

# **DAKSHIN HARYANA BIJLI VITRAN NIGAM**

## **BIDDING DOCUMENT (NIT No. 01/SE/Const./2016)**

### **FOR**

**Hiring of services of Service providers / vehicle owners having all documents as per terms & conditions of the Bid for providing vehicles on hiring charge basis for officers / officials under the jurisdiction of DHBVN.**

### **CONDITIONS OF CONTRACT**

**(July, 2016)**

Superintending Engineer/Construction,

DHBVN,

Vidyut Sadan, Vidyut Nagar,

HISAR – 125005.

Phone 01662-223300

E-Mail: seconst.hisardhbvn@gmail.com

**DAKSHIN HARYANA BIJLI VITRAN NIGAM**

**VIDYUT SADAN HISAR**

**GENERAL RULES AND DIRECTIONS**

## **Dakshin Haryana Bijli Vitran Nigam**

### **NIT No. 01/SE/Const./2016**

Short term open tenders are invited from the Service providers / vehicle owners having all documents as per terms & conditions of the Bid for providing vehicles on hiring charge basis for official use as per details given below:-

<b>Pkg. No.</b>	<b>No. of Vehicle</b>	<b>Description Of Vehicle</b>	<b>Purpose</b>	<b>Earnest Money (Rs.)</b>
1	1 No. Car	Swift Dzire	For office of SE/Const., Hisar.	<b>6000/-</b>
2	1 No. Jeep	Bolero or equivalent	For office of XEN/Const Division, DHBVN, Sirsa.	<b>6000/-</b>
3	1 No. Jeep	Bolero or equivalent	For office of XEN/Const Division, DHBVN, Hisar.	<b>6000/-</b>
4	1 No. Jeep	Bolero or equivalent	For office of XEN/Const Division, DHBVN, Rewari.	<b>6000/-</b>
5	1 No. Jeep	Mahindra / Tata Force open from back side	For office of SDO/Const S/Division, DHBVN, Sirsa,	<b>6000/-</b>
6	1 No. Jeep	Mahindra / Tata Force open from back side	For office of SDO/Const S/Division, DHBVN, Fatehabad.	<b>6000/-</b>
7	1 No. Jeep	Mahindra / Tata Force open from back side	For office of SDO/Const S/Division, DHBVN, Jind.	<b>6000/-</b>
8	1 No. Jeep	Mahindra / Tata Force open from back side	For office of SDO/Const S/Division, DHBVN, Bhiwani.	<b>6000/-</b>
9	1 No. Jeep	Mahindra / Tata Force open from back side	For office of SDO/Const S/Division, DHBVN, Narnaul.	<b>6000/-</b>
10	1 No. Jeep	Mahindra / Tata Force open from back side	For office of SDO/Const S/Division, DHBVN, Rewari.	<b>6000/-</b>

## Key Dates

Sr. No.	Department Stage	Tenderer's Stage	Start date and Time	Expiry date and Time
1		Downloading of tender Documents & Bid Preparation	29.07.2016	12.08.2016 at 13:00 Hours
2	Technical opening (Part-I)	-	12.08.2016 15:00 Hours	-
3	Short listing of Technical bids & Opening of Financial Bid		Will be intimated to the firms on their E-mail	

**NOTE:-** The Technical Bid (Part – I) & Financial bid (Part-II) shall be opened online in the office of SE/Construction, DHBVN Vidyut Nagar, Hisar.

**SE/Construction,  
DHBVN, Hisar**

## **Instructions to bidder on Electronic Tendering System**

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

**1. Registration of bidders on eProcurement Portal:-**

**2.**

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

**3. Obtaining a Digital Certificate:**

**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

**2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from:

**M/s Nextenders (India) Pvt. Ltd.**

O/o. DS&D Haryana,  
SCO – 09, IInd Floor,  
Sector – 16,  
Panchkula – 134108

**E - mail:** [Chandigarh@nextenders.com](mailto:Chandigarh@nextenders.com)

**Help Desk: 1800-180-2097 (Toll Free Number)**

**2.4** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the hash during the stage of Tender Download and bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the

copies at safe place under proper security (for its use in case of emergencies).

