



Government of India

BHABHA ATOMIC RESEARCH CENTRE
Media Relations & Public Awareness Section

TENDER DOCUMENT

TENDER NO.: BARC/MRPAS/NIT/JUN2018/OPA/115036

FOR HIRING OF PACKERS & MOVERS TO TRANSPORT EXHIBITION ITEMS FROM
BARC TO DESIGNATED PLACE AND BACK TO BARC WHICH INCLUDES
PACKING, LOADING, UNLOADING ETC (AS PER SPECIFICATIONS)



Government of India

BHABHA ATOMIC RESEARCH CENTRE

NOTICE INVITING TENDER

TENDER NO: BARC/MRPAS/NIT/JUN-2018/OPA/115036

1. Sealed Tenders in two parts **(1) Part-A –Techno-Commercial Bid & (2) Part B-Financial Bid** are invited on behalf of President of India by Head, Media Relations & Public Awareness Section, Bhabha Atomic Research Centre, Trombay, Mumbai from reputed Contractor/Transporter / Transport Agencies who are fulfilling the eligibility criteria for **hiring of PACKERS & MOVERS on Annual Contract** as per terms and conditions specified in the Tender Documents for transportation of various items from Bhabha Atomic Research Centre, Trombay, Mumbai or Place as conveyed and back in Mumbai and all over India throughout the year.

Description of work	Hiring Of Packers & Movers On Annual Contract Basis
Estimated Cost of the contract	₹. 30.00 lakhs (Rupees Thirty Lakhs only)
Period of Contract	12 months from date of award of Contract
Earnest Money Deposit (EMD)	₹ 60,000/- (Rupees Sixty thousand only)
Cost of tender document	₹ 500/- (to be submitted at the time of submission of tender documents)
Place of Sale of Tender document	North Gate Reception between 14.00 to 16.00 hrs.
Issue of Tender	18.06.2018 to 22.06.2018 (Monday to Friday) 14.00 hrs to 16.00 hrs.
Pre-bid meeting with bidders	26.06.2018 (Tuesday) 14.30 to 16.00 hrs. North Gate Reception
Last Date for submission of Tender	06.07.2018 11.00 am to 14.00 hrs (Friday) North Gate Reception
Opening of Technical bid	13.07.2018 (Friday)
Date & Time of opening of Price bid	23.07.2018 (Monday) 14.00 hrs.
Contact No	25592726/25592829/25593617
Fax No.	25505151
E-mail	singhrk@barc.gov.in

2. No. of Trucks may increase or decrease as per BARC requirement during the contract period.
3. The work is estimated to cost ₹ 30 lakhs. This estimate however, is given merely as a rough guide.

4. Pre-bid meeting to be held on **26.06.2018 between 14.30 to 16.00 hrs** at North Gate Reception, BARC to clarify the issues and to answer question on any matter that may be raised at that stage. The Bidder is requested to submit their questions/queries/clarifications in writing or by email/fax to reach this centre not later than one week before the meeting.

Tender document along with terms & conditions, eligibility criteria and item details/specifications can be downloaded from Govt. of India Website **<http://www.barc.gov.in/tenders/>** Quotes against downloaded documents are to be submitted along with non-refundable/non-transferable tender fee. EMD & Tender Fees as above should accompany the quote without which quote is liable to be rejected.

BARC reserves the rights to reject any or all tender in part or full without assigning any reasons.

No request will be considered for purchase/submission of tender document by post. BARC reserves all rights to cancel any or the entire tender without assigning any reason whatsoever.

Shri R K. Singh
Head, M R & PAS
Bhabha Atomic Research Centre
For & on behalf of President of India

INSTRUCTION TO THE BIDDERS

1. The Tender shall be submitted before the due date and time.
2. The tender shall include the original tender documents, EMD and tender fees as stipulated in the NIT.
3. The Bid shall be sealed in a cover super-scribing the tender no. and name of the work. The name and address of the bidder shall also be mentioned on the main cover and other envelopes.
4. The bidder shall quote the rates in the format given in the Tender Document both in figures as well as in words.
5. **The Tender shall be dropped in the Tender box which will be available at North Gate, BARC during the period mentioned in the NIT.**
6. Tenders received after the closing time will not be accepted.
7. The bidders are advised to get information of routes from MR&PAS and satisfy themselves before submitting their tenders. The bidder shall be deemed to have full knowledge of the routes, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.
8. The Bidder shall be deemed to have carefully read, studied and understood all the clauses of the tender documents.
9. Tender documents shall be opened on the date and time as mentioned in NIT

I SPECIAL CONDITIONS OF THE CONTRACT

1. Contract

- 1.1 The Contract from Packers & Movers for hiring of Truck/s is for a period of **ONE year tentatively w.e.f. date of release of work order** and the firm has to as per specifications pack, load, unload, reload and bring back to BARC (details in annexure). BARC reserves the right to extend the contract for a further period of One year on the same rates, terms and conditions.
- 1.2 The present requirement is for One Truck of 20 feet fixed fully covered metal body(Container) type of Model 2014 or later. However, the number of Trucks may be increased or decreased during the period of contract.
- 1.3 The Contractor shall produce the offered Truck for physical inspection of the BARC authorities before commencement of the Contract.
- 1.4 The Contractor shall be ready to provide the Truck/s of Model 2014 or later from the date of commencement of Contract as per specification of work mentioned in the tender/Letter of Intent/Work Order failing which, the work order issued in his favor will be withdrawn and cancelled and EMD will be forfeited.

2. SCOPE OF BID

The Bhabha Atomic Research Centre (referred to as BARC in these documents invites bids for the work (as referred above). The successful Bidder should complete the works as specified above during the scheduled period as specified in the NIT.

3. ELIGIBLE BIDDERS

Bidding is open to all eligible Bidders meeting the eligibility criteria as defined in prequalification criteria. Bidders are advised to note the pre-qualification criteria specified in Part-A: Techno – Commercial Bid of the Notice Inviting Tender.

Bidders not meeting the minimum qualification criteria shall be summarily rejected.

4. ONE BID PER BIDDER

Each Bidder shall submit only one bid for one package. A Bidder who submits or participates in more than one Bid will cause the Bidder's participation to be disqualified for all the proposals.

5. COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of his bid, and BARC will in no case be responsible and liable for these costs.

