

**Central Mine Planning & Design Institute Limited**  
(A Subsidiary of Coal India Ltd.)  
Regional Institute-VI, PO: Jayant, Dist.: Singrauli(MP)-486890

**Tender No. CMPDI/RI-VI/E&M/JeepHiring/2015-16/163**

**Date: 30.07.2015**

**TENDER DOCUMENT**

**FOR**

**HIRING OF 1 NO. COVERED DIESEL JEEP  
(MAKE: M&M/TATA/BAJAJ TEMPO OR EQUIVALENT)  
ON 12 HOURS/ DAY BASIS REGISTERED IN MP WITH VALID  
MP & UP TAXI PERMIT FOR 12 MONTHS (365 DAYS)**

**No. of pages: 17**

To,

-----  
-----  
-----

Signature of issuing authority

**Central Mine Planning & Design Institute Limited**  
(A Subsidiary of Coal India Ltd.)  
Regional Institute-VI, PO: Jayant, Dist.: Singrauli(MP)-486890

**NOTICE INVITING TENDER**

**Tender No. : CMPDI/RI-VI/E&M/JeepHiring/2015-16/163**

**Date: 30.07.2015**

Tenders are invited from reputed, experienced and resourceful Firms/ Individuals for hiring of one covered Diesel Jeep with 6+1 seater (M&M/TATA/BAJAJ TEMPO or equivalent of reputed make) registered in MP with valid taxi permit of MP & UP state in excellent running condition with driver having valid license for hiring at CMPDI, Regional Institute-VI, Jayant as mentioned below:

Item No.	Nature of the work	Estimated Qty.	Estimated Value (In Rs.)	Earnest Money Deposit (Refundable) (In Rs.)	Cost of tender document (Non-refundable) (In Rs.)
1)	Hiring of one (01) no. covered diesel jeep minimum 6+1 seater in excellent running condition (M&M/TATA/BAJAJ TEMPO or equivalent of reputed make) on 12 hours/ day basis registered in MP with valid MP & UP state taxi commercial permit and should not be older than July, 2011 on monthly rental basis for 12 months (365 days) to be deployed at CMPDI, Regional Institute-VI Drilling Camp Singrauli for Medical duty, school duty as well as office work with driver having valid driving licence.	<b>01 No.</b>	<b>Rs. 438660.00</b>	<b>Rs.4387.00</b>	<b>Rs.250.00 for each Set</b>

**ELIGIBILITY CRITERIA**

The resourceful Firms/ Individuals can submit his/ their tender having model of the vehicle not older than July, 2011. The resourceful Firms/ Individuals are required to furnish duly signed / self-attested photocopies of the following documents alongwith the tender to fulfill the eligibility criteria:

1. Self-attested photocopy of ownership of the Jeep owned by him/them/firm mentioning Jeep no., Make, Model & Year of manufacture,
2. Self-attested Registration certificate of MP state,
3. Self-attested valid insurance paper,
4. Self-attested valid road tax payment of MP state,
5. Self-attested valid taxi/commercial permit of MP state,
6. Self-attested All India Permit.
7. Self-attested valid fitness certificate,
8. Self-attested PAN of individual/firm,
9. Affidavit (as per enclosed format in Annexure-I),
10. Declaration (as per enclosed format in Annexure-II),
11. Self-attested photocopy of Service tax registration number of self/ firms along with the offer or an affidavit duly signed by Notary for exemption from service tax by the individual/ firms having income less than the taxable limit in the preceding financial years & years to come (as per enclosed format in Annexure-III) or

If the bidder is a firm then they should submit a self-attested agreement copy with owner of vehicle and  
12. Requisite DD/Banker's cheque for EMD in favour of **CMPDI Ltd, Regional Institute, Singrauli** payable at **Dudhichua/ Morwa/ Jayant**.