- 2.5** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.6** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.7** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

**3 Opening of an Electronic Payment Account:**

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://haryanaeprocurement.gov.in>.

**4 Pre-requisites for online bidding:**

In order to bid online on the portal <https://haryanaeprocurement.gov.in> , the user machine must be updated with the latest Java. The link for downloading latest java applet is available on the Home page of the e-tendering Portal.

**5 Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>

**6 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in>

**7 Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure

that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

**8 Bid Preparation (Technical & Financial) Online/offline Payment of Tender Document Fee, eService fee, EMD fees and Submission of Bid Seal (Hash) of online Bids:**

**8.1** The Bidders can download the tender documents from the Portal: <https://haryanaeprocurement.gov.in>.

The Bidders shall have to pay for the **Tender documents, EMD Fees & eService Fee of Rs.1000/-** online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks.

The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts. The Payment for EMD can be made online directly through RTGS / NEFT and the bidder would remit the funds at least T + 1 day (Transaction + One working day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

**8.2** Submission of bids will be preceded by submission of the digitally signed & sealed bid (Hash) as stated in the time schedule (Key Dates) of the Tender.

**NOTE:-**

- (A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.**
- (B) For help manual please refer to the 'Home Page' of the eProcurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to online' to download the file.**
- (C) If bidder fails to complete the Online Bid Preparation & Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.**

**Guideline for Online Payments in e-tendering**

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- a. **Debit Card**
- b. **Net Banking**
- c. **RTGS/NEFT**

## **Operative Procedures for Bidder Payments**

### **A) Debit Card**

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with “successful” or “failure” Message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal
- (viii) The status of the payment is displayed as “successful” in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

### **B) Net banking**

The procedure for paying through Net banking will be as follows.

- I. Bidder selects Net banking option in e-Procurement portal.
- II. The e-Procurement portal displays the amount to be paid by bidder.
- III. Bidder clicks on “Continue” button.
- IV. The e-Procurement portal takes the bidder to Net banking payment gateway screen displaying list of Banks
- V. Bidder chooses his / her Bank
- VI. The Net banking gateway redirects Bidder to the Net banking page of the selected Bank



- VII. Bidder enters his account credentials and confirms payment
- VIII. The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net banking gateway which is confirmed back to e-Procurement portal.
- IX. The page is automatically routed back to e-Procurement portal
- X. The status of the payment is displayed as “successful” in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- XI. The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

### **C) RTGS/ NEFT**

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- i. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- ii. Upon doing so, the e-procurement portal shall generate a pre-filled Challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- iii. Each challan shall therefore include the following details that will be pre-populated:
  - a- Beneficiary account no: (unique alphanumeric code for e-tendering)
  - b- Beneficiary IFSC Code:
  - c-□ Amount:
  - d- Beneficiary bank branch:
  - e- Beneficiary name:
- iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- v. The bidder would remit the funds at least T+1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

- vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

**List of Net banking banks**

1. Allahabad Bank
2. Axis Bank
3. Bank of Bahrain and Kuwait
4. Bank of Baroda
5. Bank of India
6. Bank of Maharashtra
7. Canara Bank
8. City Union Bank
9. Central Bank of India
10. Catholic Syrian Bank
11. Corporation Bank
12. Deutsche Bank
13. Development Credit Bank
14. Dhanlaxmi Bank
15. Federal Bank
16. HDFC Bank
17. ICICI Bank
18. IDBI Bank
19. Indian Bank
20. Indian Overseas Bank
21. Indusind Bank
22. ING Vysya Bank
23. J and K Bank
24. Karnataka Bank
25. Kotak Mahindra Bank
26. Karur Vysys Bank
27. Punjab National Bank
28. Oriental Bank of Commerce
29. South Indian Bank
30. Standard Chartered Bank
31. State Bank of Bikaner and Jaipur
32. State Bank of Hyderabad
33. State Bank of India
34. State Bank of Mysore
35. State Bank of Travancore
36. State Bank of Patiala
37. Tamil Nadu Mercantile Bank
38. Union Bank of India
39. United Bank of India
40. Vijya Bank
41. Yes Bank

