



राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर  
NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR

MAHATMA GANDHI AVENUE, DURGAPUR-713209

(West Bengal), INDIA, [www.nitdgp.ac.in](http://www.nitdgp.ac.in)

An Autonomous Institution of the Govt. of India under MHRD

Ref. NITD/EST/Vehicle/18/18

Date: 31.05.2018

**BID DOCUMENT**

**E-Tender for Round the Clock AC Ambulance (2) Service at NIT Durgapur**

**Part-A: QUALIFYING BID**

**Particulars of Issue of Tender Document**

Name, Address and Contact Details of the Party	
EMD Particulars	Demand Draft No. .... Dated: ..... Issued by (Name of the Bank): .....

Signature of the Bidder

Signature of the Bidder with Stamp

Contd....P/2

**INDEX**

PART-A: QUALIFYING BID		
SECTION	CONTENTS	PAGE NO.
I	Notice Inviting Tender	3-4
II	Bid Form	5
III	Tenderer's Profile & other Details	6-7
IV	General Terms and Conditions of Tender	8-10
V	E-Tendering Instructions & the list of the documents to be submitted online for e-tendering	11-16
VI	Format of the Performance bank Guarantee	17-18
VII	Scope of Work	19
VIII	Other Conditions	20-21
IX	Agreement Proforma	22-23
X	Proforma for No Near Relative Certificate	24
XI	Declaration about Genuineness of Documents/Certificates	25
XII	Letter of Authorization for attending bid opening Event	26
XIII	Instruction to Contractor for Price Bid and Proforma of Price Bid	27
XIV	Duty Slip / Journey Log Proforma	28

Signature of the Bidder with Stamp

Contd....P/3

**SECTION - I**  
**Notice Inviting Tender**

1. E-Tender (Digitally Signed) are invited for Round the clock AC Ambulance Service.
2. Details of the works:-

<b>Name of Work</b>	<b>Estimated Cost in ₹</b>	<b>EMD in ₹</b>
Round the clock AC Ambulance Service	1289611.00	26,000.00

**3. ELIGIBILITY CONDITION**

- (i) The tenderer should have Annual financial turnover equal to the estimated cost during the last three years, i.e. financial year 2015-16, 2016-17 & 2017-2018.
- (ii) The tenderer should have experience of having successfully completed similar works in Govt. Deptt./State Govt. Dept./PSU/ Govt. funded autonomous / statutory bodies.
- (iii) The experience of having successful completion of work for Providing Transport Services.
- (iv) Tenderer must have registration with EPF & ESI department.
- (v) The bidder should be registered for GST with concerned department.

**4. Period of contract:** The period of this contract will be two years from the date of agreement. However, the Institute Authority reserves the right to further extend the contract on the same rates, terms & conditions, which shall be binding on the contractor.

**1. Schedule:**

Name of Organization	<b>National Institute of Technology</b>
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Service
Service Category	Ambulance Service
Source of Fund (Institute/Project)	Institute
Is Multi Currency Allowed	NO
Date of Issue/Publishing	13/07/2018 (13:30 hrs.)
Document Download/Sale Start Date	13/07/2018 (16:00 hrs.)
Document Download/Sale End Date	06/08/2018 (16:00 hrs.)
Date for Pre-Bid Conference	26/07/2018 (16:00 hrs.)
Venue of Pre-Bid Conference	Assembly Hall, NIT Durgapur
Last Date and Time for Uploading of Bids	06/08/2018 (17:00 hrs.)
Date and Time of Opening of Technical Bids	09/08/2018 (11:00 hrs.)
Tender Fee	Rs. NIL /- (For Tender Fee)
EMD	INR 26,000/-
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Shri A. K. Bhagat, Security Officer & I/C Estate Section, National Institute of Technology, Durgapur M. G. Avenue. Durgapur -713209, West Bengal. INDIA
Contact No.	+919434788170
Email Address	estatehelpdesk@admin.nitdgp.ac.in

Signature of the Bidder with Stamp

Contd....P/4

2. If the date of opening of the bids happens to be holiday, the tenders will be opened on the next working day at the same time.
3. In this case the tender is invited through **e-tendering process**. And it is decided to use the Central Public Procurement Portal (<http://www.eprocure.gov.in>) of Government of India. Kindly visit the **eProcure** link on the Home Page of Central Public Procurement Portal for – **Help for Contractors** and **Bidders Manual Kit** for detailed instructions on e-tendering. Prospective bidders should get their registration/enrollment done well in time accordingly on Central Public Procurement Portal and also secure Digital Signature Certificate (DSC) from any authorized Certifying Authorities (CA). Digital Signature is mandatory to participate in the e-tendering. Bidders already possessing the Digital Signature issued from authorized CAs can use the same in this tender.
  - a. Tender will not be accepted/received on the e-tendering portal after due date and time. The Institute Authority reserves the right to reject any or all tenders without assigning any reason whatsoever.
4. Tender document can be downloaded from [www.eprocure.gov.in](http://www.eprocure.gov.in) or our web site [www.nitdgp.ac.in](http://www.nitdgp.ac.in). As the tender is invited through e-tendering process, physical copy of the tender document would not be available for sale.
5. In case of non-MSME / NSIC bidder, separate crossed Demand Drafts (DDs) as Bid Security/EMD for the amount mentioned in the NIT issued by a scheduled bank drawn in favour of NIT Durgapur, payable at Durgapur should be submitted to Estate Section, NIT Durgapur. MSME / NSIC bidders can claim for the exemption of EMD while bidding on the e-tendering portal.

**Registrar, NIT Durgapur**

**SECTION II**

**BID FORM**

To  
**The Registrar**  
**National Institute of Technology Durgapur,**  
**Durgapur – 713 209**

Dear Sir,

Having examined the conditions of contract and specifications including addenda/corrigendum No.....(if any) the receipt of which hereby duly acknowledged, we, undersigned, offer to execute the work for Ambulance Services in NIT Durgapur in conformity with said conditions of contract and specifications as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

**1. Particulars of Payment of Price of Tender Document-**

DD No.....Date.....Amount..... Bank:.....

**2. Particulars of EMD deposited are as below-**

DD No.....Date.....Amount..... Bank:.....

**OR**

**3. Particulars of MSME / NSIC bidders should be furnished below:**

Validity: From.....To.....

