



Government of India
Department of Atomic Energy
Board of Radiation & Isotope Technology

Regional Centre, BRIT,
C/o. VECC, 1/AF,
Bidhan Nagar,
Kolkata – 700064.
Tel. No. 033-23183214

Tender No. BRIT/RC Kolkata/1/2021

Hiring of One 2018 or later model Tata Sumo/equivalent Non-AC vehicle, on monthly hire basis for use at RC BRIT, Kolkata for a period of one year.

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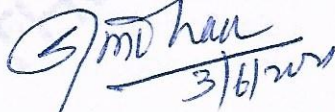
ANNEXURE-I**NOTICE INVITING TENDER****Tender No. BRIT/RC Kolkata/1/2021**

Sealed tenders are invited for and on behalf of the President of India by the Chief Administrative Officer, BRIT from reputed travel agencies/operators based in Kolkata as per details given below:

Nature of work	Providing one 2018 or later model Tata Sumo/equivalent Non-AC vehicle, on monthly hire basis for use at RC BRIT, Kolkata.
No. of Vehicles and Model	One Non-AC vehicle; 2018 or later model Tata Sumo/equivalent make
Period of contract	One Year
Estimated Cost of Contract	₹6,00,000/- for one year. Rupees Six Lakhs only (inclusive of Toll, Parking charges etc. but excluding GST)
Performance Guarantee	3 % of the work order value upfront prior to award of the contract
Security Deposit	2.5 % of the work order value recoverable from the monthly bills
Cost of Tender Document	Nil. The same are to be downloaded from our website www.britatom.gov.in
Date of Display of Tender Document on Website	From 05/06/2021 to 15/06/2021
Last date for submission of tenders	Upto 1500 hours on 18/06/2021
Date, Time and Venue of opening of Technical-cum-Financial Bid	18/06/2021 @ 1600 hours Venue : VECC/BRIT, 1/AF, Bidhan Nagar, Kolkata
Contact details for clarification regarding tender documents	DGM, Production Group RC BRIT, Kolkata Email : subhrangsu.kumar@britatom.gov.in (Mobile: 9969565098)

2. Tender documents consists of : Notice Inviting Tender (Annexure-I), Details of Scope of work (Annexure-II), Instructions and Guidance to Tenderer (Annexure-III), General conditions of the contract (Annexure-IV), Special Conditions (Annexure-V), List of Equipment to be provided in the Vehicle (Annexure-VI), Letter of Transmittal (Annexure-VII), Technical-cum-Financial Bid (Annexure-VIII), Checklist for the Bidder (Annexure-IX) Undertaking (Annexure-X) Form of Performance Bank Guarantee (Annexure-XI) and Bid Security Declaration (Annexure-XII).
3. Interested Agencies/operators in and around Kolkata may submit the tender document complete in all respects
4. Provisions of Rule 170 of General Financial Rules, 2017, will be applicable in respect of Micro, Small and Medium Enterprises.
5. Tender document can be downloaded from our website: www.britatom.gov.in for submitting the bid.
6. Tender may be submitted in person or sent through speed post/courier so as to reach to Officer In-charge, RC BRIT, C/o VECC, 1/AF, Bidhan Nagar, Kolkata 700 064. or his authorized representative on or before 18/06/2021 upto 1500 hours (or the next working day if the tender receiving date happens to be a holiday).
7. BRIT takes no responsibility for delay, loss or non-receipt of tender sent by post.
8. Technical-cum-Financial Bid will be opened on 18/06/2021 at 1600 hours in the presence of attending Tenderers.
9. Chief Administrative Officer, BRIT, on behalf of President of India does not bind himself to accept the lowest or any other tender and reserves to himself the authority to reject any or all of the tenders. Tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the Tenderer, shall be liable to be rejected.

Date: 03/06/2021
Place: New Mumbai


Chief Administrative Officer
Board of Radiation & Isotope Technology
For and on behalf of President of India

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ANNEXURE – II**2. DETAILS OF SCOPE OF WORK**

- (a) Providing one 2018 or later model Tata Sumo/ equivalent Non-AC vehicle, on monthly hire basis for use within Kolkata for RC BRIT, C/o VECC, Kokata.
- (b) The vehicle shall be at the disposal for 12 hours a day, six days a week from Monday to Saturday with reporting time at 4 AM. The reporting time may vary between 4 AM and 10 AM depending on the requirement of vehicle.
- (c) Though the vehicles will be hired for a monthly ceiling of 2000 km., the Contractor/Agencies are required to quote for 2000 km. and also for 2500 km. ceiling per month. In case it is found that the utilization exceeds 2000 km in any month, Board of Radiation and Isotope Technology reserves the right to make payment of hire charges as applicable to 2500 kms slab, if that is found more economical than hire charges for 2000 km slab plus rate per km for excess run beyond 2000 kms.
- (d) If the Contractor is not able to provide vehicle of the same or later models as a substitute/replacement, a penalty of Rs. 750/- per day will be imposed till such time the vehicle of the model contracted is provided.

2.1 Period of contract

- (a) The contract shall commence on such date as may be decided by Government and shall continue for a period of one year with a provision to extend the contract for a period of one year or part thereof at the same rates and on the same terms & conditions upon consent of the Contractor
- (b) A letter of intent will be issued to the successful bidder with an advice to deposit an amount equal to 3% (three percent) of the work order value as irrevocable Performance Guarantee in one of the prescribed forms within a period of 15 days from the date of issue of Letter of Intent.
- (c) If the successful bidder fails to remit the Performance Guarantee in any of the forms prescribed within a period of 15 days from the date of issue of Letter of Intent, it will be concluded that the successful bidder is not willing/unable to provide the service as per the bid submitted by him. In such case, the Tenderer shall not be allowed to participate in the retendering process of the work.
- (d) The Contractor shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Contractor without the prior written consent of the Department.

