

REQUEST FOR PROPOSAL

For hiring of a vehicle on monthly basis (INNOVA SCORPIO, XYLO) with Driver by Office of the Superintending Archaeologist, Archaeological Survey of India, Nagpur Circle, Nagpur - 440006.

.

REFERENCE No/ F. No. – 7/15/2013-AC/686

Dated: 10/10/2017



**GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICALSURVEY OF INDIA
NAGPUR CIRCLE
NAGPUR-440006.**

Section-I

Table — A: Time and Work Frame

For hiring of a vehicle on monthly basis (INNOVA, SCORPIO, XYLO) with Driver by Office of the Superintending Archaeologist, Archaeological Survey of India, Nagpur Circle, Nagpur- 440006.

Manual bids shall not be accepted.

CRITICAL DATE SHEET

1	Date of issue of Tender	10.10.2017 from 03:00 PM
2	Bid document download / sale start date.	10.10.2017 from 03:00 PM
3	Start date for submission of filled-in tender document.	11.10.2017 from 10:00 AM
4	Bid submission end date.	20.10.2017 form 06:00 PM
5	Date of opening of technical bid.	23.10.2017 from 03:30 PM
6	Date of meeting with bidders post technical bid opening for presentation and document verification.	24.10.2017 from 03:30 PM
7	Date of opening of Financial bid (If Possible)	25.10.2017 from 03:30 PM
8	Validity of bid	365 days from the date of bid opening.

Dear Sir,

1. The Archaeological Survey of India invites Online Bids in the prescribed form under the Two Bid system Technical Bid and Financial Bid For hiring of a vehicle on monthly basis (INNOVA,SCORPIO,XYLO)with Driver by Office of the Superintending Archaeologist, Archaeological Survey of India, Nagpur Circle, Nagpur-440006 .
2. The system of e-tendering shall be adopted, comprising of the Technical Bid and Financial Bid.

Document Download: Tender documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/appas> per the schedule as given in CRITICAL DATE SHEET.

Technical Bid should inter alia, contain all technical details of services and solutions to be provided along with such documentary proofs. Financial Bid should inter alia, indicate charge and other commercial / financial terms against the items mentioned in the Technical Bid.

3. Bid Submission:
Applications/ intending or interested Bidders are invited to submit their online proposal after carefully reading the Request for Proposal (RFP) by providing
(a) Technical Bid and
(b) Financial Bid, separately, clearly mentioning
(i) Technical proposal and
(ii) 'Financial Proposal' respectively. Such proposals are to be submitted online within the stipulated date and time as mentioned in the Bid document as given in CRITICAL DATE SHEET.

Bids shall be submitted online only at CPP website:

<https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Earnest Money Deposit:
The Hard copy of original instruments in respect of cost of earnest money of Rs.12,500/- (Rupees Twelve thousand five hundred only) must be delivered to the Superintending Archaeologist, Archaeological Survey of India, Nagpur Circle, Nagpur -440006 on or Bid opening date/ time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD etc. against the submitted Bid.

The offer without EMD will be rejected summarily. EMD is to be supplied by all the bidders except those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or Ministry of Culture.

5. The EMD be submitted separately as under
 1. Tender inviting authority is the Superintending Archaeologist, Archaeological Survey of India, Nagpur Circle, Nagpur-440006.
 2. Contract shall be for a period of one year and the same may be extended for further two years depending upon satisfactory performance on yearly basis.
6. Estimated Cost of Tender:
The estimated cost of the tender is approximately Rs.5.00 lakh (Rupees Five Lakh only).

Address for communication, is as given below: Contact Details:

Contact Person	Mr. N. Taher Superintending Archaeologist
Address for communication	O/o Superintending Archaeologist, Archaeological Survey of India, Nagpur Circle, 2 nd Floor, Puratatva Bhavan Bungalow No. 11 Seminary Hills, Nagpur-440006



भारत सरकार
भारतीय पुरातत्व सर्वेक्षण
नागपूर मण्डल, दुसरी मंजिल,
“पुरातत्व भवन” बंगला नं. 11,
सेमिनरी हिल्स,
नागपूर (महाराष्ट्र) - 440006
Phone: 0712- 2511276

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E-mail: nagpurcircle.asi@gov.in

