

CIPET : SARP-ARSTPS



BIDDING DOCUMENT FOR “HIRING OF VEHICLE SERVICES”

TENDER No. CIPET:SARP-ARSTPS/Transport/HoV/2021-22/Ten-01

Last date for submission of Tender - July 28, 2021 @ 03.00 p.m.

Opening of Technical Bid - July 29, 2021 @ 10.00 a.m.

Opening of Price Bid - After completion of Technical Evaluation

**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY
(CIPET)
SCHOOL FOR ADVANCED RESEARCH IN PETROCHEMICALS (SARP) - ARSTPS**
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CIPET: SARP ARSTPS, CHENNAI

NOTICE INVITING TENDER

Tender No. CIPET:SARP-ARSTPS/Transport/HoV/2021-22/Ten-01

CIPET:SARP ARSTPS Invites Sealed Tender in Two Bid systems (Technical and Commercial) from Registered/Authorized Travel Agencies/Reliable Service Providers / Individual for providing Vehicle on Hire Service on Monthly rental basis at CIPET: SARP ARSTPS, Chennai. The scope of work along with Technical and Commercial bid details are narrated below -

Sl. No.	E-Tender No.	Name of the Work	Validity of Bid	Tender Fees (in Rupees)	Last Date & Time
01	CIPET:SARP-ARSTPS/Transport/HoV/2021-22/Ten-01	Hiring of Vehicle	90 Days	590/- (Rupees Five hundred ninety only, inclusive of GST)	July 28, 2021 15.00 Hrs.

The detailed Tender documents can be obtained in person by submitting a written requisition from the O/o CIPET: SARP ARSTPS, Chennai **from 08.07.2021 to 27.07.2021 till 03:00 PM** by paying cost of Rs. 590/- (Non-refundable) during office hours except Saturday, Sunday and Holiday or can also be downloaded from www.cipet.gov.in and the Tender Fee can be paid thro' **Demand Draft in favour of CIPET-ARSTPS, payable at Chennai (INDIA)**. The Tender Fees needs to be paid in both the cases. Bid without Tender fee will not be accepted.

Last date for submission of the Hard copy of the Bid : July 28, 2021, 03:00 PM.

Date & Time of Opening of Technical Bid : July 29, 2021, 10:00 AM.

Opening of Commercial bid: After Evaluation of Technical Bid.

Small Scale Industry, MSME registered with NSIC, Local Startup as per Public Procurement Policy (PPP) for Micro & Small Enterprises (MSEs) Order 2012 issued vide Gazette Notification dated 23-02-2012 by MoMSME of Govt. of India & subsequent amendment thereafter, are exempted from payment of Tender Fee.

CIPET:SARP ARSTPS reserves the right to accept/reject any or all Tenders without assigning any reason thereof. No claims whatsoever shall be entertained for the loss/damage suffered by the parties/bidders on account of such rejection.

**Director & Head
CIPET:SARP ARSTPS**

Tender Document for Obtaining Vehicle Services

CIPET:SARP ARSTPS invites Sealed Tender in two (02) bid system (Technical and Commercial) from Registered/Authorized Travel Agencies/Reliable Service Providers / Individual for providing Vehicle on Hire Service on monthly rental basis and on Daily Basis "As and When Required" for its Office activities.

ELIGIBILITY AND SELECTION CRITERIA

- A registered company, firm or agency having more than 3 years' experience in similar work and Minimum Annual turnover of more than Rs.10.00 Lakhs (Rupees Ten Lakhs) during the last three financial years.
- The Tenderer should be registered with the Competent Authority and should have valid License/Registration; PAN Card & GST Registration.
- The Tenderer should not have been blacklisted by any Govt. Dept./Semi-Govt. Dept. or any other organization.
- The Tenderer must submit duly filled Tender Form specified in (Technical Bid) this document.
- Self-declaration on no pending litigation (Annexure III)
- The Bidders must have office in Chennai with proper evidence for faster & better serviceability.
- Experience of providing vehicle to government departments/PSU/Universities would be desirable. (Annexure IV)
- Tendered Undertaking regarding acceptance of tender documents and tender terms & Conditions. (Annexure V)
- The Agency should have minimum 03 vehicles in the name of Travel Agency/Owner.