2.2 The duties/responsibilities of the Tenderer shall include, inter-alia, the following:

- (a) Detailed instruction regarding reporting time and venue and other duties shall be assigned by an Officer authorized in this regard by BRIT.
- (b) For the purpose of computing the total distance traversed in a month, the distance from the garage/normal parking place to the place of reporting and the last dropping point to the garage/normal parking place shall not be considered.
- (c) Though the vehicle will be required for 12 hours a day, the counting of time will be on a cumulative basis calculated for a month. Payment for extra hours will be made only if the vehicle has been utilized for more than 300 hours in a month. Counting of time will start from the time the vehicle reports to the Officer and closing time shall be at the point where the user officer completes his/her journey.
- (d) In case the vehicle provided under the contract breaks-down en-route/while on duty, or if the vehicle is found not satisfactory in respect of its road worthiness, performance, seats, body (doors, windows etc.) and general condition during the tenure of this contract, the contractor shall provide a substitute vehicle of the same model, at the same rates and on the same terms and conditions of the contract entered under this Tender, immediately, and repair the vehicle to the satisfaction of the Department. In case the contractor does not properly maintain or repair the vehicle or the substitute vehicle does not report at all, the Department would have the right to hire a vehicle from the market and the additional cost incurred by the Department shall be borne by the contractor. Failure of substitute vehicle to reach the destination within one hour will be deemed as failure to provide service on the day and a penalty of Rs.750 will be levied. In addition, hiring charges calculated on pro-rata basis will also be recovered from the monthly bill of the contractor.
- (e) The Tenderer should have necessary capability, resources, competence, infrastructure and expertise to provide services as per scope of work.
- (f) The Tenderer should have adequate financial and technical competence and should be able to provide excellent services in accordance with the terms of the Tender.
- (g) The Tenderer will be required to provide with driver a petty cash to meet on-the way/contingent expenses like Parking Charges, Toll Tax, etc.
- (h) The Tenderer shall have to provide prompt, punctual, efficient, safe, courteous and qualitative services through equally well-mannered drivers.
- (i) The Vehicle deployed on duty should have valid Registration Certificate, comprehensive insurance (to cover the occupants/passengers also) and statutory requirements of Central/State Governments, Fitness Certificate, Pollution under Control, Road Tax and Permit (if any) and these must be revalidated before the expiry of the due date during the tenure of the contract period.

taken by police authorities against the driver/vehicle/Tenderer in the event of non-availability or non-validity of the any document.

- (k) The Tenderer shall verify the character and antecedents once in a year through the Police Authorities, in respect of the personnel deployed by him for the duty. The Police verification must be carried out by the Police under the Police Station area where the persons deployed by the Tenderer was continuously staying for the last two years or more and the verification certificates in original shall be submitted to Officer In-charge, RC BRIT, Kolkata. The first such certificates shall be submitted within 15 days from the date of issue of Work Order and before start of the contract. PVC thus submitted with respect to an individual, will be treated valid only for one year from the date of issue and on expiry thereof, a fresh PVC shall be produced.
- (l) The Driver deployed shall at all times behave politely with the officials of this Department, etc. and shall not indulge in any argument or altercation.
- (m) Driver engaged shall not consume any intoxicating drinks/drugs or chew tobacco or use any such items while on duty.
- (n) The Drivers engaged by the Tenderer shall be governed by the rules and regulations of service of the Tenderer and they shall in no way be connected with the Government as far as their service conditions are concerned. While on duty, the Drivers engaged by the Tenderer shall follow the rules of security, safety and conduct as prescribed by BRIT for its own employees.
- (o) The remuneration including all statutory levies, etc. in respect of Drivers or any other personnel employed for the purpose shall be borne by the contractor.
- (p) The Driver should not carry any electronic gadget and other prohibited items (List may be obtained from Security Section). The Driver is liable to be frisked by the Security for the purpose. Any violation of the security instruction will be good and sufficient reason for imposing a penalty and/or any other action as may be deemed fit and proper according to law shall be taken.
- (q) A log book indicating time and mileage covered for each trip shall be maintained in the format to be prescribed by BRIT at the time of issue of work order and the log book shall be got signed by the user officer on regular basis.
- (r) The contractor shall not deploy vehicles hired by the Department for any other purpose or any other business during the validity of the contract. It shall be the responsibility of the contractor to ensure that the drivers deployed maintain punctuality while performing their duty and the vehicles plying for BRIT do not carry persons other than those authorized by BRIT.
- (s) Detaining the vehicle by the Agency/Driver for own reasons during duty or disappearing from duty, causing undue inconvenience to an Officer may entail levy of penalty of Rs. 750/- per occasion.

- (t) Dedicated vehicles and drivers must be provided and changes will be allowed only in exceptional circumstances. The vehicle must be available at any time of the day as desired by the Department/user officer concerned. Complete particulars of the driver deployed for duty including mobile number shall be furnished to the Officer-In-charge or authorized representative. In case of change of driver due to any reason/or contact particulars of the Driver, the same may be intimated to the Department immediately.
- (u) In order to avoid mishap/accident, the Tenderer shall ensure that only skilled drivers with sufficient experience are deployed on duty ensuring that they observe all rules/precautions and traffic norms in this regard and the driver do not exceed normal safe speed limits and obey the instructions of travellers.
- (v) In case of termination of the Contract by the Government due to non-execution of work/under performance or withdrawal of service by the contractor without giving a notice period of three months in advance, Performance Guarantee, Security Deposit as well as pending dues shall be forfeited and the defaulter Contractor will be blacklisted for a period which competent authority may deem fit.

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ANNEXURE – III**3. INSTRUCTION AND GUIDANCE TO TENDERER****3.1 Eligibility criteria for Tenderer:**

- (a) Tenderer shall be tour/travel agencies having sound financial standing with a minimum of 3 years' experience of having successfully completed similar contracts for providing vehicles on monthly hire/call basis to Central/State Government Department/Autonomous Bodies/University/Public Sector Undertaking of Government of India/Local Bodies or any reputed private company during last five years ending 31/03/2020.
- (b) In the last five years, the tenderer should have completed one similar contract costing not less than the amount equal to 40% of the estimated cost of contract. The term "similar contract" shall mean providing Tata Sumo/equivalent vehicle on monthly hire basis to Central/State Government Department/Autonomous Bodies/University/Public Sector Undertaking of Government of India/Local Bodies or any reputed private company. The Tenderer shall produce documents in the form of copy of work orders and Work Completion certificate and particulars of services in hand and services rendered.
- (c) The Firms average annual financial turnover during the last three financial years ending 31/03/2020 should be at least 30% of the estimated cost.
- (d) The firm has to submit a Profit & loss A/c and Balance Sheet for the financial years 2019-20, 2018-19, 2017-18, 2016-17 and 2015-16.

3.2 Bid Security Declaration

- (a) Bid Security Declaration in the prescribed format (Annex-XII) should be submitted by the tenderer, undertaking that the tenderer accepts that if the bids are withdrawn or modified during the period of validity, the tenderer will be suspended for three years.
- (b) Provisions of Rule 170 of General Financial Rules, 2017, will be applicable in respect of Micro, Small and Medium Enterprises.
- (c) If the successful bidder fails to remit the Performance Guarantee in any of the forms prescribed within a period of 15 days from the date of issue of Letter of Intent, it will be concluded that the successful bidder is not willing/unable to provide the service as per the bid submitted by him.

3.3 Performance Guarantee

- (a) A Performance Guarantee @ of 3% of the work order value in the form of Bank Guarantee or Demand Draft / Bankers Cheque or Fixed Deposit Receipt shall be furnished by the successful tenderer before commencement of the Contract.