Monetary Limit in Rs.....

Whether registered for the tendered work (Yes/No).....

We undertake, if our Bid is accepted, we will execute the work in accordance with specifications, time limits & terms and conditions stipulated in the tender document.

If our Bid is accepted, we shall submit the securities as per the conditions mentioned in the contract. We agree to abide by this Bid for a period of 180 days from the date fixed for Qualifying Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal Agreement is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us. Bid submitted by us is in full compliance of the requirements of e-tendering.

Dated...../...../.....

Signature of the tenderer..... Name of Tenderer..... Seal of

Tenderer.....

Signature of the Bidder with Stamp

Contd....P/6

**Section-III**

**TENDERER'S PROFILE**

Paste Color  
Passport size  
photograph of  
the tenderer /  
authorized  
signatory holding  
power of Attorney  
and having  
Digital Signature  
Certificate.

**General:**

- 1. Name of the tenderer / firm \_\_\_\_\_
- 2. Name of the person submitting the tender whose photograph is affixed and who possesses the Digital Signature Certificate(DSC).  
Shri/Smt \_\_\_\_\_  
(a) Sole Proprietor/Partner/Director/Employee/Other.....  
  
(b) DSC Issuing Agency.....

**(In case of Proprietary / Partnership firms, the tender has to be digitally signed by Proprietor /Partner(s) only, as the case may be).**

- 3. Address of the firm  
.....  
.....
- 4. Correspondence Address  
.....  
.....
- 5. Tel. no. (with STD code) (O)..... (Fax).....(R).....E-mail id.....
- 6. Registration & incorporation particulars of the firm(Tick as applicable):  
(i) Proprietorship (ii) Partnership (iii) Private Limited (iv) Public Limited
- 7. Name of Proprietor/ Partners/ Directors  
.....  
.....
- 8. Tenderer's Bank Details:  
a. Bank Account No.....b, Name of Bank.....  
c. Name of Branch.....d. City.....  
e. Branch Code (MICR No.) .....f. IFSC Code of Branch.....

Signature of the Bidder with Stamp

Contd....P/7

9. Permanent Income Tax Account Number (PAN), .....

Income Tax circle.....

10. EPF registration number. ....

11. ESI registration number.....

12. GST registration number.....

12. Whether Micro or Small Enterprises (MSEs)?

(Yes/No):.....

If Yes,

Validity: from.....

to.....

Monetary Limit in Rs.....

13. Turnover of the firm in last three Financial Years in Rs.

FY 2015-16.....

FY 2016-17.....

FY 2017-18.....

**I hereby declare that the information furnished above is true to the best of my knowledge.**

Place: Signature of tenderer / Authorized signatory.....

Date: Name of the tenderer.....

Seal of the tenderer

Signature of the Bidder with Stamp

Contd....P/8

## **SECTION – IV**

### **General Terms and Conditions of the contract**

#### **1. Introduction**

1.1. National Institute of Technology Durgapur (hereinafter referred to as the Institute) established by an Act of Parliament in 1960, is an Institute of National Importance. The Institute is engaged in imparting education and research of highest standards in the area of Technology and Science. For more details about this Institute, please log on to [www.nitdgp.ac.in](http://www.nitdgp.ac.in) .

#### **2. Purpose of the Tender**

2.1. National Institute of Technology Durgapur intends to invite Tender from interested parties for providing Ambulance Service. After evaluation of Tender, agreements will be entered with the successful party for a period of two years. However, the Institute reserves the right to further extend the contract on the same rates, terms & conditions, which shall be binding on the contractor.

#### **3. General requirement**

3.1. Institute intends to contract for providing ambulance Service for students & staff. These may be required for different timeframes as per requirement.

#### **4. Eligibility Requirements**

4.1. The tenderer should have Annual financial turnover equal to estimated cost during the last three years, i.e. financial year 2015-16, 2016-17 & 2017-2018.

4.2 The tenderer should have experience of having successfully completed similar works in Govt. Deptt./ Central Govt. Dept./State Govt. Dept./PSU / Govt. funded Autonomous / Statutory bodies.

4.3. Bidder should be the EPF & ESI Registered.

4.4. Bidder should have the GST Registration.

4.5. List of Documents for eligibility requirement.

#### **5. Financial Requirement**

5.1 The successful bidder's bid security/EMD may be converted into part performance security deposit compulsorily.

5.2 In addition to the above, the Bidder including MSME / NSIC shall be required to submit a Performance Security Deposit in the form of DD/Bank Guarantee as per the prescribed Pro-forma, of an amount equal to 7% of the value of awarded work. Validity of the Bank Guarantee should be three months extra after completion of contract period from a scheduled bank within 15 days of issue of the letter of acceptance and to be submitted before signing of the agreement.

5.3 The proceeds of the performance security shall be payable to the Institute as compensation for any loss resulting from the contractor's failure to perform the obligations under the contract.

5.4 The performance security deposit bears no interest and shall be refunded to the contractor after successful completion of contract on receipt of satisfactory performance certificates from the field officers of all works related to the contract.

5.5. Contractor shall submit the aforesaid Performance Bank Guarantee of the said amount or as Institute may recommend from time to time. Without prejudice to other rights and remedies available to Institute, Institute reserves the right to forfeit/adjust the said Performance Security in full or part or any sum due from the contractor to Institute at any time. Institute reserves the right to increase the amount of Performance Bank Guarantee at any time in its own discretion with respect to any/some/all such contractors.

Signature of the Bidder with Stamp

Contd....P/9



**6. Letter of Intent (LOI)**

6.1. Institute will consider issue of Letter of Intent (LOI) to the lowest bidder amongst those who meet the eligibility requirements as mentioned in Clause 4 . The bidder shall within 15 days of issue of LOI give its acceptance and furnishes Performance Bank Guarantee as mentioned in clause 5 and sign the contract with Institute. Institute reserves the rights to give the further extension beyond 10 days for submission of Performance Bank Guarantee on valid reasons. The signing of contract shall constitute the award of the contract on bidder.

6.2. After award of contract to the Approved bidder the Institute Authority shall issue the work orders for commencement of the work.

**7. Agreement**

7.1. The approved bidder(s) will be required to enter into agreement with Institute within 15 days from the date of issue of LOI.