**Original documents are to be presented for verification by CMPDI, if required.**

#### **ISSUE OF TENDER DOCUMENT**

Tender Document can be obtained from the office of **HOD/ GM (E&M), CMPDI, RI-VI, Jayant, P.O. Jayant Colliery, Distt. Singrauli (MP)** on payment of cost of tender document in the form of cash (non-refundable) to our cash department.

Tender document is also be available on web sites <http://www.cmpdi.co.in> & [www.tenders.gov.in](http://www.tenders.gov.in) and the same can be downloaded and submitted on due date and time, subject to the condition that they have to be deposited alongwith the cost of tender document as mentioned above in the form of Demand Draft/ Banker's cheque drawn on any nationalized/scheduled bank in favour of '**CMPDI Ltd., Regional Institute, Singrauli**' payable at '**Dudhichua/ Morwa/ Jayant**'.

<b>Date and Time of issue of Tender</b>	<b>:</b>	<b>From 31/07/2015 to 12/08/2015 from 10.00 AM to 1.00 PM during all working days</b>
---	----------	---

#### **SUBMISSION AND OPENING OF TENDER DOCUMENT**

Tender must be submitted either in two or in three envelopes: Envelope-I & Envelope-II is essential for all tenders and Envelope-III is applicable only for tenders downloaded from website.

All envelopes (either two or three) should be **super-scribed** with the **Tender No.** and **Envelope No.** and **each** shall be properly sealed by sealing wax embossed with the logo or monogram of the tenderers. **Any envelope only sealed with Gum or stapled shall not be accepted.**

**Envelope-I** shall contain blank tender document duly signed in all pages by the tenderer, duly signed in documents in support of his qualification as per eligibility criteria and EMD (Item 1 to 11). The Earnest Money (EMD) should be deposited by a Demand Draft/ Banker's cheque on a Nationalised/ Scheduled Bank in favour of **CMPDI Ltd, Regional Institute, Singrauli** payable at **Dudhichua/ Morwa/ Jayant**.

**Envelope-II** shall contain duly filled-in and signed price bid only **which will be valid for 3 months from the date of the opening of the tender.**

**Envelope-III** shall contain cost of tender document in the form of bank draft / Banker's cheque and duly signed Annexure-IV in case the tender document has been downloaded from the website.

<b>a.</b>	<b>Date, Time and Place of Submission of Tender (Envelope: I, II &amp; III if downloaded from website and I&amp;II only for others)</b>	<b>:</b>	<b>14.08.2015 from 10:00 AM to 3:00 PM in the tender box at the office of HOD/GM (E&amp;M), RI-VI, CMPDI, Jayant- 486890 (MP).</b>
<b>b.</b>	<b>Date and Time of Opening of Envelope- I and III (if applicable)</b>	<b>:</b>	<b>14/08/15 at 3.30 PM at the office of HOD/GM (E&amp;M), RI-VI, CMPDI, Jayant-486890 (MP).</b>
<b>c.</b>	<b>Date and Time of Opening of Envelope-II (Price Bid)</b>	<b>:</b>	<b>Communicated in due course to the qualified tenderers</b>

The company shall not be responsible for any delay/ difficulty/ inaccessibility of the downloading facility or any reason whatsoever. The downloading facility shall be available during the period stipulated for the sale of tender paper.

The tenderers who have downloaded document from the website will be required to submit an undertaking (As per enclosed Annexure-IV) that they will accept the tender document as is downloaded from website and if any tampering in the tender document is observed at the time of opening of tender or during its processing, the tenders shall be rejected.

In case of any discrepancy between the tender document downloaded from the website and the master copy available in the CMPDI office, the latter shall prevail & shall be binding on the tenderers. No claim on this account shall be entertained.

Initial hiring period will be for one year and which may be further extended for another one year at the same rate and terms & conditions subject to approval of competent authority.

CMPDI does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders at any stage without assigning any reason whatsoever.

