

TENDER FORM

OFFICE OF THE DY. COMMISSIONER OF POLICE: TRAFFIC: DEV PRAKASH SHASTRI
MARG, PUSA, NEW DELHI

LAST DATE: 28.02.2014
BY 2.00 P.M.

(Complete Engine Overhauling of Govt. Vehicle (Tata Safari) Regn. No.DL1CM-1102 of Traffic Unit)

Delhi Traffic Police intends to carry out complete engine overhauling (with spares) of Govt. Vehicle (Tata Safari) Regn. No.DL1CM-1102. Sealed tenders are invited in two bid system (i) Technical Bid (ii) Commercial bid. The work required to be carried out be assessed by inspecting the vehicle before quoting your bid/price at appendix-I. Bids are invited from the agencies dealing in the service, repair and maintenance of vehicles and authorized to carry out such works. Interested agencies/firms/companies may quote their rates according to the work required to be carried out for the Govt. vehicle No.DL1CM-1102 (TATA Safari) as well as after careful study of the following terms & conditions:-

TERMS & CONDITIONS:

1. Only Sales tax/Value Added Tax (VAT) Payee agencies are eligible to fill this tender. Interested agencies shall quote their Sales tax/VAT/TIN Number with documentary proof along-with latest tax Clearance Certificate or latest return filed or copies of challans indicating deposition of tax with the concerned department.
2. Interested agencies shall also to quote their permanent Income Tax Number in the name of the tendering firm or in the name of proprietor with copy of the PAN Card.
3. Rates should be quoted in **Appendix-I inclusive of all taxes**. Nothing over and above the quoted rates shall be payable. No future liability shall be undertaken by this department.
4. Rates (inclusive of all taxes) quoted shall be valid for a period of 06 months from the date of opening of the Tender. An undertaking in this regard should be attached by the bidder with Technical bid.
5. The tenderer shall indicate their rates (inclusive of all taxes) in clear visible figures and words and shall not overwrite/make cutting in the rates. If alteration/overwriting/cutting in rates are notices, such tenders shall not be taken into consideration & declared as disqualified.
6. No advance payment shall be given to any agency/firm etc. on any grounds what so ever.
7. The price shall be F.O.R. Delhi including all taxes, packing, transit and forwarding to rail or road carrier and statutory levies, if any and no extra charges of these items shall be made.
8. The successful tenderer shall have to carry out the required repairing work within 15 days from the date of receipt of work order and return the vehicle to MT Section, Traffic Police HQ, Dev Prakash Shastri Marg, Pusa, New Delhi otherwise the work will be carried out from open market and in case increase of rate the difference of rates including actual cost shall be recovered from the firm or adjusted from pending bills/Performance Security. After carrying out the work and delivery of the vehicle to MT, Section/Traffic, the vehicle shall be inspected by inspecting team nominated for the purpose and if the work so carried out is found below satisfaction, the Delhi Traffic Police may stop the payment and a penalty including forfeiture of Performance Security Deposit shall also be imposed. Besides, in case of delay in carrying out the required work and delivery of the vehicle, the deduction @ 5% of the cost of the work so carried out per month will be made from the performance security or from pending bills of the firm/company.

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9. A Non-refundable fee for **Rs.200/-** as Tender fee must accompany with the tender in the form of A/C Payee Demand Draft from any commercial bank in favour of DCP/Traffic (HQ), New Delhi. Non adherence of this shall lead to rejection of bid.
10. Bid Security/EMD of **Rs.8,000/-** in the form of A/c Payee Demand Draft/Bankers Cheque/FDR/Bank Guarantee from any Commercial Bank must accompany with the tender in favour of DCP/Traffic(HQ), Delhi. No tender shall be accepted without Bid Security and shall be rejected straightway. The Bid Security shall be refunded to the unsuccessful tenderer(s) after finalization of the tender and award of work order and deposition of Performance Security by the successful tenderer. Bid security deposited with the tender shall bear no interest. Bid Security must be attached with Technical Bid. The EMD should be valid for a period of forty five days beyond the final bid validity period.
11. The firm whose rates are accepted/approved will have to deposit 10% of the total cost of the item as Performance Security in the shape of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any Commercial Bank in an acceptable form in favour of Deputy Commissioner of Police, Traffic (HQ), Delhi payable at Delhi, safeguarding the purchaser's interest in all respect within a week's time before the work order is placed to the firm. The performance Security Deposit shall bear no interest.
12. Any agency, which has exemption for Bid Security Deposits with tender being registered with DGS&D/NSIC, shall furnish documentary proof in this regard, indicating clearly that they are exempted for the items of the tender and also attached copy of documentary proof in support of their claim.
13. The tender must contain the name, office and residential address, E-mail ID including telephone/Fax number(s) of the person or persons/firm with his/their usual signatures and also be attached with the Technical bid.
14. A copy of tender documents terms & conditions duly sealed & signed by the bidder(s) may also be attached with the "**Technical Bid**". Unsigned tender documents shall not be accepted.
15. Tenderers shall furnish two separate bids. 1st bid shall be "**Technical Bid**" and the 2nd bid shall be "**Commercial Bid**" specifically be mentioned on the envelopes (duly sealed/pasted). Both the bids shall be put in a big size envelop super scribed as "**Tender for complete engine overhauling of Govt. Vehicle (Tata Safari) Regn. No. DL1CM-1102**". Non-adherence of this procedure shall lead to rejection of the tender. Appendix-I shall be attached with Commercial Bid and all other documents/undertakings alongwith signed copy of tender document has to be attached with the Technical Bid.
16. The Tender Form can be obtained from the office of the Deputy Commissioner of Police, Traffic(HdQRS.), M.T. Section, Traffic Police HQ, Dev Prakash Shastri Marg, Pusa, New Delhi on any working day from **04.02.2014 to 28.02.2014** between **10 A.M. to 5 P.M.** Alternatively, the tender document can also be downloaded from the websites of Delhi Police, Delhi Traffic Police and Govt. of NCT of Delhi i.e. www.delhipolice.nic.in and www.delhitrafficpolice.nic.in. Last date for submission of tender in the office of DCP/Traffic(HQ), Delhi is **28.02.2014 by 2.00 P.M.** applying agencies/their representatives are at their liberty to attend the proceedings of opening of the tender at **3.00 P.M.** on the same day i.e. **28.02.2014** in Conference Hall, Administration Block, Traffic HQ, Dev Prakash Shastri Marg, Pusa, New Delhi, depending upon the availability of members of the purchase Committee. In case, the tenders are not opened on the schedule date due to any administrative or law & order problem or due to holiday etc., the same shall be opened on the next working day, at **3.00 P.M.**
17. Conditional tenders shall not be accepted and shall be rejected straightway.

