car with AC and NON AC.		Rates for CNG / Diesel driven ordinary sedan car, SUV/XUV and Luxury Car with AC and NON AC					
		Upto 80 Kms./ 8 Hours		Upto 150 Kms./ 12 Hours		Upto 250 Kms./one day (Night halt charges are not admissible under this slab)	
		AC	NON AC	AC	NON AC	AC	NON AC
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

3. CASUAL VEHICLE :

CNG / Diesel Bus 15/26/35/52 seater Bus with AC and NON AC		Particulars					
		Upto 80 Kms./ 8 Hours		Upto 150 Kms./ 12 Hours		Upto 250 Kms./one day (Night halt charges are not admissible under this slab)	
		AC	NON AC	AC	NON AC	AC	NON AC
1.	Mini Bus 15 Seater						
2.	Mini Bus 26 Seater						
3.	Mini Bus 35 Seater						
4.	52 Seater Bus						

4. CASUAL VEHICLE FOR RAILWAY STATION / AIRPORT TRIP:

Name of CNG / Diesel driven ordinary sedan car, SUV/ XUV, luxury Car and Bus with AC and NON AC.		Rates for CNG / Diesel driven ordinary sedan car, SUV/XUV, luxury Car and Bus with AC and NON AC.					
		Upto 60 Kms./ 4 Hours for Railway station pickup/ drop		Upto 60 Kms./ 4 Hours for Airport pickup /drop		Remarks	
		AC	NON AC	AC	NON AC		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

5. RATE PER UNIT BEYOND THE CEILING MENTIONED ABOVE AT 1 & 2 ABOVE:

Sr. No.	Particulars	Rates for CNG /Diesel driven ordinary sedan car Rs.	Rates for luxury Car Rs.	Rates for SUV /XUV Rs.	Rates for bus Rs. AC & Non AC	
1	Rate per Km. Over the various limits specified above.					
2	Rate per Hour over the time specified above.					
3	Night Halt charges from 2200 to 0600 Hrs.					

6. LIST OF THE PRESENT AND PAST CLIENTS :**PRESENT CLIENTS:**

No	Name and Address of the client	Type and number of machines under contract	Name and Designation of contact person with telephone number

PREVIOUS CLIENTS:

No	Name and Address of the client	Type and number of machines under contract	Name and Designation of contact person with telephone number

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

24. LIST OF THE EXISTING VEHICLES OWNED BY THE PARTY :

Sr. No.	Type of Vehicle	Model	Registration Number	Owner's Name

Authorized Signatory (signature in full) :_____

Name and Title of Signatory :_____

Company Rubber Stamp :_____

INFLIBNET CENTRE, GANNDHINAGAR
(Tender no.INF/PUR/NETWORK/16-17)

Annexure – II

FINANCIAL CAPABILITY OF BIDDER

Sl. No.	Name of the Bidder	Turnover (Rs. / in lakhs)		
		2013-14	2014-15	2015-16
1				

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Note:

Submit the audited financial statement/ audited annual report of the last three financial years.

INFLIBNET CENTRE, GANNDHINAGAR
(Tender no.INF/PUR/NETWORK/16-17)

Annexure - III

DECLARATION

I, _____ Son/Daughter/Wife of _____ Resident of _____

_____ Proprietor / Director / Authorized Signatory of the Company / Firm, mentioned above, is competent to sign this declaration and execute this tender document;

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

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

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

Telephone No. : _____(O) _____(R)

Fax No. : _____

Mobile No. : _____

Annexure – IV**ORDER FOR ARRANGING VARIOUS DOCUMENTS IN TECHNICAL BID (CHECKLIST)**

Sr. No.	Criteria As per tender Clause no.& Evaluation criteria	Page No.
01.	Registration Certificate	
02.	Address proof of Ahmedabad or Gandhinagar office.	
03.	PAN Number, submit photocopy of the documents	
04.	Service Tax Registration Certificate	
05.	Annual torn over during the last three consecutive financial years. Bidder should be submit photocopy of audited balance sheet or Income tax return.	
06.	Tender document Fee of Rs.200/-.	
07.	Earnest Money Deposit (EMD) of Rs.10,000/-	
08.	Financial Capability of Bidder Annexure- II	
09.	Declaration of Bidder Annexure – III	