7.2. The agreement shall be valid for a period of two years. However, the Institute reserves the right to further extend the contract on the same rates, terms & conditions, which shall be binding on the contractor. This is subject to extension of the Performance Bank Guarantee of same amount or enhanced amount as per the discretion of Institute,

**8. Right**

8.1. Institute reserves the right to reject any application/ Tender for any reason, without assigning any reason and liability, the information provided by the contractor; gathered by Institute shall become Institute's property even if application is rejected and can be used by Institute in any manner, as deem fit.

8.2. The Tender can be modified/ withdrawn at any time without any information or notice to anyone.

8.3. The decision of Institute Authority will be final and binding on all the bidders.

**9. Responsibilities of Contractor**

9.1. The contractor shall be responsible for provision of the services as per the Scope of Work at the site premises during the service.

9.2. Institute reserves the right to monitor the provision of services at any time through visits to the site. In case the service provided by the contractor is not found satisfactory, 10% of the monthly contract amount for that site will be deducted from their payment for every instance of such negligence on the part of the contractor.

**10. Inspection**

10.1. Institute shall have the right to cause an examination of the work and the final bills of the contractor including all supporting vouchers, abstract etc. to be made after payment of the final bill and if as a result of such audit and technical examination any sum is found to have been overpaid in respect of any work done by the contractor under the contract or any work claimed by him to have been done by him under the contract and found not to have been executed, the contractor shall be liable to refund the amount of over payment and it shall be lawful for Institute to recover the same from him through the PBG or future bills.

**11. General Terms and Conditions:****11.1. Commercial Terms & Conditions**

11.1.1. Institute reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the Institute.

11.1.2. The Institute reserves the right to black list a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

11.1.3. Any clarification issued by Institute, in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to amendment of relevant clauses of the bid documents.

Signature of the Bidder with Stamp

Contd...P/10

11.1.4. The Institute reserves the right to change the terms of trade from time to time with notice period of 30 days.

11.1.5. The Institute reserves the right to withhold or delay the payment for the contractor in case of any pending disputes.

11.1.6. In the event of any question, dispute or difference arising under this agreement or in connection there-with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitrator appointed by Institute.

11.1.7. Institute's decision will be final on all matters relating to the business and will be binding on the contractor.

11.1.8. It will be Institute's endeavour to make the payment to the contractors within a period of 30 days from the date of receipt of bills completed in all respects, however this may stretch beyond the scheduled time only in case of delays in getting claims from the contractors or in case of incorrect claims or in case of delay in receipt of funds from Institute's higher offices. No interest on delay payment shall be given, whatsoever be the reason.

**The payment to the workers must be made in time i.e. by 7<sup>th</sup> of every month by the party of the second part, irrespective of the payment of monthly bills by the party on first part i.e. Institute. In case of delay a penalty of Rs. 1000/- per day may be imposed on the contractor subject to maximum 10% of the monthly bill of the contractor. If three such incidents of delay in payment occur during the contract period, then the PBG may be forfeited in part or full. In case of the gross violations of the labour laws, Institute reserves the right to terminate the contract and to debar the contractor from participating in any tender of this Institute.**

11.1.9. The payment to the contractors will be made through a cheque / RTGS/ECS after deducting applicable taxes.

11.1.10. All present, future & additional taxes /Levies/ duties etc. that may be levied by the govt. /Local authorities etc. will be borne by the contractors itself.

11.1.11. The contractor shall comply with all applicable laws, bye Laws, rules, regulations, orders, directions, notifications etc of the Govt./ Court/Tribunals and shall also comply with all directions issued by Institute and provide Institute with all information and cooperation that Institute may reasonably require from time to time.

11.1.12. The contractor has to fully cooperate with Institute to investigate any complaint from the student /staff.

11.1.13. The contractor shall ensure provision of necessary safety devices tools/ kits etc required at his own cost and shall provide the same from time to time.

11.1.14. Contractor shall be liable for all payments of wages, Salary etc to its employees & shall comply with all statutory laws, rules, relating to employment, wages, PF, ESIC, Bonus etc.

11.1.15. NIT Durgapur shall not be liable for any act of commission or omission of any third party.

11.1.16. The Contractor's representatives will have to abide by the policy rules, regulations & instructions of Institute as revised/modified from time to time.

11.1.17. The Contractor will be bound by all the aspects and legal issues relating to the labour laws.

11.1.18. Subletting of work is not allowed.

## **12. Evaluation Criterion**

12.1.1 The contractor who quotes the lowest rates will be the L-1 bidder. L-1 bidder shall be considered for award of contract.

12.1.2. In case rates of L-1 are equal for more than one bidder, in such case work will be allotted, whose cumulative turn over for the presently three financial year i.e. 2015-16, 2016-17 & 2017-18 is highest.

Signature of the Bidder with Stamp

Contd....P/10

## Section-V

### E-tendering Instructions to Bidders

#### General

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in this Tender Document. **Submission of Online Bids is mandatory for this Tender.**

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, Institute has decided to use the Portal (<http://www.eprocure.gov.in>) through Central Public Procurement Portal, Government of India. Benefits to Suppliers are outlined on the Home-page of the portal.

#### Instructions

##### 1. Tender Bidding Methodology

Sealed Bid System – 'Single Stage – TWO Envelope'

##### 2. Broad outline of activities from Bidders prospective

- I. Procure a Digital Signing Certificate (DSC)
- II. Register on Central Public Procurement Portal (CPPP)
- III. Create Users and assign roles on CPPP
- IV. View Notice Inviting Tender (NIT) on CPPP
- V. Download Official Copy of Tender Documents from CPPP
- VI. Bid-Submission on CPPP
  - a) Please take care to scan documents that total size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.
  - b) Utmost care may be taken to name the files/documents to be uploaded on CPPP. There should be no special character or space in the name of file. Only underscores are allowed. The illustrative examples are given below:-

File name	Allowed or not allowed in CPPP	Reason for allowed / not allowed
QA Certificate	not allowed	Space in between words / characters not allowed
QACertificate(1)	not allowed	Special characters not allowed
QA_Certificate	allowed	Under score allowed between words /characters
QACertificate	allowed	Upper & lower cases allowed

It is advised that **all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.** BOQ may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer. The names & total size documents (Preferably below 50 MB) may be checked.

