



Government of India
Ministry of Agriculture & Farmers Welfare
Department of Animal Husbandry, Dairying & Fisheries
C.C.S. National Institute of Animal Health
Baghpat, Uttar Pradesh-250609
Ph: 0121-2222472, Tele-fax: 0121-2222291
E-mail: ccs.niah@gov.in; Website: <http://www.ccsniah.gov.in>
An ISO 9001:2015 certified organization

F.No:4/34/2015-CCSNIAH

Dated: 31.08.2017

e-Tender Call Notice

e-Tender in **Single Bid System** are hereby invited from reputed agencies for providing suitable vehicles for the official use in the Institute on monthly/need basis on contract basis at CCS National Institute of Animal Health, Baghpat (U.P) meeting the pre-qualifying criteria for the work mentioned below through online bidding on the website <https://eprocure.gov.in/eprocure/app> having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA.

TIME SCHEDULE OF TENDER:

S/No.	Particulars	Date
1.	Tender e-Publication date	31.08.2017
2.	Bid Submission end date	21.09.2017
3.	Tender Opening Date	23.09.2017

CONTRACT DATA

(A) GENERAL INFORMATION:

S/No.	Item	Details
1.	Name of the work	Providing suitable vehicles for the official use in the Institute on monthly/need basis on contract basis at CCS National Institute of Animal Health, Baghpat (U.P)
2.	Employer	CCS National Institute of Animal Health
3.	Employer's Representative	Head of Office
4.	Accepting Authority	Director, CCS National Institute of Animal Health
5.	Executing Authority	Head of Office
6.	Estimated Cost	₹3,50,000/- per annum

(A) BID INFORMATIONS:

S/No.	Item	Details
1.	Intended completion period/ Time period assigned for completion	01 (One) Year from the date of Commencement of the service.
2.	Earnest Money Deposit	₹15,000/-
3.	Bid validity period	90 days from opening of Tender
4.	Currency of Contract	Indian Rupee
5.	Language of Contract	English

1. Bid documents consisting of e-Tender Notice, Instruction to Tenderers for online bid submission, General Conditions of Contract (GCC), Terms and Conditions of Contract and Tender Schedule, Scope of Work. Submission of Offer and the set of terms and conditions of contract and tender details can be seen on the website: <https://eprocure.gov.in/eprocure/app>.
2. Online Bids must be accompanied by Scanned copy (PDF Format) of Earnest Money Deposit (EMD).
3. For effecting the Bid, the Tenderer will deposit the EMD of Rs.15,000/- in the form of Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks located in the country and payable to "Pay & Accounts Officer (Extension), Department of Agriculture Cooperation, New Delhi". Any tender not accompanied with Earnest Money will be rejected. The hard copy of the original instrument in respect of earnest money must be delivered to the Director, CCS National Institute of Animal Health, Baghpat-250609, UP on or before bid opening date/time as mentioned in the critical date sheet.
4. The Bid documents will be available on the website: '<https://eprocure.gov.in/eprocure/app>' for online bidding.
5. The bidder must possess compatible Digital Signature Certificate (DSC) of Class-II or Class-III.
6. All Bids are to be submitted online on the website <https://eprocure.gov.in/eprocure/app> No Bid shall be accepted off-line. The Bids shall be received only "online" as per Time Schedule.
7. After opening of Technical Bid, the original documents as per requirement of the e- Tender Document will be verified by CCSNIAH.
8. After evaluation of bid, all the bidders will get the information regarding their eligibility / pre-qualification on website. Thereafter, a system generated e-mail confirmation will be sent to all successful bidders. The bidders can check the same from the portal.
9. Other details can be seen in the bidding documents.
10. The authority will not be held responsible for any technical snag or network failure during on-line bidding. It is the bidder's responsibility to comply with the system requirement, i.e. hardware, software and internet connectivity at bidder's premises to access the e-Tender website. Under any circumstances, CCSNIAH shall not be liable to the tenderer for any direct / indirect loss or damages incurred by them arising out of incorrect use of the e-Tender system or internet connectivity failures.
11. The authority reserves the right to reject any or all tenders without assigning any reasons thereof and shall also not be bound to accept the lowest tender.
12. If the documents as per Notice Inviting Tender (NIT) are not submitted along with the bid or shortfalls are noticed, then the offer will be summarily rejected and no correspondence in this regard is to be entertained from any Bidder.
13. For any clarifications, if required, please contact to Head of Office, CCSNIAH, Baghpat (email: ccs.niah@gov.in).

