

## SPECIAL TERMS AND CONDITIONS

1. This enquiry is for providing following Vehicles to RGIPT, Bangalore.

One no AC Toyoto ETIOS or Maruthi Swift Dzire, Model not earlier than 2020  
Any equivalent or higher end vehicle can be provided subject to acceptance by RGIPT
2. The vehicles to be provided shall have valid tourist permit throughout the contract period.
3. Car shall normally operate from 8 am to 8 pm every day except on Sundays, and RGIPT Holidays.
4. On Sundays and RGIPT holidays and whenever so required by RGIPT, 12 hours shall be reckoned from time of reporting as instructed by the respective car users.
5. Contract Period: 12 months, extendable for a further period of 12 months at the discretion of RGIPT.
6. a. Vehicle(s) model shall be NOT EARLIER THAN JAN 2020.

b. The Vehicle(s) supplied should be in good condition and road worthy.

c. The Vehicle(s) to be supplied along with all statutory documents like RC Book, Tax paid receipts, Insurance policy and will be inspected by RGIPT representative. Vehicle will be accepted only when found good and meeting tender requirements.

d. Vehicle(s) to be deployed by the Contractor shall be registered as Taxi and TOURIST VEHICLE.

**e. Vehicle(s) should be provided with Fastag facility duly updated and adequate credit balance for day to day usage.**

f. Vehicle should be free from punitive actions from financiers, if any. Vehicle(s) should be kept free from all financial obligations with the financiers and any disturbance during the usage of vehicle(s) is treated as violation of the contractual obligations.
7. Contractor shall deploy the Vehicle(s) with the driver within seven days from the date of receipt of purchase order or as advised by RGIPT. RGIPT will give a separate confirmation for placement of vehicle depending upon requirement. Contractor to place the vehicle only on confirmation from RGIPT.
8. Vehicle(s) shall be available to RGIPT on all working days in a week. Reporting time will be as per the instructions of RGIPT from time to time.
9. In case of non-availability of Vehicle during the contract period, equivalent Vehicle of the same model or later (as per contract) may be accepted by RGIPT. Frequent changes of Vehicle/Driver will not be accepted. Change of Vehicle/Driver shall be done only with prior permission of RGIPT.
10. Servicing/maintenance of the Vehicle(s) shall be planned so as to provide smooth and trouble free service as per the contract. Alternate/substitute vehicle meeting the requirements specified for regular vehicle will be supplied by the contractor only when the vehicle/s has to undergo servicing/maintenance/FC.

11. In case of repairs or servicing of vehicle the contractor shall provide a replacement vehicle which will be same as per Clause no 1.
12. In case of any vehicle breakdown and the contractor is not able to provide suitable and acceptable alternative within one hour within the limits of Bangalore city and four hours outside Bangalore, RGIPT except under force majeure conditions (to be duly supported & authenticated) will be free to hire vehicle from any other agency/source and charges so incurred by RGIPT for the vehicle will be recovered from the contractor's bill. Necessary bills/vouchers from the agency/source providing alternate vehicle shall be furnished to the successful bidder/vendor
13. If contractor fails to provide vehicle on any day, RGIPT may hire another vehicle at the cost and risk of the contractor and such hiring charges will be deducted from monthly bills of the contractor subject to maximum of Rs 2000/- per day.
14. The Vehicle(s) shall be supplied with good Seat Covers. The Seat Covers shall always be maintained neat and changed every week without fail i.e. on every Monday.
15. The vehicle shall be maintained in good condition with necessary accessories, tool kit etc including properly inflated stepney.
16. The rates quoted shall include diesel, drivers' salary and allowances, any maintenance and repairs, any consumables like tyre, tube, batteries and statutory taxes, insurance premium etc.
17. The air conditioner of the vehicle shall be in working condition. In case Air conditioner is found not working, a penalty of Rs 500/- per day will be levied.
18. In case of non-compliance, an amount of Rs.100/- will be deducted for each default.
19. If night halt is required at any out station place, contractor shall arrange for lodging and boarding of the driver for RGIPT will not compensate in anyway. In case of night halt, charges for extra hours will not be payable, but driver's Bhatta shall be payable.
20. Additional vehicles, if & when required, on daily basis will be engaged on the same rates, terms and conditions. The rates for hiring of vehicle on daily basis shall be as per the pro-rata rate for the day or at the rate quoted separately in this tender for SUV.
21. a. Driver(s) should be healthy, punctual, well dressed, clean shaven and well behaved.  
b. Driver(s) shall not consume or be under the influence of alcoholic drinks during duty hours.  
c. Driver shall always carry the following valid documents:
  - Driving license
  - Badge issued by RTO issued to Cab drivers
  - Vehicle registration Book
  - Road Tax Payment Record
  - PUC Certificate
  - Insurance Policy
  - Police Verification Record
  - All other documents required as per RTO and Police Depts

All above documents shall be in ORIGINAL and valid/current. A set of Photostat copy of all the documents be submitted while deploying the vehicle.