फा. सं 7/15/2013-लेखा

दिनांक:- 10/10/2017

अल्प अवधि ई – निविदा आमंत्रण सूचना

कार्यालय अधीक्षण पुरातत्वविद, भारतीय पुरातत्व सर्वेक्षण, नागपूर मण्डल, नागपूर हेतु मासिक दरों पर किराये से वाहन हेतु लाइसेंस धारक, अनुभवि एवं सुविधा सम्पन्न फर्मों से ई – निविदा निर्धारित निविदा प्रपत्र पर रुपये 12,500/- (बारह हजार पाँच सौ) मात्र का सत्यंकार राशि (EMD) (डिमाण्ड ड्राफ्ट द्वारा) सहित अधोहस्तास्ताक्षरकर्ता के कार्यालय मे आमंत्रित की जाती है। निविदा दिनांक – 20.10.2017 को अपरान्ह 6:00 बजे तक दिये गये वेबसाईट पर जमा की जा सकती है। दिनांक 23.10.2017 को निविदा अपरान्ह 3:30 बजे निविदा की तकनीकी जाँच के लिए खोली जाएगी, दिनांक 24.10.2017 को अपरान्ह 3:30 बजे निविदा डालने वाले फर्मों के साथ कागजातों की सत्यता की जाँच , उनकी अपने अनुभव की प्रस्तुति के लिए बैठक का आयोजन किया जाएगा तथा वित्तीय निविदा दिनांक 25.10.2017 को अपरान्ह 3:30 बजे खोली जाएगी | सभी उपरोक्त प्रक्रिया कार्यालय अधीक्षण पुरातत्वविद, भारतीय पुरातत्व सर्वेक्षण, नागपूर मण्डल, नागपूर मे पूरी की जायेगी | शर्तों का विस्तृत विवरण एवं निविदा प्रपत्र भारतीय पुरातत्व सर्वेक्षण, नागपूर मण्डल की वेबसाईट www.asi.nic.in एवं <https://eprocure.gov.in/eprocure/app> पर उपलब्ध है।

अधीक्षण पुरातत्वविद



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भारतीय पुरातत्व सर्वेक्षण
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E-mail: nagpurcircle.asi@gov.in

F.No- 7/15/2013/AC

Date:- 10/10/2017

Tender Documents

E-tenders are hereby invited from reputed and experienced Suppliers for the hiring of vehicle on monthly basis.

No.	Nature of work	Quantity	Approximate Total cost per month	Diesel/Petrol Cab Vehicle name
1	INNOVA/SCORPIO/XYLO Vehicle with Driver Fixed monthly charges for First 2500 Km. in a month excluding cost of fuel and with limitation on hours of uses.	01 No.		
2	Beyond 2500 Km running per Km. extra charges applied.			
3	Night halt charges (12 hours mid night to 6 hours morning) whenever vehicle goes out of Nagpur.			
4	Service Tax as per prevailing rates on total monthly billing			

Sir, I/we hereby agree to undertake to provide the Motor Vehicle on hiring of the Office of the Superintending Archaeologist, Archaeological Survey of India, Nagpur Circle, Nagpur at the rate/amount quoted by me/us in the tender document. I/we abide by all the prescribed rules and

regulations and terms and conditions supplied by the Department. The Earnest money deposit for Rs.12,500.00 (Tewelve thousand five hundred) only in the form of Demand Darft drawn in favour of the Superintending Archaeologist, Archaeological Survey of India, Nagpur Circle, Nagpur (Name of the bank _____ bearing No dated) is enclosed. Nagpur Dated

Signature of the
owner/proprietor Name of the
firm with seal

Form No has been downloaded by M/S..... The cost of the tender form has been enclosed vide D.D No.....Dated

Superintending Archaeologiist,
Archaeological Survey if India,
Nagpur Circle, Nagpur



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भारतीय पुरातत्व सर्वेक्षण के कार्यालय अधीक्षण पुरातत्वविद् को विभिन्न शासकीय कार्य/कार्यशाला/बैठकों एवं बाहर से आय अधिकारियों/अतिथियों के स्थानीय एवं क्षेत्र के भ्रमण हेतु वाहन की आवश्यकता पड़ती है। इस हेतु पेट्रोल/डीजल की स्कार्पियो/इनोवा/जाइलो वाहन की दरें आमंत्रित की जाती है। वाहन अपेक्षित मापदण्डों के तहत संधारित और चालन की अच्छी स्थिति वाला होना चाहिए, ताकि सेवाएँ सुगम और बिना किसी परेशानी के हो।