**Note: The provision of e-tendering shall prevail over the provisions mentioned in the tender documents.**

## Technical Bid

<b>Sr. No.</b>	<b>Description</b>	<b>Bidder's Response</b>
1	I agree with all the terms and conditions of Nigam against tender no. 01/SE/Const./2016.	Agree
2	I will supply the vehicle as per tender requirement within 15 days of allotment of tender.	Agree
3	I certify that I am not involved in any litigation, current or during the last two years.	Agree
4	I certify that my firm is not blacklisted by any State Govt. or Agency past three years and I shall be liable for the consequences of wrong declaration.	Agree
5	I certify that I will not be anticipating any ownership change during the period from Bid Submission to two years.	Agree
6	I declare that there is no deviation of any type against NIT No: 01/SE/Const./2016.	Agree

**Terms & conditions:-**

The terms and conditions of the tender shall be as under:-

1. The cost of the Bid documents shall be Rs. 500/- and earnest money deposit shall be Rs. 6000/- per vehicle + Rs.1000/- e-tendering fees.
2. **Model:** - The vehicle shall be in good condition to the satisfaction of officer Incharge and not older than 2 years from date of issue of NIT.
3. **Hourly/ Mileage requirement:-** The vehicle shall be generally required for 12 hrs. a day but the DHBVN, being an emergency service provider, the vehicle shall remain at the disposal of officer In-charge for all the 24 Hours of the day and for all the days (Holidays + working days) of the month except for pre-scheduled servicing / repairs with permission of officer In-charge. The normal mileage of the vehicle shall be as under:-

<b>Sr. No.</b>	<b>Type of vehicles</b>	<b>Maximum mileage allowed (per month).</b>
1	Bolero or equivalent	4000 KMs
2.	Jeep open from back side	3000 KMs
3	Car Swift Dzire	4000 Kms

4. **Price:-** The bidder shall quote the prices in two parts i.e. fixed monthly charges & variable charges i.e. per KM charges for the mileage run during the month, as given in the format for price bid. The following additional charges shall be borne by the Nigam:-
  - a. Toll Tax, Parking fee & applicable service tax, which will be reimbursed on the production of the original vouchers.
  - b. The contractor will be reimbursed Rs. 100/- per night for stay of the driver on tour to the outstation in addition to the above rates.
  - c. During the period of contract, the rate shall not be revised with the revision of any taxes by the Government of Haryana or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/ them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a

way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

5. **General conditions of hire:** Vehicle should not be older than 2 years from the date of issue of NIT. The bidders who desire to supply the new vehicle have to provide the vehicle within 15 days of allotment of work order.
6. **Evaluation criteria:** The bidder shall quote the following charges on the prescribed format attached as Annexure-B or as available on web-portal:-
  - a. Fix price per month in Rupees per vehicle against the mileage depicted for each vehicle.
  - b. Rate in Rs. per KM for additional KMTotal Value of the bidder = Fix price per month in Rupees per vehicle against the mileage depicted for each vehicle + Rate in Rs. per km X the mileage depicted for each vehicle  
The bidder having lowest total value will be declared as L-1 bidder.
7. **Pre-qualification:-** For qualifying for participation in the e-tender, the bidder should have provided the services for at least one Govt. department /Central /State/ Public Sector enterprise for at least one year and the proof of the same is required to be provided with technical bid OR the Driver having personal vehicle with one year experience in at least one Govt. department/Central/State/Public Sector enterprise and the proof of the same is required to be provided with technical bid.
8. **Registration:** The offered vehicle must be registered as per motor vehicle Act. And have relevant permit with Haryana State Govt. Transport Authority. All the expenses/ taxes shall be borne by the contractor before and during the currency of the contract except those mentioned at Sr. No. 4 (a) & (b) above.
  - (a) Photocopy of valid RC of vehicle.
  - (b) Photocopy of valid comprehensive Insurance Policy of Vehicle
  - (c) Photocopy of valid pollution certificate of vehicle.
  - (d) Coloured Photograph of vehicle with front no plate.
  - (e) Valid permit to ply vehicle in Haryana Punjab Delhi, NCR, Chandigarh (UT).
  - (f) Valid driving license for the driver.
  - (g) Duly stamp & sign terms and conditions.

