

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/2015-16/405 Date: 24.02.2016

TENDER DOCUMENT

FOR

**HIRING OF 1 NO. COVERED DIESEL PICK UP VAN
(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/2015-16/405

Date: 24.02.2016

Tenders are invited from reputed, experienced and resourceful Firms/ Individuals for hiring of one covered diesel Pick-up Van with crew cab with seating capacity not less than 4+1 (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-6, 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 Pick-up Van with crew cab with seating capacity not less than 4+1 and covered hard top load body of dimensions 1600mm*1600mm (Min.) flat floor such as Mahindra Genio or equivalent in excellent running condition on 12 hours/ day basis registered in MP with valid MP & UP state taxi commercial permit and should not be older than December, 2011 on monthly rental basis for 12 months (365 days) to be deployed at CMPDI, Regional Institute-VI (HQ), Jayant for Mine Survey/ Environment monitoring as well as office work with driver having valid driving license.	01 No.	Rs. 499963.00	Rs.5000.00	Rs.250.00 for each Set

ELIGIBILITY CRITERIA

The resourceful Firms/ Individuals can submit his/ their tender having model of the vehicle not older than December, 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 Covered Pickup Van owned by him/them/firm mentioning Covered Pickup Van 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**.
 13. If any bidder quotes/ offers for new vehicle & unable to submit documents as per Sl. No. 1 to 7 then the bidder has to submit undertaking to deploy the offered vehicle(s) with all papers within one month from the date of issue of work order on Non-Judicial stamp paper of Rs.100/- duly signed by the Notary along with the first part of the tender document.
- 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 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**'.

Date and Time of issue of Tender	:	From 26/02/2016 to 09/03/2016 from 10.00 AM to 1.00 PM during all working days
---	----------	---

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 13). 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.

a.	Date, Time and Place of Submission of Tender (Envelope: I, II & III if downloaded from website and I&II only for others)	:	10.03.2016 from 10:00 AM to 3:00 PM in the tender box at the office of HOD/GM (E&M), RI-6, CMPDI, Jayant- 486890 (MP).
b.	Date and Time of Opening of Envelope- I and III (if applicable)	:	10.03.2016 at 3.30 PM at the office of HOD/GM (E&M), RI-VI, CMPDI, Jayant- 486890 (MP).

c.	Date and Time of Opening of Envelope-II (Price Bid)	:	Communicated in due course to the qualified tenderers
-----------	--	----------	--

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. 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.
4. Secy. to GM (E&M), NCL (HQ), Singrauli- with a request to kindly display on Notice Board.
5. 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.
6. Tender Committee Members.
7. Vigilance officer, CMPDI, RI-VI, Jayant
8. HOD (e-Procurement & Contract Management Cell), CMPDI (HQ), Ranchi.

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

TENDER NO. : **CMPDI/RI-VI/E&M/ JeepHiring/2015-16/405**
Dated 24.02.2016

COST OF TENDER DOCUMENT : **Rs.250.00 for each Set**

DATE & TIME OF ISSUE OF TENDER : From 26.02.2016 to 09.03.2016 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).

DATE & TIME OF SUBMISSION OF TENDER IN TENDER BOX : 10.03.2016 From 10.00 AM to 3.00 PM at the office of HOD/GM (E&M), RI-VI, CMPDI, Jayant-486890 (MP).

DATE & TIME OF OPENING OF TENDER (Part-I and Part-III) : 10.03.2016 At 3.30 PM at the office of HOD/GM (E&M), RI-VI, CMPDI, Jayant- 486890 (MP).

APPROVED FOR SALE TO :
.....
.....