Sd/
Head of Office
CCSNIAH, Baghpat

INSTRUCTIONS TO TENDERERS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

Registration:

- I. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrolment” option available on the home page. Enrolment on the CPP Portal is free of charge.
- II. During enrolment / registration, the bidders must provide the correct/true information including valid email-id & mobile No. All the correspondence shall be made directly with the contractors/bidders through e-Mail-id provided.
- III. As a part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- IV. For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/TCS/n-Code/e-Mudra or any Certifying Authority recognized by CCA India on e-Token/ Smart Card.
- V. Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- VI. Only one valid DSC must be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and must ensure safety of the same.
- VII. Bidders can then log into the site through the secured login by entering their user ID /password and the password of the DSC / e-Token.

Note : Those who are already enrolled need not to go through the above steps.

Preparation of Bids:

- I. For preparation of bid, bidders shall search the tender from published tender list available on site and download the complete tender document and must take into account corrigendum if any published before submitting their bids. After selecting the tender document same shall be moved to the ‘My favourite’ folder of bidders account from where bidder can view all the details of the tender document.
- II. Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- III. For any clarifications, if required, they have to go through the contact details given in the tender document.
- IV. Bidders must get ready in advance for the bid documents to be submitted as indicated in the tender document/schedule in PDF/xls/rar/zip/dwf formats.

Submission of Bids:

- I. Bidder must log into the site well in advance for bid submission so that he/ she uploads the bid in time i.e. on or before the bid submission time.
- II. Bidder must prepare the EMD as per the instructions specified in the e-Tender Notice. The originals must be submitted to the Tender Inviting Authority within the specified time, if specifically requested.
- III. While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accept the same in order to proceed further to submit their bid.
- IV. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender details according to specified cover.
- V. Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- VI. Bidders shall download the Price Bid, in pdf format and print it. Bidder shall quote their rates in figures and words in the appropriate boxes, thereafter scan as pdf file and upload the file.
- VII. Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.
- VIII. After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall take print out of system generated acknowledgement number and keep it as a record of evidence for online submission of bid.
- IX. Bidder must follow the server time that is being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission and bid opening etc., in the e-tender system.
- X. All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology

Assistance to Bidders:

- I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Head of Office, CCSNIAH (the tender inviting authority), Baghpat (Tel: 0121-2222472, email: ccs.niah@gov.in).
- II. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP portal Helpdesk Mobile no +918826246593 Tel: The 24X7 Help Desk Number 0120-4200462;0120-4001002

1. GENERAL CONDITIONS OF CONTRACT

- I. While the immediate requirement is of one vehicle, additional vehicles may be hired on a regular basis or occasionally as and when required. The contract will be for a period of 12 months which may be extended for another equal period at the discretion of the Institute, if mutually agreed.
- II. The Schedules of the Tenders forms should be uploaded duly filled. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer.
- III. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the CCS NIAH. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the unsuccessful Tenderer will be refunded to him in the manner prescribed by the Institute.
- IV. The Tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the Tenders is not fully filled in. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part. Conditional tenders will not be accepted.
- V. The Director, CCSNIAH reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.

2. SPECIAL TERMS AND CONDITIONS OF CONTRACT AND TENDER SCHEDULE

- I. A suitable Sedan or above vehicle to be provided should be in excellent running condition, well maintained and clean upholstery and should have current/valid permits to go anywhere in U.P., Haryana, NCR of Delhi, Himachal Pradesh, Rajasthan, Uttarakhand, Chandigarh etc. The vehicle should be 2014 or above model and should not have run more than 50,000 Km. The Successful bidder has to get the vehicles approved by the Institute, CCS NIAH before deployment.
- II. The vehicle should report to the place of requirement as per directions of the office. The mileage will be counted from the place where the duty starts up to the place where the duty ends and billing will be effected from the place Reporting and Relieving.
- III. The drivers attached to the vehicle should have adequate knowledge about traffic rules and other regulation prescribed by the government time to time. The driver deployed should hold valid driving license. The drivers with proven integrity only should be deployed.
- IV. The driver of the vehicle will maintain Log-Sheets (Log Book) in respect of each vehicle. The said book/sheet will have to be signed by the actual users and these will have to be sent along with bills of each vehicle to the Department.
- V. The firm should provide a suitable contact/ mobile phone to its driver so that they could be contacted during duty hours.
- VI. The driver to be provided with the vehicle should not have any criminal case/case under motor vehicle act/ case relating to moral turpitude pending against him in any court of law and must bear good conduct and moral character.
- VII. The rates quoted in response to the tender will remain unchanged till the currency of the contract.
- VIII. No advance payment, in any case would be made to the firm.
- IX. The firm shall be responsible for providing the required number of vehicles at any time, even at short notice. The services should be available round the clock. The firm must have a 24 hours

working telephone system so that the requirement of vehicle can be met at short notice at even odd hours on all the seven days of the week.

