



**National Institute of Open Schooling (NIOS)**  
(An Autonomous Institution under Ministry Of Human Resource Development,  
Deptt. of School Education & Literacy, Govt. of India)  
A-24-25, Sector-62, Noida-201309 (U.P)

**TENDER FOR EMPANELMENT OF AGENCIES FOR HIRING NON-AC/AC  
COMMERCIAL VEHICLE**

National Institute of Open Schooling (NIOS) is an autonomous institution under the Deptt. of School Education & Literacy, Ministry of Human Resource Development (MHRD), Govt. of India. It provides education through distance mode at pre degree level i.e. for Secondary and Senior Secondary levels and also for Vocational courses to persons who wish to study further and quality for a better tomorrow. The mission of NIOS is to provide education to all especially girls, women, rural youths, working men and women, SC and ST, persons with disability and other disadvantaged persons who for one or the other reason could not continue education with the formal system. NIOS operates through a network of Twenty (23) Regional Centres and two (2) Sub Regional Centres and about six thousand Accredited Institutions (AIs) commonly known as Study Centres in India. **NIOS is the largest open schooling system in the World.**

**Important Dates and Time**

Published Date	22/05/2020
Bid Document Download / Sale Start Date	22/05/2020
Clarification Start date & Time	26/05/2020 at 10am
Clarification Closing date & Time	10/06/2020 at 4pm
Bid Submission Start Date & Time	11/06/2020 at 10am
Bid Submission End Date & Time	11/06/2020 at 2.30pm
Bid Opening Date & Time	11/06/2020 at 3.00pm

Duration of Contract

The period of contract shall be initially for the period of one year which will be extendable on year to year basis subject to satisfactory performance for the services provided by the Agency/Firm.

Tentative date & time for opening of Financial Bid of eligible tenderers

Date will be intimated through email / speed post or telephone message.

Validity of Bid from the date of opening of Technical Bid

90 days

## 01 INSTRUCTIONS TO BIDDERS:

- (i) National Institute of Open Schooling (NIOS) invites sealed tenders from reputed, experienced and financially sound Tour & Travels firms/Agencies located in Delhi/New Delhi/Noida/Ghaziabad for empanelment for hiring of different types of Commercial vehicles like Swift Dzire/Toyota Etios/Sx4/Indigo/Accent/Wagon R/EECO/Xylo/ Innova & Tempo Traveller 11 seater/18 seater/22 seater (AC/ Non AC) Diesel/Petrol/CNG driven/on regular and or as and when required basis initially for a period of one year in two bid system (Technical & Financial Bid). The term of contract can be extended for a further period of two more years on year to year basis subject to satisfactory performance. The proposal must be submitted in two separate envelopes, first envelop should contain “Technical bid” appended at Annexure-I along with EMD of Rs. 10,000/- (Rupees Ten Thousand Only) in the shape of Demand Draft of any Nationalized Bank in favour of Secretary, NIOS payable at Noida along with all supporting documents for Technical qualification of the firm/agency and second envelop should contain “Financial Bid” in Annexure-II and clearly marked so on the cover/envelope respectively. Both the envelope should be sealed properly and submitted in a bigger single cover super scribed “Tender document for empanelment of agencies for hiring NON-AC/ AC Commercial Vehicle” addressed to:

The Secretary  
National Institute of Open schooling (NIOS)  
A-24-25, Sector- 62,  
Noida – 201309 (U.P)

The Tender may be dropped in the sealed tender box meant for the purpose kept at Maintenance Section, Room No. 204, 2<sup>nd</sup> Floor, NIOS, A-24-25, Sector- 62, Noida – 201309 (U.P.) on or before last date of bid submission.

- (ii) The tender document can be downloaded free of cost from the website of NIOS i.e. [www.nios.ac.in](http://www.nios.ac.in) as well as from Central Public Procurement Portal i.e. [www.eprocure.gov.in](http://www.eprocure.gov.in).
- (iii) **The EMD of the successful tenderer will be retained for the period up to the deposit of performance Security deposit and thereafter on the request of bidder EMD will be refunded without any interest** and the EMD of unsuccessful tenderer shall be returned by NIOS in due course of time.
- (iv) The intending tenderers may note that the Financial Bids of only those bidders shall be opened who qualify in the Technical Bid. In the absence of EMD the technical bid will not be considered and summarily be rejected for financial bid.
- (v) Bid shall remain valid for 90 days beyond the closing date of the tender. In no case should there be any change in the format of Technical and Financial Bid. The bids submitted in the proforma other than the proforma provided for the purpose, will be rejected summarily.