किरायें पर वाहन उपलब्ध कराने के लिए शर्तें :-

1. किराये पर दिये जाने वाले वाहन को मॉडल सन्. 2015 या तीन वर्ष से अधिक पुराना नहीं होना चाहिए।
2. वाहन टैक्सी कोटे का होने के साथ वाहन टैक्स पेड (कर भुगतान किया हुआ) एवं वाहन प्रदाता के स्वामित्व में होना चाहिए। वाहन के रजिस्ट्रेशन की प्रति निविदा के साथ संलग्न करना अनिवार्य है।
3. वाहन सेल्फ स्टार्ट, वाहन में अच्छी स्टेपनी, वाहन के चारो पहिये के टायर-ट्युब अच्छे होना एवं माइलो मीटर हमेशा चालू हालत में होना अनिवार्य है। इसकी जिम्मेदारी वाहन प्रदाता की होगी।
4. वाहन आवश्यकतानुसार बैठक/कार्यशाला/क्षेत्र भ्रमण आदि कार्यों हेतु समय- समय पर नागपुर से बाहर देश/प्रदेश में किसी भी स्थान पर भेजा जा सकेगा।
5. किराये की अवधि में वाहन रखरखाव पर होने वाली टूट-फूट, बैटरी, टायर-ट्युब आदि के व्यय एवं किसी भी प्रकार की दुर्घटना होने की स्थिति में वाहन का स्वामी इसके लिए पूर्ण

उत्तरदायी होगा एवं समस्त खर्च वहन करेगा | वाहन प्रदायकर्ता के पास वाहन संधारण की पर्याप्त व्यवस्था होनी चाहिए |

6. वाहन के संबंध में किसी भी प्रकार के विवाद की स्थिति में उसके निराकरण का उत्तरदायित्व वाहन प्रदाता का होगा एवं यदि कोई वैधानिक क्षतिपूर्ति न्यायालय द्वारा तय की जाती है तो उसकी पूर्ण जवाबदारी वाहन प्रदाता की होगी |
7. रास्ते में वाहन खराब होने की स्थिति में उपयोगकर्ता अधिकारी को सामान्यतः दो घंटे में वाहन सुधार करा कर उपयोग हेतु उपलब्ध कराना होगा | वाहन सुधार ना करा पाने की स्थिति में उस दिन का किराया नहीं दिया जायेगा | वाहन के खराब होने के स्थान से गैराज तक ले जान तक दायित्व वाहन प्रदाता का होगा |
8. वाहन खराब होने की दशा में प्रदाता को मांग अनुसार वाहन प्रदाय करना अनिवार्य होगा | मांग अनुसार वाहन उपलब्ध नहीं कराने की स्थिति में अथवा अनुबंध की अवधि में वैध कारण बताए बिना वाहन हटाने पर उसके द्वारा जमा कराई गई धरोहर राशि कार्यालय द्वारा जप्त की जा सकेगी |
9. वाहन प्रदायकर्ता को स्वीकृती आदेश प्राप्ति के उपरांत स्वीकृत वाहन कार्यालय में निर्धारित समय सीमा के अंदर उपलब्ध कराना होगा तथा वाहन 24 घंटे कार्यालय में उपलब्ध रहेगी | आवश्यकतानुसार वाहन चालक को निर्धारित स्थान (कार्यालय) में निर्धारित समय पर भेजना होगा |
10. मासिक किरायें की दर निविदा प्रपत्र में अंकित करना होगा | वाहन अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, नागपुर मण्डल कार्यालय द्वारा निर्धारित स्थान पर ही पार्क किया जाएगा | निविदा प्रोफार्मा जमा के सभी पृष्ठों पर आवेदनकर्ता के हस्ताकर होना अनिवार्य है |
11. विभागीय कार्य से वाहन बाहर ले जाते समय यदि कोई टोल टैक्स/पार्किंग का भुगतान किया जाता है तो भुगतान की रसीद मूलतः देयक प्रस्तुत करने पर वास्तविक व्यय की प्रतिपूर्ति की जाएगी |
12. नियमानुसार टी.डी.एस. की कटौती भुगतान के समय की जाएगी |
13. स्वीकृत दरें स्वीकृति दिनांक से आगामी से एक वर्ष के लिए लागू रहेंगी | जिन्हें स्वीकृत फर्म एवं विभाग की सहमति के आधार पर एक वर्ष पुनः आगामी अवधि के लिए बढ़ाया जा सकता है | तथापि सेवा असंतोषजनक होने पर कभी भी स्वीकृति वापस ली जा सकेगी एवं

तत्संबंध में सभी प्रकार के निर्णय लेने के अधिकार अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, नागपुर मण्डल के पास सुरक्षित होंगे।