**CMPDI also reserves the right to ask the tenderers to produce the original of the credentials/documents furnished by them to the tender committee during any stage of tender evaluation.**

HOD/General Manager (E&M)

**Distribution:**

1. Regional Director, CMPDI, RI-VI, Jayant – for kind information.
2. HOD (Finance), CMPDI, RI-VI, Jayant.
3. HOD (Exploration), CMPDI, RI-VI, Jayant
4. Officer-in-Charge, CMPDI Exploration Camp, Singrauli- with a request to kindly display on Notice Board.
5. RD Secretariat, RI-VI with a request to kindly display on Notice board at CMPDI, RI-6, Jayant and Civil & Electrical Maint. Office, CMPDI Colony.
6. Secy. to GM (E&M), NCL (HQ), Singrauli- with a request to kindly display on Notice Board.
7. Staff Officer (E&M), NCL Projects: Amlohri, Nigahi, CWS (Jayant), Jayant, Dudhichua, Khadia, Bina, Kakri, Block-B & Jhingurdah - with a request to kindly display on Notice Board.
8. Tender Committee Members.
9. Vigilance officer, CMPDI, RI-VI, Jayant
10. HOD (e-Procurement & Contract Management Cell), CMPDI (HQ), Ranchi.

**TENDER DOCUMENT FOR HIRING OF ONE NO. COVERED DIESEL  
JEEP  
FOR CMPDI, REGIONAL INSTITUTE-VI, PO- JAYANT, DIST.:  
SINGRAULI (MP)**

<b>TENDER NO.</b>	<b>:</b>	<b>CMPDI/RI-VI/E&amp;M/JeepHiring/2015-16/163 30.07.2015</b>
<b>COST OF TENDER DOCUMENT</b>	<b>:</b>	<b>Rs.250.00 for each Set</b>
<b>DATE &amp; TIME OF ISSUE OF TENDER</b>	<b>:</b>	From 31.07.2015 to 12.08.2015 From 10.00 AM to 1.00 PM during all working days at the office of HOD/GM (E&M), RI-VI, CMPDI, Jayant- 486890 (MP).
<b>DATE &amp; TIME OF SUBMISSION OF TENDER IN TENDER BOX</b>	<b>:</b>	14/08/2015 From 10.00 AM to 3.00 PM at the office of HOD/GM (E&M), RI-VI, CMPDI, Jayant- 486890 (MP).
<b>DATE &amp; TIME OF OPENING OF TENDER ( Part-I and Part-III)</b>	<b>:</b>	14.08.2015 At 3.30 PM at the office of HOD/GM (E&M), RI-VI, CMPDI, Jayant- 486890 (MP).
<b>APPROVED FOR SALE TO</b>	<b>:</b>	..... ..... .....
<b>REGISTRATION NO. OF THE DIESEL JEEP</b>	<b>:</b>	.....
<b>YEAR OF MANUFACTURE OF JEEP</b>	<b>:</b>	.....

HOD/General Manager (E&M)

**Envelope-II**  
**PART-II (PRICE BID)**  
**SCHEDULE FOR FILLING UP THE RATES**  
**FOR DIESEL JEEP**

- 1) TENDER NO. : CMPDI/RI-VI/E&M/JeepHiring/2015-16/163 Dated 30/07/2015
- 2) Hiring charges per month for 1 No. Diesel Jeep at 12 Km run per litre of diesel (Rate will be for non AC operation) and for 12 hrs duty per day. Additional hiring charges (OT) of Rs. 40.00 per hour will be paid if deployed beyond 12 hrs duty a day : Monthly Rate for one jeep  
Rs.....  
Amount in word.....  
(Rates are inclusive of all taxes & duties except service tax )
- NOTE: Cost of diesel will be reimbursed by CMPDI at the rate mentioned above.**
- 3) i) Registration No. of the Covered Jeep 1) i) Reg. No. ....  
ii) Make/Model ii) Make/ Model .....  
iii) Year of Manufacturing iii) Year of Mfg. ....
- 4) Earnest Money Deposit Amount in (Rs.) .....  
D/D No. & Date .....  
Drawee Bank .....  
Payee Bank .....