SCHEDULE OF REQUIREMENT/ INSTRUCTIONS TO THE BIDDERS

1. Mode of Preparation & Submission of Bid:

The Tenderer/Bidders are required to submit tender/bid in two Bid system i.e. Technical bid and Financial bid.

- i. **Envelop-1 (Technical Bid)** super-scribed as “Technical Bid for Hiring of Vehicle Services at CIPET:SARP ARSTPS”. The technical bid should contain the self-attested copy of the supporting documents in support of the claim as per detail mentioned at Annexure-I along with duly signed copy of the Tender documents with seal of the agency and Tender Document Fee.
- ii. **Envelop-2 (Financial Bid)** should contain only the price Bid quoted on the prescribed Performa as per “Annexure II” duly signed with seal of the agency. The envelop to be super-scribed as “Price/Financial bid for Providing Vehicle Services at CIPET:SARP ARSTPS” duly indicating the Tender Reference No.
- iii. The Bidders should offer their price as per “Annexure – II” indicating thereon Registration, FAX, Email, Telephone numbers, Address of the firm & name of the proprietor etc.)
- iv. Sealed Envelope of Technical Bid & Financial Bid to be put in another **Envelop**, which shall also be sealed and super-scribed “**TENDER FOR HIRING OF VEHICLE SERVICES at CIPET:SARP ARSTPS**” along with advertisement Notice No. in bold letters on the top of the envelope addressed to “Director & Head, CIPET:SARP ARSTPS, TVK Industrial Estate, Guindy, Chennai – 600 032” and should reach/deposited at CIPET:SARP ARSTPS, TVK Industrial Estate, Guindy, Chennai – 600 032 on or before **July 28, 2021 up to 1500 hrs.**
- v. Bid received after the Last date & time of receipt i.e. **July 28, 2021 up to 15.00 hrs** will not be accepted. CIPET:SARP ARSTPS will not be responsible for the postal/transit delay of the Tender documents.
- vi. Submission of signed copy of the Tender document implies that he/she has read this notice and all other contract condition and has made himself/herself aware of the scope and specifications of the work. Not signing on the Terms & Condition of the Tender may lead to rejection of his/her bid/tender.
- vii. Technical Bid received without Bid Security Declaration & Tender Document Fee (for tender document downloaded from CIPET website) will summarily be rejected.
- viii. Bids once submitted shall not be allowed to be withdrawn. Any default after acceptance of the bid shall be deemed to be non-compliance of the terms of contract and would be liable to cancellation of the contract.
- ix. Financial Bid of the Technically Qualified bidders will only be opened. Bidder will be informed separately for the same through E-mail.
- x. Offers should be clearly written or typed without any cutting or over writing. Initial with stamp of the agency to be put for minor cutting/over writing, if any.

2. FUNDAMENTAL METHOD OF CALCULATION:

- (a) FOR DAILY RENTAL: Daily Fixed Rental charge + extra charges running rate per kms or extra hours. Calculation for lowest bidder will be only done in total summation of columns as per ANNEXURE for daily rental basis.
- (b) FOR MONTHLY RENTAL: Monthly Rental Charge + extra running rate per Km. or extra hour. Calculation for lowest bidder will be only done in total summation of columns as per ANNEXURE for monthly rental basis.
- (c) Outstation Charges: It will be calculated on the basis of per kilometer rate and multiplication of total running Kms. No additional charges will be paid.
- (d) Selection of the lowest bidder will/may be done separately for DAILY RENTAL & MONTHLY RENTAL basis.
- (e) The unutilized monthly kilometers shall be carry forward to next month and shall be added to the minimum kilometers for the next month.
- (f) The monthly vehicle shall be utilized anywhere within the State of Tamilnadu.