- (b) This shall be valid till the validity of the contract and a claim period of one month after completion of the contract.
- (c) The Performance Guarantee will be discharged after completion of contractor's performance obligation under the contract or after one month of completion of the contract (including period of extension, if any) whichever is later.

3.4 Security Deposit

- (a) The successful tenderer is also required to remit Security Deposit amount of 2.5% of the tendered value which shall be deducted @2.5% of the gross amount of each bill, till total Security deposit is recovered.
 - (b) The entire Security Deposit shall be refunded after completion of contractor's performance obligation under the contract or after one month of completion of the contract (including period of extension, if any) whichever is later and payment of final bill. No Interest is payable on the Security Deposit.
- 3.5 All information called for should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars/query is not applicable in case of the Tenderer, it should be stated as "not applicable". The Tenderers are cautioned that furnishing incomplete information in the tender forms or deliberately suppressing the information may result in the tender being disqualified.
- 3.6 The vehicle will be hired for a monthly ceiling of 2000 km. However, the Contractor/Agencies are required to quote rates for 2000 km. and also for 2500 km. ceiling per month as prescribed in the Technical-cum-Financial Bid. In case it is found that the utilization exceeds 2000 km in any month, Board of Radiation and Isotope Technology reserves the right to make payment of hire charges as applicable to 2500 kms slab, if that is found more economical than hire charges for 2000 km slab plus rate per km for excess run beyond 2000 kms. Rates quoted by the Tenderer shall be inclusive of Toll and Parking charges etc., but excluding GST and no other payment shall be made by the Government except those specifically mentioned in the tender document.
- 3.7 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. All the pages/documents in the tender shall be consecutively numbered. Additional sheets, if any added by the Tenderer, should also be numbered. Tenders not complying with this requirement is liable to be rejected.
- 3.8 No additional information shall be entertained after submission of the tender unless it is called for by Chief Administrative Officer, BRIT.
- 3.9 If the Tenderer withdraws the tender or seek any modification thereto after submission of the Tender, the tender shall become invalid.

- 3.10 Any information furnished by the Tenderer found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any job/work in BRIT.
- 3.11 The Tenderer should sign each page of the tender document. Letter of transmittal duly signed by the Tenderer should be submitted in Form 'A' in the original letter head of the Tenderer with the official seal.
- If the Tenderer is an individual, the tender shall be signed by him above his full name and current and permanent address.
 - If the Tenderer is proprietary firm, the tender shall be signed by the proprietor above his full name and the full name of his firm with its current and permanent address.
 - If the Tenderer is a firm in partnership, the tender shall be signed by all the partners of the firm above their full names and current and permanent address, or, alternatively, by a partner holding Power of Attorney authorizing him to do so and such power of Attorney shall disclose that the firm is duly registered under the Indian Partnership Act.
 - In the latter case a certified copy of the Power of Attorney should accompany the tender. In both cases a certified copy of the Partnership Deed and current and permanent addresses of all the partners of the firm should accompany the tender.
 - If the Tenderer is a limited company or a corporation, the tender shall be signed by a duly authorized person holding Power of Attorney for signing the tender accompanied by a copy of the Power of attorney.

3.12. **Submission of Bid**

- (a) Tenderers are required to submit Tender Document duly filled and signed on all pages and Technical-cum-Financial Bid in separate sealed envelopes as indicated below :-

Envelope No.	Superscription
Envelope-I	1. Bid Security Declaration in prescribed form. (Annex-XII) 2. Tender Document (NIT) duly filled and signed on all pages along with all enclosures
Envelope-II	Technical-cum-Financial Bid

Tenders shall be submitted only in a cover sealed and superscribed "Tender Notice No. BRIT/RC Kolkata/1/2021/for providing one 2018 or later model Tata Sumo/ equivalent Non-AC vehicle, on monthly hire basis for use within Kolkata for and submitted to Officer In-charge, RC BRIT, Kolkata at the given address.

- (b) The Technical-cum-Financial Bid of the tenderer should be valid for a minimum period of 180 days from the date of opening of the Tender.

- (c) Tender shall be deemed to have been submitted after careful study and examination of the tender document with full understanding of its implications.
- (d) Submission of a Tender by a Tenderer implies that he has read and understood this notice and all other Contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and factors having a bearing on the execution of the work.
- (e) If any Tenderer withdraws his Tender before the said period or makes any modifications in the Terms and Conditions of the Tender, the Bid will be rejected and the Bid Security may be forfeited/Bidder shall not be allowed to participate in the tendering process.

3.13. The following documents are required to be submitted along with the tender document:

- (a) Copy of certificate of Registration
 - (i) If the Tenderer is a limited company or a corporation, the Tenderer should also furnish a copy of the Memorandum of Association of the Company/Corporation duly attested by a Notary Public.
 - (ii) In the case of partnership firm, certified copy of the partnership deed duly attested by Notary Public and current and permanent address, telephone no. and mobile no. of all the partners.
- (b) Copy of Certificate of MSME Registration.
- (c) Copy of Business License of the firm issued by Municipal Corporation/State/Central Govt. Authorities
- (d) Copy of PAN / GIR Card
- (e) Copy of GST Registration Certificate
- (f) Copy of work order / work completion certificate showing minimum of 3 years' experience of having successfully completed similar contracts during last five years ending 31st December 2020.
- (g) Copy of work order / work completion certificate showing completion of one similar contract costing not less than the amount equal to 40% of the estimated cost of contract during the past five years ending 31st December, 2020.
- (h) Duly audited Profit & Loss Account and Balance Sheet for five successive financial years i.e., 2019-20, 2018-19, 2017-18, 2016-17 and 2015-16. The firm's average annual financial turnover during the financial years 2019-20, 2018-19, 2017-18 should be at least 30% of the estimated cost.
- (i) Copy of Income Tax returns for three financial years preferably for the years 2019-20, 2018-19 and 2017-18.
- (j) Copies of RC book of vehicles owned/leased.

- (k) Copy of power of Attorney or such other document authorizing a Person for signing the Tender document in case of a Partnership Firm/Limited Company/Corporation.
- 3.15 Tenders with incomplete information and documents and tenders received after the due date and time prescribed in the tender notice will not be entertained and are liable to be rejected.
- 3.16 BRIT takes no responsibility for delay, loss or non-receipt of tender sent by post.
- 3.17 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. All the pages/documents in the tender shall be consecutively numbered. Additional sheets, if any added by the Tenderer, should also be numbered. Tenders not complying with this requirement will be liable to be rejected.
- 3.18. All information called for should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars/query is not applicable in case of the Tenderer, it should be stated as "not applicable". The Tenderers are cautioned that furnishing incomplete information in the tender forms or deliberately suppressing the information may result in the tender being disqualified.
- 3.19. Letter of transmittal duly signed by the Tenderer should be submitted in Form 'A' in the original letter head of the Tenderer with the official seal.
- 3.20. If the Tenderer withdraws the tender or seek any modification thereto after submission of the Tender, the tender shall become invalid.
- 3.21. No additional information shall be entertained after submission of the tender unless it is called for by Chief Administrative Officer, BRIT.
- 3.22. Any information furnished by the Tenderer found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any job/work in BRIT.