- X. As far as possible, the same vehicle and driver shall be deployed with a particular officer and the vehicle/driver shall not be changed without prior notice and approval of the CCS NIAH.
- XI. Actual parking charges/toll taxed/entry taxed/enter state taxes for journeys/service taxes will be reimbursed along with hiring charges bill.
- XII. The vehicle and driver must report to office on daily basis. The vehicle to be supplied should be in excellent running condition with immaculate interiors and seat covers. The vehicle should be in good mechanical condition and conform to all the relevant rules besides being roadworthy. The vehicle should be decent looking and should have current/valid permit to go to any where in Delhi/NCR/ nearby states.
- XIII. The Drivers attached to the vehicles ought to be knowledgeable about traffic rules and other regulation prescribed by the government time to time. The drivers should also be familiar with all important places in Delhi/NCR and neighboring regions. The drivers should be presentable/well behaved and should wear clean uniforms/namebadges.
- XIV. The Drivers provided by the bidder should be able to read and write local languages, should be able to understand English numbers/letters and to make simple arithmetical calculations.
- XV. In the event of the contractor backing out of the contract midstream without any explicit consent of this Institute, the surety amount and also the bill amount of the month would also be forfeited..
- XVI. The firm should have enough resources to repair their vehicle in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notices. In case the vehicle is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and additional cost incurred by this office will be borne by the contractor.
- XVII. No night charge/outstation charges will be payable.
- XVIII. The firm will have to submit a list of all vehicles proposed to be supplied by them indicating their make, registration no model and type of fuel consumed by each vehicle.
- XIX. The vehicles should be insured comprehensively and should have necessary permits from Transport Department/ Authority
- XX. All legal obligations which include registration, insurance (including third party insurance), pollution control board, road tax and other compliances shall be complied by the firm. The owner will be responsible for all issues arising out of negligence of the driver. In case of any untoward incident like accident/ damage to vehicle or to third party, the claims if any shall be settled by the owner and CCS NIAH will not be in any way party to any claim or legal process. The office will not be responsible for any Challan/ loss/ damage/ theft or accident to the vehicle or to any other vehicle or injury.
- XXI. The compensation, connected expenses and legal disputes between the firm/agency/contractor and the staff deployed and any unforeseen casualty shall be borne/ paid/settled by the firm and the CCS NIAH in no way shall be party to the disputes and will have no liability on its account. It is also the firm/agency/contractor liability to provide wages etc and follow other statutory obligations as per extant rules. Minimum wages must be paid to the Driver as per Minimum wages Act-1948 and other statutory obligations as per the Govt of India rules.
- XXII. Payment of hiring charges will be made on monthly basis. The bills for the use of vehicles accompanied by duty slips/log books/sheets/parking charges etc will be referred after each completed month. The bill would be preferred vehicle wise, duly certified by the officer concerned.