3. PERIOD OF VALIDITY OF BIDS:

The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

4. AMENDMENT OF TENDER DOCUMENTS:

At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. Any corrigendum & addenda will be uploaded on CIPET website. No separate advertisement will be published in this regard. Bidders/Tenderer are requested to regularly visit to CIPET website www.cipet.gov.in for the same.

5. EXTENSION OF LAST DATE:

The Director & Head, CIPET : SARP ARSTPS, may at his discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders. Notice for the same will be uploaded on CIPET website www.cipet.gov.in only.

6. QUANTITY:

CIPET : SARP ARSTPS does not guarantee for the total number of vehicle to be hired. Quantity will vary depending upon the requirement and circumstances. The actual requirement of Vehicle may vary at time of placement of the work order. Service Provider will provide the vehicle/multiple number of the vehicle as & when demanded by CIPET : SARP ARSTPS.

7. CLARIFICATION OF TENDER DOCUMENT:

A prospective bidder requiring any clarification of the Tender document may communicate to the Officer (PAF), CIPET : SARP ARSTPS, Guindy, Chennai during office hours.

8. EXECUTION OF ORDER:

Selected Firm has to provide the Monthly vehicles within 15 days after issue of work order and Daily Basis vehicle immediate as per the requirement of CIPET : SARP ARSTPS.

9. DISCRETION:

The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons thereof. The decision of the Director & Head, CIPET : SARP ARSTPS OR Person authorized by him is final in all matters of tender and purchase.

10. PRICE:

Prices/Rates should be quoted only in Annexure – II. No extra charges will be paid over & above the agreed price.

11. GENERAL TERMS & CONDITIONS OF THE CONTRACT:

1. The contract will be valid for one year from the date of award of the contract and can be extended for further period (max. 03 years), one year at a time, on the basis of requirement, performance and at the sole discretion of CIPET : SARP ARSTPS as well as mutually agreed terms and conditions.
2. The vehicle provided must be registered in Chennai with **commercial registration and comprehensively insured**.
3. The Driver must have valid driving license at all time and shall be properly dressed up with White shirt & Trousers during the duty hours. Behaviour of the driver should be extremely courteous and refined. He should be well aware of traffic rules and should meticulously follow the same. He should not be in a habit of rash and fast driving and should have proper vision. He should have absolutely clean background and police record. A self-declaration certificate shall be furnished by the selected vendor/agency.
4. The Agencies will be solely responsible for any misconduct of the drivers. It will be responsibility of the agency to ensure that driver should not drive the vehicle in drunken state.
5. No advance payment would be made. During the period of contract, the rates will not be revised for one year or for the extended period, if any. Bill to be reimbursed on monthly basis.
6. TDS will be deducted at source from hiring bill/s as per the Income Tax Act.
7. CIPET : SARP ARSTPS reserves the right to terminate the contract by giving 15 days' notice without assigning any reason.
8. In case of any Loss, damage or accident, total responsibility lies with agency/firm and driver will be fully responsible in case unauthorized / illegal materials are found in the vehicle during the use of the officials of the CIPET : SARP ARSTPS.

9. The beginning price of petrol/diesel will be the price prevalent in Chennai on the day of the agreement. For all subsequent revisions, the previous price will be the price at which the previous revision has taken place.
10. Parking & toll taxes will be reimbursable on actual basis.
11. Vehicle model hired on monthly basis should not be older than year 2019 Model.
12. Payment shall be made preferably within 15 days on receipt of the in-order invoices in duplicate by the Service Provider/Vehicle contractor.
13. The vehicle(s) should be in good condition and should be provided on time. Replacement of vehicle shall be done immediately in case of repair, maintenance or any other condition with equally good condition vehicle. The service provider shall be responsible for appropriate insurance coverage. In this regard, the service provider shall maintain workers compensation; provider shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damage to any property arising out of, or in connection with, the services which result from the fault of the service provider, or its staff/driver. The service provider shall provide CIPET : SARP ARSTPS with certification thereof upon request.
14. The service provider/contractor should have enough resources to repair their vehicles in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notice.
15. The service provider/agency shall not provide any person as driver who has not completed 18 years of age. The agency shall comply with all statutory provisions as laid down under various Labour Laws like Minimum wages, Contract Labor Act etc. In case of violation of any such statutory provisions, the agency will be solely responsible.
16. All the vehicles provided to CIPET : SARP ARSTPS should be in good road worthy condition and having valid documents / licenses from department and Insurance policy of the Driver & Vehicles with Pollution Certificate. The Tenderer shall be responsible for total maintenance of the vehicles provided by him.
17. The Tenderer shall provide vehicles/multiple vehicles as per requirement of the Institute and as and when required even at a short notice from CIPET : SARP ARSTPS.
18. There will not be any employee & employer relationship between driver and CIPET. For all purposes driver will be the employee of the Agency/Vehicle Service Provider.
19. The color of vehicle shall be white or light color preferable for Car & MUV.
20. The car and driver shall be at the disposal of the Institute Authority/officials during the period of engagement.
21. In case of the absence of Driver, agency has to provide the substitute. If the agency fails to provide the substitute of Driver/Vehicle, a penalty @ 4 times per day on the hiring cost of the vehicle shall be imposed.