- d. Driver(s) shall have their own arrangement for accommodation, Coffee/Tea, Breakfast, Lunch and Dinner for normal duty, extra hours of working, outstation visits and Night halts etc. Contractor shall ensure that Driver has enough money for Fuel, Repairs, for his Stay, Food etc.
- e. Driver(s) should be conversant with streets, localities, important landmarks and routes in and around Bengaluru city. Driver(s) should be conversant in Kannada and working knowledge in Hindi.
- f. Driver(s) shall be subjected to regular medical checkup by the contractor & keep them fully fit.
- g. Driver shall be provided with a MOBILE PHONE with calling facility within state of Karnataka by the contractor all the times so that easy communication can be established with him all the time. Mobile phone must be working all the times and in case of non-availability of mobile phone penalty @ Rs 50 per day per vehicle shall be levied. For three repeated failures, the PO will be liable for termination and RGIPT's decisions shall be final in this regard.
- h. The Contractor will be fully responsible for complying with all relevant provisions of the Contract Labour Act and shall pay rates of Wages and observe hours of work/ conditions of employment according to the rules in force from time to time.
- i. The Contractor will be fully responsible for complying with the provisions including documentation and submission of reports on the above to the concerned authorities and shall indemnify the Corporation from any such lapse which the government will be taking action against them.
- j. RGIPT shall on a report having been made by the inspecting Officer as defined in the Contract Labour Regulations have the power to deduct from the money due to the contractor any sum required or estimated to be required for making good the loss suffered by a worker(s) by reasons of non-fulfillment of conditions of the contract for the benefit of workers, non-payment of wages or of deductions made from driver's/drivers' wages which are not justified by the terms of contract or non-observance of the said contractor's responsibility towards labour employed.
- jk. INSURANCE AND LABOUR: Contractor shall at their own expense obtain and maintain comprehensive insurance policy with a Nationalized Insurance Company to the satisfaction of the RGIPT as provided hereunder for which no extra payment will be made.

#### I. EMPLOYEES STATE INSURANCE ACT:

- i. The contractor agrees to and does hereby accept full and exclusive liability for the compliance with all obligations imposed by Employees State Insurance Act, 1948, and the contractor further agrees to defend indemnify and hold RGIPT harmless from any liability or penalty which may be imposed by the Central, State or local authority by reason of any asserted violation by Contractor, or sub-contractor of the Employees State Insurance Act, 1948 and also from all claims, suits or proceedings that may be brought against the RGIPT arising under, growing out of or by reason of the work provided for by this contract whether brought by the employees of the

Contractor, by third parties or by Central or State Government authority or any political subdivision thereof.

- ii. The Contractor agrees to file with the Employees State Insurance Corporation, the Declaration forms and all forms which may be required of the Contractor's or sub-contractor's employee whose aggregate enumeration is within the specified limit and who are employed in the work provided or those covered by ESI Act under any amendment to the Act from time to time. The Contractor shall deduct and secure the agreement of the sub-contractor to deduct the employee's contribution as per the first schedule of the Employee's State Insurance Act from wages and affix the employee's contribution cards at wages payment intervals. The Contractor shall remit and secure the agreement of the sub-contractor to remit to the State Bank of India, Employee's State Insurance Corporation Account, and the Employee's contribution as required by the Act.
- iii. The Contractor agrees to maintain all records as required under the Act in respect of employees and payments and the Contractor shall secure the agreement of the sub-contractor, if used with specific approval of RGIPT, to maintain such records. Any expenses incurred for the contributions, asking contribution or maintaining records shall be to the contractor's or sub contractor's account.
- iv. The RGIPT shall retain such sum as may be necessary from the total contract value until the contractor shall furnish satisfactory proof that all contributions as required by the Employee's State Insurance Act, 1948, have been paid.