Signature of the Bidder with Stamp

Contd....P/12

- c) Submission of offline documents as per clause 5.1 in a sealed envelope to **Registrar NIT Durgapur** on or before due date & time.
- d) Attend Public Online Tender Opening Event (TOE) on CPPP : Opening of Techno-commercial Part
- e) View Post-TOE reports posted by Institute on CPPP.
- f) Attend Public Online Tender Opening Event (TOE) on CPPP: Opening of Financial-Part (Only for Technical Responsive Bidders)
- g) View Post-TOE reports posted by Institute on CPPP.

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the CPPP.

### 3. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, **it is necessary for each user/contractor to have a Digital Certificate (DC)**. Also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

### 4. Registration

**To use the Central Public Procurement Portal (<https://www.eprocure.gov.in>). Vendor/Contractor need to register on the portal.** The vendor should visit the home-page of the portal (<http://www.eprocure.gov.in>) and go to the e-procure link then select **Bidders Manual Kit**.

Note: Please contact NIC Helpdesk (as given below), to get your registration accepted/activated:-

<b>NIC Helpdesk:</b>	
Telephone	1800-233-7315
E-mail ID	cPPP-nic@nic.in [Please mark CC: support-nic@nic.in]
<b>NIT Durgapur:</b>	
NIT Durgapur Contact Person	Sh. A. K. Bhagat, Security Officer & I/C Estate Section
Telephone	+91 94347 88170
E-mail ID	<a href="mailto:estatehelpdesk@admin.nitdgp.ac.in">estatehelpdesk@admin.nitdgp.ac.in</a>

### 5. Method for submission of bid documents.

In this tender the bidder has to participate in e-tender online. Some documents are to be submitted physically offline.

#### 5.1 Offline submission

The bidder shall submit the following documents offline in Physical to **Estate Section, NIT Durgapur** on or before the date & time of submission of bids specified in NIT, in a sealed Envelope. The envelope shall bear (the tender name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

- (i) Original Demand Draft (DD)– drawn in favor of NIT Durgapur, payable at Durgapur, issued by any scheduled bank towards the payment of total **Bid Security/EMD** as per NIT through a single Demand Draft which to be deposited on or before of bid submission date. NSIC registered MSE bidders who want to claim the EMD exemption need to submit the attested copy of the latest and valid MSE certificate in place of the DD of the EMD.

*Signature of the Bidder with Stamp*

*Contd....P/13*

- (ii) Power of Attorney/Resolution of Board of Directors, authorizing an individual with whose DSC the tender is submitted on e-tendering portal (if and as applicable). In case it is not applicable a letter on the letter head of the firm addressed to the Registrar, NIT Durgapur stating that *the Power of Attorney is not applicable because the tender is submit on e-tendering portal with the DSC of Shri.....who is the sole-proprietor/partner of the firm.*

**Note: The Bidder has to upload the Scanned copy of all above said documents during Online Bid-submission also.**

### 1.2 Online submission:

#### List of Documents to be uploaded in the 'Technical Bid Folder' on e-tendering portal

1. Scanned copy of the duly filled, signed, and stamped Bid Form, Section-II of the tender document
2. Scanned copy of the duly filled, signed, and stamped Tenderer's Profile, Section-III of the tender document.
3. Scanned Copy of a single Demand Draft of requisite value for the cost of tender document as per NIT. NSIC Registered MSME bidders who wants to claim the exemption for Cost of Tender Document need to submit the Scanned copy of Latest and valid MSE Certificate in place of the DD of the Cost of Tender Document.
4. Scanned Copy of a single Demand Draft of requisite value for the Bid Security/EMD as per NIT. NSIC Registered MSE bidders who wants to claim the EMD exemption need to submit the Scanned copy of Latest and valid MSE Certificate in place of the DD of the EMD.
5. Scanned Copy of experience Certificate as per NIT.
6. Proof of Turnover of the company as per NIT. Attested Scanned copies of the audited Annual accounts (Consisting of the Profit/Loss account and the Balance sheet) of the last three financial years i.e. FY 2015-16, 2016-17 and 2017-18. The turnover of the company/contractors as required in eligibility criteria to be issued/certified by a Chartered Accountant/Auditor.
7. Scanned copy of the EPF Registration Certificate.
8. Scanned copy of the ESI Registration Certificate.
9. Scanned copy of the GST Registration Certificate.
10. Scanned copy of the documents, as applicable, in support of registration of the Company/Firm/Proprietorship:
  - The registration of the firm, authenticated copy of partnership deed in cases of partnership firm.
  - Attested copy of Articles of Association duly registered with Registrar of Company affairs, in case of Limited/Pvt. Limited Company.
  - Duly executed Affidavit, stating that tenderer is the sole proprietor of the firm or any document issued by the taxation authorities stating that tenderer is the sole proprietor of the firm, in case of proprietorship firm.
  -

Signature of the Bidder with Stamp

Contd....P/14

11. Scanned copy of Power of Attorney/Resolution of Board of Directors, authorizing an individual with whose DSC the tender is submitted on e-tendering portal (if and as applicable). In case it is not applicable Scanned copy of a letter on the letter head of the firm addressed to the Registrar, NIT Durgapur stating that *the Power of Attorney is not applicable because the tender is submit on e-tendering portal with the DSC of Shri.....who is the sole-proprietor/partner of the firm.*
12. Digitally signed Tender document without any alteration.
13. Scanned copy of the duly filled, signed, and stamped No Near relative certificate(s) in the prescribed pro-forma as per **Section-X**.
14. Scanned copy of the Duly completed, signed and stamped Declaration about Genuineness of Documents/Certificates as per **Section-XI**.

**Scanning Note- Scanned document corresponding to any item must be in a single PDF file. This single PDF file may contain one or more than one pages, as the case may be. The File Name of any Document must be made as below-  
File Name= Document\_XY where XY is the two digit Serial No. of the Document in the above Table.  
For example, No near Relative Certificate is having the Serial Number as 12, hence the file name of its scanned document will be – Document\_12. And depending upon the firm, this file Document\_12 may contain 1 or more than 1 page(s).**

**List of Documents to be uploaded in the ‘Financial Bid Folder’ on e-tendering portal**

Scanned copy of the duly filled rates, signed and stamped in the Financial Bid.