The original documents have to be presented by the contractor after the award of contract for verification and shall be returned to the owner after verification.

9. **Other Expenses:** Expenses towards servicing charges, Engine oil changing and other repairs and maintenance work, will be borne by vehicle owner. Vehicle owner will ensure periodic maintenance as per maintenance manual of vehicle/ requirement and vehicle owner shall always keep the vehicle in perfect running condition. He shall carry out the servicing and repairing immediately on intimation of DHBVN representative.
10. **Performance Security:** In case of successful bidder, the Earnest Money deposit (EMD) submitted by the bidders shall be converted into performance security. Wherever the bidder defaults in executing the contract, the EMD shall be forfeited.
11. **Penalties:** The following penalties shall be levied on the bidder during the currency of the contract.
- (a) For not providing vehicle in time a minimum penalty of Rs. 1000/- will be imposed per default.
  - (b) For misbehavior of the driver Rs. 1000/- will be imposed per default.
  - (c) For not providing substitute vehicle Rs. 2000/- will be imposed per default.
  - (d) For causing damage to the public property: Three times the market value of the damaged property or Rs. 5000/- whichever is higher per default.
  - (e) For breach of any of the conditions of the contract: Minimum penalty of Rs. 5000/- per default or Termination of contract and forfeiture of Performance Security as the case may be depending upon the grounds of violation.
  - (f) For persistent breach or unsatisfactory services- termination of contract along with forfeiture of performance security and blacklisting.
12. **Contract period:** Initially the vehicle shall be hired for a period of 2 years which may be extended for additional period of upto one year on satisfactory performance & mutual agreement.
13. **Termination of Contract:** DHBVN reserves the right to terminate the contract at any time at any stage during the period of contract by giving 7 days notice. If vehicle owner is interested to withdraw his vehicle, owner shall have to inform at least one (1) months in advance in writing, otherwise prorata payment will be deducted in lieu of the short period of notice.
14. **Terms of payment:** 100% payment shall be made within 30 day by cheque on submission of monthly bill after due verification after deducting the penalties if any. Income tax/sale tax shall be deducted at source as applicable as per rules and deposited with income tax and HGST/VAT Act.

15. **Driver:** The driver shall make his own arrangement for going and coming from his residence. In case the owner of the vehicle engages the services of hired driver then he shall ensure to the satisfaction of DHBVNL that driver will be paid the minimum wages as applicable to the skilled drivers in the State of Haryana by the owner of the vehicle. The vehicle owner shall provide an efficient and loyal driver for the vehicle at his own cost. The cost of driver's salary and all other incidental charges shall be borne by vehicle owner. The deployed driver shall keep all valid license and up to date tax payment certificate/ receipt pollution control certificate, Insurance and any other tax payment/ clearance up to date in his custody. The vehicle shall be provided with Stepney, tools spares and consumables while travelling.
16. **Liquidated Damages:** The owner shall provide immediately with another suitable vehicle in running condition in case the regular vehicle deployed is under break down, otherwise the deduction shall be made towards the hire charges paid by DHBVNL for arranging the suitable vehicle from the market as liquidated damages.
17. **Tampering** of the meter shall be viewed seriously. In case it is noticed that the meter of the vehicle is mal-functioning and showing extra mileage then actual difference shall be recovered on prorata basis for the entire period during which the vehicle has actually run. It will be obligatory on the part of vehicle owner to get the mileage checked by the controlling officer in the beginning of everyday and get it recorded in the log book.
18. The vehicle owner/ contractor shall have the copy of registration certificate of vehicle i. e. taxi no., interstate permit (Punjab, Delhi, Haryana & Chandigarh), comprehensive insurance of vehicle and the same vehicle shall perform duty throughout the contract period of vehicle. If the contractor wants to change his vehicle in case of break down etc. he has to provide the vehicle of same status i.e. same model, type.
19. Any type of claim on account of negligence of driver/ accident will be the responsibility of contractor.
20. In the event of theft, loss or accident any dispute with any local/ Govt. Authority, DHBVNL will not be responsible and vehicle owner will settle the claims himself.
21. All the disputes shall be subject to Hisar jurisdiction.