6. CONTENTS OF BIDDING DOCUMENTS

- Submission of a bid by a Bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be executed.
- 6.1 contract documents and has made himself aware of the scope and specifications of the work to be executed.
 - 6.2 The Bidder shall submit the Bid, which satisfies each and every condition laid
 - 6.3 This Notice Inviting Tender shall form part of the Contract document.
 - 6.4 The documents listed below comprises one set of bid document,
 - a. Notice Inviting Tender (including Pre-qualification criteria)
 - b. Special & General Conditions of Contract

- c. Specification of work and Instruction to the bidder.
- d. Details of vehicle owned by bidder/Technical Specifications/Data sheets.
- e. Bill of Quantities / Financial Schedule / Schedule of rates.
- f. Formats of various contractual documents as applicable viz. Bid Security, Performance Guarantee, etc.

7 PRE-BID MEETING

- 7.1 The Bidder or his officially authorized representative is invited to attend a pre-bid meeting, which will take place on **26.06.2018 between 14.30 to 16.00 hrs.**
- 7.2 The purpose of the meeting is to clarify issues and to answer questions on matters that may be raised at that stage.
- 7.3 The Bidder is requested to submit their questions / queries / clarifications in writing or by e-mail / fax to reach BARC not later than one week before the meeting.
- 7.4 Minutes of the meeting, including the text of the questions raised (without identifying the source of enquiry) and the responses given will be transmitted without delay to all purchasers of the bidding documents. Any modification of the bidding documents which may become necessary as a result of the pre-bid meeting shall be made by BARC exclusively through the issue of an Addendum only and not through the minutes of the pre-bid meeting.
- 7.5 Attending the pre-bid meetings is in the interest of bidders to understand the scope of work of the tender. It is insisted upon that bidders shall attend the pre-bid meetings. However, in case the bidders do not attend the pre-bid meetings, it would be presumed that they have understood the scope of work.

8. AMENDMENT OF BID DOCUMENTS

- 8.1** Before the deadline for submission of bids, BARC may modify the bidding documents by issuing addenda.
- 8.2** Any addendum so issued shall be part of the bid documents as well as Contract document and shall be communicated in writing or by email / fax to all the purchasers of the bidding documents. Prospective Bidders shall acknowledge receipt of each addendum by email/ fax to BARC.
- 8.3** To give prospective Bidders reasonable time to take an addendum into account in preparing their bids, BARC may extend the date for submission of bids, if necessary.

9. LANGUAGE OF THE BID

All documents relating to the bid shall be in the English language, unless stated otherwise.

10. SECURITY DEPOSIT

The security deposit for this contract will be ₹ **2,25,000/-**.

Security Deposit shall be split in the following two parts & furnished accordingly:

- a. Performance Guarantee to be submitted on award of work (5% of the tendered value) and
- b. Retention money to be recovered from Running Bills (2.50% of tendered value).

11. VALIDITY OF BIDS

The bidder shall keep the bid valid for acceptance by BARC for a minimum period of 120 days from the date of opening of the bid. However, the parties shall be free to extend this period by mutual agreement.

12. EARNEST MONEY DEPOSIT

- 12.1 The bid shall be accompanied by EMD amount of ₹ 60,000/-. The EMD amount may be paid by Demand Draft/Pay Order in favour of Pay & Accounts Officer, BARC.

Tenders are to be submitted in sealed envelopes consisting of the following:

- Envelope No.1: Earnest Money Deposit (EMD).
Envelope No.2: Technical Bid
Envelope No.3: Price Bid duly completed in all respect and signed on all pages by the authorized signatory.

These envelopes shall then be placed in another sealed envelope super-scribing the tender reference number, name of work and due date and submitted to the following address:

Media Relations & Public Awareness Section
A-1-4, SIRD, Central Complex,
BARC, Trombay, Mumbai 400085.
Tel. No. : 022-25593617

It may be noted that no EMD exemption would be permissible under any circumstances.

- 12.2 The bids received without EMD shall be summarily rejected without any further correspondence.
- 12.3 The EMD of unsuccessful Bidder shall be refunded within the reasonable time after final decision on the tender without any interest thereon.
- 12.4 On acceptance, EMD of successful bidder will be returned after submission of the performance guarantee.

13. ACCEPTANCE OF BID

- 13.1 Acceptance of bid by BARC shall be communicated to the bidder through a “Letter of Intent”, which shall form part of this Contract. Failure and negligence to accept the “Letter of Intent” on the part of the bidder shall entitle BARC to forfeit the EMD submitted by the bidder. The decision of the Competent Authority, in this regard shall be final and binding.
- 13.2 No intimation shall be sent to the unsuccessful bidders.
- 13.3 BARC reserves the right to cancel the contract even after acceptance without assigning any reason whatsoever thereof.
- 13.4 BARC is not bound to accept the lowest tender.

14. PERFORMANCE OF WORK

The work shall be performed or the services shall be provided by the Contractor in accordance with the specification(s) described in the “Letter of Intent” and Work Order of contract. However, changes/modifications if any, required during the execution of contract may be carried out as per the mutual agreement between the

parties and such changes/modifications shall form part of this contract.

15. OPENING OF TENDER

- 15.1 The tender shall be opened at North Gate Reception, BARC on the date and time mentioned in the tender notice. Change if any, shall be displayed in the web site on the same address
- 15.2 BARC shall permit one authorized representative of each bidder to be present at the time of opening of tender provided such representative presents to BARC at that time a letter duly signed by the bidder authorizing him to be present on behalf of the bidder.

II. SCOPE OF WORK AND TERMS AND CONDITIONS FOR HIRING OF TRUCK ON ANNUAL CONTRACT BASIS

The scope of work and terms and conditions of the contract will be as per the NIT No. BARC/MRPAS/NIT/JUN-2018/OPA/115036 and as under:-

1.0 SCOPE OF WORK AND TERMS AND CONDITIONS

1. SPECIFICATION OF VEHICLES:

- 1.1 The contractor shall be bound to provide Truck/s Closed Container type Model 2014 or later as agreed by him on Annual Contract basis.
- 1.2 The contractor shall always keep the Truck/s fit in all respects for operation in accordance with Motor Vehicles Act, 1988 & Rules made there under by the States and existing laws as may be applicable and amended from time to time. Valid documents (Registration Certificate, Insurance Certificate, Passenger permit and road permit, fitness certificate etc.) should be available in the Truck/s/with the driver during operation of the vehicle. Responsibility for any lapses in this regard shall be that of Contractor.
- 1.3 The Truck/s should be insured comprehensively to cover the risk or injury to and loss of life of the passengers and driver and third parties by law including damages to property belonging to them.
- 1.4 The contractor shall always provide a spare wheel and proper tools with each Truck/s.
- 1.5 The contractor shall not use retreaded tyres for the Truck/s.
- 1.6 The contractor shall observe the safety and maintenance provisions indicated in Motor Vehicles Act, 1988.
- 1.7 The contractor shall provide and maintain First Aid Box in each Truck/s as per the prescribed norms.
- 1.8 The Truck/s should be fit in all respects for operation in accordance with Motor Vehicle Act and rules made there under by the State and existing laws as applicable from time to time.
- 1.9 Contractor has to make provision of Truck/s during the period of office hours or at the specified time everyday or as required by the Officer-in-charge, MRPAS, BARC. Timing of plying the Truck/s shall be subject to change at BARC discretion to meet the requirement.