**Name, Address and Mobile  
No. of the Owner/ Contractor**

**Signature of Owner/ Contractor**

## **GENERAL TERMS & CONDITIONS**

1. The Jeep should be in good running condition and year of manufacture should not be earlier than July, 2011 and up to the satisfaction of the CMPDI Management.
2. The Jeep should be registered in MP state and Jeep must hold valid taxi/commercial permit of the MP & UP state.
3. The Jeep must have valid documents like Registration, Road Tax, Insurance, fitness and required taxi/commercial permit of MP state. Jeep must have other statutory papers for the contract period or any extension thereof.
4. Jeep required to be deployed in UP state for works of CMPDI, the expenditure made towards obtaining Road Tax for UP state shall be reimbursed on submitting documental proof for the period during which vehicle was deployed in UP state.
5. Initial hiring period will be one year and which may be further extended for another one year at the same rate & terms of conditions subject to approval of competent authority.
6. Jeep will have to be made available for all the calendar days of the month including Sundays/Holidays. Hiring charges payable for engaging the Jeep on Sundays/Holidays will be the same as that for normal working days and is included in monthly hiring charges.
7. The deployment period of Jeep will be normally for 12 hours a day. However, if the situation so demands the Jeep may be deployed beyond 12 hours for which additional hiring charges at the rate of Rs.40/- per hour will be paid.
8. Toll tax, parking charges etc. as applicable will be reimbursed to the party on production of proper receipt from the appropriate authority.
9. The driver of the Jeep should have a valid driving license. A Copy of driving license(s) is/are to be submitted to this office by the successful bidder. Driver can be changed with prior approval of the OIC, Drilling Camp, Singrauli and the substitute driver should comply with the above requirement.
10. The party will arrange accommodation for his driver/staff at his own cost.
11. In case of breakdown of the Jeep or failure to provide above Jeep due to any other reasons, alternative Jeep shall be provided immediately (The alternative Jeep should comply with statutory obligations like road tax, insurance, permit etc), failing which deduction of penal charges at double the rate calculated on accepted monthly hiring charges/ no of days in a month (30 day) shall be made from the bill. The replacement

- Jeep must be in excellent condition and as per specification of NIT to cater the requirement for which the Jeep has been hired. Such replacement will be allowed normally on temporary basis for which prior permission may be obtained from the OIC CMPDI RI-VI Drilling camp, Singrauli. However, in extreme cases the replacement Jeep may be engaged for the balance contract period or part thereof for more than one month on prior approval of Regional Director, CMPDI, RI-VI.
12. The management does not bear any responsibility whatsoever for road tax, penalty, repairs and maintenance, insurance charges and other statutory charges arising out of accident etc. in connection with the Jeep. The security of the Jeep during duty hours will be responsibility of the Jeep owner/driver and in no case the management (CMPDI) should be responsible for any theft or damage to the Jeep. The owner has to repair/make good/compensate at his own cost.
  13. Jeep shall be kept washed, cleaned and in excellent running condition. No payment will be made for K.M. run for repair/ maintenance of the Jeep and also for the period during which the Jeep will be under repair/ maintenance
  14. The speedometer and milo-meter of the Jeep must be in working condition always. Defective Km and milo-meter must be repaired within 72 hours and during the period of defective functioning, payment will be made on average basis in case of use of Jeep.
  15. Company shall not be responsible/ liable for any loss or injury during working/ contract hours of the engagement of the Jeep.
  16. Compliance of Labour Laws: During continuance of the contract, the contractor shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Govt. or local authority and any other statutory body.
  17. The contractor shall have to ensure implementation of CMPF/ EPF and Misc. Provision Act 1948/1952 and Allied Schemes framed there under in respect of contract workers deployed by him if applicable and will have to recover statutory dues and deposit the same along with employer's contribution (Contractor's Share) to the respective PF office.
  18. The smoke emission from Jeep shall be as per norms laid down by Motor Vehicle Act which is subject to change from time to time and should be of latest Motor Vehicle Act. Non conformity to the above specified limit of smoke emission may lead to imposition of suitable penalty. Re-occurrences of the incidents of non- conformity may also lead to termination of the contract of the Jeep.
  19. CMPDI Management does not bind themselves to engage the Jeep throughout the period of agreement. Additional hiring beyond 12 hrs duty (O.T) has been considered for about 1080 hrs. during 12 months of deployment. Night halt charges @ Rs.200/- per night will be admissible for 365 days on as and when required basis. Night halt charges has been considered for about 24 nights during 12 months of deployment.