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ANNEXURE – IV**4. GENERAL CONDITIONS OF THE CONTRACT****4.1 Period of Contract:**

The contract shall commence on such date as may be decided by Government and shall remain in force for a period of one year unless it is curtailed or terminated by the Department owing to deficiency of services, sub-standard quality of manpower deployed, breach of contract, reduction or cessation of the manpower requirements etc.

The contract may be extended for a period of one year or part thereof at the same rates and on the same terms & conditions upon consent of the Contractor.

The Contractor shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Contractor without the prior written consent of the Department.

4.2 Termination of Contract:

- (a) The Government may terminate the contract at any time without assigning any reasons therefor by giving three months' notice.
- (b) The Tenderer shall give Three months' notice in case he intends to terminate the contract at any time, failing which the Security Deposit and Performance Guarantee will be forfeited.

4.3 Declaration regarding near relatives:

- (a) The Tenderer shall give a list of both Gazetted and Non-Gazetted employees in the Department of Atomic Energy who are related to him.
- (b) He shall also intimate the name of persons who are working with him in any capacity or are subsequently employed by him and who are near relative to any Gazetted Officer in the Department of Atomic Energy.
- (c) Any breach of this condition by the Tenderer would render him liable to be barred from tendering in this Department.

4.4 One Bid per Bidder

- (a) Each Bidder shall submit only one Tender either by himself or as a partner in joint venture.
- (b) If a Bidder or if any of the partners in a joint venture submit more than one bid, the bids are liable to be rejected.

4.5 Validity of Tender

- (a) The Tender for the work shall remain open for acceptance for a period of 180 days from the last date of submission of Tenders.
- (b) The Technical-cum-Financial Bid of the tender should be valid for a minimum period of 180 days from the date of opening of tender.
- (c) If any Tenderer withdraws his Tender before the said period or issue of Letter of Intent, whichever is earlier, or makes any modifications in the Terms and Conditions of the Tender which are not acceptable to the Department; then the Government shall, without prejudice to any other right or remedy, be at liberty to reject the tender. Further, the Tenderer shall not be allowed to participate in the retendering process of the work.

4.6 Cost of Bids

The Bidder shall bear all costs associated with the preparation and submission of the Bid and the Department will not be responsible or liable in any way for the same regardless of the outcome of the Tender process.

4.7 Amendment to Tender Document

- (a) At any time prior to the last date for receipt of Bids, BRIT may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment.
- (b) The amendment will be notified on the website for information of all prospective Bidders and will be binding on them.
- (c) In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, BRIT may, at its discretion, extend the last date for receipt of Bids.

4.8 Correction of Errors

- (a) Bids determined to be responsive will be checked by the Department for any arithmetical errors.
- (b) Where there is a discrepancy between the rates in figures and in words, the amount written in words will govern.
- (c) The amount stated in the Bid will be adjusted in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder.
- (d) If the Bidder does not accept the corrected amount the Bid will be rejected, and the Bid Security may be forfeited/Bidder shall not be allowed to participate in the tendering process.

4.9 Clarification of Bid

- (a) When deemed necessary, the Department may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Tender submitted or price quoted.
- (b) During the course of evaluation of technical-cum-financial bid, in case it is found that any of the documents called for has not been furnished, the Tenderer shall be asked to furnish such documents within a prescribed period.

4.10 Bid Opening

- (a) Technical-cum-Financial Bid will be opened on 18/06/2021 at 1600 hours in the presence of attending Tenderers.
- (b) In the event of the specified date for bid opening being declared holiday, the Bid will be opened at the appointed time and location on the next working day.
- (c) Upon evaluation of Technical-cum-Financial Bid as per the criteria described in this Tender Document, if any Bid contains any deviation from the Bid Document, then the Bid will be rejected and Bidder will be informed accordingly.

4.11 Acceptance and Rejection of Bid

- a) Competent Authority on behalf of President of India does not bind himself to accept the lowest or any other tender and reserves to himself the authority to reject any or all of the tenders. Tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the Tenderer, shall be liable to be rejected.
- b) Competent Authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the Tender and the Tenderer shall be bound to perform the same at the rates quoted.

4.12 Scrutiny of Bids

Bids will be scrutinized to ascertain –

- (a) Whether the Envelopes are properly sealed, complete in all respect and meet the eligibility criteria.
- (b) That the bid has been properly signed by an Authorized Signatory (accredited representative) holding 'Power of Attorney' in his favour.
- (c) The Power of Attorney inter-alia includes a provision to bind the Bidder to settlement of disputes clause.

- (d) That the bid is conforming to all the terms, conditions and specification of the Tender Document, without affecting in any substantial way the scope, quality or performance of the works.
- (e) That the bid does not limit in any substantial way, the Department's rights or the bidder's obligations under the contract.
- (f) That the bid does not contain any rectification that would affect unfairly the competitive position of other bidders.

4.13 Evaluation of Bids

- (a) Technical-cum-Financial Bid will be evaluated on the basis of the prescribed parameters as indicated in the tender document and the qualified parties will be evaluated on the basis of the lowest rates offered for 2000 km slab rate.

The work order will be issued to the lowest bidder for 2000 km slab.

- (b) In case the offer for 2000 km is same from different bidders, evaluation will be on the basis of lowest rate per km.
- (c) In case the offer for 2000 km and rate per km. is same from different bidders, evaluation will be on the basis of lowest rate for 2500 km. slab.
- (d) In case if it is found that the rates offered are ambiguous or arbitrary, the same are liable to be rejected.
- (g) Incomplete bid is liable to be rejected.

4.14 Obligation of the contractor

- (a) The Contractor shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Contractor without the prior written consent of the Department.
- (b) The contractor should have necessary capability, resources, competence, infrastructure and expertise to provide services as per scope of work.
- (c) The contractor should have adequate financial and technical competence and should be able to provide excellent services in accordance with the terms of the Tender.
- (d) The contractor shall have to provide prompt, punctual, efficient, safe, courteous and qualitative services through equally well-mannered drivers.