## **02 SCOPE OF WORK:**

NIOS requires commercial vehicles on hire basis from the Taxi Operators/Agencies for the Official use for its Officers as well as for conduct/supervision of public examinations, outside Experts who are called to attend Meetings, Seminars, Workshops, etc. only reputed, experienced and financially sound Tours & Travels firm /Agencies having experience in the tours and travel business and competent to provide requisite numbers of commercial vehicles on an average 03-04 on daily basis. The type/make of vehicle to be hired shall be at the sole discretion of NIOS. The firm should possess atleast 3-4 commercial vehicle of the type i.e. Swift Dzire/Toyota Etios/Sx4/Indigo/Accent/Wagon R/ Tata vista or equivalent which may be registered in the name of bidding firm or in the name of bidding firm's owner.

NIOS proposes to create panel of transporters to provide commercial vehicles for the use of Office of the NIOS through open tender and invite tenders under two bid systems in sealed covers from reputed, experienced and financially sound Tours & Travels firm/Agencies. Lowest rate received in each will be picked up and after due approval will be offered to all technically qualified Firm/Agency.

Vehicles will be hired by NIOS as per actual requirement irrespective of day and night. Area of field duty will be throughout Delhi, New Delhi, NCR and all over India. Taxi Operators/Agencies will ensure that taxes, if any, must be paid for the vehicle being sent to adjoining areas and out station for NIOS. There is no commitment from the NIOS regarding the number of vehicles to be hired or minimum kms. to be run in case it is hired on daily basis.

The vehicle should report to the place of requirement as per directions of the NIOS. There will be no dead mileage. The kilometer for the purpose of 'vehicle run' and 'hours of duty' shall be reckoned from the point of reporting for duty and to the point of vehicle released. No mileage will be allowed to Drivers for lunch/breakfast or for drawal of petrol/diesel/CNG, etc.

## **03 ELIGIBILITY CRITERIA:**

1. The Bidder should be a bonafide firm/ company registered under relevant law/rules of the Government and the bidder must have at least 3-4 cars/ Commercial Taxis registered in the name of firm/owner.
2. The firm/ company should be registered with GST authority.
3. The firm should have annual turnover of Rs. 5.00 Lakh per annum during 2016-17 and 2017-18, 2018-19 or Rs. 15.00 Lakh or above in last 3 years. Documents in support of turnover (along with Income Tax & Service Tax Returns, GST of the relevant years) enclosed with the technical tender.
4. The firm should have such experience of having successfully completed similar works mentioned in para one of Terms and Conditions during last 5 years ending last day of March, 2019 i.e.2014-15 to 2018-19
5. Experience certificates as per para 3 above, award letters and performance certificates of last five years i.e. 2014-15 to 2018-19 issued by officers of the level of Section Officer or above should be enclosed along with technical bid of the tender.
6. An Affidavit in the enclosed format at Annexure-III must be submitted by the bidder. A copy of such Affidavit must be submitted along with the EMD.