**Note:**

- (i) If some document is not applicable for the bidder then he has to upload scanned copy of paper mentioning „The document <name> called vide clause \_\_\_\_ is not applicable on us.
- (ii) If document asked for contains more than one page then all those pages may be uploaded in one PDF file.

**6. Price Schedule /Schedule of Quoting Rates**

Utmost care may kindly be taken to upload price schedule / Schedule of Quoting Rates. Any change in the format of Price Schedule / Schedule of Quoting Rates file shall render it unfit for bidding. Following steps may be followed-

- (i) Down load Price Schedule / Schedule of Quoting Rates.
- (ii) Fill rates in down loaded Price Schedule / Schedule of Quoting Rates
- (iii) Save filled copy of downloaded price schedule / Schedule of Quoting Rates file in your computer and remember its name & location for uploading correct file (duly filled in) when required.

Alternatively the bidder can take the print out of the Part-B, Financial Bid, Section-I, Schedule for Quoting the Rates, duly fill it, sign it and stamp it with the company’s seal. And then take the scanned copy of it and upload it on the e-tendering portal in the Financial Bid envelope.

Signature of the Bidder with Stamp

Contd....P/15

For further instructions, the vendor should visit the home-page of the portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)), and go to the **Bidders Manual Kit**. The compatible support software (PDF Converter, Java, etc) for online bid submission may be downloaded from CPP Portal or anywhere else.

The help information provided through 'CPPP User-Guidance Center' is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

**Important Note:** It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of CPPP.

**Note: The special instructions to contractors/Bidders for e-submission of bids online through [www.eprocure.gov.in](http://www.eprocure.gov.in) can be accessed by following link**

<https://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page>

which are mentioned below for ready reference-

- (i) Bidder should do the registration in the tender site <http://eprocure.gov.in> using the option available. Then the Digital Signature registration has to be done with the e-token, after logging into the site. The e-token may be obtained from one of the authorized Certifying Authorities such as NIC Certifying Authority(NICCA)/MTNL/SIFY/TCS / nCode/eMudhra.
- (ii) Bidder then login to the site thro" giving user id / password chosen during registration.
- (iii) The e-token that is registered should be used by the bidder and should not be misused by others.
- (iv) The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then send along with bid documents during bid submission.
- (v) After downloading/getting the tender schedules, the Bidder should go thro" them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
- (vi) If there are any clarifications, this may be obtained online thro" the tender site, or thro" the contact details. Bidder should take into account of the corrigendum published before submitting the bids online.
- (vii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/xls/rar/dwf formats. If there is more than one document, they can be clubbed together.
- (viii) Bidder should get ready the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date & time for the tender.
- (ix) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- (x) The bidder has to submit the tender document online well in advance before the prescribed time to avoid any delay or problem during the submission process.
- (xi) After the bid submission, the acknowledgement number, given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender.
- (xii) The details of the Earnest Money Deposit(EMD)/Cost of Tender document submitted physically to the Dept and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.

Signature of the Bidder with Stamp

Contd....P/16

- (xiii) The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.
- (xiv) The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
- (xv) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- (xvi) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
- (xvii) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- (xviii) The bidders are requested to submit the bids through online e-tendering system to the TIA well before the bid submission end date & time **(as per Server System Clock)**.
- (xix) **The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) option in the browser.**
- (xx) If the bidder submits the bid in manual form, he should have already registered in the tender site and he has to inform the registration ID in the bid submitted otherwise his tender will not be considered.

For any other queries, the bidders are asked to contact through Mail : [cppp-nic@nic.in](mailto:cppp-nic@nic.in)

#### **7. Key Instructions for Bidders**

The following **'FOUR KEY INSTRUCTIONS for BIDDERS'** must be assiduously adhered to

- (i) Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on CPPP.
- (ii) Register your organization on CPPP well in advance of your first tender submission deadline on CPPP.
- (iii) Get your organization's concerned executives trained on CPPP using online training module well in advance of your tender submission deadline on CPPP.
- (iv) Submit your bids well in advance of tender submission deadline on CPPP . as there could be last minute problems due to internet timeout, breakdown, etc.

(NITD should not be responsible any problem arising out of internet connectivity issues).

While the first three instructions mentioned above are especially relevant to first-time users of CPPP, the fourth instruction is relevant at all times.

#### **8. Minimum Requirements at Bidders end**

- Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP)
- 2 Mbps Broadband connectivity with UPS.
- Microsoft Internet Explorer 6.0 or above
- Digital Certificate(s) for users.

Signature of the Bidder with Stamp

Contd....P/17



**Section-VI**

**FORMAT OF THE PERFORMANCE BANK GUARANTEE**

(To be typed on Rs.100/- non-judicial stamp paper)

Re: Bank Guarantee in respect of Tender No .....dated \_\_\_\_\_ for Providing Round the clock AC Ambulance Services at NIT Durgapur between Shri / Ms. / Dr. \_\_\_\_\_, Registrar NIT Durgapur and M/s \_\_\_\_\_, \_\_\_\_\_, having its Registered Office at \_\_\_\_\_ (hereinafter called CONTRACTOR ) has entered into an agreement dated \_\_\_\_\_ (hereinafter referred to as “the said agreement”) with M/s National Institute of Technology Durgapur (NIT Durgapur in short) (A Autonomous Institute of Government of India) at M. G. Avenue, Durgapur-713209, West Bengal has agreed to appoint CONTRACTORS for providing AC Ambulance Services at NIT Durgapur.

It has been agreed between the parties that a Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_thousand only) shall be given by the CONTRACTOR in favour of the NIT Durgapur for due and faithful performance of the terms and conditions of the said agreement. \_\_\_\_\_ Bank having its office at \_\_\_\_\_ has at the request of the CONTRACTOR (M/s ), agreed to give the guarantee as hereinafter contained:

1. We, \_\_\_\_\_ (hereinafter called „the Bank”) do hereby undertake and assure to the NIT Durgapur that if in the opinion of the NIT Durgapur, the CONTRACTOR has in any way failed to observe or perform the terms and conditions of the said agreement or has committed any breach of its obligations there-under, the Bank shall on demand and without any objection or demur pay to the NIT Durgapur the said sum of Rs. /- (Rupees \_\_\_\_\_ only) or such lesser amount as NIT Durgapur may demand without requiring NIT Durgapur to have recourse to any legal remedy that may be available to it, compel the Bank to pay the same.