20. Duty hours will be generally from 6:00 AM to 6:00 PM or as advised by Officer-in-Charge, Drilling Camp, Singrauli. Driver with Jeep will report for duties to Officer-in-Charge, CMPDI Drilling Camp, Singrauli or as advised by the Reporting Officers. Kilometer run of the jeep will be reckoned from the office of CMPDI Drilling Camp, Singrauli or as directed by Reporting Officers for reporting to and returning after duty hours. The same should be recorded daily in the log book supplied by CMPDI. No extra Km such as using of Jeeps by the driver during lunch hour etc. will be entertained.
21. The rates quoted should be inclusive of all taxes and duties except service tax.
22. If the rate quoted by the L-1 party is 20% less or below 20% of the estimated rate then the party has to submit performance guarantee as per rule.
23. No Diesel and Mobil shall be issued/ supplied by CMPDI. Cost of diesel consumed towards running of Jeep shall be paid/reimbursed in accordance to the specifications laid down in enclosed schedule by CMPDI as per prevailing rates in MP state on providing proper receipt / cash memo from diesel Pumps clearly showing the rate/ litre of the State where the Jeep will travel for duty.
24. No advance payment shall be made by CMPDI. Payment of hiring charges and cost of Diesel for the KM run along with OT and other charges shall be made on pre-receipted bill prepared and submitted by the Jeep Owner/Firm along with log book on **monthly basis** through **Bank payment after deduction of tax, other statutory payment and penalty if any, within 21 days after submission of bills. Successful bidder will submit Declaration for e-payment (as per enclosed Annexure-V).**
25. The total Security Deposit shall be 10% of total contract value. The EMD shall be converted to initial Security Deposit for the successful tenderer. The **balance Security Deposit** shall be deducted in **monthly instalments** from the **first 6 months bills**. Security Deposit shall carry no interest.
26. In case of unsatisfactory services, the security money will be forfeited in addition to the penal charges, if deemed fit by the management.
27. Owner/Firm shall comply with all the provisions of motor vehicles Act-1988 with latest amendments to ply the vehicle on the road.
28. Owner/Firm will be responsible for any legal action by Police/ R.T.O. etc. against the driver/ vehicle provided under the contract.
29. **Non-disclosure/Confidentially Clause:** The bidder will not at any time during pendency of contract or afterwards disclose to any person any information as to documents, components, parts, information, drawing, data ,sketches, plans, programs, specifications, techniques, process ,software, inventions and other material, both written and oral, of a secret, confidential or proprietary nature, including without limitation any and all information relating to finance, invention, research, design or development of information system and any supportive or

incidental subsystem and any and all subject matter claimed in or disclosed by any patent application prepared or filled by or on behalf of CMPDIL, in any jurisdiction, and any amendments or supplements thereto. The bidder should understand that any breach of this clause would constitute a serious offence for which appropriate legal action may be taken to ensure the enforcement of confidentiality clause.

CMPDIL also desires that the bidder shall hold in trust and confidence, and not disclose to others or use for its own benefit or for the benefit of other, any Proprietary Information which is disclosed to the bidder by CMPDIL at any time during the agreement /award of work/execution of work and thereafter. The bidder shall disclose Proprietary Information received under the contract to person within its organization only if such persons (i) have a need to know and (ii) are bound in writing to protect the confidentiality of such Proprietary Information. This Clause shall survive and continue after and expiration or termination of the contract and shall bind the contractor, its employees, agents, representative, successors, heirs and assigns.