- (e) The Vehicle deployed on duty should have valid Registration Certificate, comprehensive insurance (to cover the occupants/passengers also) and statutory requirements of Central/State Governments, Fitness Certificate, Pollution under Control, Road Tax and Permit (if any) and these must be revalidated before the expiry of the due date during the tenure of the contract period.
- (f) The vehicle provided under contract shall carry a board "On Govt. of India Duty" which shall be prominently displayed in the front but not be embossed on the wind-shield.
- (g) The driver engaged by the contractor for the duty shall be below 40 years of age and shall be medically fit for driving the vehicle and possess valid driving license. The contractor shall ensure that the character and antecedents of the personnel deployed by him for the duty are verified.
- (h) The driver of the vehicle shall be provided with uniform, preferably white shirt and white trouser. The driver of the vehicle provided must be in possession of all valid vehicle documents. BRIT shall not be responsible for action taken by police authorities against the driver/vehicle/contractor in the event of non-availability or non-validity of the any document.
- (i) Driver should have sufficient knowledge about roads for performing the duties. The Drivers deployed shall at all times behave politely with the officials of this Department, etc. and shall not indulge in any argument or altercation.
- (j) Drivers engaged shall not consume any intoxicating drinks/drugs or chew tobacco or use any such items while on duty.
- (k) The Driver must have sufficient money to meet expenditure and contingencies while on duty. Department will not bear any expenditure in this regard. The Tenderer will be required to provide with each driver a petty cash to meet on-the way/ contingent expenses like Parking Charges, Toll Tax, etc.
- (l) The Driver should have his own mobile Phone (Without Camera). The details of the phone to be carried by the driver should be submitted to BRIT administration. Any change in the mobile number/or make with regard to mobile shall be intimated to BRIT Administration.
- (m) Detaining the vehicle by the contractor/Driver for own reasons during duty or disappearing from duty, causing undue inconvenience to an official may entail levy of penalty of Rs. 750/- per occasion.
- (n) In order to avoid mishap/accident, the contractor shall ensure that only skilled drivers with sufficient experience are deployed on duty ensuring that they observe all rules/precautions and traffic norms in this regard.

The contractor shall ensure that driver do not exceed normal safe speed limits.

- (o) The Drivers engaged by the Tenderer shall be governed by the rules and regulations of service of the Tenderer and they shall in no way be connected with the Government as far as their service conditions are concerned.
- (p) The remuneration including all statutory levies, etc. in respect of Drivers or any other personnel employed for the purpose shall be borne by the contractor.
- (q) The Contractor shall ensure that all the meters/devices of the vehicle particularly speedometer/odometer are always in working condition. In case any defects are pointed out by the BRIT Authorities, the same shall immediately be rectified by the Contractor at their own cost and in the meantime, another vehicle shall be arranged by the firm so that services do not get hampered.
- (r) If the Speedometer/ Odometer of the vehicle is not functioning, the reading given by the departmental officer will be final and binding on the Contractor. Department shall have the right to reject the vehicle or driver if found unsatisfactory.

4.15 Rates and Charges

- (a) Rates should be quoted for 2000 km and 2500 km ceiling per month for the vehicle. Charges per kilometer beyond monthly ceiling and charges per hour beyond 300 hrs in a month, as prescribed in the Technical-cum-Financial Bid shall also be quoted.
- (b) No escalation in fuel prices will be considered during the first six months of the contract. Any increase/decrease in fuel prices after the expiry of the first six months, as per statutory declaration, may be considered by BRIT as per fuel consumption for actual monthly run. The amount against fuel hike/decrease shall be calculated on the difference between the diesel prices as on 1st day of the month and as on the date of commencement of operations. In the event of downward revision, the amount will be recovered from the monthly bill.

The compensation shall be worked out as per the formula given below:

Diesel rate as on 1st of the month – Diesel rate/per litre as on the date of commencement of operations in Kolkata X (Actual Kms. covered in Month)

N

Where N is the vehicle mileage per litre of diesel.

Vehicle wise N factor for calculation of the Fuel consumption shall be as under:-

Tata Sumo/Equivalent (Non A/C) : 19.5 kms/litre

The amount so calculated shall be adjusted in the monthly bills.

No other variation in agreed rates shall come into force from the date of award, on any account other than fuel (Diesel). The rate of diesel determined by Directorate of Purchase & Stores, Department of Atomic Energy, Kolkata, shall be the basis for variation in rate of fuel.

- (c) The rates quoted in the Technical-cum-Financial Bid shall be all inclusive rate viz., inclusive of Fuel/lubrication/repair & maintenance of vehicle, wages of the driver, overtime, uniform, comprehensive insurance covering passenger risk, third party property liability, parking charges, Toll Charges, etc. but excluding GST. No claim for reimbursement of other expenses including new tax imposed by Govt. which was not prevalent at the time of award of contract, if any, will be entertained and no other payment shall be made by the Government except those specifically mentioned in the tender document.
- (d) The risk of the passengers traveling in the vehicle shall be covered by the Tenderer to the extent of liability specified in the Motor Vehicles Act.
- (e) Rates should be indicated both in words and in figures. Where there is a discrepancy between the rates in figures and in words, the amount written in words will govern.
- (f) The rates shall remain firm throughout the currency of the contract and also for extension period, if any.
- (g) No advance payments or deposits shall be payable by the Government in respect of the lease/contract. Government will pay hire charges within twenty (20) working days from date of receipt of claim from the contractor.

4.16 Taxes and Levies

All taxes and levies including road tax as applicable to the vehicle shall be payable by the Tenderer and Government will not entertain any claim whatsoever in respect of the same. Government will not bear any liability for increase (hike) in the rate of taxes and levies (including road tax).

4.17 Terms of Payment

- (a) A daily record indicating time and mileage covered for each trip shall be maintained in a log book. The log book shall be got signed by the user officer on regular basis.

The log book entry should contain clearly and legibly the following details: -

- (i) Date and time of commencement and completion of journey.
- (ii) Place of departure to place of visit.

- (iii) Starting and ending Odometer reading
- (iv) Total distance covered in Kms.
- (v) Name and Signature of the user of the vehicle.
- (b) The Contractor will raise an invoice at the end of the month in duplicate and submit the same along with statement of trips/log book indicating the cumulative distance covered.
- (c) The GSTIN no. (GST IN 27AAAGB0360B1Z8) of BRIT, Navi Navi should be incorporated in the bill/ invoice.
- (d) The firm shall indicate the Work Order No., Title of Work, PAN No., GST No. in the invoice and submit the same duly signed & stamped.
- (e) Income Tax and TDS on GST as applicable will be deducted from the bill. No advance payment shall be paid to the Contractor under any circumstances during the tenure of this Contract.
- (f) In case of any disputes; Chief Executive, BRIT reserves the sole right to decide the rate of payment to the party.

