

INSTRUCTIONS TO TENDERERS.

- 1.01 Tenderers are requested to go through the instructions carefully and furnish complete information along with their tender offer, failing which their tender may not be considered at all. Tenders shall be received in two separate parts; each part shall be in separate sealed cover as under:
- (I) **Tender Bid Part-I:-** Shall contain the details of Earnest Money, Tender cost, Technical & Commercial particulars including other documents with respect to pre-qualifications to be submitted in the prescribed form. The sealed cover for this part of the bid shall be superscripted "Tender Bid Part-I" (Earnest Money) against E-Tender Specification No. ESD/SRE/06/ 2021-22 due for opening on 28.03.2022.
 - (II) **Tender Bid Part-II:-** Shall contain hard copy of price bid submitted on E-tender Portal www.etender.up.nic.in only prices and other documents. The sealed cover containing this part of bid shall be superscribed "Tender Bid Part-II" against E- Tender specification No. ESD/SRE/06/ 2021-22 due for opening on 28.03.2022. **The price bid of qualified bidders shall be opened on web portal only.**
 - (III) **Tender Bid part I&II:** Shall be put up in one big cover duly sealed and marked as: Tender against specification against E- Tender specification No. ESD/SRE/06/ 2021-22 due for opening on 28.03.2022.
 - (IV) In case of any inconsistency of the provisions of Form A/B the provision under special Condition of Tender/Instructions to Tenderers will supercede/prevail over provisions of Form A/B. Please note that in Form A/B term "UP State Electricity Board" may be read as "P.V.V.N. Ltd."
- 1.02 Only such firms need tender who are either reputed Manufacturers/Contractors of tendered items/works or their accredited agents or others having sufficient experience in this line and can produce satisfactory evidence that they have necessary resources and organization to under take the work tendered for to the satisfaction of tendering authority.
- 1.03 Tenderers are requested to submit the price only on web Portal www.etender.up.nic.in and a hard of the same in tender bid part-II in case of discrepancy in hard copy and web portal price quoted on web portal would prevail .
- 1.04 Any portion of the terms and conditions as laid down in the Form A/B on Special Conditions etc. of tender enclosed herewith which is not clear to tenderer, should be got clarified before submission of the tender.
- 1.05 The tendering authority does not pledge to accept the lowest or any tender and reserves to himself the right of rejecting/accepting the whole or any portion of any tender as he may think fit without assigning any reason for non acceptance or rejection.
- 1.06 Superintending Engineer, Electricity Store Division, Meerut may revise or amend the special conditions of tender prior to the date notified for opening of the tenders. Such provisions and amendments, if any will be communicated to all tenderers as addenda to this invitation of tender.

- 1.07 A security deposit as required under the enclosed special Conditions of contract shall have to be deposited by the tenderer within 10 days of entering into agreement, if his offer is accepted.
- 1.08 Any approach etc. officially or otherwise on the part of the tenderer or his representative shall render his tender to be summarily rejected.
- 1.09 The tender cost submitted will not be refunded under any circumstances whatsoever.
- 1.11 Tenders of those tenderer who have not purchased the tender specification or tender cost not submitted with tender bid part-I may not be read at the time of opening and shall be rejected.
- 1.12 The tendering authority reserves the right to increase or decrease the tendered quantity or to split the order between two or more parties.
- 1.13 While the tenderer submits the tender, he shall also execute and submit in Bid Part-1, an agreement on a stamp Paper of Rs.10/- together with a Revenue Stamp of Rs.1.00.
- 1.14 In case of ambiguous or self contradictory terms/conditions mentioned in the tender, interpretation as disadvantageous to the tenderer shall be taken without any reference to tenderer.
- 1.15 In case tenderers offer any deviations from these specifications, the same should be clearly brought out in the Tender Bid Part I in the prescribed proforma enclosed as annexure-4. However, the purchaser preserves the right whether to accept the deviations or not.
- 1.16 Any overwriting/cutting/erasing in the tender should be duly signed and stamped.
- 1.17 Preference may be given to offers accompanied with certified copies of performance reports from various Govt. agencies, State Electricity Boards, UP Power Corporation Ltd. etc. in respect of works/supplies offered against this tender.
- 1.18 The successful tenderer will have to enter into an agreement within 15 days of receiving the information of acceptance of their tender.
- 1.19 In no case payment will be made by letter of credit.
- 1.20 Tenderers should quote the earliest period of execution /supply of complete work(s)/ materials. Preference will be given to tenderers offering early completion of works/supplies.
- 1.21 Offers of tenderers quoting less than the specified validity may not be accepted at all.
- 1.22 Payment will be made on running bills according to the availability of fund from the "Corporation" as per the conditions laid hereinafter.
- 1.23 Valid current Income Tax Clearance Certificate for last 3 years will be attached with Tender Bid Part-1.