m. WORKMAN'S COMPENSATION AND EMPLOYEES LIABILITY INSURANCE

Provide Insurance for all the Contractor's employees engaged in the performance of this contract. If any of the work is sublet with specific prior approval of RGIPT, the Contractor shall ensure that the sub-contractor provides workmen's compensation and Employer's Liability Insurance for the latter's employees who are not covered under the Contractor's insurance.

n. AUTOMOBILE LIABILITY INSURANCE

Contractor shall take out insurance to cover all risks to RGIPT for each of his vehicles plying on works of this contract and these insurances shall be valid for the total contract period. No extra payment will be made for this insurance. RGIPT shall not be liable for any damage or loss not made good by the Insurance Company should such damage or loss result from authorized/unauthorized use of the vehicle. The provisions of the Motor Vehicle Act would apply.

- 22. a) The driver of each vehicle shall maintain a log for his vehicle in which the opening time, opening KM reading, closing time, closing KM reading name of user, place of visit will be clearly maintained. Driver will get this log certified daily and certified log sheets shall be submitted along with bill.
- b) For prorata calculation, one month will be considered 30 days only.

**23. Assured Mileage:**

Minimum assured mileage for the vehicle will be 2000Km/Month.

**Quarterly average for Extra Mileage:** The extra running over 2000 Kms in a month will be paid on quarterly average basis. Following example is given for its calculation,

Lumpsum KMS in a month are 2000 KMS. Hence KMS for a quarter are 6000 KMS.		
Running of Vehicle in First Month	:	2500 KMS
Running of Vehicle in Second Month	:	1900 KMS
Running of Vehicle in Third Month	:	2250 KMS
Total running in 3 months	:	6650 KMS
Lumpsum Mileage for 3 months	:	6000 KMS
Extra Mileage to be claimed	:	650 KMS

24. The contractor is required to supply vehicle with assured mileage per month for vehicle as mentioned in Schedule of Rates under respective items. Over and above the specified assured mileage per month, the extra mileage will be paid as per unit rate quoted by the contractor in Schedule of rates. Contractor shall submit Monthly bills to the officer of RGIPT in Bangalore nominated by RGIPT's authorized officer for processing of bills.
25. **Quantities:** Quantities mentioned are approximate and payment shall be made on actual usage except the fixed monthly mileage against certification of monthly bills by RGIPT's authorized personnel. Payment shall be made within 15 days of submission of bills along with log books certified by RGIPT's officer/s
26. If any accident or damages to property/life etc. arises by reason of any act of negligence/omission/default or non-compliance with any of the terms and conditions of statutory regulations for rules applicable within RGIPT's premises on you. Your representative or employee resulting in death or injury to any person or damage to property of RGIPT or any third party then and in such event you will be liable to pay compensation to any such persons. You shall in such an event keep RGIPT indemnified from any demand, claims or proceedings made.
27. **Security Deposit:** The successful tender will have to submit security deposit of Rs.10,000/- in the form of demand Draft in favour of RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY payable at Bengaluru.
28. In case the successful tenderer fails to fulfill his contract obligations or is in default RGIPT has the right to make arrangement from other sources and wherever extra cost/expenses incurred in this connection will be recovered from your pending bills and /or Security deposit without any intimation and security deposit shall be liable to be forfeited wholly or in part at the sole discretion of the corporation.
29. In case of satisfactory completion of the contract, the security deposit will be refunded only after the expiry of the contract.
30. Vehicle shall be parked at a suitable place at Bangalore at convenient place as mutually agreed by the RGIPT and the successful bidders.
31. No passenger tax is applicable/ shall be payable by RGIPT and the same will have to be borne by the contractor.