22. In the case when Service Provider fails to provide the demanded vehicle, CIPET : SARP ARSTPS will be free to hire from the open market and excess charges paid on account of hiring of the said vehicle will be recovered from the Monthly Bill of the Agency.
23. Normally, notice will be issued to the agency by the Institute for vacation and no payment for this period will be made in case of monthly rental basis, if hired for services.
24. The disputes, legal / court matters, if any, shall be subject to Chennai Jurisdiction only.

12. Additional Terms and Condition for Monthly Hired Vehicle:

In addition to terms and conditions mentioned above, the following additional terms and conditions shall be applicable on vehicles taken on monthly hire:-

- a. The driver should have at least 3 years of work experience and aware of the protocol for driving vehicle of Govt. Officials. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Original copies of Registration, Insurance of Vehicle & Driving License of Driver must be produced before engagement of Vehicle.
- b. Driver shall be provided with mobile phone for smooth communication and the cost shall be borne by agency.
- c. Minimum monthly emoluments paid to the driver would be as per applicable minimum wage notification of Govt. However, the agency is free to pay any amount above this minimum stipulation. Further, the agency would also be required to adhere to all government statutory requirements in respect of minimum pay and statutory deductions.
- d. The duty timing of the monthly hired driver would be normally from **08:30 AM till 07:30 PM**, but could be longer as per requirement and need. Accordingly the driver needs to be paid/ compensated for overtime and other allowances by the agency.
- e. One day compulsory rest in a week shall be given to the driver. On the day of rest, alternate driver shall be provided by the agency/service provider as per the need of CIPET : SARP ARSTPS.
- f. The agency will have to provide the replacement of driver in case of any eventuality. CIPET:SARP ARSTPS has the right to ask the agency for removal of any Driver who is not found competent or disciplined.
- g. Once assigned, the vehicle will not be changed / replaced without prior permission of CIPET:SARP ARSTPS.
- h. There will be separate log book for monthly vehicle maintained by the driver/agency. All entries in the log book will verified / countersigned by the concerned officers.
- i. In case of failure to provide vehicle on time, CIPET:SARP ARSTPS will procure a vehicle from open market and the charges paid to such vehicle will be deducted from the monthly bill of the service provider. In addition, a penalty of Rs. 1000/- per day till the date of default shall also be charged by CIPET:SARP ARSTPS from the service provider, which will be deducted from the bill.