#### **04 TERMS & CONDITIONS OF THE CONTRACT:**

- 1) Definition of similar work: The words “Similar Work” shall mean the experience in providing commercial vehicles to Govt. Departments/ Public Sector Undertakings.  
The NIOS may require 7-8 commercial vehicles on daily basis. However, the demand may vary from time to time particularly the demand of vehicles may increase at the time of Public exam and workshop/Seminar/meeting etc and may go upto 20-25 commercial vehicles in a day.
- 2) The commercial vehicles require are Swift Dzire/Wagon R/ i10/Tata indigo or equivalent. The number of vehicle may increase or decrease at the discretion of the NIOS. The type/make or vehicle to be hired will be the sole discretion of the NIOS.
- 3) The monthly engagement` of vehicle will be considered only when the vehicle is hired for more than 15 days in a month and for less than 15 days engagement, payment will be made on per day basis.
- 4) The garage of the firm should be located within a periphery of 5 to 10 Kms radius in Delhi/NCR covering all the Districts of Delhi/New Delhi/NCR.
- 5) The contracting firm will be solely responsible for strict compliance of all the Rules and Regulations notified by Govt. of NCT of Delhi or other Government agencies from time to time for plying of commercial vehicles.
- 6) There will be no dead mileage. The kilometer age for the purpose of “vehicle run” and “hours of duty” shall be reckoned from the point of reporting for duty to the point of vehicle released. No mileage will be allowed to drivers for lunch/breakfast or for drawl of petrol/diesel/CNG etc.
- 7) The commercial vehicles should be in perfect working condition and should be well maintained during the contract period. None of the commercial vehicles supplied should be registered prior to 2014. Bids must be accompanied with copies of RCs of at least 3-4 commercial vehicles of required class only.
- 8) The firm should have at least 5 years of experience in tour and travel business in providing commercial vehicle in the Government Sector/ PSUs and should have an annual turnover of Rs.15.00 Lakh or more during the last five years. Experience and performance certificate should be enclosed along-with the Technical bid of tender documents.
- 9) The firm should possess at least 3-4 commercial vehicles i.e. Swift Dzire/Wagon R/ i10/Tata indigo or equivalent which may be registered in the name of the bidding firm or in the name of viding firms’s owner.
- 10) The commercial vehicles provided should be in excellent condition mechanically as well as get-up wise i.e. outer body/ upholstery etc. should be decent looking.
- 11) The owner/firm should be in a position to provide commercial vehicles on short notice as and when needed.
- 12) The drivers of the commercial vehicles should be professional drivers and should be fully conversant with the routes of Delhi especially Delhi/NCR and surrounding areas and should possess valid driving license to drive the commercial vehicles in their names. The drivers will always be decently dressed in uniform and courteous. The Drivers must be proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him. Drivers not found upto the mark as per above condition or in the event of misbehavior on the part of drivers, the NIOS may impose penalty as deemed fit on the firm.
- 13) The owner/firm should be in a position to provide standby vehicle in case of any breakdown.
- 14) All expenses will have to be borne by the firm in case of breakdown of the vehicle provided. Immediate replacement of the breakdown vehicle will have to be provided.

- 15) In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the NIOS will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc. Besides, a penalty of Rs.500/- would be imposed for every such lapse.
- 16) The owner/firm should be available round the clock on his own direct telephone/mobile (office as well as residence) so as to respond to the call for taxis in emergent cases. The firm should also be able to provide commercial vehicles on Saturday/Sunday & Holiday, as per the requirement.
- 17) All the charges towards repair/servicing, salary of the Driver, Petrol/Diesel/CNG/ Road Tax/Registration Tax expenses, any other incidental expenses on operations & Maintenance of the hired vehicle would be borne by the firm.
- 18) The vehicle would be insured in all respects by the firm. In case of any accident or theft etc. all the claims arising out of it will be met by the agency and NIOS shall not be liable in any manner whatsoever.
- 19) The vehicle with the driver would be placed at the disposal of NIOS as and when required. NIOS would be free to use the hired commercial taxi in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.
- 20) Jurisdiction for legal disputes, if any arising during the currency of the contract, will be settled in Delhi courts only.
- 21) Bidder may quote their unconditional rates strictly in the prescribed proforma for Financial bids.
- 22) No advance payment, in any case, would be made to the firm.
- 23) The firm will obtain the duty slips every day duly signed by the user or will maintain the log book on daily basis as the case may be, duly signed by the users concerned.
- 24) The Bills along with signed duty slips or copies of the log book signed by the officers for hiring of vehicles would be submitted in the first week of the following month after the completion of the month to the Section Officer (Mtce.), NIOS for payment.
- 25) The tender has to be accompanied by an Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of a Demand Draft from any commercial bank in an acceptable form in favour of the Secretary, NIOS, Noida. The successful bidder will have to deposit with the Performance Security Deposit of **Rs.20,000/- (Rupees Twenty Thousand Only)** in the form of Account Payee Demand Draft/Fixed deposit/Bank Guarantee from any commercial bank in an acceptable form in favour of the Secretary, NIOS, Noida for the due fulfillment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty/ any liability of any kind imposed by NIOS on account of unsatisfactory services.
- 26) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms & conditions or the tender.
- 27) The NIOS reserves the right to accept/reject any bid and to cancel the bidding process/contract at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability and assigning any reasons whatsoever.

## **OPENING OF TENDER:**

Technical bid will be opened by the duly constituted Committee appointed in this behalf on date and time specified above in presence of the tenderer/their authorized representatives who wish to be present. No separate intimation will be sent for this purpose. Financial bid of those tenders, who have qualified in the Technical bid, will be opened separately and date of opening will be informed to the commercial tenderers accordingly.

The Secretary, NIOS, reserves the right to accept or reject any or all the offers without assigning any reasons whatsoever. No agency shall have any right to claim for award of contract on the basis of his tender and rates quoted therein.