SPECIAL CONDITIONS OF TENDER

2.0 **TENDER BID PART-I:** Shall contain the Earnest Money as well as the following:

- 2.01 **Earnest Money:-** Tenderers are required to submit Earnest Money of **Rs 5,000/- (Rupees Five Thousand Only)** in the form of RTGS/NEFT in Executive Engineer, Electricity Store Division, SAHARANPUR Account No. 00810200000165 (IFSC: BARBOSAHARA) with UTR or Pay in Slip.
- 2.02 Tenderers registered with DGS&D, Stores Purchase section of Director of Industries, UP, Kanpur, UPSIDC, etc. or any other Govt. agencies/ Institution shall not be exempted from deposit of above said earnest money.
- 2.03 The Earnest Money deposited by the tenderer will be refunded after finalization of the tenders, in the event of his tender being rejected. And in case tender is accepted, the earnest money shall be returned by the tendering authority against the security deposit specified under and shall be released only on receipt of security for the full amount as per provisions of the contract.
- 2.04 It may be noted clearly that in case the offer is not with valid earnest money, and sufficient experience/ resources/ organization proof to undertake the above work with minimum turnover of Rs. 10.00 Lacs per annum Part-II of the tender shall not be opened.
- 2.05 In case tenderer being a manufacturer of above materials, certificate of being manufacturer from concerning Govt. authorities/Deptt. etc. along with brief description of factory/offices/management/local offices/representatives etc. with complete addresses & telephone numbers be submitted.
- 2.06 All the tenderers must submit past performance reports for above works/ materials from various units of UPPCL/SEB/other Govt.agencies.
- 2.07 All the Tenderers must also submit list of major orders (for supply/execution of such materials/ works received during last 2-3 years. Preference may be given to bidder with experience in executing similar work.
- 2.08 Only tenders of those tenderers shall be considered who are either reputed manufacturers of such materials/items themselves or their accredited agents or reputed companies or have sufficient experience in various Govt. Deptt./State Electy. Boards/UPPCL etc. of executing such type of works and have necessary resources at their works and organization to undertake the tendered works/supply of materials to the entire satisfaction of tendering authority.

3.0 **TENDER BID PART –II** shall contain the following:-

- 3.01 The tenderers are to quote/submit the prices on E-tender portal www.etender.up.nic.in in the tender of works/supplies .
- 3.02 The quoted prices should be FIRM & FIRM in all respects throughout the currency of the contract/agreement
- 3.03 The tenderers should note clearly that tenders with variable prices shall not be considered at all.
- 3.04 Any other/charges/duties/taxes/levies etc. should be specifically mentioned separately in price schedule Annexure-6
- 3.05 GST Shall be payable as per actuals on production of documentary evidence of the same.

PART- I

TENDR SPECIFICATION

(A) GENERAL

1. Name & Address
Of the Tenderer.
2. Proprietary/Partnership
Concern Ltd.
3. Name & Address
The Proprietor/Partner
4. In case the proprietor/any
Partner(s) are connected/
Related in any way with PVVNL,
If so, given details
5. Purchase of Tender Spec. No.
(Indicate receipt no. & date.)

(B) EARNEST MONEY

6. (Indicate amount and manner in
Which earnest money deposited)

(C) PREQUALIFYING CONDITIONS

7. Permanent Account No. by Income Tax
Department Submitted or not.
8. Service tax registration certificate submitted or not
9. Validity of offer
10. Authorized representative
(Full address with phone No. if any)

Certificate by the bidders:

I/We certify that/we have gone through the tender specification general conditions and special conditions thoroughly and undertaken to abide these, and also agree to carry out such instructions as are mutually agreed after finalization of tender.
List of document enclosed.

I/WE Categorically State

- a. That the information contained in items 1 to 10 above is correct and I/We understand that incase any of the information is found incorrect as any stage the contract will be liable for rejection/cancelled and earnest money forfeited.
- b. That I/We understand that if the information submitted here with is not found satisfactory, may whole offer will be rejected with out opening tender bid part-II

Signature of Tenderer

Name in Block Letter

Address:

PART – II

**TENDER BID
DECLARATION ON NON-JUDICIAL STAMP PAPER
WORTH RS. 100.00**

Tender Invited By

Executive Engineer
Electy. Store Division
Saharanpur

Tender For

Name of Tender

Four Wheeler Vehicle on hire basis

Tender Notice No.