- 1.10 The Truck/s so provided will be returned after utilization as soon as the requirement of Truck/s is satisfied on daily basis or as required by Officer-in-charge, MRPAS, BARC.
- 1.11 The services of the Truck/s provided to the office should be to the satisfaction of the respective official concerned/ Officer-in-charge, MRPAS, BARC.
- 1.12 In case the services of Truck/s is not to the satisfaction of the respective official concerned/ Officer-in-charge, MRPAS, BARC, the penalty as defined in the General Terms of Conditions will be imposed as per the default of service defined.

Technical Criteria:

- 1.13 The registered Office of the Agency should be located in Mumbai in the radius of 20 km. An attested copy of the registration certificate of offices in Mumbai shall be enclosed.
- 1.14 In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney duly attested by the Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- 1.15 The agency should have its own Bank Account. Certified copy of the account maintenance for the last three years issued by Bank shall be enclosed.
- 1.16 Certified copy of the PAN card shall be attached with the Bid document.
- 1.17 The Agency (not individual) should be registered with GST. Certified copy of the registration shall be attached with the Bid document.
- 1.18 Self-Certificate that the firm has not been blacklisted by any Central Government Department/Ministers/PSU's/Banks, etc. should be enclosed.

2. GENERAL CONDITIONS OF THE CONTRACT

- 2.1. The Contract for Truck/s on Annual Contract basis would mean Truck/s as specified by BARC and accepted by the Contractor and agreed to be supplied /provided at specified rate as per the offer of party at BARC.
- 2.2 The Contract for hiring of Truck/s is for a period of one year. The present requirement is for 1 nos. as per requirement through the year. However the number of Truck/s may be increased or decreased during the period of contract.
- 2.3. The Contractor shall produce the offered Truck/s for physical inspection of the BARC authorities before commencement of the Contract. The Contractor shall inspect all the Truck/s routes, starting points, rallying points before the commencement of contract.
- 2.4 The contractor shall be ready to provide the closed container type truck/s Model 2014 or later model Truck/s from the date of commencement of contract as per specification of work mentioned in the tender/Letter of intent, failing which, the work order issued in his favour will be withdrawn and cancelled and EMD will be forfeited.

3. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR:

It shall be the responsibility of the Contractor to complete the execution of the contract, render the services specified by BARC in the contract or specified from time to time.

- 3.1 The Contractor, every time during the currency of contract shall provide only 2014 or later model Truck/s. The seating capacity of Truck/s should be minimum 3 persons.
- 3.2 The contractor shall produce the Truck/s for physical inspection of the BARC authorities along with original documents of the Truck/s viz., RC books, insurance policies, passenger permit, road permit etc. for verification on the specified dates before the commencement of the contract. If the contractor fails to produce the Truck/s for inspection /documents for verification on the specified date, the work order issued shall be withdrawn and cancelled and EMD will be forfeited.
- 3.3 The Contract will keep the BARC fully indemnified from and against all claims, costs and charges arising out of personal injury to their employees and the contractor will be solely responsible to meet such claims and shall keep BARC indemnified at all times against all such claims, costs, charges and expenses arising out of such claims.
- 3.4 The Contractor shall make the Truck/s available as agreed between BARC and contractor at all times as per requirement of MRPAS throughout the year, as per the specified time at the respective points being conveyed to them. Timing of plying of Truck/s shall be subject to changes, if necessary, at BARC discretion to meet the requirements.
- 3.5 The Contractor shall provide the Truck/s at any time during unforeseen period.
- 3.6 The contractor shall always keep the Truck/s fit in all respects for operation in accordance with Motor Vehicles Act 1988 and Rules made there under by the State Government and existing laws as may be applicable and amended from time to time.
- 3.7 The Contractor shall always keep the valid documents of the Truck/s i.e. Registration Certificate, insurance policies, route permit, passenger permit, fitness certificate etc. in the Truck/s during operation of the Truck/s. Responsibility for any lapses in this regard shall be that of Contractor.
- 3.8 The Contractor shall always keep the Truck/s neat and clean and in perfect mechanical condition. The general get up of the Truck/s such as body, paint, upholstery, tin work, and appearance should be very good, keeping with the image of BARC.
- 3.9 The Contractor shall always keep and maintain first aid box and fire extinguisher in every Truck/s as per the prescribed norms.
- 3.10 He shall observe the safety and maintenance provisions indicated in the Motor Vehicles Act, 1988.
- 3.11 The Contractor shall depute and authorize a supervisor to monitor the arrival and departure timing of the Truck/s and shall submit the report to the Officer-in-charge, MR&PAS, BARC daily in the prescribed format provided by BARC.
- 3.12 The Contractor shall not change the Truck/s inspected and fixed on the routes at any stage without prior permission of BARC. However, BARC may direct to change the Truck/s on any route as per their convenient.