## **AWARD OF CONTRACT:**

NIOS shall have the right to award the contract of hiring of commercial taxi services to the selected agency(s) initially for a period of one year which shall be extendable further for a period of two more years on year to year basis on the same rates and terms and conditions if performance of the contractor is found to be satisfactory. However, firm will make request in writing for extending the period of the contract before expiry of the existing contract period.

NIOS shall also have the right to consider award of contract of hiring of commercial taxi services to such other agencies which did not participate in the tender process and are interested to provide taxi services to NIOS on the approved NIOS rates and terms & conditions. A request can be made to Secretary, NIOS alongwith Security deposit of **Rs. 20,000/- (Rupees Twenty Thousand Only)** of any Nationalized Scheduled Bank subject to fulfillment of eligibility conditions as laid down in the tender documents and Technical bid proforma.

Rates finalized at the beginning of the contract shall remain in force throughout the contract period.

## **PENALTY:**

- i. The firm will ensure that commercial vehicles and the drivers are not normally changed, which are engaged on monthly basis. Frequent changes of commercial vehicles and drivers will not be permitted. A penalty of Rs.500/- will be imposed for changing of driver or commercial taxi before 2 (two) months' period from its coming into service.
- ii. In case of delay in reporting, a penalty of Rs.50/- per 15 minutes delay shall be imposed.
- iii. A penalty of Rs.500/- per day per vehicle may be levied if any vehicle fails to meet the above terms and conditions on any day. Commercial taxis provided by the firm will be regularly inspected by nominated officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice by the users or the inspecting officer, a penalty of Rs.500/- on each fault will be imposed.

In case abnormal irregularities/serious lapses, the matter may be referred to a Committee duly approved by the Competent Authority and decision of the Competent Authority of NIOS in this regard shall be final and binding on the Taxi Operator(s)/Agencies.

**PAYMENT:**

The payment will be made on monthly basis on submission of pre-receipted bill duly affixed revenue stamp along with GST no. of NIOS as well as of the firm on the printed bill proforma supported by duty slip(s) and duly signed by the user Official/Officers of NIOS along with details of journey claimed by the agency. In the absence of duty slip alongwith the bill, no payment shall be made for that bill.

No advance payment, in any case, would be made to the agency.

**ARBITRATION:**

Any dispute between the Taxi Operator(s)/Agencies and his Driver/employees will be resolved by the agencies without any involvement of NIOS in any manner without prejudice to the right of NIOS.

If any dispute arises between the parties regarding the terms & conditions in relation of the contract and execution thereof, the matter shall be referred to an Arbitrator(s) as may be appointed by the Competent Authority of NIOS for Arbitration & Conciliation Act, 1996. The Taxi Operator(s) shall not question the decision of the Arbitrator(s) on the ground that the Arbitrator(s) is/are Government Servant(s). The decision/award of the Arbitrator(s) shall be final and binding on both the parties.

**PRICES:**

The contract charges include charges of Driver(s), repair and maintenance of vehicle(s), cost of petrol/diesel, insurance of taxi, etc., and any other incidental expenses.

Actual parking charges, toll taxes, entry taxes/inter-state for journeys/service taxes will be reimbursed along with the hiring charges claim bill, on production of original receipts.

No request for escalation of rates would be entertained for whatsoever reasons, during the contract period.

The Taxi Operator(s)/Agencies shall be directly responsible for the wages, which should not be less than minimum wages prescribed by the Government. Provident Fund, Bonus or any other benefits available under the rules shall also be payable to the employees engaged by the Taxi Operator(s)/Agency. NIOS shall not entertain any such claim of person employed by the Agency.

**OTHER TERMS & CONDITIONS OF CONTRACT:**

All requirements under various statutory levies including Contract Labour Act, Transport, Insurance, Income tax and Good & Service Tax, etc. must be complied by the Taxi Operator(s)/Agencies. The Agency shall be responsible to pay all tax dues/amount directly as decided by court or law under the rules, etc. NIOS shall have no concern about such payments.

The Agency will also be required to submit an undertaking along with the Technical bid stating that no legal suit/criminal case is pending against its proprietor or any of its Directors for any violation in PF Act/ESI Act/Labor Laws, Road Accidents, Traffic Rules, etc. or having been earlier convicted on the ground of moral turpitude or for violation of any other law and will provide details in case there no any suit/criminal case is pending.