30. CMPDI, RI-VI reserves the right to terminate/foreclose the contract with 15 days' notice to the Jeep Owner/Firm without assigning any reasons, whatsoever.

**HOD/ General Manager (E&M)**

**NON - JUDICIAL STAMP PAPER OF Rs. 10/-**  
**AFFIDAVIT**  
**(By All Tenderers)**

1. I ..... Partner/ Legal Attorney/ Proprietor/  
accredited Representative of M/S.....  
.....  
(Strike out which is not applicable) solemnly declare that:
2. I/we am/are submitting tender against Tender Notice No. CMPDI/RI-VI/E&M/JeepHiring/2015-16/163dated 30/07/2015.
3. I/ Our partners am/are not employed in any Government/ PSU company.
4. Our partners do not have any relative working in CMPDI or I do not have any relative working in CMPDI.
5. All information furnished by me/ us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true.
6. All documents/ credentials submitted along with this tender are genuine, authentic, true and valid.
7. If any information or document submitted is found to be false/ incorrect at any stage, CMPDI, RI-VI may cancel my tender and action as deemed fit may be taken against me/ us including termination of the contract, forfeiture of all dues including Earnest Money & security deposit and blacklisting of our firm and all Partners of the firm etc.
8. Any additional tax, if any shall be paid by me/ us.
9. We have not been banned or de-listed by any Govt. or Quasi Govt. / PSU.
10. We shall abide by CMPF/EPF clause of tender document and ensure implementation of EPF and Misc. provision Act. 1948/1952 and allied Scheme framed there under in respect of the workers (deployed by me/ us) if applicable.

**Signature of Tenderer**

## **Annexure-II**

### **DECLARATION**

**(By All tenderers)**

I/We have read the tender document and understood all provisions and specifications in totality. All terms and conditions are acceptable to us. I/ We do not have any terms and conditions of mine/ our own.

Date:

Signature of the Tenderer

**NON- JUDICIAL STAMP PAPER OF Rs. 10/-**

**AFFIDAVIT**

In front of Notary Public, District Court, Waidhan, District- Singrauli (M.P.)

I ..... S/O Sri .....  
Village..... P.O.....Dist.....  
Swear to state as follows:

1. That I am owner of Jeep no. ....
2. That I have purchased above mentioned Jeep in the month/year .....  
.....and month/ year ..... and that annual turnover during the year  
2013-14 & 2014-15 was less than Rs. 10, 00,000/- (Rupees Ten Lakhs).
3. That my annual turnover during the year 2015-16 & 2016-17 is expected to  
be less than Rs. 10, 00,000/-.
4. That this affidavit has been done/prepared as a certificate for exemption from  
Service Tax.

Signature of the person  
Executing the affidavit

**Verification**

I, further, declare that the details given in para Sl. No. 1 to 4 are true and  
correct to the best of my knowledge and belief.

Attested:  
Notary  
Seal

Signature of the person  
Executing the affidavit

**TENDERER THOSE WHO HAVE DOWNLOADED THIS  
TENDER DOCUMENT FROM WEBSITES**

This is to certify that I/ we have downloaded this tender document from CMPDIL Website and is being submitted without tampering at any page. Further, we understood that in the event of such tampering being detected at any stage or any time, CMPDIL have got right to terminate this work, forfeit the EMD/ Security deposit submitted by us and our firm can be blacklisted.