2. Any such demand from the NIT Durgapur shall be conclusive as regards the liability of CONTRACTOR to pay to NIT Durgapur or as regards the amount payable by the Bank under this guarantee. The Bank shall not be entitled to withhold payment on the ground that the CONTRACTOR had disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between CONTRACTOR and NIT Durgapur regarding the claim.

3. We, the Bank further agree that the guarantee shall come into force from the date thereof and shall remain in full force and effect for the period of thirty months from the date of commencement of the agreement or the term of this guarantee whichever is later. But if the period of the said agreement is extended either pursuant to the provisions in the said Agreement or by mutual agreement between the CONTRACTOR and the NIT Durgapur, the Bank shall automatically renew the period of the Guarantee for such period which expires 6 (six) months after the renewed period of the said agreement failing which it shall pay to the NIT Durgapur the said sum of Rs. .... (Rupees \_\_\_\_\_ Only) without NIT Durgapur demanding the payment of the above sum.

Signature of the Bidder with Stamp

Contd....P/18

4. The Bank further agrees that the NIT Durgapur shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by NIT Durgapur against the CONTRACTOR and to forbear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability by reason of such failure or extension being granted to CONTRACTOR or through any forbearance, act or omission on the part of NIT Durgapur or any indulgence by NIT Durgapur to CONTRACTOR or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving or discharging the guarantor.

5. The Bank further agrees that in case this Guarantee is required for a larger period and it is not extended by the Bank beyond the period specified above in Clause 3, the Bank shall pay to NIT Durgapur without NIT Durgapur having to demand the payment of the said sum of Rs. /- (Rs. \_\_\_\_\_ only) on the last day on which the Bank Guarantee is due to expire.

6. Notwithstanding anything herein contained;

The liability of the Bank under this guarantee is restricted to

Rs. /-..... (Rs..... only) and it will remain in force for a period of 3 years

i.e. up to \_\_\_\_\_.

(c) The guarantee shall stand completely discharged and all rights of the NIT Durgapur under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before \_\_\_\_\_.

7. The Bank guarantees under its constitutional power to give this

guarantee and \_\_\_\_\_ and

\_\_\_\_\_ who have signed it on behalf of the Bank have authority to do so.

(Authorized Signature of the Bank Official)

Power of Attorney General:

Dated: at

Signature of the Bidder with Stamp

Contd....P/19

**Section-VII**  
**Scope of Work**  
**(Service to be provided by the contractor)**

1. The Agency shall be responsible for all statutory regulations as per law applicable and NIT Durgapur will be the PRINCIPAL EMPLOYER as per the existing rules, regulations, Acts & Laws and will have onus to that extent.
2. Drivers should have skill or competence acquired through experience on the job or through training of ITI Diesel Mechanic, Motor Vehicle apprentice in a recognized Vocational Training Institute. At least 8<sup>th</sup> standard pass, should be able to read and write English so as to complete vehicle related documents. Should be medically fit to undertake the job and hold valid driving licence. Medical fitness certificate to be produced. Should never be under the influence of liquor, intoxicants etc.
3. Specification for engagement of **Company made Air-Conditioned Ambulance:**
  - Length: 4900 mm to 4950 mm.
  
  - Width: 1900 mm to 1920 mm.
  
  - Height: 2050 mm to 2060 mm.
  
  - Fuel Tank Capacity: 55 Ltrs to 60 Ltrs.
4. The Ambulance should be preferably brand new or registration should not prior of 2015 in a good condition having all facilities for Ambulance services. The Ambulance should have provision for Stretcher (with handle) with other provisions for Medicine Box, Oxygen Cylinder, Saline Stand and Hooter (blinder light), fire extinguisher to be provided / installed. Should have linen, fresh purified water inside the ambulance. However, the Ambulance should have provision for Co-Driver seat necessarily. The carrying capacity should be 4 (four) Nos. (excluding patients, Drivers & Helpers).
5. The model of the Ambulance is whatever it may be but the provision of the above facility should be in built in the Ambulance positively.
6. The bidder should know before placement of vehicle, the competent authority shall inspect the Ambulance before issuance of work order and the decision of the Committee shall be final.
7. Driver should have a proper uniform while on duty.
8. The service provider will provide filled oxygen cylinder (02 nos. in a month), stretcher, crutch and first aid box.
9. Total maintenance including fuel, oil, lubricants, road tax, pollution, insurance cover or any other statutory requirements should be fulfilled by the service provider at his own cost.
10. In case of breakdown of the said ambulance immediate replacement by an identical vehicle will be the responsibility of service provider failing which a penalty of double the rate of the agreed amount (per day) will be deducted from the bill.

Signature of the Bidder with Stamp

Contd....P/20

**Section-VIII  
(Others Conditions)**

**1. FOLLOWING CONDITIONS ARE TO BE FULFILLED DURING THE CONTRACTUAL PERIOD: -**

- (i) The payment will be made against monthly bills (bills to be submitted in triplicate along with an advance stamped receipt to be submitted by the service provider after completion of each month) by A/C payee cheque.
  - (ii) Detailed filled up log chart is to be enclosed along with the bill.
  - (iii) Performance of the Ambulance and Driver is to be certified by Medical Officer In-charge of Medical Unit of NIT Durgapur.
2. If the service provider or his men (due to any accident) damages any property of the Institute the same has to be made good by the contractor at his own cost.
  3. Duration of the contract will be for a period of two years and same may be extended for more instalments at the same rate and on the same terms & conditions at the discretion of the Institute Authority.
  4. The contract may be terminated by one month's notice if the performance of the Service Provider is not found to be satisfactory by the Institute Authority and the decision of the Institute Authority will be final in this regard.
  5. If the service provider issued with three warnings for unsatisfactory performance, the Institute will be at liberty to terminate the contract within 24 hrs. with forfeiture of the security deposit / caution money in full and L-2 bidder will be offered to undertake the job at the same rate and terms & conditions of the contract.
  6. The Contractor shall not be permitted to transfer or sublet or assign his rights and obligations under the contract to any other organization or otherwise. Institute shall take immediate action as deemed fit.
  7. Service provider to maintain a log chart for each leg of run as per standard format supplied by NITD. The standard format should be signed by the user, driver and counter signed by the medical officer in-charge.
  8. The contractor shall get the vehicle insured at their own cost for covering all the risk for minimum 7 persons including the first party insurance. He will be responsible for compensation, payable arising out of any accident including any payment to the first party and to the passengers imposed.
  9. No compensation in case of accident or damage to the vehicle or for death or and private party / department for any death or injury or loss shall be paid by NIT Durgapur and it will be borne by the service provider / contractor, if any.
  10. The drivers deputed for the vehicle should have proper license, experience, properly uniformed and well behaved, in case of misbehaviour / unsatisfactory performances, the contractor shall replace the driver immediately.
  11. Parking, watch and ward of the vehicle shall be the service provider's / contractor's responsibility. No claim of any kind in this respect shall be entertained / accepted by the NIT Durgapur.
  12. Every day cleaning and washing of the vehicle shall be the responsibility of the service provider / contractor.
  13. All the provisions under the motor vehicle act as applicable shall be complied with by the service provider / contractor.