Tax deduction at Source (TDS) and other applicable taxes will be deducted from each bill by NIOS.

The Agency shall ensure proper and reasonable precautions during performance of their obligations and in the event of any loss being caused to NIOS on account of negligence/dereliction of duties or performance of their obligations by the Agency or the Agency's staff, the Agency shall be liable to indemnify to NIOS for such loss out of the insurance cover or otherwise.

The Driver/Staff deployed by the Agency for driving the vehicles should hold valid commercial driving license and be physically and mentally fit.

The Agency shall obtain adequate insurance cover for the vehicle, his staff and all bonafide passengers of the vehicle supplied pursuant to this tender. Further, the Agency shall be responsible for all injuries and accidents to such staff and bonafide passengers during the course of performance of the Agency's obligations pursuant to the tender.

All the vehicles supplied to NIOS should fully comply with vehicle fitness requirements in the NCR, Noida or in the State and all provisions of Motor/Vehicles Act, 1988 and rules made there under including other instructions/requirements issued/specified from time to time.

Taxi Operator must mention GSTN no. on bill claimed if applicable.

The GSTN no. of NIOS is **09AAATN4906C1ZT**.

#### **NOTICE OF TERMINATION OF THE CONTRACT:**

The services of the Agency can be terminated by NIOS without assigning any reason any time during the period of contract.

The services of the Agency can also be terminated without any notice in case of violation of any clause of the contract agreement such as failure to provide required vehicle, poor quality of vehicles, inadequate or untrained manpower provided or any other violation, wages not paid to the workers or paid less than minimum wages applicable under the relevant Act. In case, the Agency wants to discontinue the work, it will have to serve two months clear notice to NIOS for termination of the contract.

#### **JURISDICTION OF COURTS:**

Any legal disputes will be subject to jurisdiction of Delhi Court only.

#### **5. PRICE SCHEDULE (TO BE UTILIZED BY THE TENDERERS FOR QUOTING THEIR LOWEST RATES)**

The tenderers must quote their lowest rates in the Financial bid form appended at Annexure-II.

Secretary



**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
**TECHNICAL BID FOR HIRING OF COMMERCIAL TAXI SERVICES**

All Columns should be filled and documents should be enclosed in support of information.

Sl. No.	Particulars to be given with Documentary proof	Status (to be filled by the Tenderer)
1.	Name of the Taxi Operator/Agency with Complete Address Phone no.s : (O) & (Mob) Email:	
2.	Constitution of the Agency Proprietorship/Partnership/Private Limited Company/Public Limited Company	
3.	Registration No. of the Agency (Under State Govt. or any other Act) (Please attach documentary proof)	
4.	Name & Designation of the key/top official of the Agency with his/her Mobile Number.	
5.	Location of the Garage with Telephone no. and full address	
6.	Experience for providing taxi services for various reputed organizations preferably to Government/Public Sector Undertakings/ Autonomous bodies. The firms must have experience of having successfully completed similar works during last 5 years ending last day of March, 2019 i.e. 2014-15 to 2018-19	
7.	Total no. of Commercial vehicles of the type/make Swift Dzire/Toyota Etios/Sx4/ Indigo/ Accent/ Wagon-R/EECO/Xylo/ Innova & Tempo Traveler 11, 18 and 22 seaters/Wagon-R/i10/Tata Indigo or equivalent registered not prior to 2014 should be available with the Agency. These commercial vehicles must be registered in the name of the firm/owner. (Enclose self attested copies of RCs) A minimum of 3-4 commercial vehicles should be of the type/ make mentioned above should be registered in the name of bidding firm or in the name of bidding firms owner.	

8.	Name of the existing Clients whom the Agency is providing commercial taxi services on regular/ monthly basis with their name, designation of the contact person and Mobile Numbers. Please attach a list.	
9.	Minimum Annual Turnover of the Agency (Annual turnover should be Rupees Five lacs per year during the last 3 years (a) 2016-17 (b) 2017-18 & (c) 2018-19 or in total Rs. 15 Lakh in last 3 years.  (Please enclose copy of Audited Statements of three years and Turnover Certificate from a Chartered Accountant).	
10.	IT returns of the Agency for the last three Assessment Years. 2017-18 to 2018-19 & 2019-20 (Attach a self attested copy)	
11.	Income Tax PAN No. (Attach a self attested copy)	
12.	GST Regn. No. (Attach a self attested copy)	
13.	Details of EMD of Rs. 10,000/- (Rupees Ten Thousand Only) being submitted herewith	Demand Draft no. Date Amount Bank

### UNDERTAKING

I/we hereby submit an undertaking that no legal suit/criminal case is pending against me/us or any of my/our Directors for any violation of PF Act/ESI Act/Labour Laws, Road Accidents, Traffic Rules, Etc. or having been earlier convicted on the ground of moral turpitude or for violation of any other law.