4.18 Penalty

The Tenderer will be required to strictly adhere to the terms and conditions of the contract and provide quality service. Penalty will be imposed for defective service as indicated below:

Sl. No.	Description	Penalty
1.	Driver's misbehavior such as abusing physical intimidation or similar behavior with the user or under the influence of any intoxicant.	Rs. 750/- on each occasion
2.	Excess/bogus claim of mileage.	
3.	Meter tampering	
4.	Any other unreasonable deficiency found in the vehicle.	
5.	Failure of substitute vehicle to reach the destination within one hour/ Detaining the vehicle by the Agency/Driver for own reasons during duty or disappearing from duty, causing undue inconvenience to an Officer.	Rs.750/-.In addition, hiring charges calculated on pro-rata basis will also be recovered from the monthly bill of the contractor.
6.	Inability to provide vehicle of the same or later models as a substitute/replacement.	Rs.750 per day till such time the vehicle of the model contracted is provided.

- (a) In case of breakdown of the vehicle at any time enroute, the contractor shall immediately replace the vehicle at his own cost and no additional payment shall be made for the substituted vehicle.
- (b) In case of non-execution of work/under performance/withdrawal of service without giving a notice period of Three months in advance, loss caused to the Department will be recovered from the Security Deposit and/or Performance Guarantee of the Contractor and the defaulter Contractor will be black listed for a period which competent authority may deem fit and his Security Deposit /Performance Bank Guarantee shall also be forfeited.
- (c) Competent Authority's decision in this regard will be final and binding on the Contractor.

4.19 Indemnification of Government

- (a) The Tenderer shall be bound to bear all the expense of defense of every suit, action or other proceedings at law that may be brought by any person for injury sustained owing to any neglect or resistance and to pay any damages and costs which may be paid to compromise any claim by any persons.
- (b) The Tenderer shall indemnify and keep indemnified, the Government against all losses and claims for injuries or damages to any persons or any property whatsoever which may arise out of or in consequence of the tender and it shall be the tenderer's responsibility to make necessary arrangements in this respect at his own cost.

4.20 Confidentiality

The Contractor shall ensure at all times that, without the consent of BRIT in writing, not to divulge or make known any trust, accounts matter or transaction undertaken or handled by the BRIT and also shall not disclose any information about the affairs of BRIT/Department. This clause however does not apply to the information, which becomes public knowledge.

4.21 Corrupt Practices

During the course of Contract, if any of Contractor's personnel or the Contractor are found to be indulging in any corrupt practices causing any loss of revenue to the Department, the Department shall be entitled to terminate the Contract forthwith duly forfeiting the Contractor's Performance Guarantee and Security Deposit without prejudice to any other right or remedy that the Department may have against the Contractor.

4.22 Non-Performance of Contract

In case of termination of the Contract by the Government due to continued non-performance of the contract, the entire Performance Guarantee as well as the pending dues will be forfeited.

4.23 Arbitration

- (a) All disputes and differences arising out or in any way touching or concerning the contract whatsoever except as to any matters, the decision of which is specially provided by these conditions, shall be referred to the sole arbitration of Chief Executive, BRIT or to the sole arbitration of such other person nominated by him. There shall be no objection that the arbitrator is an employee of the Government or that he had to deal with the matters to which this agreement relates and that in the course of his duties as government employee he had expressed his views on all or any of the matters on dispute or difference.
- (b) Any award of the said Chief Executive, BRIT or the Arbitrator appointed by him shall be final and binding on the parties to this agreement. In case of non-cooperation of either party, the Arbitrator shall adjudicate the issue ex-parte and give his award accordingly.
- (c) It is the terms of the contract that in the event of the Chief Executive, BRIT, to whom the matter is originally referred, being transferred or has vacated his office for any reason, his successor in office shall be deemed to have been appointed the sole arbitrator in accordance with the terms of the agreement. He shall be entitled to proceed with the reference from the state at which it was left by his predecessor and the provision of this clause shall apply.
- (d) In the event of the Chief Executive, BRIT or the person nominated by him as an arbitrator being removed by an order of a Court the reference shall stand exhausted.
- (e) The Venue of the Arbitration proceedings shall be Office of Chief Executive, Navi Mumbai, BRIT or such other place as the Arbitrator may decide.
- (f) To all such proceedings, the provision of Indian Arbitration Act, 1949/ Arbitration & Conciliation Act, 1996, shall apply.

4.24 Termination of Contract:

- (a) During the period of contract, the Government may terminate the contract at any time without assigning any reasons therefor by giving three months' notice. However, if the services are unsatisfactory, the contract may be terminated at short notice.
- (b) During the period of extension beyond two years, the Government may terminate the contract at short notice.
- (c) During the period of contract, the Tenderer shall give Three months' notice in case he intends to terminate the contract at any time, failing which the Security Deposit, Performance Guarantee and pending dues will be forfeited.
- (d) In case of termination of the Contract by the Government due to non-execution of work/under performance or withdrawal of service by the

contractor without giving a notice period of three months in advance, Performance Guarantee, Security Deposit as well as pending dues shall be forfeited and the defaulter Contractor will be black listed for a period which competent authority may deem fit.

4.25 Jurisdiction

In case of any dispute arising on the above Contract, the Courts in Kolkata will have the sole jurisdiction to hear the case.

4.26 Force Majeure

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance under the contract. The performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of BRIT as to whether the services have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days either party may, at his opinion terminate the contract.

4.27 Canvassing

- (a) Canvassing either directly or indirectly, in connection with the Tenders is strictly prohibited.
- (b) Tenders submitted by the Contractors who resort to canvassing will be liable to rejection.
- (c) Any act on the part of the Tenderer to influence any person in the Department is liable for rejection of his Tender.

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ANNEXURE - V**5. SPECIAL CONDITIONS OF CONTRACT**

- 5.1 The Contractor shall be solely responsible for any injury to or death of any third person caused due to Contractor or its staff's negligence. All liabilities arising out of accident or death shall be borne by the Contractor.
- 5.2 The Contractor shall ensure that the personnel deployed by him are extremely courteous with very pleasant mannerism and should project an image of utmost discipline.
- 5.3 The Contractor or his staff shall not accept any gratitude or reward in any shape from any employee.
- 5.4 The integrity of the driver engaged by the Contractor should be beyond doubt. The Contractor shall verify and establish the character and antecedents of the personnel proposed to be deployed on duty.
- 5.5 The Contractor shall abide by and comply with all the relevant labour laws and statutory requirements and responsible to provide all the benefits to his staff thereunder.
- 5.6 The Contractor shall not employ any person below the age of 18 years. Only physically and medically fit personnel shall be deployed by the Contractor.
- 5.7 The remuneration including all statutory levies etc. of Driver or any other personnel employed for the purpose shall be borne by the Contractor. Default in payment of salary/wages or other dues to staff deployed shall constitute a breach of the Contract and shall entitle the Department to terminate the Contract and forfeit security deposit.
- 5.8 If as a result of post payment audit or otherwise any overpayment is detected in respect of any work done by the Contractor or alleged to have been done by the Contractor under the Contract, it shall be recovered by the Department from the Contractor.
- 5.9 The Contractor shall not Sub-Contract full or part of the work order without written consent of Chief Executive, BRIT.
- 5.10 In the event of any loss incurred by the Department, as a result of any lapse on the part of the Contractor which will be established after an enquiry conducted by the Department, the said loss can be claimed from the Contractor upto the value of the loss. The decision of the Head of the Department will be final and binding on the Contractor.
- 5.11 If the Contractor is a joint venture/partnership of two or more persons, all such persons shall be jointly and severally liable to the Department for the fulfillment of the terms of the Contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/partnership shall not be altered without the approval of the Department.
- 5.12 The Contractor shall be registered with the concerned authorities of Labour Department under the Occupational Safety, Health and Working Conditions

Code, 2020 and other applicable laws and follow guidelines with respect to labour laws. The Contractor shall comply with the various Labour Laws (both Central Government and State Government) and all necessary arrangements for labour security, insurance etc. in respect of the personnel employed by him shall be made by him at his own cost.