Signature of the Bidder with Stamp

Contd...P/21

14. The contractor shall be the owner of the vehicle and the copy of ownership proof of the vehicle such as R.C, Insurance etc. shall be submitted before issuing work order.
15. Unsatisfactory performance on the part of Ambulance will attract penalty of the discretion of competent authority of NIT Durgapur.
16. This is a job contract. Agency will ensure to fulfilment of Labour Rules including all the statutory requirement for engagement of Drivers. Agency will be held responsible in case of any deficiency in that case. Wages to Drivers & others will be as per Central Rate, Ministry of Labour & Employment, GOI.
17. On extension period (if any) proportionate percentage increase in minimum wages will be revised and added with dry rate on mutual consent of both parties.
18. **Payment: -**
  - a) Vehicle log chart should have to be submitted along with the monthly bill duly certified by Medical Officer In-charge, NIT Durgapur along with the Xerox copy of Bank Receipted challan and details of the EPF & ESI statement.
  - b) Bill in triplicate duly certified by the concerned officer-in-charge of the respective Department and to be submitted to the Estate Section of NIT Durgapur for arranging payment.
19. **SCHEDULE OF TRIPS OF AIR CONDITIONED AMBULANCES**
  - i. Positioning: - At NIT Durgapur Medical Unit.
  - ii. The Air-conditioned Ambulance should have to be deployed at NIT Durgapur Medical Unit (inside the Campus Premises) of NIT Durgapur for round the clock service for transportation of patients from Institute premises to any other Hospitals in Durgapur or outside of Durgapur, if so desired, depending upon the discretion of the Institute Authority.
20. NIT Medical Unit will utilize the above Ambulances under the control of Medical Officer In-charge of NIT Medical Unit or his / her Authorized Representative.
1. NIT Durgapur reserves the right to include / exclude or relax any of the clauses at any time for the interest of the Institute, depending upon the discretion of the Institute Authority.

Signature of the Bidder with Stamp

Contd....P/22

**Section -IX**  
**Agreement Performa**

This Agreement is made on ..... day of ..... in the year of 2016.

Agreement for providing Ambulance Service for the students and staff of NIT Durgapur.

Whereas I Sri ..... S/O ..... Residence of ..... herein after referred as service provider agreed to provide Ambulance Service to the National Institute of Technology Durgapur herein after referred as NITD commencing from .....

Whereas NITD has agreed to grant permission for providing aforesaid service.

Whereas the service provider and the NITD has agreed to execute this agreement.

We agree that the service provider accepts the following conditions for providing Ambulance service for a period of ..... w.e.f. .... on the terms and conditions stated herein: -

- (i) The service provider will provide company made air conditioned ambulance for round the clock service.
- (iii) The service provider will provide filled oxygen cylinder (02 nos. in a month), stretcher, crutch and first aid box.
- (iv) NITD has agreed to pay ₹ ..... (Rupees .....) only for 24 hrs Ambulance service (as dry charge) which includes minimum wages of driver, allowances (if any), EPF, ESI and all relevant taxes.
- (v) NITD has agreed to pay @ ₹ ..... per KM of ambulance run for the consumption of fuel, oil and lubricants.
- (vi) Total maintenance including fuel, oil, lubricants, road tax, pollution, insurance cover or any other statutory requirements should be fulfilled by the service provider at his own cost.
- (vii) In case of breakdown of the said ambulance immediate replacement by an identical vehicle will be the responsibility of service provider failing which a penalty of double the rate of the agreed amount (per day) will be deducted from the bill.
- (viii) NITD agreed to pay the bill within 30 working days after submission of bill (if in order) duly counter signed by the Medical Officer In-charge, NIT Durgapur.
- (ix) Service provider to maintain a log chart for each leg of run as per standard format supplied by NITD. The standard format should be signed by the user, driver and counter signed by the medical officer in-charge.
- (x) The contractor shall get the vehicle insured at their own cost for covering all the risk for minimum 7 persons including the first party insurance. He will be responsible for compensation, payable arising out of any accident including any payment to the first party and to the passengers imposed.
- (xi) No compensation in case of accident or damage to the vehicle or for death or and private party / department for any death or injury or loss shall be paid by NIT Durgapur and it will be borne by the service provider / contractor, if any.
- (xii) The drivers deputed for the vehicle should have minimum 8<sup>th</sup> standard pass, proper license, experience, properly uniformed and well behaved, in case of misbehaviour / unsatisfactory performances, the contractor shall replace the driver immediately.

Signature of the Bidder with Stamp

Contd....P/23

- (xiii) Parking, watch and ward of the vehicle shall be the service provider’s / contractor’s responsibility. No claim of any kind in this respect shall be entertained / accepted by the NIT Durgapur.
- (xiv) Every day cleaning and washing of the vehicle shall be the responsibility of the service provider / contractor.
- (xv) All the provisions under the motor vehicle act as applicable shall be complied with by the service provider / contractor.
- (xvi) Income tax as applicable shall be deducted.
- (xvii) The contractor shall be the owner of the vehicle and the copy of ownership proof of the vehicle such as R.C, Insurance etc. shall be submitted before issuing work order.
- (xviii) The Contractor shall not be permitted to transfer or sublet or assign his rights and obligations under the contract to any other organization or otherwise. Institute shall take immediate action as deemed fit.
- (xix) The Contractor shall not be permitted to transfer or sublet or assign his rights and obligations under the contract to any other organization or otherwise. Institute shall take immediate action as deemed fit.
- (xx) Unsatisfactory performance on the part of Ambulance will attract penalty of minimum 10% of the billing amount or more on the sole discretion of competent authority of NIT Durgapur.
- (xxi) This is a job contract. Agency will ensure to fulfilment of Labour Rules including all the statutory requirement for engagement of Drivers. Agency will be held responsible in case of any deficiency in that case.
- (xxii) The following documents shall constitute the Contract between the NITD and the Agency, and each shall be read and construed as an integral part of the Contract:

- a. This Contract Agreement**
- b. Tender Document**
- c. The Agency’s Bid and original Price Schedules**
- d. Work order**

(xxiii) Any disputes arises will be settled within the Jurisdiction of Durgapur Court only.