REGISTRATION NO. OF THE DIESEL COVERED PICKUP VAN :

YEAR OF MANUFACTURE OF COVERED PICKUP VAN :

HOD/General Manager (E&M)

Envelope-II
PART-II (PRICE BID)
SCHEDULE FOR FILLING UP THE RATES
FOR DIESEL COVERED PICKUP VAN

- 1) TENDER NO. : CMPDI/RI-VI/E&M/JeepHiring/2015-16/405 Dated 24.02.2016
- 2) a. Hiring charges per month for 1 no. Diesel Covered Pickup Van : Rs.....
 Amount in word.....
 (Rates are inclusive of all taxes & duties except service tax)
- b. Mileage quoted KM run per litre (NOTE: Cost of diesel will be reimbursed by CMPDI at the rate mentioned.)
- c. Quoted Additional hiring charges (OT) per hour will be paid if deployed beyond 12 hrs duty a day Rs..... per hour
- d. Engine Oil Cost KM run per litre
- 3) i) Registration No. of the Covered Covered Pickup Van 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 Covered Pickup Van should be in good running condition and year of manufacture should not be earlier than December, 2011 and up to the satisfaction of the CMPDI Management.
2. The Covered Pickup Van should be registered in MP state and Covered Pickup Van must hold valid taxi/commercial permit of the MP & UP state.
3. The Covered Pickup Van must have valid documents like Registration, Road Tax, Insurance, fitness and required taxi/commercial permit of MP state. Covered Pickup Van must have other statutory papers for the contract period or any extension thereof or if any bidder quotes/offers for new vehicle then the bidder has to submit undertaking to deploy the offered vehicle(s) with all papers within one month from the date of issue of work order on Non Judicial stamp paper of Rs. 100/- duly signed by the Notary along with the first part of the tender document.
4. Covered Pickup Van 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. Covered Pickup Van will have to be made available for all the calendar days of the month including Sundays/Holidays. Hiring charges payable for engaging the Covered Pickup Van 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 Covered Pickup Van will be normally for 12 hours a day. However, if the situation so demands the Covered Pickup Van may be deployed beyond 12 hours for which additional hiring charges will be paid as quoted by the party.
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 Covered Pickup Van 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 VIC/HOD (E&M), CMPDI, Regional Institute-6, 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 Covered Pickup Van or failure to provide above Covered Pickup Van due to any other reasons, alternative Covered Pickup Van shall be provided immediately (The alternative Covered Pickup Van 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 Covered Pickup Van must be in excellent condition and as per specification of NIT to cater the requirement for which the Covered Pickup Van has been hired. Such replacement will be allowed normally on temporary basis for which prior permission may be obtained from the VIC/HOD (E&M) CMPDI RI-6, Singrauli. However, in extreme cases the replacement Covered Pickup Van 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 Covered Pickup Van. The security of the Covered Pickup Van during duty hours will be responsibility of the Covered Pickup Van owner/driver and in no case the management (CMPDI) should be responsible for any theft or damage to the Covered Pickup Van. The owner has to repair/make good/compensate at his own cost.
13. Covered Pickup Van shall be kept washed, cleaned and in excellent running condition. No payment will be made for K.M. run for repair/ maintenance of the Covered Pickup Van and also for the period during which the Covered Pickup Van will be under repair/ maintenance
14. The speedometer and milo-meter of the Covered Pickup Van 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 Covered Pickup Van.
15. Company shall not be responsible/ liable for any loss or injury during working/ contract hours of the engagement of the Covered Pickup Van.
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 Covered Pickup Van 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 Covered Pickup Van.

19. CMPDI Management does not bind themselves to engage the Covered Pickup Van 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 7:00 AM to 7:00 PM or as advised by Vehicle-in-Charge, RI-6, CMPDI. Driver with Covered Pickup Van will report for duties to Vehicle-in-Charge, CMPDI, RI-6 , Singrauli or as advised by the Reporting Officers. Kilometer run of the Covered Pickup Van will be reckoned from the office of RI-6, 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 Covered Pickup Vans 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 Covered Pickup Van 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 Covered Pickup Van 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 Covered Pickup Van 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 Covered Pickup Van Owner/Firm without assigning any reasons, whatsoever.

HOD/ General Manager (E&M)

Annexure-I

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/2015-16/405 dated 24.02.2016.
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 Covered Pickup Van no.
2. That I have purchased above mentioned Covered Pickup Van 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 Covered Pickup Van owned by them/firm mentioning Covered Pickup Van 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).