- 5.13 The Contractor shall provide the copies of relevant records during the period of Contract or otherwise even after the Contract is over whenever required by the Department.
- 5.14 The Contractor shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same.
- 5.15 The Contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Department fully indemnified against liability of tax, interest, penalty etc. of the Contractor in respect thereof, which may arise.
- 5.16 The Contractor shall indemnify and hold the Department harmless from and against all claims, damages, losses and expenses arising out of or resulting from the works/services under the Contract provided by the Contractor.
- 5.17 The contractor will be completely responsible for any damage to the vehicle, any personal injury to the Driver, or any other person (s) in the employment of the Contractor or occupant of the vehicle or any other person (s) or damage to any property by contractor's vehicle while on BRIT Duty and absolve BRIT from any claim and damages for entire period of contract.
- 5.18 Any liability arising out of any litigation (including those in consumer courts) due to any act of Contractor's personnel shall be directly borne by the Contractor including all expenses/fines. The concerned personnel of the contractor shall attend the court as and when required.
- 5.19 All the formalities, Rules and Regulations imposed by the State or Local Authority connected with the plying of Vehicle should be complied with by the contractor. The contractor shall abide by Municipal bye-laws, Rules and Regulations relating to Minimum wages and Labour Laws and also by the laws of State and Central Government, in force from time to time pertaining to his establishment including those employed by him directly. Any penalty or fine levied on account of negligence and breach of any Rules/Laws /Regulations in force shall be borne by the contractor.
- 5.20 The Tenderer shall ensure that no unauthorized persons are permitted to travel in the vehicle hired by BRIT.
- 5.21 All the documents like GST Registration Certificates, Taxation Certificates, Comprehensive Insurance cover for the liabilities in case of accident, pollution under control certificates of Authorised Agents, etc., shall always be available with the driver of the vehicle.

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ANNEXURE-VI**LIST OF EQUIPMENT TO BE PROVIDED IN THE VEHICLE**

The Vehicle provided must possess the following accessories:

Sl. No.	Details of accessories
1.	Tool box & spare wheel in proper condition
2.	First Aid box and torch
3.	Mobile charging facility
4.	Driver's Mobile (Without Camera) charged and running condition
5.	Good upholstery/seat covers
6.	Umbrella

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ANNEXURE –VII

LETTER OF TRANSMITTAL
(To be furnished in the Tenderer's letterhead)

To

The Chief Administrative Officer
Board of Radiation & Isotope Technology
BRIT - BARC Vashi Complex
Sector-20, Vashi
Navi Mumbai- 400 703

Subject: Notice Inviting Tender No. BRIT/RC Kolkata/1/2021 – Submission of bid for providing One Non-AC Vehicle Tata Sumo/equivalent make 2018 or later model

* * * * *

Sir,

Having examined the details given in the notice and bid document for the above work, I/We hereby submit the relevant information.

2. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.

3. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.

4. I/we also authorize Chief Administrative Officer, BRIT or his authorized representative to approach individuals, employers, firms and corporation to verify our competence and general reputation.

6. I/We hereby declare that I/We am/are not involved in any litigation on the date of submission of the tender.

OR

The details of litigation involving me/us are furnished below:

Enclosures:
Date of submission:

Signature(s) of Tenderer(s) &
Seal of Tenderer(s)

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ANNEXURE-VIII**TECHNICAL-CUM-FINANCIAL BID**
(To be submitted on letterhead)Please affix
passport size
photograph of
authorised
signatory**(Technical Bid)**

NOTICE INVITING TENDER NO. BRIT/RC Kolkata/1/2021

Sr. No.	Particulars to be furnished	
1.	Name of the Contractor/Proprietor/ Authorized Signatory	
2.	Name and Address of the Organization (including landline no., email ID, Mobile No., Web-site, if any)	
3.	Type of Organization (Proprietary/Partnership Firm/ Joint Venture/ Company)	
4.	Registration No. & Year of Registration (enclose copy)	
5.	Details of Authorized person to deal with (Enclose copy of power of attorney, if any)	Name: Designation: E-mail ID: Website: Landline No.:
6.	Business License of the firm issued by Municipal Corporation/State/Central. Govt. Authorities (enclose copy)	
7.	Permanent Account No./GIR No. (enclose copy)	
8.	GST Registration No. (Enclose copy)	
9.	Provident Fund Account No. of the firm, if any	
10.	ESI Registration No. of the firm, if any	
11.	Details of ISO Certification, if any	
12.	Copies of Income Tax returns filed during the financial years 2019-20, 2018-19, 2017-18.	

Sr. No.	Particulars to be furnished				
13.	Give the following details with regard minimum of 3 years' experience of having successfully completed similar contracts for providing vehicles like Tata Sumo/equivalent vehicles on call basis/monthly hire basis awarded by Central/State Government Department/Autonomous Bodies/University/Public Sector Undertaking of Government of India/Local Bodies or any reputed private company during last Five years ending 31/03/2020 (copy of work order and work completion certificate to be attached).				
Sr. No.	Name and address of the establishment	Period of contract		Value of contract	Vehicle Make and Model
		From	To		
14.	Give following details of one similar completed contract costing not less than the amount equal to 40% of the estimated cost of contract during the preceding Five year (copy of work order and work completion certificate to be attached)				
Sr. No.	Name and address of the establishment	Period of contract		Value of contract	Vehicle Make and Model
		From	To		
15.	Details of work orders completed (enclose copies of work orders and work completion certificate)				
Sr. No.	Name and address of the establishment	Period of contract		Value of contract	Vehicle Make and Model
		From	To		
16.	Details of work orders on hand (enclose copies of work orders)				
Sr. No.	Name and address of the establishment	Period of contract		Value of contract	Vehicle Make and Model
		From	To		
17.	Details of vehicles owned/leased (please furnish details and enclose copy of RC book):				
Sr. No.	Registration No.	Date of Registration	Makers Name	Vehicle Make	Month & Year of Manufacture