ESD/SRE/06/2021-22

In consideration of Executive Engineer, Electy. Store Division, Saharanpur having treated the tenderer to be an eligible person whose tender may be considered the tender hereby agrees to the condition that the proposal in response to the invitations shall not be withdrawn by the tenderer within six month from the date of opening of this tender and also to the condition that if thereafter the tender does withdrawn his proposal within the said period the earnest money deposited by him may be forfeited by the Executive Engineer, Electy. Store Division, Saharanpur on this discretion of the later.

Signed bythis.....day of

Witness:

Signature of the Tenderer
Full Name of the Tenderer
With Address

निविदा संख्या ई0एस0डी0/एस0आर0ई0/06/2021-2022 की नियम व विशेष शर्तें

1. कार्य:- एक नग डीजल चालित चार पहिया वाहन चालक सहित कार्य अवधि माह 12, मॉडल 2019 अथवा उसके बाद का हो, चालक सहित विद्युत भण्डार खण्ड, सहारनपुर को विभागीय कार्य सम्पादन हेतु दिनांक 31.03.2023 तक की अवधि के लिये उपलब्ध करानी है।
 2. गाड़ी 24 घंटे निगम हित में अधिकारी के अधीन रहेगी।
 3. भुगतान हेतु बीजक तीन प्रतियों में सक्षम अधिकारी द्वारा सत्यापित कराकर विद्युत भंडार खण्ड, सहारनपुर को प्रस्तुत करने होंगे।
 4. कर्मचारी/अधिकारी के साथ या अकेले चालक को किसी भी समय गाड़ी सहित आवश्यक कार्य से निगम हित में सहारनपुर से बाहर की यात्राओं पर भी जाना होगा रात्रि चार्ज देय नहीं होगा।
 5. सेवा संतोषजनक पायी जाने पर कार्य की अवधि बढ़ायी जा सकती है।
 6. उपरोक्त निविदा रनिंग कॉन्टेक्ट होगा।
 7. डीजल की व्यवस्था विभाग द्वारा की जायेगी। डीजल के अतिरिक्त और कोई अन्य सामग्री गाड़ी के चालक को उपलब्ध नहीं करायी जायेगी।
 8. चालक को गाड़ी की लॉग बुक का रख-रखाब स्वयं करना होगा, तथा सम्बंधित अधिकारी/कर्मचारी से रिडिंग को सत्यापित कराकर विभाग के अधिकारी से हस्ताक्षरित कराना होगा।
 9. फर्म का भुगतान प्रतिमाह लॉग बुक के सत्यापन के आधार पर किया जायेगा।
 10. फर्म द्वारा बीजक तीन प्रतियों में रसीदी टिकट सहित उपलब्ध कराये जायेगे।
 11. गाड़ी का न्यूनतम औसत 12 कि.मी./ली. देना होगा।
 12. गाड़ी के कागजात पूर्ण वैधानिक व मोटरव्हीकल एक्ट के अनुसार होंगे। यदि भविष्य में कोई वैधानिक व मोटरव्हीकल एक्ट में संशोधन होता है तो उसके अनुसार निविदा दाता बाध्य होंगे।
 13. चालक लाइसेन्स व गाड़ी के समस्त कागजात निविदा दाता द्वारा नवीनीकृत होंगे।
 14. गाड़ी के रख-रखाब की व गाड़ी दुर्घटना या क्षतिग्रस्त होना की दशा में मालिक की पूर्ण जिम्मेदारी होगी। किसी प्रकार की क्षति के लिये निगम जिम्मेदार नहीं होगा।
 15. गाड़ी खराब होने की स्थिति में निविदा दाता का दायित्व होगा कि वह दूसरी गाड़ी दो घंटों के अन्दर उपलब्ध न होने पर रु. 50.00 प्रति घंटों की दर से तथा पूरे दिन उपलब्ध न होने पर रु0 400.00 प्रतिदिन के हिसाब से कटौती की जायेगी
 16. विवाद की स्थिति में न्यायालय का क्षेत्र सहारनपुर होगा।
 17. निविदा की दरो का वैधता न्यूनतम बारह माह होगी।
 18. अनुबंध रु.100.00 के नोन जूडिशियल स्टाम्प पेपर होगा जो फर्म द्वारा उपलब्ध कराया जायेगा।
 19. गाड़ी की मरम्मत व सर्विस आदि फर्म के अनुरोध पर माह में एक दिन विभाग की सुविधानुसार समय दिया जायेगा।
- उपरोक्त समस्त नियम व शर्तें मुझे/ हमें पूर्ण रूप से स्वीकार्य है।

निविदा दाता के हस्ताक्षर मील सहित
विद्युत भण्डार खण्ड
सहारनपुर