32. In normal course, RGIPT reserves the right to terminate the contract by giving one month notice.
33. The contractor shall not be entitled to sublet the above work, if awarded, without RGIPT's written consent.
34. Escalation or reduction in rates will be dependent on retail selling price of HSD (diesel) in Bangalore city, Variation in rate will be calculated by the following formula-
- Variation in price: (rate per km). Rs= (X) / 14
- X is the variation-increase or decrease in the retail selling price of HSD
- The revised rate based on the above price variation clause will be effective from the date of official change of retail selling price of HSD.
- The variation (increase /decrease) in rate /KM will be applicable on the monthly lump sum hire charges for the actual KMs run with effect from the date of price revision
35. For the purpose of the contract, the base price shall be considered as Rs.78.31 / litre (Euro IV Diesel) as on 18 Dec 2020.
36. No escalation shall be payable for variation in prices of tyres/battery/ spares etc. or variation in duties/levies/taxes other than service tax.
37. Payment towards toll charges / parking charges will be made by the driver and the same will be reimbursed along with the bill against submission of original receipts/proof of payment.
38. **GST :**
- a) Tenderer must have GST Registration and must ensure compliance with respect to tax remittance, returns etc.
  - b) GST rate applicable currently is @ 5%.
  - c) Tenderer should quote his GST registration Number and submit a copy of GST Certificate.
  - d) Vendor should quote his applicable GST rate separately and not as inclusive.
  - e) RGIPT is not classified as "Corporate" hence Reverse Charge Mechanism is not applicable currently.
39. Any or all items in the order would be operated as per requirement of RGIPT. Payment will be made on such items which are operated for the duration of such operation.
40. The rates quoted by the contractor & finally accepted by RGIPT will remain firm. No escalation in the rates shall be allowed for the period of contract which at present is for **ONE Year** from the date of PO extendable for a further period of 12 months at the discretion of RGIPT. However, in case of unsatisfactory services/breach of terms and condition, PO can be terminated by giving 15 days' notice by RGIPT.
41. In case of emergency, vehicle shall be made available at any time of day/ night within two hours' notice from RGIPT. Penalty, on failure, will be deducted as per clause no 13 and 18.
42. In the event of unsatisfactory services, after 3 warning letters, the service can be terminated.

43. The contract awarding authority shall be at liberty to terminate the contract in part or full at any time by giving 15 days' notice in writing without assigning any reason whatsoever and the RGIPT shall not be responsible for any loss, damage etc., suffered by contractor as a result of such termination of contract.
44. Bidders must understand the Schedule of Quantities clearly and quote for all items.

**ADDRESS OF THE LOCATION**

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY  
Nirman Bhavan, 3<sup>rd</sup> floor,  
Dr Rajkumar Road, Rajajinagar 1<sup>st</sup> block  
Bangalore-560 010.

**Contact Person:**

H S Muralidhara, Sr Manager Finance-RGIPT  
99724 22188

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Stores and Purchase Officer

**Date**

**Signature of Tenderer  
With Company Seal**

# RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

## BANGALORE

**Tender No.** RGIPT/BLR/TN-001/2020-21  
DATED 18.12.2020

### **PART - I TECHNO-COMMERCIAL BID**

i) Last date of receipt of tender	30.12.2020 (Wednesday)	04.00 pm
ii) Opening of Techno-Commercial Bids	30.12.2020 (Wednesday)	05.00 pm
iii) Opening of Price Bid	At later date	



### **Check-List for Techno-Commercial Bid**

1. **All pages of the tender document shall be invariably signed by the authorized Personnel and Company's rubber stamp affixed.**
2. Photocopies of all certificates shall be self-attested by the authorized personnel. There shall be no corrections or overwriting in the tender document. Corrections, if any, should be made clearly and countersigned.
3. Token of Acceptance of Terms & Conditions given in **Annexure – I & Annexure – II. (Seal & Signed by the Authorized Signatory).**
4. Submission of Technical Compliance sheet as per **Annexure-III**
5. Provide complete information in **Annexure-IV**. This part of the tender shall contain company profile and commercial terms & conditions of contract for the supplies to be made and services to be rendered.
6. Provide the Declaration on company's letter head as suggested in the **Annexure-IV – A**.
7. **Non-Blacklisting Declaration** – Bidder shall provide duly signed certificate (Non-Blacklisting Declaration) as enclosed at **Annexure-V** with Techno-Commercial Bid on Rs. 100.00 Non-Judicial Stamp Paper.
8. **Price Reasonability Certificate – As per enclosed format – Annexure – VI.**
9. **Satisfactory Performance Certificate from the clients – As per enclosed format – Annexure VII**
10. Blank Price Bid format – for attestation of bidder – **Without Prices - Annexure VIII**
11. **Copy of Purchase Orders** – Purchase Orders if any, for identical items supplied to other IISERs/IITs/Central Universities etc. for the preceding two years should be given together with the prices eventually or finally paid.
12. **Copy of GST No. and PAN No.** allotted by the concerned authorities should be enclosed.
13. **Period of delivery** should be mentioned specifically.