Signature of NITD Authority

Signature of service provider

Witness: -

Witness: -

1.

1.

2.

2.

3.

3.

Signature of the Bidder with Stamp

Contd....P/24

**Section-X**  
**CERTIFICATE REGARDING NO NEAR RELATIVE WORKING IN NIT Durgapur**

1. The near relatives of all NIT Durgapur employees (executive or non-executive employees working in the Institute either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- a) Members of a Hindu Undivided family.
- b) They are husband and wife.
- c) The one is related to the other in the manner as father, mother son(s), son's wife (daughter-in-law) Daughter(s) & daughter's husband (son-in-law) brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

2. **The tenderer (s) should give a certificate to the effect that none of his/her relatives as defined above are working in NIT Durgapur.** *In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of limited company by all Directors of the Company.* Any breach of these conditions by the company or firm or any other person, the tender work will be cancelled and earnest money /security deposit will be forfeited at any stage whenever it is noticed. The Institute will not pay any damages to the company or firm or concerned person. The company or firm or the person may also be debarred for further participation in the concerned unit.

**CERTIFICATE**

I.....S/o.....  
.....

R/o..... hereby certify that none of my relative(s) as defined above is/are employed in NIT Durgapur. In case at any stage, it is found that the information given by me is false/incorrect, NIT Durgapur shall have the absolute right to take any action as deemed fit/without any prior intimation to me”

DATE \_\_\_\_\_

SIGNATURE OF TENDERER WITH SEAL

Signature of the Bidder with Stamp

Contd....P/25



**Section-XI**

**Declaration about Genuineness of Documents/Certificates**

I/We..... hereby declare that the information furnished in the bid in response to the **NIT No.** \_\_\_\_\_ **Dated** \_\_\_\_\_ is true and correct. I/we verify the genuineness and correctness of all documents, including experience certificates attached with the bid submitted. Further I also declare that I have submitted the Tender document duly signed, without any additions/deletions/modifications, as a token of having read, understood and accepted the terms and conditions therein. I am also aware that I shall be held responsible in case any document attached is found false/forged/fabricated/tempered/manipulated at any stage and the NIT Durgapur is fully competent to take any action against me/my firm as deemed fit in accordance with the terms and conditions of the contract and law of the land.

Place: Signature of tenderer / Authorized signatory.....

Date: Name of the tenderer.....

Seal of the tenderer

Signature of the Bidder with Stamp

Contd....P/26

**Section-XII**  
**Letter of Authorization for attending Bid Opening Event**  
(to be typed preferably on letter head of the company)

**Sub: Authorization for attending Bid Opening**

I/ We Mr. /Ms. ....have submitted our bid for the tender no. ....in respect of .... (Item of work) which is due to open on ..... (date) in the Room of .....O/o .....

We hereby autorise Mr. / Ms. .... & Mr. / Ms. ....(alternative) whose signature are attested below, to attend the bid opening for the tender mentioned above on our behalf.

.....  
Signature of the Representative

.....  
Name of the Representative

Signature of Bidder/ Officer authorized to sign  
on behalf of the Bidder

.....  
Signature of the alternative Representative

.....  
Name of the alternative Representative

Above Signatures Attested

**Note 1:** Only one representative will be permitted to attend the Bid opening

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Signature of the Bidder with Stamp

Contd....P/27

**Section-XIII**  
**(Instruction to contractor for Price Bid)**

The bidder will need to quote its rate as below:

1. The rates of daily (for 24 hrs service) dry rate including drivers' salary to be quoted. The engagement of Ambulance will be on round the clock service basis. The cost of the fuel, oil & lubricants will be paid extra at actual against supporting documents on the basis of monthly journey (to be recorded in the daily Log Sheet) as per fuel consumption rate (KM / Ltr.) to be mentioned in the bid document. No other charges / payment will be made for road tax, audio tax, insurance, pollution etc. or any others charges.
2. The dry rate should be valid at least for initial contract period.
3. The lowest / negotiated rate, as accepted by the Institute will be applicable for providing Ambulance service.
4. The rate should be quoted for Ambulance considering the above points in the following manner:
5. Dry rate shall be quoted per day for 01 (one) Ambulance engagement for 24 hrs including wages of Drivers.
6. Rate per KM run will be based on prevailing rate of fuel, oil and lubricants as notified by the Govt. from time to time.
7. The mileage of the Ambulance should be as per the company recommended KM/Ltr. for Diesel and 500 KM per ltr. for Mobil.
8. In case rates of L-1 are equal for more than one bidder, in such case work will be allotted, whose cumulative turn over for last three financial year i.e. 2015-16, 2016-17 & 2017-18 is highest.
9. GST shall be paid extra, as applicable.

**Signature of bidder with seal**

Signature of the Bidder with Stamp

Contd....P/28

**(Section XIV) Duty Slip / Journey Log**

Driver's Name: \_\_\_\_\_

Mobile No: \_\_\_\_\_

**Car No:** \_\_\_\_\_

Date	Time		Milometer / Kilometer reading	Miles / Kilometers covered	Period of detention included in Cols. 2 & 3 (for non duty journeys only)	Name and designation of officer using staff car	Places visited	Purpose of journey – if official, full details	Signature of officer using car, his remarks, if any	No. of hours after normal duty hours or on Sundays and closed holidays	Initials of officer I/C of Vehicle & his remarks, if any
	From	To									
1	2	3	4	5	6	7	8	9	10	11	12

Signature of the Bidder with Stamp