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18. No enquiry shall be made by the tenderer(s) in between the time of opening the tenders till the competent authority takes final decision.
19. In case the successful tenderer is found in breach of any terms & conditions at any stage, legal action as per rules/laws shall be initiated against the agency/firm concerned regarding forfeiture of the earnest money or Performance Security deposits and debarring the agency/firm also by black listing for future dealing.
20. The Purchase Committee reserves the right to relax any of the above mentioned condition(s) and reject on his discretion any or all tender(s) altogether without assigning any reason, with the approval of competent authority.
21. The tenderer is bound to give the guarantee/warranty to cover the atleast 50,000 Kms. & one year after the overhauling of engine of the above said vehicle and till then the Bid Security so deposited should not be released.
22. In case violation of any terms & conditions, the firms shall be issued show cause notice and explanation of the firm shall be called. If the reply of the firm is not found satisfactory legal action as per laws will be taken against the firm.
23. All disputes in this connection shall be settled in Delhi jurisdiction only. Prior to litigation, the matter can be patched up by negotiation on table.
24. All procedure for complete engine overhauling of Govt. Vehicle (Tata Safari) Regn. No.DL1CM-1102 laid down in GFRs and DFPRs shall be adhered to strictly by the undersigned and tenderers are bound to abide by the same.
25. The tenderers shall submit a certificate to the effect that the firm/company is neither blacklisted by any Government Department nor any Criminal Case is registered against the firm/company or its owner or partners or directors anywhere in India.

DEPUTY COMMISSIONER OF POLICE:
TRAFFIC (HQ), NEW DELHI.

PRICE BID

APPENDIX – I

(Complete engine overhauling of Govt. Vehicle (Tata Safari) Regn. No.DL1CM-1102)

Sl. No.	Description of work	Quantity	Rate per unit inclusive of all taxes	Total cost inclusive of all taxes
1.	Complete engine overhauling of Govt. Vehicle (Tata Safari) Regn. No.DL1CM-1102	01 Vehicle		

Name Signature of Bidder with Seal

Date:-

Note:- The Bidder are advised that before quoting your rates for the required job May inspect the Govt. vehicle No.DL1CM-1102(TATA Safari) at Rachna Motor Pvt. Ltd., B-8/1, Badli Industrial Area, Phase-I, Delhi-110042 to assess the exact quantum of work and quantity of spare parts required for over hauling of engine.

APPENDIX –II

(TO BE ATTACHED WITH TECHNICAL BID)

(Complete engine overhauling of Govt. Vehicle (Tata Safari) Regn. No.DL1CM-1102)

Sl. No.	Description	Answer
1.	Has the tenderer registered with Sales Tax/VAT Department and documentary proof to this effect attached?	Yes/No
2.	Has the tenderer attached the documentary proof of current Tax Clearance/Assessment certificate/latest return filed/copies of challans indicating deposition of tax/VAT with the concerned department?	Yes/No
3.	Has the tenderer enclosed permanent Income Tax No. with the tender?	Yes/No
4.	Has the tenderer deposited earnest money Rs.8,000/- in the form of Bank Draft of any Commercial Bank in favour of DCP/Traffic (HQ)?	Yes/No
5.	Has the tenderer deposited non-refundable tender fee for Rs.200/- in the form of A/C payee Bank Draft of any Commercial Bank in favour of DCP/Traffic (HQ), New Delhi?	Yes/No
6.	Has the tenderer agreed for validity for rates for 6 months from the date of opening of tender?	Yes/No.
7.	Has the tenderer mentioned rates inclusive of all taxes?	Yes/No
8.	Has the tenderer attached the documentary proof of having exemption for Earnest money, in-case of the agency exempted being registered with DGS&D/NSIC?	Yes/No
9.	Has the tenderer accepted all the terms and condition of the tender documents? If the answer is "Yes" Has an undertaking been attached in this regard?	Yes/No
10.	Has the tenderer attached an undertaking to the affect that neither the firm is blacklisted by any Govt. Department Nor any criminal case is registered against the firm or Against the bidder?	Yes/No
11.	Has the tenderer attached the name, office and residential address, E-Mail ID including telephone/Fax number(s) of the person or persons with his/their usual signatures?	Yes/No
12.	Has the firm submitted copy of tender documents terms and conditions duly signed by the bidder	Yes/No

**Signature of the Bidder
With Seal
Date**