14. निविदाकर्ता को ट्रांसपोर्ट कार्य के लिए पंजीयन प्रमाण-पत्र (गुमाश्ता), आय कर एवं सर्विस टैक्स क्रमांक की प्रति (पिछले दो वर्षों के प्रमाण सहित) संलग्न करना अनिवार्य है।
15. वाहन चालक के पास नियमानुसार वाहन का वैद्य जीवित ड्रायविंग लाइसेंस एवं मोबाईल फोन होना आवश्यक है। वाहन चालक को वाहन का बीमा, रजिस्ट्रेशन, एवं अन्य आवश्यक कागजात हमेशा वाहन में रखना अनिवार्य होंगे।
16. यात्रा के दौरान दुर्गम स्थानमें भी वाहन ले जाया जा सकता है। वाहन के ड्रायवर का यह कर्तव्य होगा की उपयोगकर्ता अधिकारी के आदेश का पालन करे।
17. वाहन चालक को कार्यालयीन समय के अतिरिक्त आवश्यकतानुसार किसी भी समय बुलाया जा सकता है। वाहन चालक कार्य पर रहते समय किसी भी प्रकार के नशे का सेवन न करे।
18. वाहन चालक द्वारा संबंधित वाहन का उपयोग करने वाले अधिकारी से प्रतिदिन वाहन मीटर रीडिंग के अनुसार की गई यात्रा का प्रमाणीकरण लॉगबुक में कराना होगा। प्रमाणित लॉगबुक की प्रतिलिपि देयक के साथ प्रस्तुत करना अनिवार्य होगा।
19. वाहन चालक का वेतन भत्ता एवं अन्य खर्च जिसमें वाहन चालक का दैनिक एवं अन्य भत्ता भी शामिल है, वाहन प्रदायकर्ता स्वयं वहन करेगा तथा चालक के अवकाश पर होने पर वैकलिफ्क व्यावस्था वाहन प्रदायकर्ता को स्वयं करनी होगी।
20. निविदा स्वीकार अथवा अस्वीकार करने एवं कार्य आदेश जारी का अंतिम निर्णय अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, नागपुर मण्डल को होगा।
21. वाहन को किसी भी समय हटाने का पूर्ण अधिकार अधीक्षण पुरातत्वविद्, भारतीय पुरातत्व सर्वेक्षण, नागपुर मण्डल के पास सुरक्षित रहेगा।

अधीक्षण पुरातत्वविद्

Instruction for Online Bid Submission

The Bidders are required to submit soft copies of their Bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions give below are meant to assist the Bidders in retering on the CPP portal, prepare their bids in accordance with the requirements and submitting their Bids online on the CPP Portal.

More information useful for submitting online Bids on the CPP portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidder are required to enroll on the e-Procurement modules of the Central public procurement portal (URL: <http://Qrocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrollment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or class III Certificates with signing key usage) issued by any certifying authority recognized by CCA India (e.g. / Ncode / EMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering user ID / password and the password of the DSC / e- Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameters such as organization name, Location, Date, other keywords etc to for a tender published on the CPP Portal.
- 2) Once the Bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the Bidders through SMS / e-mail in case there is any corrigendum issued the tender document.
- 3) The Bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their Bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the Bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents—including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the Bid.
- 3) Bidder, in advance should get ready the Bid documents to be submitted as indicated in the tender document / schedule and generally they can be in PDF / XLS / RAR / DWF / JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every Bid, a provision of uploading such standard documents (e.g. PAN card copy , annual reports, auditor certificates etc.) has been provided to the Bidders. Bidders can use "My Space" or "other important documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a Bid, and need not be uploaded again and again. This will lead to a reduction in the time required for Bid submission process

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the Bid in time i.e. on or before the Bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "Offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of Bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during Bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial Bids in the format provided and no other format is acceptable. If the Bid has been given as a standard BOQ format with the tender documents, then the same is to be downloaded and to be filled by all the Bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been entered, the server time (which is displayed on the Bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the Bids by the Bidders, opening of Bids etc. The Bidders should follow this time during Bid submission.
- 6) All the documents being submitted by the Bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The entered data cannot be viewed by unauthorized persons until the time of Bid opening. The confidentiality of the Bids is maintained using the secured socket layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/Bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized Bid openers.
- 8) Upon the successful and timely submission of Bids (i.e. after clicking "Freeze Bid Submission" in the portal), the portal will give a successful Bid submission message & a Bid summary will be displayed with the Bid no. and the date & time of submission of the Bid with all other relevant details.
- 9) The Bid summary has to be printed and kept as an acknowledgement of the submission of the Bid. This acknowledgement may be used as an entry pass for any Bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender of the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk Number 0120-420046, 0120-4001002. Once completed, the Bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I / We have read the entire terms and conditions of the tender documents from _____ page No. to (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.

3. The Corrigendum(s) issued from time to time by your department / organization to have also been taken into consideration, while submitting this acceptance letter.

4. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department / Public sector undertaking.

5. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)