### **Check-List for Price Bid**

1. Submission of Price Bid as per format given at **Annexure – IX**.

**Technical Specification for TAXI SERVICE**

<b>Service</b>	<b>Standard / Type / Quantity</b>
Make of the car	Toyota Etios or Maruti Swift Dzire, or others (specify)
Model	Not earlier than January 2020
Features	Vehicle in good condition, AC, Good Seat cover
Assured Mileage	2000 Kms Per month.
Operating time	Normal 8am to 8pm
Vehicle failure	Alternate similar vehicle
Compliance	100% Statutory compliance and 100% Statutory records with no pending Financiers' obligations

**Date**

**Signature of Tenderer  
With Company Seal**

**SPECIAL INSTRUCTIONS FOR TWO PART TENDER**

**1.1 MANNER AND METHOD FOR SUBMISSION OF TENDERS**

1.1.1 All tenders in response to this invitation shall be submitted in Two Parts as under in the separate sealed envelopes. On top of the envelopes containing respective part, it will be clearly indicated in bold letters:-

- (i) Part I (Techno-Commercial)
- (ii) Part II (Price)

1.1.2 A. PART-I (TECHNO-COMMERCIAL) This part of the tender shall include/contain all technical details, technical specifications, drawings and also the commercial terms and conditions of contract for the supplies to be made and the services to be rendered **EXCLUDING ANY PRICE DETAILS THEREOF.**

B. PART-II (PRICE) This part should contain only the prices of the stores offered for supply and the charges for the services to be rendered.

1.1.3 **Part-I (Techno-Commercial)** should contain/include only technical specifications, technical details, literature, reference to earlier supplies of similar item without enclosing the purchase order copies, drawings, quantity, time required for submission and approval of drawings, manufacturing and delivery schedule, inspection/testing procedure itemized list of spares and quantity (without price) recommended by the tenderer for purchase term of price mode and terms of payment, mode of dispatch, the quantum/percentage of statutory levies payable by the Purchaser as extra and all related commercial terms and conditions for the supplies and for the services like erection and commissioning to be rendered by the tenderers. The tenderer shall take special care **NOT TO MIX UP** the price of the stores in this part of the tender.

1.1.4 **Part-II(Price)** shall include/contain only price, price break-up, freight/safe delivery charges, charges This part of the tender i.e. **Part-II (Price)** shall be enclosed separately in the sealed envelope with Tender No and Bidder Name superscribed on it.

**1.2 TECHNICAL CLARIFICATIONS**

1.2.1 After opening the **Part-I (Techno-Commercial)** of the tender, if it becomes necessary for the technical authorities/user department to seek clarification from the tenderers, the same will be sought for from the tenderers by the Technical authorities/user department, in such an event, the tenderer shall-

- (i) Furnish all technical information/clarification to the concerned technical authority directly in the sealed envelope to reach on or before the due date, and time fixed by the technical authorities in an ordinary envelope indicating the Purchaser's tender reference. If the technical clarification/details sought for by the technical authorities from the tenderers do not reach them on or before the due date and time fixed for its receipt, such tenders will be liable for rejection at the discretion of purchaser.

**Signature of Tenderer with Company Seal**

- (ii) Have an option to modify the price based on the technical clarifications or discussion the tenderers had with the user department. In case they wish to make any revision in the price, they should communicate such a revision in price in sealed cover within due date.

### 1.3 OPENING OF TENDERS

1.3.1 **Part-I (Techno-Commercial)** of the tender will be opened at the first stage on the due date and time indicated for opening in the tender notice. While the **Part-II (Price)** will be opened at the second stage on the date and time as intimated after scrutiny of Part-I (Techno- Commercial).

1.3.2 While all the tenderers who submit tenders within the due date and time specified for its receipt will be permitted to participate in the opening of Part-I (Techno-Commercial) of the tender on the due date and time indicated in the tender inquiry, the opening of the Part-II (Price) of the tender can be attended to only by such of those tenderers whose tenders are found to be technically suitable/acceptable to the Purchaser and to whom intimation thereof is given by the Purchaser by email, etc.