- 3.13 All repairs including major overhauls and maintenance, servicing, and other expenses for the upkeep of the vehicles, running expenses such as diesel, oil, tyres, and batteries shall be borne by the contractor.
- 3.14 The Contractor shall follow the timings, routes and rallying points as conveyed to them from time to time and no deviation will be allowed unless it is due to some unforeseen reasons such a jam or diversion of the route by the MR&PAS police or municipal authorities. However, BARC reserves the right to change the schedule and route anytime.
- 3.15 The contractor shall be bound to provide the Truck/s on telephonic communication at any time as per requirement during 24 hrs in the entire month.
- 3.16 No extra hire charges will be paid for diversion due to MR&PAS jams or for any other reason.
- 3.17 The contractor shall display the sign board of BARC indicating route name, prominently on the front and rear side of the Truck/s while on BARC duty.
- 3.18 The Contractor shall not display the BARC sign board when the Truck/s is not on BARC duty.
- 3.19 All payments as may be required for obtaining different permit and licenses in contractor's line of Truck/s will be obtained by the Contractor at their cost.
- 3.20 The Contractor shall not carry passengers other than employees authorized by BARC.
- 3.21 The Contractor shall make Truck/s available their trucks in advance before their actual departure timings on both sides.
- 3.22 The Contractor shall ensure that the drivers and staff deployed on the Truck/s always wear clean clothing, preferably in uniform.
- 3.23 The Contractor shall ensure that drivers and staff deployed on the Truck/s are well disciplined, behave properly with the BARC Staff or people associated with MR&PAS
- 3.24 The Contractor shall ensure that drivers and staff deployed on the Truck/s do not report for duty under the influence of alcohol or any narcotics.
- 3.25 The driver/cleaner shall follow the instructions of the MRPAS Coordinator.
- 3.26 The Contractor shall immediately replace the driver or cleaner if any complaint is received against them.
- 3.27 The Contractor shall produce the original documents of the vehicle under contract of BARC for verification as and when called for by BARC authorities.
- 3.28 The Contractor shall submit his /company's full address with telephone/mobile/fax no. from where he will handle the contract for communication and for extra booking of the Truck/s etc. He has to submit the details of Truck/s, driver and cleaner deployed on the various routes along with copies of RC books, insurance policies and permit etc.
- 3.29 If the Contractor is not in a position to depute the Truck/s on a particular route in time due to any reasons, on any day, he should inform BARC in advance and immediately arrange another Truck/s.
- 3.30 The Contractor shall not save with the previous consent in writing of BARC, sublet transfer or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever, provided nevertheless that any such consent shall not relieve the Contractor from any obligation, duty or responsibility under the contract.

- 3.31 The Truck/s will be inspected by BARC authorities periodically for road-worthiness and if any defect is pointed out, the Contractor shall provide a substitute Truck/s of the same or later model in good road-worthy condition till its rectification.
- 3.32 In case, the Contractor fails to provide Truck/s engaged on Annual Contract due to some unforeseen reasons, he may provide a suitable substitute Truck/s of same or later model of the same or higher category. If the substitute Truck/s is likely to continue for more than a week, the contractor shall take prior permission of BARC for the same. If the Contractor fails to provide a substitute Truck/s or provides a Truck/s later on than the schedule time on any day, it will be treated that the Truck/s is "Absent" on that day(s) and a penalty will be imposed and recovered from the contractor.
- 3.33 The Contractor shall take the instruction of BARC MRPAS staff for duty on telephone. Non response to the telephonic call of the transport staff by the contractor shall be treated as "refusal" for taking the duty by the Contractor.
- 3.34 If the Contractor at any stage refuse or fails to provide the Truck/s for any reason, a penalty will be imposed and recovered from the bill.
- 3.35 The Vehicles should be comprehensively insured to cover the risk of injury to and loss of life of the passengers and driver and third parties by law including damages to property belonging to them.
- 3.36 In case of any break down of the regular Truck/s due to any mechanical defect, the contractor shall provide a substitute Truck/s of same or later model in good working condition.
- 3.37 Any indiscipline by the Contractor's workman within the premises while on duty will make them liable for penalty and BARC will also be entitled to terminate the contract. The security rules as framed from time to time shall be strictly complied with by them.
- 3.38 In order to avoid mishap/accident, Contractor shall ensure that only skilled drivers (having driving license to drive heavy vehicle/passenger vehicles) with two years experience in the trade before the date of commencement of the contract are deployed on Truck/s and they observe all rules/precautions in this regard.
- 3.39 The Contractor shall be solely responsible for violation of the above stipulation.
- 3.40 If the Truck/s is involved in any accident or mishap and as a result thereof, any employee or employees suffer any injury or die, then the Contractor shall be liable to pay compensation including cost of medical treatment of the injured persons or damages as may be assessed by the Competent Authority.
- 3.41 The Contractor shall engage the drivers for duty who possess valid driving license, having minimum two years driving experience on Truck/s, having thorough knowledge of traffic rules/ road safety precaution, aware of the routes of ordered and its surroundings. The Contractor should certify that the character and antecedents of the driver deployed on BARC duty has been verified from Police Authorities.
- 3.42 The Contractor shall ensure that the drivers do not carry any inflammable/contraband material in the Truck/s.
- 3.43 The driver of the Truck/s should follow the MR&PAS rules strictly.
- 3.44 The Contractor shall make his own arrangements for parking of the Truck/s after closing the duties. No parking will be allowed in the premises of Anushakti Nagar after closing the duty.

- 3.45 Any indiscipline by the Contractor's workman within the premises while on duty will make them liable for penalty and BARC will be entitled to terminate the contract. The security rules as framed from time to time shall be strictly complied with by them.

4. PERIOD OF CONTRACT

The contract entered into will be for a period of **ONE** year from the date of commencement of the contract. However, BARC reserves the right to extend the contract for a further period of one year, on the same rates, terms and conditions.

5. TERMINATION OF CONTRACT

- 5.1 The Contractor may withdraw the contract by giving 180 days notice in writing to BARC.
- 5.2 BARC may close the contract by giving 30 days notice in writing.
- 5.3 BARC shall have the right any time during the duration of the contract to suspend, terminate or cancel the services of the contractor within 24 hrs notice. Termination of Contract shall be on any of the following:-
- 1) Default by Contractor
 - 2) Failure to deliver any or all of the services within the specified timing as specified in the contract.
 - 3) Failure to perform any other obligation(s) under the contract.
 - 4) Failure to take remedial action for its failure within the period given by BARC for remedial action.
- 5.3.1 In the event, the contract is terminated due to reasons of unsatisfactory performance, negligence or inordinate delays, in providing of services, BARC shall forfeit the Security Deposit fully or partially as may be decided by BARC.
- 5.3.2 The right to terminate the contract shall be vested with BARC without prejudice to any other remedy for breach of contract either available under the contract or the law of the land.
- 5.3.3 In case BARC terminates the contract in whole or part, BARC shall not pay any compensation in any form to the Contractor for the balance work.