Sr. No.	Evaluation Criteria	Page No.
01.	The Similar Nature” of single order an amount not less than Rs.5 Lakh in last three financial years.	
02.	Three “ Similar Nature” of orders each amounting to minimum of Rs. 2 Lakh in Last 3 financial years .	
03.	Average turnover for last three FY 30 Lakhs	
04.	Average turnover for last three FY 60 Lakhs	
05.	Average turnover for last three FY 90 Lakhs And above	
06.	Customer feed back by 2 clients/different order	
07.	Customer feed back by 3 clients/different order	
08.	Customer feed back by 5 clients/different order	

The bidder is required to enclose self attested photocopies of the following documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:

Authorized Signatory (signature in full) :_____

Name and Title of Signatory :_____

Company Rubber Stamp :_____

INDEMNITY BOND

We,, having a registered office at, have entered into a contract with Information & Library Network (INFLIBNET) Centre having registered office at INFOCITY, Opp. DAICT, Gandhinagar 382 007, vide contract dated, **to Supply, Installation and Commissioning of Network Equipment** at Information & Library Network (INFLIBNET) situated at INFOCITY, Opp. DAICT, Gandhinagar 382 007.

We do hereby indemnify and keep harmless, Information & Library Network (INFLIBNET) Centre, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the Institute by any party, employee(s), or workman/woman provided by us, on account of any delay, default, lapse, error, or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time.

We further undertake to indemnify and keep harmless, Information & Library Network (INFLIBNET) Centre against any claim/compensation arising out of any non-payment or short payment of salaries, wages, overtime, or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death, etc. during the course of their engagement by us for the purpose of this contract, or non-fulfillment of any obligation under any of the labour laws as applicable to the class of workers/employees engaged by us for the purpose of this contract.

We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

Signature of the Tenderer/Authorized Signatory Name of the

Tenderer -----

Address of the Tenderer-----

Seal of the Company/Firm:

Telephone No/ Mobile No.-----

FORM OF AGREEMENT

This agreement made the _____ day of the month of _____ in the year 20..... BETWEEN, The Information and Library Network Centre (Hereinafter called "INFLIBNET") or Client which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns, having its Head office at INFOCITY, Gandhinagar 382 007, Gujarat, India on the ONE PART; and

*Shri _____ S/D/o _____ resident of _____ the sole proprietor of M/s _____ having office at the following address _____

* M/s. _____ the partnership firm having an administrative/principal office at _____ represented by its Managing/duly authorised partner.

* M/s. _____ company/body corporate incorporated under the provisions of the Companies Act 1956 having its registered office at the following address _____, duly represented at _____ duly represented by its constituted and authorized Managing Director, Shri _____ and (hereinafter called the Tenderer which term shall also be called the Supplier or the Contractor) which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns on the other part

WHEREAS THE Client/ INFLIBNET is desirous that certain works should be designed, supplied, installed, tested & commissioned as detailed in the notice inviting tender and their office mentioned and called for invitation to tenderers for the supply, installation and performance of such works has been accepted by the INFLIBNET on the terms and conditions as set out therein and inter alia others.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz;
 - a) Notice inviting Tender
 - b) General rules and Instructions for the guidance of tenderers.
 - c) The Tender, Letter of Acceptance, Letters from & to the tenderer, if any, leading to and prior to acceptance letter.
 - d) General Conditions of contract and clauses of contract along with Annexures thereto.
 - e) Schedules consisting of Technical Specifications, Special Conditions, Compliances, Comprehensive AMC terms, tender drawings if any, etc.
 - f) Schedule of quantities including Prices and tendered amount known as Price - Bid.
 - g) The details submitted in technical bid, design, site survey and such other commitments like Annual Maintenance Charges for the period mentioned shall be part of the agreement.

[Note : * Strike off whichever is not applicable]

3. In consideration of the payments to be made by the INFLIBNET to the tenderer, the tenderer hereby covenants and agrees with the INFLIBNET to complete the works in conformity in all respects and subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed,sealed and delivered by the said tenderer,_____ to _____ the
CLIENT(INFLIBNET)_____in the presence of:

Signature of Tenderer (with seal)

Signature of Authorised representative
of the Client/INFLIBNET Accepting Authority.

Witness (Signature, Name &Address):

1).

2).