- XXIII. The Director, CCSNIAH reserves the right to cancel the contract at any time, without assigning any reason.
- XXIV. Clauses attracting Action/Penalty/Termination (not exhaustive): In case deficiencies in above services at any point of time are noted, a penalty of minimum Rs. 250 and maximum up to 2.5% of bills for that month would be deducted. However if lapses are noted for three consequent times in a row, the contract would be cancelled immediately. This is without prejudice to other stipulated terms and condition mentioned in the contract and surety amount would be forfeited. Vehicles supplied 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. 1000/- on each fault will be imposed. Loss or damage to any material/property/vehicle of CCSNIAH Baghpat due to negligence of Driver shall be made good by Agency at its own cost within a specified period or else deduction of the cost will be made from the following month's bill/security deposit. For any breach of contract or due to the condition mentioned below, the Director, CCSNIAH Baghpat shall be entitled to impose a penalty/Termination of contract:
- a) If the Agency is not able to provide the Driver and vehicle or on time. In case of late arrival or non-arrival of the vehicle, the officer concerned, depending upon urgency, can hire a taxi for the day or take a taxi to reach the destination, payment or which shall be borne by the Contractor.
 - b) If the Driver are not found in proper attire and Photo Identity Card.
 - c) If the Driver found indulging in smoking/drinking/sleeping during duty hours.
 - d) If the behavior of personnel found discourteous.
 - e) If Driver found performing duty, submitting a fake name and address.
 - f) If the deputed vehicle or seat cover is not clean or there is smell in the vehicle.
 - g) In case of breakdown en-route, office may hire a taxi to reach the destination; payment of this shall be borne by the Contractor.
 - h) In case of recurrent malfunctioning/dissatisfactory vehicle condition, the vehicle will be returned and a taxi will be hired, payment of which will be borne by the Contractor along with an appropriate fine.
 - i) In case of driver's poor knowledge of route (especially in Delhi), driver to be changed by the contractor.
 - j) The Character and other credentials of the employees deployed shall be duly verified by the Firm and details shall be furnished CCSNIAH Baghpat as may be required.
 - k) Damaged caused, if any, to the government property through the acts of the firm / driver and decision of CCSNIAH Baghpat in this regard shall be Final/binding.

3. Evaluation criteria: The tenderer should fulfill the following eligibility conditions:-

- i. Registration Certificate of the firm with the appropriate State/local Government.
- ii. Copy of PAN/TAN No.
- iii. Copy of the IT returns for last two Financial Years.
- iv. Copy of Service Tax Registration Certificate/GST.
- v. Tender Acceptance letter on company letterhead.
- vi. Duly filled assessment performa at **Annexure-I (check-list) and Annexure II (Price-bid)**, attached with required documents and certificates.

However, CCSNIAH reserves the rights to seek any document in original in respect of License / I.T. Return /Experience etc. for verification at any stage of Tender process.

4. Preliminary examination.

- i.** The CCS NIAH will examine the tenders to determine whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order. The arithmetical errors will be rectified on the following basis. If there is a discrepancy between unit prices and the total price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its tender will be rejected, and its earnest money will be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- ii.** The CCS NIAH may waive any minor informality, non conformity, or irregularity in a tender which does not constitute a material deviation, provided same does not prejudice or affect the relative ranking of any tenderer.
- iii.** Prior to the detailed evaluation, the CCS NIAH will determine the substantial responsiveness of each tender to the tender documents without material deviations.
- iv.** If the tender is not substantially responsive, it will be rejected by the CCSNIAH and may not subsequently be made responsive by the tenderer by correction of the non conformity.
- v.** Acceptance by the Institute will be communicated in writing. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the letter etc. should be acted upon immediately.

5. Award Criteria

The CCSNIAH will award the contract to the successful Tenderer whose tender has been determined to be substantially responsive and finalized based on the suitability of the agency with reference to the prescribed criteria and competitiveness of the price quoted provided further that the Tenderer is determined to be qualified to perform the contract satisfactorily. However, if the terms and conditions are not found as per the prescribed norms, the claim of the lowest quotee will be ignored.

6. CCSNIAH Right to accept any Tender and to Reject any or all Tenders

The CCSNIAH reserves the right to accept or reject any tender, and to annul tender process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected Tenderer or tenderers or any obligation to inform the affected Tenderer or tenderers of the grounds for the CCSNIAH's action.

7. Notification of award

- A.** Prior to the expiry of the period of tender validity, the CCSNIAH will notify the successful Tenderer in writing for awarding contract, that its tender has been accepted.
- B.** The notification of award will constitute the formation of the contract.

8. Security Money

- A.** If Tenderer does not accept the offer, after issue of letter of award by CCSNIAH within 15 days, the offer made shall be deemed to be withdrawn without any notice and Earnest money forfeited.
- B.** Within fifteen (15) days on receipt of the Notification of contract award, the successful tenderer shall furnish to the CCSNIAH the Security Deposit equivalent to 10% value of the annual contract amount DD/PO/Bank Guarantee/FDR payable to "Pay & Accounts Officer (Extension), Department of Agriculture Cooperation, New Delhi"
- C.** The performance security so deposited should have validity of eighteen months from the date of signing of agreement.