6. FORECLOSURE OF THE CONTRACT

- 6.1 It shall be within the authority of BARC at any time after acceptance of the bid to foreclose or reduce the scope of the work for any reason whatsoever, either partly or wholly by giving a written notice of not less than 30 days to the Contractor. In such an event, the contractor shall have no claim whatsoever on account of any profit(s) or advantage(s) which the contractor might have derived from the work in full but for the reasons of the foreclosure of the whole or part of the provision of Truck/s services.
- 6.2 The decision of the Competent Authority with regard to the foreclosure of the contract and /or reduction of the scope of work shall be final and binding for which no disputes whatsoever shall be raised by either of the party to this contract.

7. DEFECT LIABILITY

If any defect or inadequacy occurs in the supply/provision of Truck/s Services carried out by the Contractor, the decision of the Officer-in-charge, MR&PAS regarding “defect or inadequacy” in the work so carried out and service rendered shall be final and binding. In case, despite the specific request by BARC to the Contractor to rectify or remedy the defect or inadequacy so pointed out and brought to the notice of the Contractor, the Contractor fails and neglects to rectify the same, within the time frame given by BARC for such rectification then BARC shall be within its right to correct such defects of the inadequacy(s) rectified from a third party at the costs and risks of the Contractor. It shall be within the right of BARC to adjust/recover such additional costs, so incurred by BARC from the payments due and payable to the Contractor.

8. INSURANCE

The Contractor shall take and maintain all necessary insurance at his own cost.

9. SETTLEMENT OF DISPUTES

9.1 Except where otherwise provided in the contract, all questions and disputes relating to the meaning and interpretation of the terms of the contract and instructions herein before mentioned or as to the quality and adequacy of the services so rendered and arising out of these conditions, whether during the progress of the services or after completion or abandonment or cancellations thereof, shall be referred to the sole arbitration of the person to be appointed by the Director, BARC.

9.2 It is a term of the contract that the party who initiates arbitration proceedings shall specify the dispute to be referred to the arbitration under this clause together with the amount or amounts claimed in respect of each such dispute(s).

9.3 Arbitration proceeding shall be conducted in accordance with the provisions contained in the Conciliations and Arbitration Act, 1996 or any statutory modifications or re-enactment thereof and the rules and regulations so framed there under and for the time being in force.

10. SERVING OF NOTICES

Any notice(s) by the parties, shall be deemed to have been given if served personally or by registered letter. The address of BARC for serving notices is Head, MR&PAS, SIRD, Bhabha Atomic Research Centre, Mumbai – 400 085.

11. COMPLIANCE OF LABOUR LAWS

11.1 The Contractor shall declare and warrant that they are legally entitled to do the business of providing transport and hold the requisite license and/or permit for the same from the appropriate authorities.

11.2 The contractor shall employ his own drivers, cleaners during the period of contract and shall pay their wages and comply with the statutory provisions and BARC shall not, in any manner, be responsible for the same. The Contractor shall maintain the register of wages paid to the workmen and shall produce the same to BARC authorities or any statutory authorities for verification as and when called for.

- 11.3 The Contractor shall comply with all statutory rules, regulations and labour legislations such as Shops and Establishment Act/Contract Labour (R &A) Act, 1970. The Minimum Wages Act, 1948 and the rules made there under, E.P.F. Act – 1952/ESO Act, 1948 etc., and he will be solely responsible for any breach of the said acts/rules, regulation notification and labour legislations and also for any payment of fees, duties, levies etc. there under, present and future.
- 11.4 The contractor shall be fully responsible for compliance with relevant orders, rules, issued by Government or local bodies from time to time. The Contractor shall indemnify BARC against any action brought against it for any violation/non-compliance of any of the Act, Rules etc.
- 11.5 The Contractor shall have to maintain all the records and registers as may be required under existing, future Labour Legislature and Rules, framed there under or under any other statutory provisions, from time to time. Such of the records/registers shall be made available for perusal/inspection by BARC or by any other statutory/competent authority as and when required. The Contractor shall ensure payment and also certify that the staff/drivers are paid not less than the minimum wages as prescribed by the Government from time to time and shall submit the certificate to that effect along with the bill.
- 11.6 The Contractors shall maintain such documents as may be necessary by law and as instructed by BARC from time to time. These should be available for inspection at any time.
- 11.7 It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration under the clause and not thereafter.
- 11.8 It is also a term of the contract that neither party to this agreement shall be entitled to the interest on the amount of award.

12. RESOLUTION OF DISPUTES

Notwithstanding anything contained in this Contract, all question, disputes or differences whatsoever, between the parties to the Contract, arising out of or relating to the construction, meaning and operation or interpretation of provision of the Contract or matter related thereto, whether during the currency of the Contact, or its failure or after the completion of the contract, shall be settled by sole arbitrator to be nominated and appointed by the Director, BARC and there will be no objection that the arbitrator is an employee of BARC and that he had to deal with matters related to Contract or that in the course of his duties as an employee of BARC had expressed views on all or any other matters in question, dispute or difference. The award of the arbitrator shall be final and binding on the parties to the Contract. In an arbitration invoked at the instance of either party to the contract, the arbitrator would be free to consider the counter claim of the other party even though they are not mentioned in the reference to arbitration. The provision of the Arbitration & Conciliation Act, 1996 and Rules made there under and / or any statutory modifications or re-enactment thereof for the time being in force shall apply to such arbitration proceedings. Notwithstanding the commencement or continuance of the arbitration, the parties shall continue performance of the contract with due diligence.

13. COMPLIANCE OF RTO RULES

- 13.1 The Contractor shall ensure that the driver carries his valid driving license while on duty.
- 13.2 Speed as notified by the RTO/City Authorities shall be adhered to and the drivers shall be instructed accordingly.
- 13.3 The driver shall always carry the valid documents of the vehicles while on duty.
- 13.4 The Contractor shall be liable to bear all taxes, charges, levies, fines, penalties etc. payable in respect of the aforesaid Truck/s/Truck/s.
- 13.5 Declaration of additional taxes/levies by the Government during the period of contract will be reimbursed by BARC on submission of sufficient proof of and receipt of payment made by the Contractor.
- 13.6 The Contractor shall be liable and responsible for non-fulfillment/compliance of all or any of the statutory requirements under the Motor Vehicle Act 1988 or any other act for the time being in force.