Signature of the Authorized Signatory  
With Official seal of the Agency

## NATIONAL INSTITUTE OF OPEN SCHOOLING

### PROFORMA FOR FINANCIAL BID

#### X. Local journey :- (The journey performed in Delhi and NCR shall be treated as local journey)

Duty (Local Basis)	Rate for WagonR/Santro /i10		Rate for Indigo/Swift Dezire/ Toyota Etios/ Accent		Rate for Innova/Xylo/ Tavera/ Honda City/SX4/EECO		Rate for Tempo Traveller (11, 18 Seater & 22 Seater)	
	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC
40 Km & 5 Hrs								
80 Km & 10 Hrs								
Extra/Km								
Extra/Hours								
Night Charges, if any, after 11 p.m. onwards (for Driver)								

#### Y. Outstation Journey (Minimum 200 km per day)

Duty (Local Basis)	Rate for WagonR/Santro /i10		Rate for Indigo/Swift Dezire/ Toyota Etios/ Accent		Rate for Innova/Xylo/ Tavera/ Honda City/SX4/EECO		Rate for Tempo Traveller (11, 18 Seater & 22 Seater)	
	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC
Minimum Charges for 200 km per day								
Extra/Km								
Extra/Hours								
Night Charges, if any after 11 p.m. onwards (for Driver)								

**Z. Monthly basis:**

Km & Hrs Extra /Kms	Rate for WagonR/Santro /i10		Rate for Indigo/Swift Dezire/ Toyota Etios/ Accent		Rate for Innova/Xylo/ Tavera/ Honda City/SX4/EECO	
	Non-AC	AC	Non-AC	AC	Non-AC	AC
2000 Km /250 Hrs						
Extra/Km						
Extra/Hours						
2400 Km /300 Hrs						
Extra/Km						
Extra/Hours						
Night Charges, if any after 11 p.m. onwards (for Driver)						

**Note: None of the Vehicles should registered prior to 2014**

**Signature of the Authorized  
Signatory with official  
seal of the Agency**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub. Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_

Name of Tender/Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

- 1) I/We have downloaded / obtained the tender document(s) for the above mentioned Tender/Work' for the web site(s) namely;  
\_\_\_\_\_  
\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
- 2) I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_ to \_\_\_\_ (including a) documents like annexure(s), schedule(s). etc, which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
- 3) The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.
- 4) I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totally/entirely.
- 5) In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tenecr/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

(To be furnished on non judicial Stamp Paper of Rs. 10)

Annexure-III

I,.....S/o.....resident of .....further identified with the following documents:

PAN No:

Aadhar No.:

Driving License No.:

Do hereby solemnly affirm and declare as under:

1. That I am the sole and undisputed owner and proprietor of M/s ....., who is carrying on his business and as providing facilities of Rent a Cab, Volvo, AC & Non AC Deluxe Buses, Mini Buses, Tempo traveler, Luxury Cars, for Hire of Marriages, Pilgrimages & Tours, Govt., and Semi Govt. Organizations, Autonomous bodies, Boards, Universities etc. since .....under the Name of M/s.....
2. That the said trade and firm registered under Department of Labour, Govt. of NCT of Delhi/NCR Registration No..... dated ..... at the registered Office at ..... with PAN NO. and Service Tax No. .... The said trade and firm is sole Exclusive Owner Inventor and Adopter of the trade name.
3. That I am solely and personally responsible for discharging all legal and statutory duties and liabilities related to M/s .....including payments of all Govt. dues/taxes and abiding by all relevant laws and rules of Govt.
4. That I am solely and personally responsible for the authenticity and complete truthfulness of the documents submitted by me for obtaining works order no. F No. .... dated ..... and other consequential orders.
5. That I am solely and personally responsible for the authenticity and complete truthfulness of the information furnished directly or implied in the documents submitted by me and I declare under oath that no material fact has been concealed.
6. That I do undertake to fully compensate any losses if at all caused to the Govt. because of any misinformation or incomplete information furnished by me or implied in the documents submitted by me and that I shall be liable to bear all penal consequences of such act.

(DEPONENT)