Sr. No.	Particulars to be furnished		
18.	Details of any other Trade/business carried out by the Firm. (please attach sheet, if necessary)		
19.	Particulars of relatives working in BRIT/Department of Atomic Energy		
Sr. No.	Name of the Employee	Designation	Unit
20.	Any other relevant information		



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(Financial Bid)

(To be submitted on letter head)

Notice Inviting Tender No. BRIT/RC KOLKATA/1/2021

Rates for vehicles to be provided on monthly hire basis			
Sl. No.	Category	Non-AC Tata Sumo/ equivalent make 2018 or later model	
		Rupees in figures	Rupees in words
1.	Monthly hire charges for 2000 km running per month		
2.	Monthly hire charges for 2500 km running per month		
3.	Hire charges per km beyond the monthly ceiling		
4.	Hire charges per hour beyond 300 hours in a month		

- (a) Rates should be quoted for all the items given above. If rates are not quoted for any of the items mentioned above, the bid will be treated as unresponsive.
- (b) The rates quoted shall be all inclusive rate viz., inclusive of Fuel/lubrication/repair & maintenance of vehicle, wages of the driver, overtime, uniform, comprehensive insurance covering passenger risk, third party property liability, parking charges, Toll Charges, etc. excluding Goods and Service Tax. No claim for reimbursement of other expenses including new tax imposed by Govt. which was not prevalent at the time of award of contract, if any, will be entertained.
- (c) Rates should be indicated both in words and in figures. Where there is a discrepancy between the rates in figures and in words, the amount written in words will govern.

Authorised Signatory and Seal of the Tenderer

Declaration by the Bidder

I/We _____, hereby declare that I/We have downloaded the Tender Document from the website <http://britatom.gov.in> and I/We have not tampered the tender document issued vide Tender No: BRIT/RC KOLKATA/1/2021.

Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent modification and replacement.

Dated this Day of2021

Place:

Authorized Signatory & Seal of the Contractor



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ANNEXURE-IX

CHECKLIST FOR THE BIDDER
(Please put 'X' in the box provided)

Sr. No.	Particular of the document	Checked (Please put 'X' mark)
1.	Photograph affixed in the place provided	
2.	Copy of certificate of Registration enclosed	
3.	Copy of power of Attorney or such other document authorizing a Person for signing the Tender document in case of a Partnership Firm/Limited Company/Corporation	
4.	Copy of MSME Registration enclosed	
5.	Copy of Business License of the firm issued by Municipal Corporation/State/Central. Govt. Authorities enclosed	
6.	Copy of PAN / GIR Card enclosed	
7.	Copy of GST Registration Certificate enclosed	
8.	Copy of Provident Fund Account No. of the firm, if any, enclosed	
9.	Copy of ESI Registration No. of the firm, if any, enclosed	
10.	Tender document duly signed on each page	
11.	Copy of work order / work completion certificate showing minimum of 3 years' experience of having successfully completed similar contracts during last five years ending 31 st December 2020, enclosed.	
12.	Copy of work order / work completion certificate showing completion of one similar contract costing not less than the amount equal to 40% of the estimated cost of contract during the past five years ending 31 st December, 2020, enclosed	
13.	Copies of duly audited Profit & Loss Account and Balance Sheet for five successive financial years i.e., 2019-20, 2018-19, 2017-18, 2016-17 and 2015-16 enclosed	
14.	Copies of Income Tax returns filed for 3 financial years 2019-20, 2018-19, 2017-18.	
15.	Copies of RC book of vehicles	
16.	Tender Document (NIT) duly filled and signed on all pages along with all enclosures placed in Separate envelope duly superscribed Tender Notice No.BRIT/RC Kolkata/1/2021 and marked Envelop-I.	
17.	Technical-cum-financial Bid placed in separate Envelop, superscribed Technical-cum-financial Bid for Tender Notice No.BRIT/RC Kolkata/1/2021 duly sealed and marked Envelop-II	
18.	All the two Envelopes put in a separate cover sealed and superscribed "Tender Notice No. BRIT/RC Kolkata/1/2021" for providing one One Non-AC Vehicle Tata Sumo/equivalent make 2018 or later model.	
19.	Technical and Financial Bid duly signed by authorized signatory.	

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ANNEXURE - X

UNDERTAKING
(To be submitted on letterhead)

I/We have read and examined the Notice Inviting Tender, Salient Governing Features of the Tender/Work including, Scope of Work, General Rules & Directions, Clauses of Contract, Conditions of the Contract, Instructions to the Bidders and other documents and rules referred to in the Conditions of Contract and all other contents in the tender documents for the work.

We agree to keep the tender open for one hundred eighty (180) days from the last date of its submission and not to make any modifications in its terms and conditions.

If I/We, _____ fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that the said President of India or his successors in office shall without prejudice to any other right or remedy, be at liberty to take a decision to debar the contractor.

I/We hereby declare that I/We shall treat the tender documents, specifications and other records connected with the work as secret / confidential documents and shall not communicate information derived there - from/to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

(Signature of the Contractor)

Date :

Place :

Witness

Name and address :

Occupation

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ANNEXURE- XI**FORM OF PERFORMANCE GUARANTEE (BANK GUARANTEE) BOND**

In consideration of the President of India (hereinafter called "The Government") having agreed under the terms and conditions of Letter of Intent/Agreement No. _____ dated _____ made between _____ and _____ (hereinafter called as said Contractor) for the work _____ (hereinafter called "the said Letter of Intent / Agreement") having agreed to production of an irrevocable bank Guarantee for Rs. _____ (Rupees _____) only , as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

2. We _____ (Indicate the name of the Bank) (hereinafter referred to as "the Bank") hereby undertake to pay to the Government an amount not exceeding Rs. _____ (Rupees _____) only on demand by the Government.

3. We _____ (indicate the name of Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____) only.

4. We, the said bank, further undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.

5. We _____ (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Officer-in-charge on behalf of the Government certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor and accordingly discharges this guarantee.

6. We _____ (indicate the name of Bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said Agreement

and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

8. We, _____ (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Government in writing. This guarantee shall be valid up to (date) unless extended on demand.

9. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs _____ (Rs. _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Signature and seal of the Contractor

Date day of For (Indicate name of the Bank).

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Form of Bid-Security Declaration

Date:

Bid No: BRIT/RC Kolkata/1/2021

To,

Chief Administrative Officer
Board of Radiation & Isotope Technology
BRIT BARC Vashi Complex
Sector-20, Vashi
Navi Mumbai- 400 703.

I/We understand this Bid Security Declaration is in lieu of Bid Security (Earnest Money Deposit) and I/We accept that if the bids are withdrawn or modified during the period of the validity, I/We will be suspended for the time specified in the NIT.

Signature:

Name:

Dated on _____ day of _____, _____

(insert date of signing)

Seal

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