- D. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
- E. The Security deposit (as performance Security) shall be returned to the Agency on the expiry of the contract period on furnishing usual clearance/No Demand Certificate. The Security Deposit shall be returned on the expiry and termination of the Contract subject to conditions that the Agency has indemnified the CCSNIAH from all legal obligations, if any, of whatsoever nature arose during the period of the contract.
- F. Failure of the successful Tenderer to sign the agreement and/or furnish the Security Deposit, at the beginning of execution of contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Earnest Money, in which event the CCSNIAH may make the award to the next lowest evaluated Tenderer or call for new tenders.
- G. In case of failure to perform to as per the terms and conditions of the contract, the security deposit may be forfeited on the discretion of the competent authority of the Institute without any other consideration, in addition to the termination of the contract. The Institute also reserves the right to use the forfeited amount for meeting out any pending expenses/liabilities towards the employees of the firm or damages to the Institute, if required.

9. Signing of Contract

The Agency, on award of the contract should execute an agreement on Rs. 100/- Stamp paper with CCSNIAH, Baghpat incorporating the terms and conditions.

10. Resolution of Disputes

Decision of the Director, CCSNIAH shall be final for any aspect of the contract and binding to all parties.

- A. The CCSNIAH and the agency shall make every effort to resolve amicably by direct informal negotiation and mutual consultation any disagreement or dispute arising between them under or in connection with the contract.
- B. In case of failure of settlement, dispute shall be referred to the sole arbitrator to be appointed by the Director, CCSNIAH. The decision of the sole Arbitrator as appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
- C. For resolution of disputes, appropriate legal action shall be initiated in consultation with the Department of Legal Affairs, Government of India and will be dealt in Baghpat only. Relevant sections of Indian laws as amended from time to time shall be applicable and binding on the tenderer.

11. Acceptance

Acceptance both provisional and final regarding the manpower contract will be by the Director, CCS National Institute of Animal Health (Department of Animal Husbandry, Dairying & Fisheries, Ministry of Agriculture & Farmers Welfare, Government of India), Baghpat, Uttar Pradesh-250 609 or his authorized representative.

**Head of Office
CCSNIAH, Baghpat (U.P.)**

Check list for providing the Vehicle at C.C.S. NIAH, Baghpat

S. No.	Particulars	To be filled in by the tenderer
1.	Name and address of the Agency:	
2.	Details of EMD	Details of EMD i. Amount ii. Draft No..... iii. Date..... iv. Issuing Bank.....
3.	Registration Certificate of the firm with the appropriate State/local Government	
4.	Copy of PAN/TAN No	
5.	Copy of the IT returns for last two Financial Years	
6.	Copy of Service Tax Registration Certificate/GST	
7.	Tender Acceptance letter on company letterhead	
8.	Registration Certificate of the firm with the appropriate State/local Government	

Note: It is mandatory to attach the attested copy of required certificates/proof with above information.

**RATES FOR HIRING ONE VEHICLE, INCLUDING POL, MAINTAINCE AND DRIVER
AS PER TERMS & CONDITION (RATES PER MONTH)**

1. Monthly hiring:

Vehicle-	Model No.-	Make Year-
S. No	Particulars	Rate Quoted
1.	2000 Kms of duty per month (in figures) (in words)
2.	Charges per km for extra Kms beyond 2000 Kms (in figures) (in words)

2. Rates for Daily/ Need basis:

Vehicle-	Model No.-	Make Year-
S. No	Particulars	Rate Quoted
1.	Rates for 100 Kms & 12 hrs of duty (in figures) (in words)
2.	Rates for 50 Kms & 6 hrs of duty (in figures) (in words)
3.	Charges per km for extra Kms (in figures) (in words)

Note: Vehicle charges include maintenance, fuel, driver, charges etc. as per terms and condition of the tender.

Date and Place

(Name & seal of the authorized signatory the agency)

TENDER ACCEPTANCE LETTER
To be given on company letter head

To

.....
.....
.....
.....
.....

Sub: Acceptance of terms and 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' from the web site (s) namely:

.....
.....

As per your advertisement, given in the above mentioned websites (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 all 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 to have also been taken into consideration, while submitting this acceptance letter.
4. I / We do hereby declare that our firm has not been blacklisted/ debarred by any govt. Department / Public sector undertaking.
5. I / We certify that all information furnished by the our firm is true and correct and in the event that the information is found to be incorrect / untrue or found violated, then your department / organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

(Signature of the bidder, official Seal)