14. SAFETY & SECURITY

- 14.1 In order to avoid mishap/accident, contractor shall ensure that only skilled drivers (having driving license to drive Passenger Vehicles and Badges issued by the Transport Authority) with sufficient experience in the trade are deployed on Truck/s and they observe all rules/ precautions in this regard. The Contractors shall ensure that drivers do not exceed normal speed limit, and shall further ensure that his crew is deployed on duty after adequate rest to avoid accident due to over fatigue. The Contractor shall ensure that drivers do not exceed normal speed limit, and shall further ensure that his crew is deployed on duty after adequate rest to avoid accident due to over fatigue. The contractor shall be solely responsible for violation of the above stipulations.
- 14.2 The Contractor shall always abide by the rules and regulation of BARC/Department of Atomic Energy pertaining to Security and Safety.
- 14.3 The Contractor or his representative shall not divulge to any one, any confidential information obtained during the course of work.
- 14.4 The Contractor shall be responsible for the safety and security of Truck/s.
- 14.5 The Contractor shall be responsible for any damages to the Truck/s or any death or injury to the driver or any other person travelling in the Truck/s in case of any accident.

15. SET OFF CLAUSE

Whenever any claim or claims for payment of a sum of money arises(s) out of or under this contract against the Contractor, BARC shall be entitled to withhold and also have a lien to retain such sum or sums in whole or in part from the security, if any, deposited by the Contractor and for the aforesaid purpose, BARC shall be entitled to withhold, the said cash, security deposit or the security if any, furnished as the case may be and also have a lien over the same pending finalization or adjudication of any such claim. In the event of the security being insufficient to cover the claimed amount or if no security has been taken from the Contractor, BARC shall

be entitled to withhold and have a lien to retain extent of such claimed amount or amounts referred to *supra* from any sum or sums found payable or which at any time thereafter may become payable to the Contractor under the same contract or any other contract with BARC or Government or any person contracting through BARC pending finalization or adjudication of any such claim. It is agreed term of this contract that the sum of money or moneys so withheld or retained under the lien referred to above by BARC will be kept, withheld or retained as such by BARC till the claim arising out of or under the contract is determined by BARC or Arbitrator or by the Competent court as the case may be and that the contractor will have no claim for interest or damages whatsoever on any account in respect of such withholding or retention under the lien referred to *supra* and duly notified as such to the contractor for the purpose of this clause where the contractor is a partnership firm or limited company, BARC shall be entitled to withhold and also have a lien to retain towards such claimed amount or amounts in whole or in part from any sum found payable to any partner/Limited Company, as the case may be whether in his individual capacity or otherwise.

16. CORRUPT PRACTICE

The Tender(s)/Contractors shall not offer or agree to give any person in the employment of BARC any gift or consideration of any kind as “inducement” or “reward” for doing or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the Contract/s. Any breach of the aforesaid condition by the contractors, or any one employed by them or acting on their behalf (whether with or without the knowledge of the contractors) or the commission of any offence by the contractor or by any one employed by them or acting on their behalf which shall be punishable under the Indian Penal Code 1980 or the Prevention of Corruption Act by Public Servants, shall entitle BARC to cancel the contract and then to recover from the contractor the amounts of any loss arising from such cancellation of contract.

17. PENALTIES

- 17.1 A penalty twice the amount for the designated destination and back would be levied if Contractor fails to turn up on the assigned date for carrying out the trip.
- 17.2 The Truck/s is required to ply at specified time and on specified routes as given in specification of work. Deviation in the specified time and routes without instructions of the transport authority/Truck/s checker, a penalty of ₹ 500/- per hour will be imposed and recovered from the bill.
- 17.3 If the Contractor at any stage refuses or is unable to provide the Truck/s during the Annual Contract period for any reasons whatsoever or his performance is found to be otherwise unsatisfactory, BARC will have the right to terminate the contract and recover from the Contractor, the amount of losses and liquidated damages suffered by BARC due to termination of the contract. The loss and damages so charged shall be not more than 10% of the Contract Value on annual basis.
- 17.4 The Contractor shall render and provide services within the specified time in accordance with the terms contained in this contract. Satisfactory and safe service in

stipulated time mentioned in this contract therefore, shall be the “essence of the contract”.

- 17.5 If the contractor delays, neglects or refuses to render and provide services in accordance with the terms of this agreement, BARC shall be within its legal right to rescind the contract and forfeit the Security Deposit. The decision of the Competent Authority in forfeiture of Security Deposit shall be final and conclusive.

18. BILLING

- 18.1 The Contractor shall submit the bill to the Head, Media Relations & Public Awareness Section, SIRD, BARC for each trip that has been made.
- 18.2 If the bills are sent back for any correction to the contractor, the date of re-submission of the bill after correction will be considered the date of actual submission of the bill.
- 18.3 The agreed rates shall remain firm and fixed during the currency of the contract. However, increase/decrease in fuel rates up to 10% will not change the hire charges rate. Increase/decrease in fuel rate beyond 10% will be compensated/recovered on the basis of average run. The average run will be considered @ 6 Kms. Per litre for Non AC Truck/s. It is further agreed that to claim such increase/decrease in fuel rate, the contractor shall submit the details of the mileage of each route together with the quantity of fuel supported with sufficient documentary evidence, along with its monthly bill. In case the requisite information is not submitted by the Contractor, the claim for such increase in fuel rates shall not be entertained.
- 18.4 The rate of diesel from any retail outlet at Greater Mumbai area will be taken as base rate for calculation of the escalated rate. The rate of POL on the last date of submission of tender will be taken into account of base rate for the purpose of escalation.
- 18.5 Recoveries towards Income Tax plus applicable surcharge on Income Tax will be made as per Govt. order in this respect.
- 18.6 The rates offered by the Contractor will include all the expenses of POL, salary payable to drivers/cleaners, road tax, Parking charges, insurance of Truck/s, maintenance charges and other charges as applicable from time to time.
- 18.8 No parking charges are allowed for the Truck/s services on monthly basis.
- 18.9 The account details i.e. Name of the Bank, Account Number, IFSC Code, etc should be submitted along with the first bill for speedy/ECS payment.

19. PAYMENT

- 19.1 The Contractor shall not be paid any hire charges for not providing the Transport Service due to any reason.
- 19.2 The Contractor shall not be paid extra hire charges on extension of the Truck/s up to **6 kms** for both side due to change in the route etc. other than MR&PAS jam (3 Kms. one way). However, extension of Truck/s route beyond 6 kms. for both side, proportionate hire charges will be paid to the Contractor for the additional distance.
- 19.3 The payment to the Contractor shall be made by Pay and Accounts Officer, BARC by account payee cheque/ECS only within 30 days from the date of receipt of the bill by Transport Section. However, the Contractor shall not be entitled to claim any interest for delayed payment due to unforeseen reasons.

20. FORCE MAJEURE

- 20.1. Force Majeure is herein defined as any cause which is beyond the control of the Contractor and BARC, as the case may be, which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affects the performance of the Contract, such as Natural Phenomena, including but not limited to floods, droughts, earthquakes, and epidemics. Other phenomena include but not limited to hostilities, riots and civil commotion and declared lockout in Transport Truck/s.
- 20.2. Decision of BARC will be final as to which cause will be declared as force majeure. No penalty will be imposed for force majeure.
- 20.3. During the period of Force Majeure condition, no payment shall be payable to the Contractor for the service not provided by him.

21. COMPLIANCE WITH THE TERMS AND CONDITIONS

- 21.1. The performance of the contract shall be monitored periodically and in case services are found unsatisfactory i.e., the condition of Truck/s deteriorates, frequent break down, improper maintenance, use of retreaded tyres, unavailability of fuel in the vehicle, non displaying of BARC sign board, misuse of BARC board, non availability of documents of the vehicle, license etc. with the driver, non availability of spare wheel and tools, non availability of First Aid box and medicine therein, unpunctuality in duty by the driver/conductor, misbehavior of the driver/conductor with the employees, driver/conductor under influence of alcohol, dis-obeyance of the transport staff/MR&PAS rules.
- 21.2. In case of the non compliance of any of the terms and conditions of the contract, BARC reserves the right to terminate the contract at any time without assigning any reason by giving 24 hours notice in writing and the Contractor shall not be entitled to any compensation, whatsoever, by reason of such termination and Security Deposit will be forfeited.
- 21.3. If the contract is terminated on the basis of non compliance of the terms and conditions of the contract, Security Deposit shall stand forfeited.

22. COMPLETION OF CONTRACT

- 22.1. Unless otherwise provided or agreed between the parties, the Contract shall be deemed to have been completed after issuance of completion certificate by Officer-in-Charge, MR&PAS Section while issuing completion certificate shall certify that there is no demand/liability outstanding against the Contractor and that all the obligations under the contract have been satisfactorily fulfilled by the Contractor.
- 22.2. The final acceptance of the services provided by the Contractor under the scope will be given by BARC one month after successful completion of the Contract for supply/provision of Truck/s Services upon certification by the Officer-in-Charge, MR&PAS Section.

23. **BARC'S Rights**

BARC reserves the right for the following:

- 23.1 Review of the supply/provision of Truck/s service performed by the contractor and asks for any clarification and changes/modifications to the services performed by the contractor. Such changes shall be mutually discussed and agreed upon between BARC and contractor and the same shall be incorporated by the contractor in the work without any dilution of the responsibility of the contractor.
- 23.2 The contract shall be for 1(one) year which can be extended for further period of one more year.
- 23.3 BARC reserves the right for extension and the contractor has to accept as per the same terms and conditions.

24. **AGREEMENT**

The Contractor shall furnish Agreement on non judicial stamp paper of Rs.100/- accepting all the terms and conditions mentioned in the tender document at the time of award of the contract for transporting materials of BARC for the Annual Contract.

III. **PART – A: TECHNO –COMMERCIAL BID**

1. **ELIGIBILITY CRITERIA**

1.1	Bidding is open to all eligible bidders meeting the eligibility criteria as defined below.
1.2	Bidder not meeting the minimum qualification criteria shall be summarily rejected. Minimum qualifying criteria is as follows:-
a)	The Contractor should possess at least 3 (Three) Truck/s with closed container type of Model 2014 or later duly registered in his /company's name on or before the date of publication of NIT (Duly Notarized Xerox copies of RC Book, fitness of the vehicles should be enclosed in confirmation of the fact).
b)	If company, the registration certificate of company and partnership deed etc.
c)	Income Tax clearance/return, for the last 3 years
d)	Average Annual financial turnover during the immediate last 3 years, ending 31 st March of the previous financial year, should be at least 50% of the estimated cost
	AND
f)	Experience of having successfully completed similar works during last 5 years to previous day of last date of submission of tender of the following:
i)	Three similar completed works, each costing not less than the amount equal to 33% of the estimated cost (supporting documents to be enclosed) or
ii)	Two similar completed works, each costing not less than the amount equal to 50% of the estimated cost (supporting documents to be enclosed)
g)	Solvency of at least 40% of estimated value issued by Bank in last six months.
h)	The contractor should submit the documentary proof of meeting the eligibility criteria along with technical details in the envelope marked " TECHNICAL BID "

2. EARNEST MONEY DEPOSIT

- 2.1 The bid shall be accompanied by EMD amount of ₹ 60,000/-. The EMD amount may be paid by Demand Draft/Pay Order in favour of Pay & Accounts Officer, BARC.

TECHNICAL DETAILS

1.	Name Of The Firm/Owner	:	
2.	Registration Details Of Truck/S	:	Xerox copies of RC/TC, Details
3.	Whether minimum 3 Truck/s are registered on firm owners name.	:	Yes/No
4.	Whether Truck/s are of Container type Model Year 2014 or later	:	Yes/No
5.	ESIS No., PF Code No., Service Tax No., alongwith documentary proof.	:	
6.	Income Tax Clearance for last 4 years along with documentary proof.	:	

1. EXPERIENCE (ALONG WITH DOCUMENTARY PROOF)

Nature of work	Name of Company	Amt. per year	Period (From – To)
3 similar completed works 33% of estimated cost (supporting documents to be enclosed) or			
Two similar completed works, each costing not less than the amount equal to 50% of the estimated cost (supporting documents to be enclosed)			
Annual Financial Turnover during the immediate last 3 consecutive finance year (50% of estimated cost)			
Solvency Certificate for last 6 months issued by bank (40% of estimated cost)			

2. EARNEST MONEY DEPOSIT (EMD) DETAILS:

OWNER'S SIGNATURE WITH RUBBER STAMP



SPECIFICATION OF WORK

Duration of Contract – Period of ONE year i.e. 12 months commencing from date of award of contract.