- j. The service provider/firm shall submit attested copies of owner book, insurance papers and other papers of the vehicle and attested copies of driver license.
- k. Driver selected by the agency will be assessed by the Institute before his engagement is finalized.
- l. The agency shall be responsible for any thefts/burglary/damage caused to the students/employee/Guest of the Institute travelling in the Vehicles. The compensation arising out of such activities shall be borne by the agency.
- m. All maintenance/servicing of the vehicles should be done by the Agency at their own cost. The interior and exterior conditions of the vehicles should be well maintained.
- n. In case of break down, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. Institute will not pay any type of compensation for maintenance of the vehicle.
- o. In case of frequent violation of the terms and conditions, the contract can be cancelled forthwith at the cost of the agency.
- p. The Agency shall abide by all statutory laws, rules and regulation of the State Govt. / Central Govt. as per jurisdiction.
- q. No manpower should be engaged exclusively for this contract when the contract terminates there shall be no physical or moral pressure on the institute, on grounds of "person displaced from job". The institute shall not entertain such claim.
- r. During the agreement period, all safety measures must be taken care of by the agency for the vehicle and the personnel engaged under this contract. Any safety hazard occurring during the lease period shall be the sole responsibility of the Agency. The institute shall in no way be liable for any such incident occurring during or in connection with this contract.
- s. The Institute rules shall be binding for execution of the contract. Further in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director & Head, CIPET:SARP ARSTPS is the sole arbitrator to decide the same or his decision is final and binding on both the parties.
- t. The vehicle can be de-hired giving prior notice of 15 days considering the requirement of the institute for which no payment will be made by the institute. In case of unsatisfactory services the work order of the Agency may be terminated giving one weeks' notice.
- u. **Force Majeure:** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of

the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

- v. The start time & running of the Kilometer will start from the reporting point i.e. CIPET:SARP ARSTPS, TVK Indl. Estate, Guindy, Chennai and will not be calculated on garage to garage basis.
- w. This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.

13. LOG Book:

- i. Logbook will be provided by the Institute Authority and will be carried in all Vehicles by the Driver.
- ii. Log Books for duty of the vehicles will be recorded from Institute Campus on each trip basis and records duly authenticated should be shown on demand and also to be produced with monthly bill. The vehicle with driver will remain stationed at the Institute Campus for 12 hours at the disposal of CIPET.
- iii. The owner should ensure that the vehicle should comply with all statutory obligations like insurance coverage, road tax, etc. together with MINIMUM OF "ALL C.G. "COMMERCIAL ROAD PERMIT VEHICLE" before undertaking the contract.
- iv. All statutory provisions / requirements should be complied with. Records to this effect are to be maintained by the contractor and to be shown on demand to the authorities concerned and are responsible directly to them.
- v. Log book has to be signed by the Authorized Person of the Institute daily.

14. Payment of Bills:

- i. Agency is required to submit the Monthly Bill of the previous month by 07th day of the subsequent month along with copy of the duly attested Log-Book.
 - ii. Payment shall be made within 10 days on receipt of the in-order monthly bill of the subsequent month.
 - iii. No part payment/advance payment shall be made.
 - iv. Recovery if any, will be made from the Monthly Bill.
- The proprietor/authorized person of the Agency/Firm must sign (affix stamp) on all the pages of the Tender document as a mark of confirmation regarding acceptance of all the terms and conditions of the tender.
 - Conditional offer or any deviation from the terms and conditions of this tender may be liable for rejection of the bid.
 - Furnishing of any false information/ fabricated document would lead to rejection of tender at any stage or during the currency of the Contract.

- There shall NOT be any price indication in the Technical Bid. If for any reason, it is found that the Technical Bid reveals the price bid related details in any manner whatsoever, will be summarily rejected in the first instance itself.
- More than one agency can be empanelled for hiring of the vehicle on Monthly rental/to meet the day to day need of the Institute.
- The Institute reserves the right to accept or reject or ignore, or cancel the tender without assigning any reason, thereof.
- All the directives of COVID-19 to be followed for maintaining sanitization in totality. The health records / details of DRIVER shall be maintained by the Travel agency.