22. In case H.Q. of the officer is shifted in the jurisdiction of the DHBVN, H.Q. of the vehicle may also be shifted accordingly.
23. Income Tax and other applicable Tax shall be deducted as per rules
24. **Amendments of Terms & conditions:** The Nigam reserve the right to amend the terms & conditions before the last date of submission of bids, which will be notified on website and as well as publish the same in press.

**Superintending Engineer,  
Construction Circle,  
DHBVN, Hisar.**



**FORMAT FOR TECHNICAL BID SUBMISSION**

**ANNEXURE-A**

**To,**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub:       Hiring of vehicle for the office of**\_\_\_\_\_.

**Dear Sir,**

          This is with reference to your office tender bearing NIT No. 01/SE/Const./2016 dated: 29.07.16 for hiring of vehicle for the office of \_\_\_\_\_.

In response to the above tender, the technical details are given as under : -

- a)    Name of the Bidder : \_\_\_\_\_
- b)    Status of the Bidder : \_\_\_\_\_
- c)    Address & Contact No. of the bidder: \_\_\_\_\_  
\_\_\_\_\_
- d)    PAN number of the bidder : \_\_\_\_\_
- e)    Details of the past experience of the bidder: \_\_\_\_\_
- f)    Details of the Vehicle offered by the bidder : \_\_\_\_\_

Authorised Signatory  
With stamp & Signature.

## FORMAT FOR PRICE BID SUBMISSION

### ANNEXURE-B

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:- Hiring of vehicle for the office of \_\_\_\_\_.**

Dear Sir,

This is with reference to your office tender bearing NIT No. 01/SE/Const./2016 dated: 29.07.16 for hiring of vehicle for the office of \_\_\_\_\_.

In response to the above tender, the financial offer of our firm is given as under : -

Sr. No.	Name of Vehicle	No. of Vehicles offered.	Fix price per month (Rs.) per vehicle for mileage for /up to _____ KM per month (in figures as well as in words)	Rate per KM for additional KM (in figures as well as in words).

**Notes:-**

- The above price is inclusive of all taxes & duties, except the following which are re-imbursed/paid by the Nigam during the currency of contract:-
  - Toll Tax, Parking fee applicable service tax, which will be reimbursed on the production of the original vouchers.
  - The contractor will be re-imbursed Rs.100/- per night for stay of driver on tour to the outstation in addition to the above rates.
- During the period of contract, the rates will not be revised with the revision of any taxes by the Government of Haryana or by the Govt. of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall taken care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

Authorised Signatory  
With stamp & Signature.

**SAMPLE FORMAT FOR PRICE BID SUBMISSION (on web-portal)**

Sr. No.	Name of office	Name of Vehicle	No. of Vehicles offered.	Fix price per month (Rs.) per vehicle for mileage (km) given in the tender documents (in figures)	Rate per KM for additional KM (in Rs.) (in figures)
1	SE/Const., Hisar.	Swift Dzire	1		
2	XEN/Const Division, DHBVN, Sirsa.	Bolero or equivalent	1		
3	XEN/Const Division, DHBVN, Hisar.	Bolero or equivalent	1		
4	XEN/Const Division, DHBVN, Rewari.	Bolero or equivalent	1		
5	SDO/Const S/Division, DHBVN, Sirsa,	Mahindra / Tata Force open from back side	1		
6	SDO/Const S/Division, DHBVN, Fatehabad	Mahindra / Tata Force open from back side	1		
7	SDO/Const S/Division, DHBVN, Jind.	Mahindra / Tata Force open from back side	1		
8	SDO/Const S/Division, DHBVN, Bhiwani.	Mahindra / Tata Force open from back side	1		
9	SDO/Const S/Division, DHBVN, Narnaul.	Mahindra / Tata Force open from back side	1		
10	SDO/Const S/Division, DHBVN, Rewari.	Mahindra / Tata Force open from back side	1		