Signature of the Tenderer

## DECLARATION

(For e-Payment)

(TO BE FILLED IN BY THE TENDERER)

I / We, hereby authorize CMPDI Limited Regional Institute-VI to make all our payments against our bills, Refund of Earnest Money Deposit and Security deposit, through Electronic Fund Transfer System/ RTGS / CBS/ Intra Bank Transfer. The details for facilitating the payment are given below:

**(TO BE FILLED IN CAPITAL LETTERS)**

1) NAME OF THE BENEFICIARY :

2) ADDRESS (WITH PIN CODE) :

3) TELEPHONE NO. :  
(WITH STD CODE)

4) BANK PARTICULARS

(A) BANK NAME :

(B) BANK TELEPHONE NO :  
(WITH STD CODE)

(C) BRANCH NAME :

(D) BANK BRANCH CODE :

(E) BRANCH ADDRESS :  
(WITH PIN CODE)

(F) BANK FAX NO. :  
(WITH STD CODE)

(G) 9 DIGIT MICR CODE OF :  
THE BANK BRANCH  
(ENCLOSED COPY OF  
A CANCELLED CHEQUE

(H) 11 DIGIT IFSC CODE OF :  
BENEFICIARY BRANCH

(I) BANK ACCOUNT NUMBER :

(J) BANK ACCOUNT TYPE (TICK ONE):

SAVING  
CURRENT  
LOAN  
CASH CREDIT  
OTHERS  
IF OTHERS, SPECIFY

5) PERMANENT ACCOUNT NUMBER:  
(PAN)

6) E-MAIL ADDRESS FOR  
INTIMATION REGARDING RELEASE:  
OF PAYMENTS

I / we hereby declare that the particulars given above are correct and complete. If the transaction is delayed nor credit is not effected at all for reasons of incomplete or incorrect information, I /we would not hold the Company responsible. I /we also agree to bear the bank charges, if any for enabling such transfer.

SIGNATURE  
(AUTHORISED SIGNATORY)  
Name:  
Date:  
Official Stamp

### **BANK CERTIFICATION**

**It is certified that above mentioned beneficiary holds a bank account No.....  
with our branch and the Bank particulars mentioned above are correct.**

SIGNATURE  
(AUTHORISED SIGNATORY)  
Name:  
Date:  
Official Stamp



## **CHECK LIST FOR FILLING TENDER**

Please ensure and tick whether the following documents has been enclosed as per eligibility criteria with Envelope-I, Envelope-II and Envelope-III. Envelope-I and Envelope-II is essential and Envelope-III is applicable only for tenders downloaded from website.

### **I. Envelope-I (Essential)**

1. Blank Tender document duly signed in all pages (Yes/ No).
2. Self-attested photocopies of ownership of the Jeep owned by them/firm mentioning Jeep no., Make, Model & Year of manufacture (Yes/ No),
3. Self-attested Registration certificate (Yes/ No),
4. Self-attested Valid insurance paper (Yes/ No),
5. Self-attested Valid road tax payment (Yes/ No),
6. Self-attested valid taxi/commercial permit for MP (Yes/ No).
7. Self-attested All India Permit (Yes/ No).
8. Self-attested valid fitness certificate (Yes/ No),
9. Self-attested PAN of tenderer (Yes/ No),
10. Affidavit (as per enclosed format in Annexure-I) (Yes/ No),
11. Declaration (as per enclosed format in Annexure-II) (Yes/ No),
12. Photocopy of Service tax registration number of self duly attested by the tenderer along with the offer or an affidavit duly signed by Notary for exemption from service tax by the tenderer having income less than the taxable limit in the preceding financial years (as per enclosed format in Annexure-III) (Yes/ No)
13. Declaration as per Annexure-V for e-payment (Yes/ No).
14. Requisite DD/Banker's cheque for EMD (Yes/ No).

### **II. Envelope-II (Essential)**

1. Duly filled-in and signed-in price bid as per the enclosed **Schedule for filling-up the Rates** (Page-5 of the tender document) (Yes/ No).

### **III. Envelope-III (Optional)**

1. Cost of the Tender document in the form of Bank Draft/ Bankers' cheque and duly signed Annexure-IV of the document if tender document has been downloaded from the website (Yes/ No).