1.3.3 The tenders whose **Techno-Commercial Part (Part-I)** are found suitable/acceptable to the Purchaser, will be given advance intimation by the Purchaser to enable such tenderers to depute their representative to participate in the opening of the Part-II (Price) of the tender. The technically unqualified tenderers will neither be given any intimation about the due date and time for opening **Part-II (Price Bid)** of the tender nor will they be permitted to participate in the opening of the same. **Part-II (Price) of the technically disqualified tenderers will not be opened.**

**Note:-**

1. **Part-I (Techno-Commercial Bid)** and **Part-II (Price Bid)** should be submitted in separate sealed covers, superscribed with the Purchasers tender number and the Part number say Part-I (Techno-Commercial Bid) or Part-II (Price Bid).
2. **Both the Part envelopes will be sealed in a cover envelope super scribed with the tender number and date and time of submission of opening of tender.**

**Tenders not submitted in the manner specified above can be summarily rejected.**

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**Signature of Tenderer with Company Seal**

**Annexure – III**

**Technical Compliance for Taxi Service**

<b>Service</b>	<b>Standard / Type / Quantity</b>	<b>Compliance (Yes/No)</b>
Make of the car	Toyota Etios or Maruti Swift Dzire, or others (specify)	
Model	Not earlier than January 2020 *	
Features	Vehicle in good condition, AC, Good Seat cover	
Assured Mileage	2000 Kms Per month.	
Operating time	Normal 8am to 8pm	
Vehicle failure	Alternate similar vehicle	
Compliance	100% Statutory compliance and 100% Statutory records with no pending Financiers' obligations	

**\*Note:-**

- 1. If a different model is offered such bids can be rejected**
- 2. If the year of manufacture is earlier than 2020 such bids will also be rejected**

**Date**

**Signature of Tenderer  
With Company Seal**

**TECHNO-COMMERCIAL BID**

(To be submitted in a separate sealed envelope)

For TAXI SERVICE at RGIPT, Bangalore

1.	Name of Tendering Agency with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)	
2.	Do you possess trade license issued by Competent Authorities in India? If so, please enclose a copy.	
3.	Name of Proprietor / Director	
4.	<b>Furnish following particulars of the Registered Office</b> a. Complete Postal Address	
	b. Telephone No.	
	c. Fax. No.	
	d. E-Mail Address	
5.	<b>Furnish following particulars of the Local Branch Office. (if any)</b> a. Complete Postal Address	
	b. Telephone No.	
	c. Fax. No.	
	d. E-Mail Address	
6.	PAN No. (Attach Attested Copy)	
7.	TIN No. (Attach Attested Copy)	
8.	Financial turnover for the <b>last three financial Years &amp; certified balance sheet must be enclosed with Techno-Commercial Bid.</b> (Please attach copy of certificate by Chartered Accountant in original )	
9.	List of Major Clients – List of Educational Institutes/Universities, Government Departments, Research Organizations, to whom item/material of same type have been supplied by the bidder during the last three years. (Purchase Order Copies must be enclosed with the Techno-Commercial Bid or List of clients)	
10.	The <b>agency should not have been black listed</b> or banned by any Govt. Department, Government Organization, PSU, University, Autonomous Institute etc. A notarized certificate to this fact should be enclosed with techno-commercial bid as per <b>Annexure. VI</b>	
11.	Satisfactory Performance Certificates issued by clients as per <b>Annexure VII</b>	
12.	<b>Delivery Period</b> : Please specify the minimum time required to deploy the vehicle from the date of receipt of the Purchase Order	
13.	Additional information, if any (Attach separate sheet, if required)	

Date

Signature of Tenderer  
With Company Seal

**TECHNO-COMMERCIAL BID**

**DECLARATION**  
**(On Company's Letter Head)**

1. I, \_\_\_\_\_ Son/ Daughter of Shri \_\_\_\_\_ Proprietor/ Partner/CEO/MD/Director/Authorized Signatory of M/s \_\_\_\_\_ am competent to sign this tender document.
  
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
  
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
  
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
  
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Date: -----

Place: -----

-----  
Signature of the Authorized Person

Full Name: -----

Company Seal: -----

**TECHNO-COMMERCIAL BID**

**Note: This certificate should be executed on duly notarized Rs 100/- Non Judicial Stamp Paper**

**CERTIFICATE & DECLARATION**

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. **Further RGIPT is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.**

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us.

Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.

**Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization.**

**Date**

**Signature of the Tenderer**

**Place**

**Stamp**



**TECHNO-COMMERCIAL BID**

**PRICE REASONABILITY CERTIFICATE  
(ON THE LETTER HEAD OF THE BIDDER)**

It is certified that the rates quoted against Tender No. .... dated .....for the items vide our Quotation No. ....dated .....are exclusively for supply/services to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt. /PSU"s for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply/services to Government then in such condition RGIPT, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Name of Bidder)

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

**TECHNO-COMMERCIAL BID**

------(ON THE LETTER HEAD OF THE CLIENT)-----

**REF :**

**DATE:**

**SATISFACTORY PERFORMANCE CERTIFICATE**

This is to confirm that M/s .....  
..... is providing / had provided taxi  
service to our organization from / during the following period/s against the order number given:

.....  
.....  
.....

and they have met the service terms and conditions of the organization and their service was satisfactory.

Thanking you,

Yours faithfully,

(Signature with date)

(Name and designation)  
Signature of the Authorized  
Purchase Officer

Signature of tenderer

**PRICE BID – For TAXI SERVICE at RGIPT, Bangalore****PRICE BID FORMAT FOR ATTESTATION BY BIDDER**

Enquiry No. RGIPT/BLR/TN-001/2020-21 DATED 18.12.2020

Supply of: TAXI SERVICE

Sl. No	Item Description	Qty	Unit	Rate/Unit	Amount
1	Providing AC ETIOS /Swift Dzire / Other (_____ )	12	Months	DO NOT BID	
	Providing and operating Diesel Driven 1 no of the vehicle of model not earlier than January 2020 on hire basis for a monthly mileage of 2000 Kms on all normal working days (6 days working – Sunday is considered to be holiday) with normal working hours of 8.00 AM to 8.00 PM as specified in tender terms & conditions. Rates to include all expenses such as emoluments to driver, service tax, all statutory taxes as applicable in the state of Karnataka, insurance, cost of repairs, maintenance, repair charges etc. Toll Charges, Parking charges shall be reimbursed based on actuals and also certified by the user on submission of original receipts along with the bill. This vehicle if used for outstation trips will be entitled for night halt charges.			DO NOT BID	
2	Charges for Extra Hours	840	Hrs	DO NOT BID	
	Extra hours for using of the vehicle beyond 12 hours/ day. The quantity indicated here is for the entire contract period which may be used as and when required.			DO NOT BID	
3	Extra Km running of the vehicle	4800	KM	DO NOT BID	
	Extra running of the vehicle over and above 2400 KMs in a month, calculated on quarterly basis as detailed in the terms and conditions. The quantity indicated here is for the entire contract period which may be used as and when required.			DO NOT BID	
4	Night Halt Charges - AC ETIOS /Swift Dzire	60	Nights	DO NOT BID	
	Night halt charges are applicable for outstation stay. The quantity indicated here is for the use for the entire contract period. In case of out station tours, extra hrs are not payable. Only night halt charges are payable.			DO NOT BID	

5	AC ETIOS /Swift Dzire - working on holidays	60	Days	DO NOT BID
	Rate for providing the vehicle on Sunday/ National holidays for a maximum of 12 hours. Rate to include cost of providing vehicle with driver. Mileage covered would be included in the monthly contract minimum kilometers. Extra hrs if any would be paid vide Item no 2. and Night halt if any would be paid vide item no 4.			DO NOT BID
6	ANY OTHER CHARGES – specify			DO NOT BID
7	GST		%	DO NOT BID
8	NET PRICE OFFERED – In words :	DO NOT BID		In figures: DO NOT BID
9	Rate Offer for provided a SUV (7+1) capacity – Rate per day (80 KM, 8 hours) extra KM/ extra hours as per SI.No. 2 and 3 above			DO NOT BID

- Note :**
1. The above price should be FOR, Institute (RGIPT, Bangalore).
  2. Please indicate basic price, discount offered, Taxes, Duties, transportation charges etc. and Net price separately.
  3. In case GST is not indicated, the highest GST value shall be loaded for evaluation and if such a bid becomes L1, order shall be placed considering that such a bid is inclusive of GST.
  4. Additional vehicles(Sedan), requested on need basis, to be provided at a pro-rata Price/day as per the above quoted rates.
  5. Additional vehicles(SUV), requested on need basis, to be provided at the quoted Price/day in SI.No.9 above, which will not be considered for bid evaluation and decision on award of contract.
  6. The above prices are valid for 90 days after the opening of Techno-Commercial Bid.

Date

Place

Signature of the Tenderer  
Name of the Authorized Signatory  
Stamp