SCOPE OF WORK:

Exhibition items have to be packing with high quality materials like bubble sheets, wrapping films, cardboard sheets for wrapping, items to be delicately wrapped in thick new cardboard boxes of various sizes, taped with high quality adhesive tapes with firms name printed on the tapes, wooden boxes for TV panels, Models, etc. The responsibility also includes, loading, unloading of all items without damages from BARC to designated sites and to exhibition area and assisting in setting up all the items at the Exhibition area.

Driver of the Vehicle should fill up the opening meter reading with the user boards the vehicle and also the final meter reading shall be got verified and signed from user of the vehicle by the driver.

Vehicle will have two attendants apart from Driver compulsorily. Overnight duty allowance, food, parking charges etc has to be borne by the Transporter.

Transporter has to arrange local transport and manpower for travel at designated places.

Toll Charges and any other charges levied by Central/State Government's have to be borne by Contractor.

For any damage caused to the third party or to the property of BARC due to negligence of the driver, the same will be made good by the Contractor at his own cost.

The contractor shall submit copies of all the relevant documents like commercial registration, certificate of fitness, registration certificate, road permit, good tax payment receipt, insurance etc., while submitting the tender.

In case of requisition/seizure of vehicle by RTO or any other authority, it will be responsibility of the contractor to get the vehicle released. In such case and during such period of requisition/seizure, Contractor has to arrange alternate vehicle within One hour.

Vehicle shall also generally carry accessories like tool kit, consumable spares, raincoat, umbrella, torch light, first aid box etc which are to be arranged by the Contractor. The vehicle shall be fitted with a name board of BARC in the front as ON DUTY, BARC, Govt. of India.

The successful contractor shall provide appropriate vehicle with suitable length (minimum 20 feet) on **as and when required** basis, which shall be model of 2014, with all valid documents. The vehicle has to be mechanically fit to travel to destination. Transporter has to arrange a replacement immediately in eventuality of any mechanical failure or other reasons.

Rate quoted shall be inclusive of safe delivery charges.

The transporter shall deliver the goods safely to the consignee/site of exhibition/Seminar/Conference on **Carrier's risk**.

As the consignment is to be dispatched on carrier's risk basis, it is the responsibility of the contractor to insure the material. **No insurance coverage for the consignment transported indigenously will be made by the department.** All road taxes, comprehensive insurance etc of the vehicle will be paid by the contractor at his own cost

TRANSIT INSURANCE – BARC will not pay separately for Transit Insurance and the Transporter will be responsible till the entire stores contracted for arrive in good condition at destination.

The transit risk in this respect may be covered by the Contractor by getting the stores duly insured, if he so desires. The Insurance cover shall be obtained by the Contractor in his own name and not in the name of the Consignee. The Consignee will as soon as possible but not later than 45 days from the date of arrival of stores at destination notify the Contractor of any loss or damage to the stores that may have occurred during transit.

Any untoward incident occurred en-route shall be brought to the notice of the consignor/consignee.

No Materials other than the material loaded in the vehicle by the department shall be allowed to be transported in the hired vehicle.

Driver should have valid driving license and vehicle should have valid road permit including interstate permit, to transport the goods to destination.

Utmost care should be taken while driving the vehicle, considering the nature and the value of the consignment.

Escort detailed by the government will accompany the vehicle, if necessary.

Value of the consignment and the distance to be covered will be declared by the department in advance with +/- 10% margin before loading the consignment.

It is the responsibility of the transporter to receive the proper acknowledgement of the receipt of the consignment in the L. R. from the consignee and submit the same along with bill for releasing the payment.

The vehicle shall report at site as per advice from Staff of MR & PAS.

The contractor shall produce all relevant documents in original to the Security Personnel and strictly follow the rules and regulations of BARC Security.

SECURITY DEPOSIT –

The EMD of the successful bidder will be converted as Security Deposit and will be released without any interest on successful completion of contract period i.e one year. In case, the Contractor fails to complete the contract as per the agreed terms and conditions, the contract stands terminated in between and the amount of Security deposit will be forfeited.

ANNEXURE -II

DECLARATION

I/We hereby declare that I/We have read, noted and accepted all the terms and conditions of the tender document. The information furnished with this tender is true to the best of my/our knowledge. Any wrong information found on my/our part at any stage shall be liable for rejection/termination of my/our tender contract, if awarded to me/us cancellation of Work Order and forfeiture of EMD.

Signature of Tenderer _____

Name of Signatory _____

Capacity in which Signed _____

Date :

Place :

Stamp of the Individual Firm or
Company with stamp

Note : The rates offered includes POL, salary, tax, permit, insurance, maintenance etc and is all inclusive.

PRICE BID

DESCRIPTION	RATE PER KM	IN WORDS
All inclusive rate for transporting, packing, loading, unloading etc., (as per specifications) in NIT.		

(Signature of Tenderer)

(Name of Signatory)

Stamp of Individual/Firm/Company

ANNEXURE-IV

DETAILS OF TRUCK/S OFFERED FOR HIRING

Photo Copies of RC/TC/Insurance and Permit duly notarized should be attached

Sl. No.	Registration No.	Seating Capacity	Model (Year of Registration)	Chassis No.	Road Permit valid up to	Registered Owner's Name
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Signature of Tenderer _____

Name of Signatory _____

Date :

Place :

Stamp of the Individual/Firm/Company

Office Address :

CHECKLIST**CHECK LIST FOR THE DOCUMENTS TO BE SUBMITTED WITH THIS TENDER**
(This is only as guideline)

Sl. No.	Details	Yes	No
1.	Forwarding Letter clearly indicating the details of the documents attached with the tender form		
2.	Power of Attorney or Authority Letter to sign the Tender Document alongwith his name and capacity (Proprietary/Manager/Attorney)		
3.	Tender Documents duly signed on each page		
4.	Required documents of offered Truck/s such as photocopy of RC/TC Book, Insurance, Permit as per details given in Tender Document, Annexure-IV		
5.	EMD of specified amount offered for Truck/s		
6.	Schedule of rates has been filled in as per proforma/format, as per Annexure-III.		
7.	Registration Certificate (in case of firm/company)		
8.	Xerox copy of latest Telephone Bill as a proof of having telephone facility		
9.	Income-Tax clearance / return for the last 4 years		
10.	Experience certificate with details		
11.	Solvency Certificate		
12.	Technical bids, Price bids & EMD should be submitted in 3 separate envelopes marked accordingly.		

**SIGNATURE OF TENDERER WITH
STAMP**