Annexure - I

TECHNICAL BID - HIRING OF VEHICLES (PRE-QUALIFYING REQUIREMENT)

Tender No.: CIPET:SARP-ARSTPS/Transport/HoV/2021-22/Ten-01

Sl. No.	Description	Particulars
1	Name of the Firm/Agency/Authorized Individual	
2	Postal Address	
3	Registration No. of the firm (Attach proof)	
4	Name of the Contact Person	
5	Mobile No.	
6	e-Mail ID	
7	Registration Certificate (Attach proof)	
8	Permanent Account Number (PAN) (Attach proof)	
9	GST Reg. No. (Attach proof)	
10	License No. (Attach proof)	
11	Annual average Turnover valuing more than Rs.10.00 lakhs and above during the last financial years. (Attach proof)	
12	IT return of last three years (Attach proof)	
13	MSME Certificate (if applicable)	
14	Details of three years for supply of vehicles in any of the Department/Autonomous universities/Public Sector Undertaking of GOI or any other state Government or Public Sector Banks or Local Bodies/ Municipalities (Attach performance Certificate issued by the office at the end of the contract)	
15	No Blacklisting Declaration	
16	Legal disputes with the clients, details if any (If Nil, give certificate to the effect that no legal Case/dispute is pending in any court against Firm/ its Executives etc. with any party)	
17	Travel agent must have Registered minimum 03 vehicles in his company name or his own name. (Attach proof)	
18	Whether Terms and conditions of the tender duly accepted	YES / NO
19	TENDER FEE detail	
20	Payment Terms agreed as Specified.	YES / NO

DECLARATION

I son/daughter/wife of Shri/Smt.Proprietor/Director/Authorised signatory of the agency mentioned above is competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions laid down in the tender and undertake to abide by them.

The information/documents furnished along with the above bid/application are true and authenticate to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender/bid at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of the Tenderer

Price Bid - Supply of Hiring Vehicle - Car

(To be submitted in a separate sealed envelope)

Tender No.: CIPET:SARP-ARSTPS/Transport/HoV/2021-22/Ten-01

(i) Rate for Monthly basis hired Vehicle: (preferably 2020 Model, but not older than 02 years)

Sl. No.	Description / Model	Year of make	Fixed Monthly Charges (including fuel, drivers payment etc.)			Extra charges	
	Model of Vehicle		(1500 km / 300 hrs.) (in rupees)	(2000 km / 300 hrs.) (in rupees)	(2500 km / 300 hrs.) (in rupees)	Rate per Km. (in rupees)	Charges Per Hr. (in rupees)
1.	Maruti Suzuki Dzire AC						
2.	Toyota Platinum Etios AC						
Rate to be quoted in words							

Note: Monthly charges will be paid on the basis of total running Kms. for the nearest slab.

(ii) Rate for Vehicle on Daily basis:-

Sl. No.	Type of Vehicle (AC)	4 hrs. 40 kms. (In Rs.)	12 hrs. 80 kms. (In Rs.)	Extra Rate for Local		Outstation Charges Per km. including Night Halt (in Rs.)
				Per Km. (In Rs.)	Per Hour (In Rs.)	
1	Maruti Suzuki Dzire/Toyota Etios					
2	Innova/Toyota					
3	Scorpio/Ertiga					
4	Maruti Suzuki Ciaz					
5	SUV					
6	TATA Indigo/ TATA Zest					
7	Bolero					

Note: Quoted price should be inclusive of all taxes.

The rates should be inclusive of all the incidental cost like fuel (petrol/diesel), insurance, road tax, repair & maintenance of vehicles, monthly salary of driver, oil and all other incidental expenses including penalty, fine etc.. The Vehicle would be used for outstation journey too. Outstation allowance (night halt) @ Rs. Per night will be paid by CIPET:SARP ARSTPS.

We confirm that the quoted prices will remain firm and there would not be any price escalation during the initial contract period of one year. We also confirm that we abide by all the tender conditions and we do not have any counter conditions.

Yours faithfully,

Signature
Name of the Proprietor/Authorised Person
Seal of the Agency/Firm

Date

Annexure III

UNDERTAKING

It is certified that my firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Tamilnadu or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on_____.

Signature of the Tenderer

Date:
Place:

Annexure IV

UNDERTAKING

It is certified that my firm/agency/company having sufficient Experience for Supply of vehicles as mentioned in the Tender Document.

Signature of the Tenderer

Date:
Place:

Annexure V

UNDERTAKING

It is certified that I personally read the Tender Document and accept all the Terms and Conditions mentioned therein.

Signature of the Tenderer

Date:
Place:
