

भारतीय उष्णकटिबंधीय मौसम विज्ञान संस्थान (आईआईटीएम)  
पाषाण, पुणे-411008  
INDIAN INSTITUTE OF TROPICAL METEOROLOGY  
PASHAN, PUNE-411008

IITM/Vehicle Hiring Services/2026

निविदा सूचना / TENDER NOTICE

निदेशक, भारतीय उष्णकटिबंधीय मौसम विज्ञान संस्थान डॉ. होमी भाभा रोड, पाषाण, पुणे-411008 (भारत) ठेकेदारों से निम्नलिखित कार्य हेतु ऑनलाइन निविदाएं (भाग-I: तकनीकी बोली, भाग-II: वित्तीय बोली) आमंत्रित करते हैं :

Director, Indian Institute of Tropical Meteorology (An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India), Dr. Homi Bhabha Road, Pashan, Pune-411008 (India) invites Online tenders (Part-I: Technical Bid & Part-II: Financial Bid) from tourist agencies for HIRING SERVICES OF TAXI/TOURIST VEHICLES, at IITM, Pashan, Pune.

निविदा दस्तावेज संस्थान की वेबसाइट <http://www.tropmet.res.in> के साथ-साथ केंद्रीय खरीद पोर्टल (सीपीपी) <http://www.eprocure.gov.in> से प्राप्त/डाउनलोड किए जा सकते हैं।

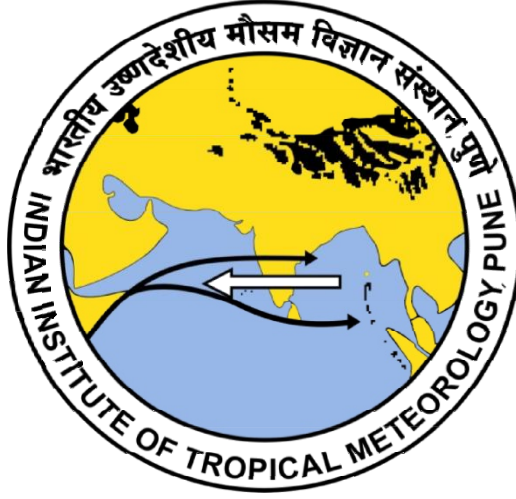
Tender document with details can be obtained/downloaded from Institute's website <http://www.tropmet.res.in> as well as Central Procurement Portal (CPP) <http://www.eprocure.gov.in>

बोली पूर्व बैठक Pre-Bid Meeting	: 06 March 2026, 15:00 बजे : 06 March 2026 at 15:00 hrs
निविदा प्राप्त होने की अंतिम तिथि Last Date of Receipt of Tender	: 20 March 2026, 12.00 बजे : 20 March 2026 at 12.00 hrs
निविदाएं खोलना (केवल तकनीकी बोलियां) Opening of Tenders (Technical Bids Only)	: 20 March 2026, 15.00 बजे : 20 March 2026 at 15.00 hrs

संस्थान किसी या सभी निविदाओं को बिना कोई कारण बताए निरस्त करने का अधिकार रखता है। विवरण के लिए कृपया केंद्रीय खरीद पोर्टल (सीपीपी) <http://www.eprocure.gov.in> देखें। <https://moes.ewizard.in> साथ ही इस संस्थान की वेबसाइट <http://www.tropmet.res.in>

The Institute reserves the rights to reject any or all tenders without assigning any reason thereof. For details please visit <https://moes.ewizard.in> as well as CPP portal <http://www.eprocure.gov.in> and this Institute's website <http://www.tropmet.res.in>

Administrative Officer  
For Director  
Email: [transport.iitm@tropmet.res.in](mailto:transport.iitm@tropmet.res.in)



**TENDER DOCUMENT**

**FOR**

**HIRING SERVICES OF TAXI/TOURIST AGENCIES, at IITM Pashan,  
Pune - 411008**

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**INDIAN INSTITUTE OF TROPICAL METEOROLOGY**  
(AN AUTONOMOUS INSTITUTE OF MINISTRY OF EARTH SCIENCES, GOVERNMENT OF INDIA)  
DR. HOMI BHABHA ROAD, PASHAN, PUNE-411 008, MAHARASHTRA, INDIA



**INDIAN INSTITUTE OF TROPICAL METEOROLOGY**  
(AN AUTONOMOUS INSTITUTE OF MINISTRY OF EARTH SCIENCES, GOVERNMENT OF INDIA)  
DR. HOMI BHABHA ROAD, PASHAN, PUNE-411 008, MAHARASHTRA, INDIA

Tel #: 00 91 20 2590 4346

Fax #: 00 91 20 2586-5142

Email: [transport.iitm@tropmet.res.in](mailto:transport.iitm@tropmet.res.in)

Website: [www.tropmet.res.in](http://www.tropmet.res.in)

**Invitation for Bids through E-procurement**

**Invitation for Bids through E-procurement**

The Indian Institute of Tropical Meteorology (IITM), Pune an autonomous Institute under Ministry of Earth Sciences (MoES), Govt. of India. IITM is country's premiere research Institute to generate scientific knowledge in the field of meteorology and atmospheric sciences that has potential application in various fields such as agriculture, economics, health, water resources, transportation, communications, etc. It functions as a national center for basic and applied research in monsoon meteorology. The Director, IITM would like to procure the following Goods/Services for its day-to-day research. The Technical specifications, Allied requirements and Scope of Service are given in **Chapter 3** appended herewith.

Sr. No.	Tender No.	Brief Description of Goods/Services	Remarks	Single/ Two Bid
1	IITM/Vehicle Hiring Services/2026	<b>HIRING SERVICES OF TAXI/TOURIST AGENCIES, at IITM Pashan, Pune - 411008</b>	Director, IITM, Pune may select more than one agency for providing the service at benchmark rates.	<b>Two</b>

1. The bid has to be submitted online on Institute's e-procurement system hosted at website <https://moes.ewizard.in> as per the process mentioned on the same website. Bidder has to register on the above website & to pay the transaction fee directly to MSTC Limited to participate in the bidding process through e-procurement. Bidders are advised to follow the instructions provided in 'Vendor's Guide' available on the said e-procurement website. Bidders can contact at **011-49606060** for any technical queries regarding registration and submission of bid on the above portal.

2. The address for submission of bids and for obtaining further information:

Indian Institute of Tropical Meteorology,  
Dr. Homi Bhabha Road, Pashan, Pune - 411008 (India)  
Email ID: [transport.iitm@tropmet.res.in](mailto:transport.iitm@tropmet.res.in)  
Contact Number: 020-2590 4346

3. A Pre-bid Conference will be held as per schedule mentioned below. All prospective bidders are requested to kindly submit their queries to the address indicated above so as to reach the Purchase Officer at least one day before Pre-Bid Conference.

Pre-Bid	Date	Time	Mode of Meeting
	06 March 2026	15:00 hrs	In person at IITM, Pashan, Pune

4. The Bid prepared by the Bidder shall include the following:-

i)	Forms as specified in Chapter No.7
ii)	Bid Security / EMD of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only)

5. The Schedule for Submission of Bids is as follows:-

	Date	Time in hours (IST)	Submit to / Venue
<b>Submission of Bids</b>	<b>20.03.2026</b>	<b>Up to 12.00 hrs.</b>	<b>As detailed at Sr. No.1</b>
<b>Opening of Bids (Technical only)</b>	<b>20.03.2026</b>	<b>15.00 hrs</b>	

6. The **Director, The Indian Institute of Tropical Meteorology (IITM), Pune** reserves the right to accept or reject any or all tenders / offers either in part or in full or to split the order without assigning any reasons therefore. NIT has also been published on Government's Central Procurement Portal (CPP) <http://www.eprocure.gov.in> as well as this Institute's Website: <http://www.tropmet.res.in> which may also be referred for more details.

#### CONTENTS OF TENDER / BIDDING DOCUMENT

The bidding documents, apart from the Invitation for Bids / Notice Inviting Tender have been divided into Eight Chapters as under:

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2A	General Conditions of Contract (GCC)	20
2B	Special Conditions of Contract (SCC)	29
3	Specifications, Allied Technical Details And Scope of Supply	33
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### LIST OF SHORT FORMS AND FULL FORMS

<b>SHORT FORM</b>	<b>FULL FORM</b>
BG	BANK GUARANTEE
BS	BID SECURITY
CIF	COST INSURANCE & FREIGHT
CIP	CARRIAGE PAID TO
IITM	INDIAN INSTITUTE OF TROPICAL METEOROLOGY,
CVC	CENTRAL VIGILANCE COMMISSION
DGS&D	DIRECTOR GENERAL OF SUPPLIES & DISPOSAL
EMD	EARNEST MONEY DEPOSIT
ESIC	EMPLOYEES STATE INSURANCE CORPORATION
FCA	FREE CARRIER
FOB	FREE ON BOARD
GCC	GENERAL CONDITIONS OF CONTRACT
GOI	GOVERNMENT OF INDIA
ICC	INTERNATIONAL CHAMBERS OF COMMERCE
IEMs	INDEPENDENT EXTERNAL MONITORS
IP	INTEGRITY PACT
IPC	INDIAN PENAL CODE
IST	INDIAN STANDARD TIME
IT	INCOME TAX
ITB	INSTRUCTIONS TO BIDDERS
JS (A)	JOINT SECRETARY (ADMINISTRATION)
LC	LETTER OF CREDIT
LD	LIQUIDATED DAMAGES
MAF	MANUFACTURER AUTHORISATION FORM
NIT	NOTICE INVITING TENDER
NSIC	NATIONAL SMALL INDUSTRIES CORPORATION
PS	PERFORMANCE SECURITY
SCC	SPECIAL CONDITIONS OF CONTRACT
UNCITRAL	UNITED NATIONS COMMISSION ON INTERNATIONAL TRADE LAW

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## A. Introduction

Instructions to bidder are broad guidelines to be followed while formulating the bid and its submission to the Contracting Institute. It also describes the methodology for opening and evaluation of bids and consequent award of contract.

### 1.1 Eligible Bidders

- 1.1.1. This Invitation for Bids is open to all firms providing vehicle services as given in the Scope of Work in Chapter 3.
- 1.1.2. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Contracting Institute to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids.
- 1.1.3. In addition the Bidders should fulfill the Eligibility Criteria mentioned in Chapter 3 will be considered for Technical Evaluation of bids.

### 1.2 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Contracting Institute ", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### 1.3 Fraud and corruption

- 1.3.1. The Contracting Institute requires that the bidders, suppliers and contractors observe the highest standard of ethics during execution of such contracts. In pursuit of this policy, the following are defined:

Sr. No.	Term	Meaning
(a)	Corrupt practice	The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.
(b)	Fraudulent practice	A misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
(c)	Collusive practice	Means a scheme or arrangement between two or more bidders, with or without the knowledge of the Contracting Institute, designed to establish bid prices at artificial, non-competitive levels.
(d)	Coercive practice	Means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

- 1.3.2. The Contracting Institute will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

## **B. The Bidding Document**

### **1.4 Bidding Documents**

The bidding documents are to be downloaded from Institute's e-procurement website hosted at <https://moes.ewizard.in> as per the procedure mentioned on the said website. The bidding document is free of cost however transaction fees mentioned on the website has to be paid according to the procedure mentioned at the website.

### **1.5 Content of Bidding Documents**

- 1.5.1. The Goods / Services required, bidding procedures and contract terms are prescribed in the bidding documents which should be read in conjunction. The bidding documents, apart from the Invitation for Bids / Notice Inviting Tender have been divided into Eight Chapters.
- 1.5.2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents.
- 1.5.3. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

### **1.6 Clarification of bidding documents**

#### **1.6.1. PRE-BID CONFERENCE:- on 6<sup>th</sup> March 2026 at 12:00hrs. at IITM Office.**

- a) A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Contracting Institute in writing at the Contracting Institute 's address specified in the Special Conditions of Contract (SCC), latest by the date specified in the Invitation for Bids / NIT which would be deliberated as per **Clause 1.7.2 (b)** of Instructions to the Bidders. No request for clarification or query shall be normally entertained after the **Pre-Bid Conference**. Should the Contracting Institute deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under Clause 1.8 relating to amendment of Bidding Documents and Clause 1.17 relating to Due Date for Submission of Bids. The clarifications and amendments issued would also be hosted on the website of the Contracting Institute for the benefit of the other prospective bidders.
- b) A Pre-bid Conference shall be held as indicated in Invitation to Bid. All prospective bidders are requested to kindly attend the Pre-bid Conference. In order to facilitate IITM for proper conduct of the Pre-bid Conference, all prospective bidders are requested to kindly submit their queries on [transport.iitm@tropmet.res.in](mailto:transport.iitm@tropmet.res.in) so as to reach IITM as indicated in Invitation to Bid. IITM shall answer the queries during the pre-bid conference, which would become a part of the proceedings of the Pre-bid Conference. These proceedings will become a part of clarifications / amendments to the bidding documents and would become binding on all the prospective bidders. These proceedings would also be hosted on IITM website [www.tropmet.res.in](http://www.tropmet.res.in) for the benefit of all the prospective bidders. Before formulating and submitting their bids, all prospective bidders are advised to surf through the IITM website after the Pre-bid Conference, in order to enable them take cognizance of the changes made in the bidding document.

## **1.7 Amendment to Bidding Documents**

- 1.7.1. At any time prior to the due date for submission of bids, the Contracting Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- 1.7.2. All prospective bidders who have downloaded the Tender Document should surf Institute's e-procurement <https://moes.ewizard.in> from time to time to know about the changes / modifications in the Tender Document. All prospective bidders are expected to surf the website before formulating and submitting their bids to take cognizance of the amendments.
- 1.7.3. In order to allow prospective bidders reasonable time to take the amendment into account while formulating their bids, the Contracting Institute, at its discretion, may extend the due date for the submission of bids and host the changes on the website of the Contracting Institute .

## **C. Preparation of bids**

### **1.8 Language of Bid**

- 1.8.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Contracting Institute , shall be written in English language only especially when the details are technical. However, if GOI makes it mandatory under Rajbhasha Abhiyan, in that case views of Rajbhasha unit of IITM may be sought.
- 1.8.2. The bidder shall bear all costs of translation, if any, to the English language and bear all risks of the accuracy of such translation, for documents provided by the Supplier.

### **1.9 Documents Comprising the Bid**

- 1.9.1. The bid prepared by the Bidder shall include the following as per the requirement of the Tender Document:

a	Bid Security as specified in the Invitation to Bids
b	Bidder Information Form
c	Documents required to fulfill Eligibility and Qualification criteria as specified in Chapter-3 and forms as specified as per Chapter 7.

The documents comprising bid should be submitted in the **above sequence in orderly manner**.

### **1.10 Bid form and Price Schedule**

The bidder shall complete the Bid Form (Chapter-5) and the appropriate Price Schedule form as given in Chapter- 6 furnished in the bidding documents. These forms must be completed without any alterations to its format and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

The Bid Form and the appropriate Price Schedule form shall be submitted in accordance with **ITB Clause 1.18.3** of the bidding documents.

## 1.11 Bid Prices

- 1.11.1. The Bidder shall indicate in the price bid (Chapter 5) the Agency charges of the services, it proposes to provide under the contract. Agency charges shall be in percentage of the gross monthly wages payable to manpower under the contract.
- 1.11.2. The Agency charges quoted shall remain fixed during the contract period and shall not vary on any account.
- 1.11.3. The quotation should be only in Indian Rupees only.
- 1.11.4. Govt. Dues like central Service Tax, ESIC/ PPF rate shall be paid at actual rates applicable on the date.
- 1.11.5. All payments due under the contract shall be paid after deduction of statutory levies at source i.e. ESIC, IT (TDS), Service Tax, WCT etc. as applicable.

## ~~1.12 BID DECLARATION FORM~~

- ~~1.12.1. The Bidder shall furnish, as part of its bid, a Bid Declaration Form has to be uploaded in the e-procurement website of the Institute.~~
- ~~1.12.2. Bids submitted without Bid Declaration Form will stand rejected.~~
- ~~1.12.3. The Bid Declaration Form is required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the suitable action against the bidder.~~
- ~~1.12.4. The bid Declaration Form must be on bidders original letterhead.~~

## 1.13 **Bid Security (BS) / Earnest Money Deposit (EMD)**

1.13.1 The Bidder shall furnish, as part of its bid, a Bid security (BS) / Earnest Money Deposit (EMD) of amount as specified in NIT in the form of a Bank Guarantee / Demand Draft drawn on any Scheduled / Commercial / Nationalized Bank in favour of **"The Director, The Indian Institute of Tropical Meteorology (IITM), Pune"**. *(\* In accordance with Rule 170 of GFR, Micro and small enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro and small enterprises (MSME), are exempted from payment of EMD).* The scan copy of the Bid Security / Earnest Money Deposit (EMD) has to be uploaded in the e-procurement website of the Institute and Original copy of the same has to be kept in the Technical Bid envelop which needs to be submitted on or before date submission of bids. Alternately EMD amount can be deposited in IITM, Pune account by RTGS/NEFT/SWIFT. The details of online transfer may be communicated to IITM Pune immediately.

1.13.2 Bids submitted without BS/EMD will stand rejected. BS/EMD will be accepted in the form of FDR, Banker's cheque, DD, RTGS/NEFT and Bank Guarantee as per BG format at Chapter 5 Annexure-C. No interest is payable on BS/EMD.

1.13.3 The bid security shall be in Indian Rupees in one of the following forms at the bidders option:

(a) A Bank Guarantee (BG) issued by a **Nationalized / Scheduled bank** in the form provided in the bidding documents and valid for 45 days beyond the validity of the bid

(b) A demand draft in favour of “**Director, IITM, Pune**” issued by any Nationalized / Scheduled Indian bank.

(c) EMD amount can be deposited in IITM, Pune account by RTGS/NEFT

Account No. : 11099449733

Bank Name and address : STATE BANK OF INDIA

IFSC Code : SBIN0000454

Swift Code : SBININBB238

1.13.4 The bid security is required to protect the Contracting Institute against the risk of Bidder's conduct, which would warrant the Bid security's forfeiture.

1.13.5 The bid security shall be payable promptly upon written demand by the Contracting Institute in case the conditions listed in the ITB clause 1.13.10 are invoked.

1.13.6 The bid security should be submitted in its original form. Copies shall not be accepted.

1.13.7 The Bid Security of unsuccessful bidder will be discharged / returned / refunded as promptly as possible but positively within a period of 30 days after the expiration of the period of bid validity or placement of order whichever is later, without any interest.

## **1.14 Period of Validity of Bids**

1.14.1 Bids shall remain valid for minimum of **120 days** after the date of bid opening prescribed by the Contracting Institute. A bid valid for a shorter period shall be rejected by the Contracting Institute as non-responsive.

1.14.2 In exceptional circumstances, the Institute may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax or e-mail).

1.14.3 Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

## **1.15 Format and Signing of Bid**

1.15.1 The bids may be submitted as Single-bid or Two-bid as specified in the Invitation for Bids/NIT through e-procurement system hosted at website <https://moes.ewizard.in> as per the process mentioned on the same website.

1.15.2 In case the bids are invited on two-bid system, the Bidder shall submit the bids in two separate parts. First part shall contain Technical bid comprising all documents listed under Chapter 4 relating to Documents Comprising the Bid excepting bid form and price schedule forms. The second part shall contain the Price-Bid comprising Price Bid Form and Price Schedule forms.

The Bidder shall prepare two copies of the bid, clearly marking each "Original Bid" and "Copy Bid", as appropriate for both bids (parts).

**1.15.3** The original and all copies of the bid shall be typed or written in indelible ink and shall be signed and stamped by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

**1.15.4** Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

#### **D. Submission of Bids**

##### **1.16 Submission of Bids**

The Bidder may submit their bids online on Institute's e-procurement portal hosted at <https://moes.ewizard.in>. The scan copy of the Bid Declaration Form must be uploaded in the e-procurement website of the Institute along with the Technical Bid. If the scanned copy of the Bid Security Declaration Form is not uploaded along with the Technical Bid in the e-procurement website of the Institute the bid would be considered as invalid. **The soft copy of the Technical Bid has to be submitted on Institute e-procurement site <https://moes.ewizard.in> as per the instruction given at the site.**

- a) Price has to be filled on Institute's e-procurement site <https://moes.ewizard.in>. The scanned copy of dully filled in and signed Price Bid has to be uploaded on the above e-procurement site. The prices filled in the e-procurement site will be treated final and shall be binding to the vendor.
- b) Bidder are advised to follow the instructions provided in 'Vendor's Guide' available on the said e-procurement website. For any query / technical help regarding M/s. ITI Limited E-procurement portal, Bidder may directly contact to the following officials of M/S. ITI Limited: -

- i) **Mr. Shubhankar - +91 8076208995**
- ii) **Mr Awesh - +91 9205898224 / Mr. Abhishek Kumar - 8210817180**
- iii) **Helpdesk Number - 011-49606060**
- iv) **iv) Email : [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com)**

**1.16.2 Sealing of Bids in the case of bids invited on Two bid basis:**

- (a) Technical Bid should contain documents as listed in Clause- 1.10 without mentioning Prices on Price Bid Form. The Bidder shall seal the original Bid and copy Bid, duly marking the Bids as "original" and "copy". The original and copy Bids shall then be sealed in the Envelope and marked as Technical Bid.

(b) Price Bid should contain Price Bid Form with Agency Rates / charges filled in. Price Bid must be submitted online only through e-procurement portal.

1.16.3 The Bidder shall furnish, as part of its bid, Bid security (BS) / Earnest Money Deposit (EMD) of amount as specified in NIT in the form of a Bank Guarantee / Demand Draft drawn on any Scheduled / Nationalized Bank in favour of the Director, Indian Institute of Tropical Meteorology, Pune *(\* In accordance with Rule 170 of GFR, Micro and small enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro and small enterprises (MSME), are exempted from payment of EMD).*

1.16.4 Marking of Envelopes:

a) The inner and outer envelopes shall be addressed to the Contracting Institute as indicated in the Special Conditions of Contract (SCC).

b) The name and address of the bidder, Tender No., due date and a warning "Do not open before \_\_\_\_\_" to be completed with the time and date as specified in the invitation for bids.

c) All envelopes should be super scribed with

Tender Number: \_\_\_\_\_

♣ Due Date \_\_\_\_\_ Time \_\_\_\_\_

♣ Name of the Bidder \_\_\_\_\_

♣ Addressed To:

The Director Indian Institute of Tropical Meteorology,  
Dr. Homi Bhabha Road, Pashan,  
PUNE - 411008. (MAHARASHTRA)- INDIA

1.16.5 If the outer envelope is not sealed and marked as required above, the Contracting Institute will assume no responsibility for the bid's misplacement or premature opening of the submitted bid. In such cases, bids received in open condition within the due date and time will be accepted at the risk of the bidder if the same is presented to the Administrative Officer before expiry of the due date and time of opening of the bids.

## **1.17 Due date for Submission of Bids**

1.17.1 Bids must be received by the Contracting Institute at the address specified in NIT not later than the time and date specified in NIT. In the event of the specified date for the submission of Bids being declared a holiday for the Contracting Institute, the Bids will be received up to the appointed time on the next working day.

1.17.2 The Contracting Institute may, at its discretion, extend the due date for submission of bids by amending the bid documents in accordance with Clause 1.7 relating to Amendment of Bidding Documents in which case all rights and obligations of the Contracting Institute and Bidders previously subject to the due date will thereafter be subject to the due date as extended.

1.17.3 The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website <https://moes.ewizard.in> e-procurement portal of the Institute.

1.17.4 Bidder may also refer instructions towards terms and conditions and procedures for bidding through e-procurement portal <https://moes.ewizard.in> as per detailed in **Annexure-L**.

## **1.18 Late Bids**

**1.18.1 Any bid received by the Contracting Institute after the due date for submission of bids prescribed by the Contracting Institute will be rejected. It is responsibility of the bidder to ensure timely delivery of bid to contracting Institute and no reasons for delay shall be entertained.**

**1.18.2 Late tenders shall be marked as delayed/ late and not considered for further evaluation. They shall not be opened at all and be returned to the bidders in their original envelope without opening**

## **1.19 Submission of Bids**

**1.19.1 Online submission of the bid will not be permitted on the e-procurement portal after expiry of submission time and the bidder shall not be permitted to submit the same by any other mode. Manual bid will not be accepted.**

## **1.20 Withdrawal, substitution and Modification of Bids**

**1.20.1 The Withdrawal, substitution and Modification of Bids is permitted as per the provisions of the e-procurement system.**

**1.20.2 No bid may be withdrawn, substituted, or modified in the interval between the due date for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.**

## **E. Opening and Evaluation of Bids**

### **1.21 Opening of Bids by the Purchaser**

**1.21.1 Opening of Bids by the Purchaser will be done as per the provisions of the e-procurement system.**

In the event of the specified date of Bid opening being declared a holiday for the Purchaser, the Bids shall be opened at the appointed time and location on the next working day. In case of two-bid, the Price bid shall be opened only after technical evaluation.

**1.21.2 Bidders interested in participating in the bid opening process, should witness the tender opening process on e-procurement system.**

### **1.22 Confidentiality**

**1.20.1.1 Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other**

persons not officially concerned with such process until Award of the Contract.

**1.20.1.2** Any effort by a Bidder to influence the Contracting Institute in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.

### **1.23 Clarification of Bids**

To assist in the examination, evaluation, comparison and post qualification of the bids, the Contracting Institute may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. However, no negotiation shall be held except with the lowest bidder, at the discretion of the Contracting Institute. Any clarification submitted by a bidder in respect to its bid which is not in response to a request by the Contracting Institute shall not be considered.

### **1.24 Preliminary Examination**

**1.22.1** The Contracting Institute shall examine the bids to confirm that all documents and technical documentation requested in **ITB Clause 1.10** have been provided, and to determine the completeness of each document submitted.

**1.22.2** The Contracting Institute shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.

i. All the tenders received will first be scrutinized to see whether the tenders meet the basic requirements as incorporated in the tender enquiry document. The tenders, who do not meet the basic requirements, will be treated as non-responsive and ignored. The following are some of the important points, for which a tender may be declared as non-responsive and will be ignored, during the initial scrutiny:

i	The Bid is unsigned
ii	The Bidder is not eligible
iii	The Bid validity is shorter than the required period
iv	The Bidder has not paid Tender Fee.
v	Bidder has not agreed to give the required performance security
vi	Bid is without BS/EMD of the required amount.
vii	Bid Form is not in accordance with ITB Clause 1.11
viii	The bidder has not agreed to some essential condition(s) incorporated in the tender.

ii. Bid Form and Price Schedule Form, in accordance with **ITB Clause 1.10**. In case of two-bid system these forms shall be examined after opening of the Price Bids of the technically qualified bidders.

### **1.25 Responsiveness of Bids**

**1.23.1** Prior to the detailed evaluation, the Contracting Institute will determine the substantial

responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:

(a)	affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Tender; <b>OR</b>
(b)	limits in any substantial way, inconsistent with the Bidding Documents, the Contracting Institute 's rights or the Bidder's obligations under the Proposed Contract; <b>OR</b>
(c)	if rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

**1.23.2** The Institute' determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

**1.23.3** If a bid is not substantially responsive, it will be rejected by the Contracting Institute and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation or omission.

**1.26 Non-Conformity, Error and Omission**

**1.24.1** Provided that a Bid is substantially responsive, the Contracting Institute may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

**1.24.2** Provided that a bid is substantially responsive, the Contracting Institute may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

**1.24.3** Provided that the Bid is substantially responsive, the Contracting Institute shall correct arithmetical errors on the following basis:

(a)	if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Contracting Institute there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
(b)	if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
(c)	if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

**1.24.4** Provided that a bid is substantially responsive, the Contracting Institute may request that a bidder may confirm the correctness of arithmetic errors as done by the Contracting Institute within a target date. In case, no reply is received then the bid submitted shall be ignored and

its Bid Security may be forfeited.

#### **1.25. Examination of Terms & Conditions, Technical Evaluation**

- 1.25.1.** The Contracting Institute shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.
- 1.25.2.** The Contracting Institute shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 1.10, to confirm that all requirements specified in Chapter 3 & 7 of the Bidding Documents have been met without any material deviation or reservation.
- 1.25.3.** If, after the examination of the terms and conditions and the technical evaluation, the Contracting Institute determines that the Bid is not substantially responsive in accordance with ITB Clause 1.24, it shall reject the Bid.
- 1.25.4.** Technical evaluation shall be carried out based on the criteria given in **Chapter-3**

#### **1.26 Evaluation and comparison of bids**

- 1.26.1.** The Contracting Institute shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 1.26.2.** The Contracting Institute shall compare all substantially responsive technically qualified bids to determine the lowest evaluated bid, in accordance with Price Bid evaluation criteria given in Chapter 4.
- 1.26.3.** To evaluate a Bid, the Institute shall only use all the factors, methodologies and criteria defined Chapter 4. No other criteria or methodology will be used.

#### **1.27 Contacting the Contracting Institute**

- 1.27.1.** Subject to **ITB Clause 1.21**, no Bidder shall contact the Contracting Institute on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- 1.27.2.** Any effort by a Bidder to influence the Contracting Institute in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

#### **1.28 Post qualification**

- 1.28.1.** In the absence of pre-qualification, the Contracting Institute will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in **Chapter-3**.
- 1.28.2.** The determination will take into account the Eligibility & Qualification criteria listed in the bidding documents and will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the

Contracting Institute deems necessary and appropriate.

- 1.28.3. An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid.

## **F. Award of Contract**

### **1.29 Negotiations**

Normally, there shall not be any negotiation. Negotiations, if at all, shall be an exception and only in the case of items with limited source of supply. Negotiations shall be held with the lowest evaluated responsive bidder. Counter offers tantamount to negotiations, shall be treated at par with negotiations.

### **1.30 Award Criteria**

Subject to **ITB Clause 1.33**, the Contracting Institute will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

### **1.31 Contracting Institute's right to vary Quantities at Time of Award or later**

The Contracting Institute reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the Chapter 3 without any change in unit price or other terms and conditions.

### **1.32 Contracting Institute's right to accept any Bid and to reject any or all Bids**

The Contracting Institute reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.

### **1.33 Notification of Award**

- 1.33.1. Prior to the expiration of the period of bid validity, the Contracting Institute will notify the successful bidder in writing by registered letter or by cable or telex or fax or e mail that the bid has been accepted and a separate purchase order shall follow through post.
- 1.33.2. Until a formal contract is prepared and executed, the notification of award should constitute a binding contract.
- 1.33.3. Upon the successful Bidder's furnishing of the signed Contract Form and Performance Security pursuant to **ITB Clause 1.37**, the Contracting Institute will promptly notify each unsuccessful Bidder and discharge its bid security.

### **1.34 Signing of Contract**

- 1.34.1. Promptly after notification, the Contracting Institute shall send the successful Bidder the Purchase Order.
- 1.34.2. Within twenty-one (21) days of date of the Work Order, the successful Bidder shall enter into Contract Agreement as per, **CHAPTER -6**.

### 1.35 Order Acceptance

- 1.35.1. The successful bidder should submit Order acceptance within 15 days from the date of issue of Purchase Order, failing which it shall be presumed that the vendor is not interested and his bid security is liable to be forfeited pursuant to **ITB Clause 1.13.9**.
- 1.35.2. The order acceptance must be received within 15 days. However, the Contracting Institute has the powers to extend the time frame for submission of order acceptance and submission of Performance Security (PS). Even after extension of time, if the order acceptance / PS are not received, the contract shall be cancelled and limited tenders irrespective of the value shall be invited from the responding firms after forfeiting the bid security of the defaulting firm, where applicable, provided there is no change in specifications. In such cases the defaulting firm shall not be considered again for re-tendering in the particular case.

### 1.36. Performance Security

Within 21 days of receipt of the notification of award / Purchase Order as per the GCC Clause 2.8, the Supplier shall furnish Performance Security for the amount specified in SCC, valid for the period of Contract plus 60 days.

If vendor fails to submit the Performance Security/ Performance bank guarantee within the stipulated time the EMD shall stand forfeited, without prejudice to IITM's right to rescind the contract & other rights and remedies warranted by the law.

In the event of refusal to carry out work within fifteen days by the successful bidder on any grounds, its earnest money deposit/ Performance bank guarantee shall be forfeited.

## **CHAPTER 2**

### **CONDITIONS OF CONTRACT**

#### **A. GENERAL CONDITIONS OF CONTRACT**

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**Note: The General Conditions of Contract shall form the part of Purchase Order / Contract.**

## **A. GENERAL CONDITIONS OF CONTRACT**

### **2.1. Definitions**

The following words and expressions shall have the meanings hereby assigned to them:

<b>Sr. No.</b>	<b>Words / Expressions</b>	<b>Meaning</b>
(a)	Contract	The Contract Agreement entered into between the Contracting Institute and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
(b)	Contract Documents	The documents listed in the Contract Agreement, including any amendments thereto.
(c)	Contract Price	The price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
(d)	Day	Calendar day
(e)	Completion	The fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
(f)	GCC	The General Conditions of Contract.
(g)	Goods	All of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Contracting Institute under the Contract
(h)	Services	The services incidental to the supply of the goods, such as transportation, insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.
(i)	SCC	The Special Conditions of Contract.
(j)	Subcontractor	Any natural person, private or government entity, or a combination of the above, to which any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
(k)	Supplier	The natural Person, Private or Government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Contracting Institute and is named as such in the Contract Agreement.
(l)	Contracting Institute	The Director, The Indian Institute of Tropical Meteorology (IITM), Pune an Autonomous Institute under Ministry of Earth Sciences (MoES), Govt. of India. as specified in SCC
(m)	The final destination	The place named in the SCC.

### **2.2 Contract Documents**

2.2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

2.2.2 Successful bidder shall have to enter into Contract Agreement on Rs.500/- non judicial stamp paper within 21 days of placement of Work Order.

### 2.3 Fraud and Corruption

The Contracting Institute requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

(a) The terms set forth below are defined as follows:

I	Corrupt practice	The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution
II	Fraudulent practice	A misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract
III	Collusive practice	A scheme or arrangement between two or more bidders, with or without the knowledge of the Borrower, designed to establish bid prices at artificial, non-competitive levels
IV	Coercive practice	Harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract

(b) The Contracting Institute will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

### 2.4 Joint Venture, Consortium or Association/Amalgamation/Acquisition, Patent Indemnity etc.

If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Contracting Institute for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Contracting Institute.

#### 2.4.1. Amalgamation/Acquisition etc.:

In the event the Manufacturer/Supplier proposes for amalgamation, acquisition or sale its business to any firm during the contract period, the Buyer/Successor of the Principal Company are liable for execution of the contract and also fulfillment of contractual obligations i.e. supply, installation, commissioning, warranty, maintenance/replacement of spares accessories etc. You may confirm this condition while submitting the bid.

#### 2.4.2. Indemnity Bond

In order to safeguard the interest of IITM, the supplier should submit Indemnity Bond as given in **Chapter-5 (Annexure-J)**

### 2.5 Scope of Work Contract

Scope of Work Contract (i.e. the Services to be performed) shall be as specified in the **Chapter- 3**

## 2.6 **Contractor's Responsibilities & Liabilities**

The bidder shall provide / perform all Services responsibilities and responsible for liabilities as specified in SCC.

## 2.7 **Contract price**

Prices charged by the contractor for Services performed under the Contract shall not vary from the prices quoted by the Contractor in its bid during the currency of contract and extension of contract mutually agreed upon.

## 2.8 **Performance Security (PS)/ Performance Bank Guarantee (PBG)**

2.8.1 The amount of the Performance Security shall be as specified in SCC, valid up to the period of the contract plus 60 days.

2.8.2 Within 21 days of receipt of the notification of award of contract, the Contractor shall furnish performance security in the amount specified in SCC, valid till contract period plus 60 days.

2.8.3 The proceeds of the performance security shall be payable to the Contracting Institute as compensation for any loss resulting from the Contractor's failure to complete its obligations under the Contract.

2.8.4 The Performance security shall be in one of the following forms:

(a)	A Bank guarantee issued by a Nationalized / Scheduled bank provided in the bidding documents. <b>OR</b>
(b)	A Banker's cheque or Account Payee demand draft in favour of the Director, IITM, Pune.

2.8.5 The performance security will be discharged by the Contracting Institute and returned to the Bidder after completion of the duration of the contract or termination of the contract without levy of any interest.

2.8.6 In the event of any contract amendment, the Contractor shall, within 21 days of receipt of such amendment, furnish the amendment to the performance security, rendering the same valid for the duration of the contract.

2.8.7 The order confirmation should be received within 15 days from the date of notification of award. However, the Contracting Institute has the powers to extend the time frame for submission of order confirmation and submission of Performance Security (PS). Even after extension of time, if the order acceptance and PS are not received, the contract shall be cancelled and limited tenders irrespective of the value would be invited from the responding firms after forfeiting the bid security of the defaulting firm, where applicable provided there is no change in specifications. In such cases the defaulting firm would not be considered again for re-tendering in the particular case.

2.8.8 Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, and then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Contracting Institute with a covering letter to compare with the original BG for the correctness, genuineness, etc.

## **2.9 Terms of Payment**

The method and conditions of payment to be made to the Contractor under this Contract shall be as specified in the SCC.

## **2.10 Change Orders and Contract Amendments**

2.10.1 No variation or modification in the terms of the contract shall be made except by written amendment signed by the parties.

2.10.2 Contracting Institute will reserve the right at the time of award of contract to increase or decrease the quantity of services specified in the Chapter-3 without any change in charges of the offered quantity or other terms and condition.

## **2.11 Assignment / Subcontracts**

2.11.1 The Bidder shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Contracting Institute's prior written consent.

2.11.2 The selected agency shall not outsource the work to any other associate/franchisee/third party under any circumstances. If it so happens then Contracting Institute shall impose sanctions which shall include: forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the Contract for default.

## **2.12 Penalty clause**

Subject to GCC Clause on Force Majeure, if the bidder fails to perform the Services specified in the Contract, the Contracting Institute shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to the percentage specified in SCC of the unperformed Services or contract value for each day or part. The SCC shall also indicate the basis for ascertaining the value on which the penalty shall be applicable.

## **2.13 Rights and Exclusions of the Contracting Institute**

The contracting Institute holds the rights as specified in SCC and the exclusions which are specified in SCC.

## **2.14 Force Majeure**

2.14.1 Notwithstanding the provisions of GCC Clauses relating to Extension of Time, Penalty and Termination for Default the Supplier shall not be liable for forfeiture of its Performance Security, Liquidated Damages or Termination for Default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

2.14.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Contracting Institute in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

2.14.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Contracting Institute in writing of such conditions and the cause thereof within 21 days of its occurrence. Unless otherwise directed by the Contracting Institute in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

2.14.4 If the performance in whole or in part or any obligations under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 10 days, either party may at its option terminate the contract without any financial repercussions on either side.

## **2.15 Termination for Default**

2.15.1 The Contracting Institute may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Bidder, terminate the Contract in whole or part at any time of its convenience. The notice of termination shall specify that termination is for IITM's convenience, the extent to which performance of work under the work order and/or the contract is terminated, and the date upon which such termination becomes effective. IITM reserves the right to cancel the remaining part and pay to the agency an agreed amount for partially completed Services.

(a) If the Bidder fails to perform any or all of the services as specified in the contract,

(b) If the Bidder fails to perform any other obligation(s) under the Contract

2.15.2 In the event the Contracting Institute terminates the contract, the Performance Security/EMD will be forfeited.

## **2.16 Termination for Unlawful Acts**

2.16.1 The Contracting Institute may terminate this Contract in case it is determined prima facie that the Contractor has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviours relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

(a) Corrupt, fraudulent, and coercive practices as defined in GCC Clause 2.3.

(b) Drawing up or using forged documents;

(c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and

(d) Any other act analogous to the foregoing.

## **2.17 Termination for Insolvency**

The Contracting Institute may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Contracting Institute.

## **2.18 Termination for Convenience**

2.18.1 The Contracting Institute, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time. The notice of termination shall specify that termination is for the Contracting Institute's convenience, the extent to which performance of the Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

### **2.18.2 Procedures for Termination of Contracts**

The following provisions shall govern the procedures for termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the Head of the Contracting Institute shall terminate this Contract only by a written notice to the Contractor conveying the termination of this Contract. The notice shall state:
  - (i) That this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii) The extent of termination, whether in whole or in part;
  - (iii) An instruction to the Contractor to show cause as to why this Contract should not be terminated; and
  - (iv) Special instructions of the Contracting Institute, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Contractor shall submit to the Head of the Contracting Institute a verified position paper stating why this Contract should not be terminated. If the Contractor fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Contracting Institute shall issue an order terminating this Contract;
- (e) The Contracting Institute may, at any time before receipt of the Contractor's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Contractor's receipt of the notice;
- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Contracting Institute shall decide whether or not to terminate this Contract. It shall serve a written notice to the Contractor of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Contractor of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (g) The Head of the Contracting Institute may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Contracting Institute and;

(h) The Contractor must serve a written notice to the Contracting Institute of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Contracting Institute.

## 2.19 **Settlement of Disputes**

2.19.1 The Contracting Institute and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

2.19.2 If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Contracting Institute or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. .

2.19.3 The dispute settlement mechanism / arbitration proceedings shall be concluded as under:

(a)	In case of dispute or difference arising between the Contracting Institute and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 2015, the rules and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the <b>Director, Indian Institute of Tropical Meteorology (IITM), Pune</b> and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the Contract.
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2.19.4 The venue of the arbitration shall be the place from where the Work Order or Contract is issued.

2.19.5 Notwithstanding any reference to arbitration herein,

(a)	the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; <b>and</b>
(b)	the Contracting Institute shall pay the Supplier any monies due the Supplier.

## 2.20 **Governing Language**

The Contract shall be written in English language which shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the English language only.

**2.21 Applicable Law / Jurisdiction**

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction as specified in SCC.

**2.22 Notices**

2.22.1 Any notice given by one party to the other pursuant to this contract / order shall be sent to the other party in writing or by cable, telex, FAX, e-mail or / and confirmed in writing to the other party's address specified in the SCC.

2.22.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**2.23 Period of Contract**

The period of contract will be as specified in SCC

## CHAPTER 2

### B. SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

GCC Clause	Special Condition of Contract (SCC)
GCC 2.1.1 (i)	<b>The Contracting Institute is: THE DIRECTOR INDIAN INSTITUTE OF TROPICAL METEOROLOGY, Dr. HOMI BHABHA ROAD, PASHAN, PUNE-411 008 (MAHARASHTRA) - INDIA</b>
GCC 2.1.1 (m)	<b>Address where service has to render: INDIAN INSTITUTE OF TROPICAL METEOROLOGY, Dr. HOMI BHABHA ROAD, PASHAN, PUNE-411 008 (MAHARASHTRA) - INDIA</b>
	<b>A) Works contractor's Responsibility and Liability</b>  I. The Contractor shall provide all the required services and perform all related work included in the Scope of Work as specified in chapter 3.  <b>B) Works contractor's Responsibility and Liability regarding deployment of the manpower if any ;</b>  II. The Agency is fully responsible for timely claiming and disbursing monthly payment of wages to the personnel deployed by them in the Contracting Institute if any.  III. The agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to persons deployed if any.  IV. The Agency is responsible in providing the necessary undertaking and documentary evidence in the regard of deployment of manpower if any.  V. If the manpower has to be deployed (as per the requirement), the contractor is responsible for the verification of the character and antecedents of all the personnel before their deployment at Contracting Institute and a certification to this effect will be submitted to Contracting Institute.  VI. The agency shall ensure that the personnel deployed are healthy to perform the assigned duty.  VII. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to interest of the Contracting Institute.  IX. The person engaged by the contractor it shall be the duty of the contractor to pay his/her salary every month. The Transportation, food, medical, and other statutory requirements in respect of each personnel of the contractor will be the responsibility of the service provider.

	<p>X. The Agency is solely responsible and liable for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, EPF, Bonus, Gratuity, ESI, etc. relating to personnel deployed in Contracting Institute The Contracting Institute shall have no liability in this regard.</p> <p>XI. The Contracting Institute shall remit the wages of the Manpower at actual to the Agency / contractor in consolidated amount on the basis of Bill raised by the agency / contractor. In case of any administrative delay in releasing the payment to the agency, agency shall 24 make payment to its employee deployed at Contracting Institute in time.</p> <p>XII. For all purposes the agency will be the “Employer” within the meaning of different labour legislations in respect of the personnel so employed and engaged by him. The persons deployed by the service provider in Contracting Institute shall not have any claims whatsoever like employer and employee relationship against Contracting Institute.</p> <p>XIII. The agency shall not be permitted to transfer or assign his rights and obligations under the contract to any other organization or otherwise.</p> <p>XIV. The contractor shall not assign, transfer, pledge or subcontract the performance of service without the prior written consent of this office.</p> <p>XV. The contractor shall be contactable at all times and messages sent by e-mail / fax/ special messenger form the Contracting Institute to the service provider shall be acknowledged immediately on receipt on the same day. Non Compliance to this will invoke the penalty.</p> <p>XVI. The Agency has to provide the photo identity cards to the persons employed by him/her during the office hours. These cards are to be constantly displayed &amp; their loss to be reported immediately.</p> <p>XVII. The Agency personnel’s working should be polite, Cordial, positive and efficient, while handling the assigned work and their action shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.</p> <p>XVIII. In case of any theft or loss of property due to negligence or carelessness of your personnel, agency will be fully responsible and contractor will have to make good of the losses so insures to Contracting Institute, otherwise the same will be deducted from the security deposit or from the Agency Charges payable.</p>
<b>GCC 2.8.1</b>	<b>The amount of the Performance Security shall be Rs. 2,50,000/- valid up to the period of the contract plus 60 days</b>
<b>GCC 2.9.1</b>	<b>The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</b>

	<b>A Payment for Services supplied from India:</b>
	<b>(a) The payment shall be made in Indian Rupees, as follows:</b>
	<b>(b) No advance will be paid</b>
	<b>(c) Monthly payment after submission of bills.</b>
	<b>(d) All taxes must be clearly mentioned in commercial bid</b>
	<b>(e) No escalation of price for services will entertained later in any case.</b>
	<b>(f) Parties has to quote as per Chapter-3</b>
	<b>(g) E-Payment: All payments, IITM prefers to make Electronic Transfers (RTGS)/ (NEFT)</b>
	<b>NOTE</b>
	<p>a) All payments due under the Contract shall be paid after deduction of statutory levies at source (like ESIC, Income Tax, etc.), wherever applicable.</p> <p>b) All payments to agency shall be made subject to deduction of TDS (Tax deduction at Source) as per the income Tax Act, 1961 and other taxes if any as per Government of India rules made applicable from time to time.</p>
<b>GCC 2.12</b>	<p><b>(A) Penalty clause</b></p> <p>1. If the supplier fails to provide the services as mentioned in the contract penalty will be charged as per the Chapter 3 Clause No. V-10.</p>
	<b>(B) IITM reserves the right to cancel the order in case the services are not provided for more than 3 weeks. Penalties, if any, will be deducted from the PS OR any amount outstanding.</b>
	<b>(C) The Maximum amount of penalty will be 10% of the monthly bill.</b>
<b>GCC 2.13</b>	<p><b>Contracting Institute's Rights and Exclusion</b></p> <p><b>For Manpower</b></p> <p>i. The Contracting Institute shall have no liability in for any accident/medical/ health related liability for the personnel deployed by Agency at Contracting Institute.</p> <p>ii. The deployed personnel of the contractor shall not claim any absorption at any cadre in Contracting Institute at any point of time.</p> <p>iii. The person deployed shall not claim any master &amp; servant relationship against this office.</p> <p>iv. The personnel provided by the Agency will not claim to become the employees of the Contracting Institute and there will be no Employee and Employer relationship between the personnel engaged by the Agency for deployment in Contracting Institute.</p> <p>v. Decision of Contracting Institute in regard to interpretation of the Terms and Conditions of the Agreement shall be final and binding on the Agency.</p> <p>vi. Estimated number of Personnel is subject to reasonable change at the discretion of the competent authority at Contracting Institute.</p> <p>vii. The Contracting Institute may check and ensure that the personnel engaged by the agency, at no point of time, will be paid less than the minimum rates of wages as prescribed and revised for time to time by State/Central Govt. Labour Department under minimum wages Act.</p>

	<p>viii. Contracting Institute`s authority reserves the right to ask for replacement of a particular personnel employed by the agency if the service of the individual are found unsatisfactory. But in case such a request for replacement is made, the agency will ensure the compliance of the required legal formality.</p> <p>ix. Contracting Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to the IITM and maintain liaison with the police. FIR will be lodged by the IITM Wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility shall be fixed.</p> <p>x. In case of any loss that might be caused to the IITM due to lapse on the part of the personnel discharging duties &amp; responsibilities will be borne by the Agency and in this connection, the IITM shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to the IITM besides imposition of penalty. In case of frequent lapses on the part of the personnel deployed by the contractor, the IITM shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.</p> <p>xi. In case, the personnel deployed by the agency are found absent from duty any time or sleeping or found engaged in irregular activities, the IITM shall deduct the requisite amount at the pro-rata from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.</p> <p>xii. In case of breach of any of the terms of agreement, the performance security deposit of the agency shall be liable to be forfeited by the IITM. In addition, the contract/Agreement will also be liable to be terminated. Any sum of money due or payable to the IITM including the security deposit refundable to him under the contract can be appropriated by the IITM against any amount which the agency may owe to the IITM.</p>
<b>GCC 2.21</b>	<b>The place of jurisdiction is Pune, India.</b>
<b>GCC 2.22.1</b>	<p>For notices, the Contracting Institute`s address is</p> <p><b>THE DIRECTOR, INDIAN INSTITUTE OF TROPICAL METEOROLOGY Dr. HOMI BHABHA ROAD, PASHAN, PUNE-411 008 (MAHARASHTRA) - INDIA Telephone # : 0091-20-25904200 Facsimile number : 0091-20-2586-5142 E-mail address: <a href="mailto:transport.iitm@tropmet.res.in">transport.iitm@tropmet.res.in</a></b></p>
<b>GCC 2.23</b>	<b>The period of contract will be for 01 year which may be extended up to two years on yearly satisfactory performance basis.</b>

### 3.1 Specifications of Hiring Services of Taxi/Tourist Agencies at IITM, Pashan, Pune (For one Year)

## **CHAPTER 3**

### **SPECIFICATIONS AND ALLIED TECHNICAL DETAILS**

#### **PROVIDING TOURIST SERVICE AT INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE**

##### **I. SCOPE OF WORK/CONTRACT**

The tourist agency will provide the vehicles in such a number as required by the Scientist/Officers of INDIAN INSTITUTE OF TROPICAL METEOROLOGY from time to time. It is mandatory for the contractor to comply with the requisitions of the IITM Scientists/Officers. In any circumstances the requisition should not be refused. Drivers should be instructed to open or close the doors as the case may be, each time of entry in & exit of the customer from the vehicle.

##### **II. DEFINITIONS**

In the contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to except where the context otherwise requires:

- IITM shall mean INDIAN INSTITUTE OF TROPICAL METEOROLOGY having its offices and establishments at Dr. Homi Bhaba Road, Pashan, Pune-411008
- Contract shall mean the notice inviting the tender and document, the tender and acceptance thereof and the formal agreement, if any executed between IITM and the tenderer together with the documents referred to therein including these conditions with appendices and special conditions, rates and amounts and schedules of rates including all revisions, additions and deletions. All these documents taken together shall be deemed to form one contract and shall be complimentary to one another.

##### **III. SUB-CONTRACTING**

The contractor shall not be allowed to sub-contract any part of the contract without the prior consent of IITM. (If such consent is given, this shall not relieve the tenderer from any liability or obligation under the contract and he shall be responsible of the acts/defaults and neglects of any sub-contractor, his agents or workmen as if they were the acts, defaults or neglects of the tenderer, agents or workmen.)

##### **IV. PERIOD OF CONTRACT**

The contract shall be initially for a period of one year with provision for further extension of two more years subject to satisfactory performance of services and compliance of “terms and conditions of the agreement by the contractor.”

**V. GENERAL TERMS AND CONDITIONS:**

**1. Registration/ execution of the agreement:**

The successful bidder shall be required to execute an agreement on the format approved and supplied by IITM on stamp papers of appropriate value at his own cost.

**2. Solvency certificates should be from any nationalized/ commercial bank.**

**3. Commencement of work:**

The Contractor is required to commence the work immediately.

**4. Identification:**

For the purpose of proper identification of the employees & drivers of the contractor deployed at IITM, the contractor shall himself issue them the identity cards/ identification document at his own cost and they shall be duty bound to display the identity cards at the time of duty.

**5. Uniform:**

The wearing of neat and clean uniforms by the Drivers of agency deployed for duty in the IITM shall be compulsory.

**6. Supervisory Control:**

The persons/Drivers so deployed shall be under the overall control and supervision of the contractor. The contractor shall take all reasonable precautions to prevent any unlawful act or disorderly conduct of his employees so deployed and for the preservation of peace and protection of persons and property of the IITM. The persons /Drivers deployed will be directly under the control of the Officer-In-Charge, Transport Cell or under the controlling officer nominated by the Director, IITM Pune

**7. Medical Examination and Verification of antecedents:**

The contractor will ensure that employees are medically fit and free from communicable disease. The antecedents of the person to be provided by the Contractor will be got verified from the appropriate authority by the Contractor at his own level.

**8. EPF/ ESI/ Bonus/ Minimum wages:**

The contractor shall be responsible for fulfilling all his obligations towards the persons deployed under law, namely, under the Minimum Wages Act. P.O. Act, ESI Act, Bonus Act, etc. as applicable and amended from time to time. The contractor shall be responsible for deposit of employees ESI/ EPF with the concerned department/ authorities at his own level and maintenance of such record as per rules.

**9. TDS: Income tax shall be deducted from the bills of the contractor at source at the rates as applicable from time to time, in accordance with the instructions/ rules applicable in this regard.**

**10. SMS Facility:** Vendor has to communicate information related the booking likes vehicle number, Driver no. And time by SMS well in advance (preferable one day before) also vendor should have facility to provide communication that Driver has reach the place of pick up destination; Passenger has reach the destination successfully.

**11.** The successful bidder shall provide the required vehicles for seminars/workshops on short notice during such events without any addition charge. Also coordinator from bidder side will assists for transport co-ordination in such events. If contractor fails two times in providing such services the penalty charges as per Sr. no. 14 will be recovered from the contractor, in case of repeated failures Institute can forfeit PBG & may blacklisted the contractor for next 3 years.

**12. Liability of the contractor to indemnify:**

Contractor shall be responsible for making good loss caused to the property of the IITM. In case any employee of the contractor so deployed enters into dispute of any nature whatsoever, it will be the sole responsibility of the contractor concerned to contest the same. In case the IITM is also to implead as a party, the cost, if any of the actual expenses incurred towards counsel fee and other expenses shall be paid to the IITM by the contractor in advance or on demand.

Further, the contractor shall ensure that no financial or any other legal liability comes on the IITM in this respect at any time for the acts done by the personnel of the contractor.

**13. Deficiency in service/ Disobedience by staff:**

In case of any deficiency in services or disobedience by the staff & drivers so deployed by the contractor, the Director, IITM shall be at liberty to impose a penalty as may be deemed fit up to Rs. 500/- for each such lapse after giving an opportunity of being heard in person. The decision of the Director, IITM shall be final and binding on the contractor. The IITM shall have further right to adjust, readjust, or deduct any of the amounts as aforesaid from the payment to be made to the Contractor under this contract or out of the security deposits of the contractor.

**14. Penalty:**

- Delay arriving or reporting – Beyond 15 minutes- Rs. 1000/- per instance will be deducted from monthly bill per vehicle.
- Vehicle breakdown midway trip including AC beyond 1 per month- Rs. 1000/- per instance will be deducted from monthly bill.
- If driver is found intoxicated- Rs. 2000/- will be deducted from monthly bill and driver to be changes/replaced immediately.
- If driver found to do double duty (2 shift) a penalty of Rs. 1000/- per instance will be deducted from monthly bill.
- No show from the vendor will be charge Rs. 2000/- per duty.

**15. Safety Code :**

All the safety codes and the preventive measures for this type of work shall be strictly followed. All the personnel and staff shall be under the Contractor's authority and it shall be the responsibility of the contractor for all insurance, accident claims etc. Contractor should follow all safety code applicable for this work at his own risk and cost.

**Instructions to be given to Drivers:-**

- Drivers should be present in full neat and clean uniform. Drivers should be polite.
- Drivers should open the door and carry luggage for depositing in the dickeys without creating a situation which would embarrass IITM scientists/officers.

- Drivers should follow all the traffic rules while on duty.
- Drivers should carry cell phone while on duty and should not attend to calls while driving. They should stop the vehicle at the roadside and attend to calls.
- Drivers should not ask for any favour from our scientists/officers.
- Drivers should make their own arrangements for tea, breakfast, lunch, dinner, night halt etc.
- Drivers should not go away without informing the concerned officer travelling in the vehicle.
- Drivers will carry umbrella while on duty during rainy season.
- Feedback form should be obtained from the user and the same should invariably be attached to the bill. No bill will be accepted for payment without the feedback form.
- Drivers should carry all valid documents which are necessary for running tourist taxi.
- Driver must have the knowledge of the routes. Major places in and around the Pune and Mumbai city.
- Driver should hold placard at the exit gates airports (easily noticeable place) while receiving the guest. The placard should be in printed form and contains the name of visitor's & Institute name in bold letters.
- Driver should not consume alcohol/pan/tobacco/gutka/cigarettes etc. while on duty.
- Driver should wear the mask and hand gloves, and vehicle should be proper sanitized.

**16. Criteria of finalization of L-1 firm:**

The vender who will have maximum no. of lowest process of the various option/ packages will be considered as lowest.

**17. Appointing one or more agencies:**

Director IITM will be the final authority to decide appointing one or more agencies. In case of appointing of second or more agencies, next lowest bidder will be given preference to match the lowest prices of the lowest bidder.

**18. Deployment of vehicles:**

Vendor should not deploy any vehicles owned by employee of the Institute or their relatives.

**19. Allotment of vehicles:**

Vendor should provide the requested vehicles only; if the said vehicle is not available then vendor should provide the higher category vehicle without any extra cost to the Institute.

**20. Start and end point of the journey:**

Rate should be quoted from / to IITM for 08hrs/80km, for others options first pick up point may be consider as starting point and destination may be treated as end point.

**21. Consideration of next Package**

Next package will be considered after exceeding the indented package by 50% either in hrs or kilometers.

**22. BID submission: Technical bid Online:**

Forwarding letter, complete tender document, company profile, details of work experience of for similar contracts completed/in hand, related documents as mentioned in tender duly signed and

stamped on each page.

23. Dry run/ Garage run = 05 kms for each side for the vehicle reporting to IITM.

**24. BID submission: Commercial Bid Online:**

Duly filled and signed the commercial bid, Bidders should submit their commercial bid as per BOQ

**25. Price escalation due to change in price of fuel.**

The prices quoted shall be fixed and final and will not change during the contract period except changes in duties, taxes, toll tax etc. by the Government Authorities.

**26. Bill Payments**

The bill payment cycle will be on monthly basis.

**27. Invoice and log sheet submission for payment.**

The invoice and the log sheet should be in the name of service provider only with duly signed and stamped, the payment will be done accordingly.

**28. Condition of Vehicles:**

Registration of the vehicles not before the year 1<sup>st</sup> January 2021.

**29. Termination of the Contract:**

The contract may be terminated in the event of occurrence of any of the following contingencies:

- a) Without any prior notice on the expiry of the contract period.
- b) By giving one month's notice in case:
  - i) The contractor provides unsatisfactory services on more than two occasions.
  - ii) The contractor assigns the contract or any part thereof to any other person for subletting the whole or a part of the contract.
  - iii) The contractor is declared insolvent by any court of law.
  - iv) The contractor is not interested to complete/ continue the contract. "Provided that during the notice period for termination of the contract, the contractor shall continue to provide the services as before till the expiry of notice period." Or till appointment of the next contract.

**30. Transfer of Liabilities:**

In the event of exigencies arising due to the death, infirmity, insolvency of the contractor or for any other reasons or circumstances, liabilities of the contract shall be borne by the following on such terms and conditions, as the Director, IITM may decide in public interest:

- Legal heirs in case of sole proprietor.
- The surviving partners in the case of a firm, otherwise, IITM shall reserve the right to settle the matter according to the circumstances of the case as he may decide.

**31. Jurisdiction**

The courts at Pune only shall have the jurisdiction for the purpose of this agreement.

**32. Arbitration**

In the event of any dispute or difference arising out of or in any way touching or concerning this

agreement whatsoever the same shall be referred to the sole arbitration of the Director whose decision thereon shall be final and binding on the parties thereto.

**33. Important dates**

**Closing date and time for online submission of the tenders: 20/03/2026 at 12.00 hrs.**

**Opening of Technical Bids: 20/03/2026 at 15.00 hrs**

**Opening of Financial Bids of technically qualified tenders will be communicated later.**

- 34. Director, IITM may enter into contract with more than one agency simultaneously.**
- 35. The Director, IITM in the public interest reserves all rights to accept or reject any or all tenders without assigning any reason and also to impose/ relax any term and condition of the tender.**

<b>TECHNICAL BID</b>		
<b>FOR PROVIDING TOURIST VEHICLES</b>		
1.	Name of the Proprietor & Organization/Firm, location of office with complete address with Telephone/Fax/mobile nos. and e-mail address.	
2.	Does the firm have an experience of providing tourist services in a single contract with any Autonomous Body/ Government Organization/Private sector where the minimum number of vehicles provided was more than 10 in the last five years? If yes, submit names of minimum three (3) organizations(s) along with a certificate certifying that the applicant firm has executed a contract, satisfactorily.	
3.	Details of present job contracts client list with performance certificate.	
4.	Financial resources, assets in terms of firm's property (fixed and moveable) held.	
5.	Service Tax/Professional Tax/ GST registration. Copy of the same may be attached.	
6.A	Registration under Shops & Estt. Act. (Attach a copy of same)	
6.B	Whether copy of the deed in case of partnership firm enclosed?	
7	Has the firm attached Appendix containing scope of work, terms, etc. duly signed on all pages?	
8.	Has the firm attached an Affidavit in the prescribed format as at Appendix-III?	
9.	The bidder must be a company registered in Pune, Maharashtra, and should have an operational office within Pune city limits	
10.	Annual turnover (Attach a copy of latest audited Balance Sheet/CA Certificate).	
11.	Latest Solvency certificate of Rs. 10 lakhs issued by a Nationalized bank.	
12.	TAN & PAN of the firm	
13.	Whether list of 5 tourist vehicles owned by you, along with model & manufacture year is enclosed.	
14.	Does the agency have a good office set-up including net connected PC & staff on duty for 24 hrs & weekly off to comply with the requisitions received through e-mail.	
15	Bank details required for RTGS payment (enclosed copy of cancelled cheque)	

Place:

Date:

Signature of Tenderer  
Name & Address

**CHAPTER 4**

**APPENDIX-III**

**AFFIDAVIT**

I/We (Name)

-----  
Contractor/ Partner/ Sole Proprietor (strike out word which is not applicable) of the (Firm)

-----  
do hereby solemnly affirm and declare that the individual firm/ companies are neither black-listed by the Union or State Government nor any Partner/ Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/ our firm.

**DEPONENT**

Address: \_\_\_\_\_  
\_\_\_\_\_

Verification:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been kept concealed there from.

**DEPONENT**

Place:-----

Dated: \_\_\_\_\_

(Note: To be furnished on non-judicial stamp paper duly attested by the Notary)

**CHAPTER 5: PRICE SCHEDULE**

*(Bidder should quote in this format however, if quoted in different format; all parameters given below should be covered)*

Tender No: \_\_\_\_\_ Tender Date: \_\_\_\_\_

Quotation No. \_\_\_\_\_ Date: \_\_\_\_\_ Quotation Valid Up to: \_\_\_\_\_

**NAME OF WORK: HIRING SERVICES OF TAXI/TOURIST AGENCIES at IITM, Pashan, Pune (For one Year)**

Car Type	Hatchback cars AC, Wagon R etc.	Sedan AC, MAruti Dezire, Tata Zest, Tigor, Hundai Aura, Honda Amaze etc.	SUV AC, Eartiga, Kia Careense, Mahindra Marazzo etc.	Innova Crysta AC	Bus 20 seater AC	Bus 45 seater AC
	Electric, Petrol/ Diesel	Electric, Petrol/ Diesel	Electric, Petrol/ Diesel	Electric, Petrol/ Diesel	Electric, Petrol/ Diesel	Electric, Petrol/ Diesel
8 hrs/80 km (Local)						
Pune Airport Drop/ Pickup Single point						
Mumbai Airport Drop/ Pickup excluding toll						
For Outstation & Mumbai return Minimum 300 Km						
Extra km						
Extra hour						
Night halt charges (applicable for more than one night stay.)						

1. The rates should be quoted including GST and the bifurcation of the same should be submitted
2. **Night halt charges are applicable for more than one night stay.**
3. Toll/parking charges at actual will be borne by IITM subject to production of receipts of payment made.
4. Any changes in the GST structure, the payment will be made accordingly.

Signature

(Rubber stamp bearing name of Signatory name & address of the agency)

Certified that I/ We have read the instructions given in the tender documents. I/We undertake to supply the required tourist service to IITM on the rates mentioned above and shall be solely responsible to discharge the liabilities/administrative charges, if any I/We have understood the contents of the terms and conditions and undertake to abide by the same as laid down in these documents.

DATE:

(Rubber stamp bearing name of Signatory)

Signature of Tenderer

Name & Address of the agency) Tele No./Fax NO./Mobile No

**CHAPTER 6**

**Contract Form**

Contract No. \_\_\_\_\_ Date: \_\_\_\_\_

THIS CONTRACT AGREEMENT is made the *[insert: number]* day of *[insert: month]*, *[insert: year]*. BETWEEN  
(1) Indian Institute of Tropical Meteorology registered under the Societies Registration Act 1860 of the Government of India having its registered office at Dr. Homi Bhabha Road, Pashan, Pune – 411 008, India (hereinafter called “the Contracting Institute ”), and  
(2) *[insert name of Supplier ]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier ]* (hereinafter called “the Supplier”).

WHEREAS the Contracting Institute invited bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency(ies)]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

01. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
02. The following documents shall constitute the Contract between the Contracting Institute and the Supplier, and each shall be read and construed as an integral part of the Contract:

(a)	This Contract Agreement
(b)	General Conditions of Contract
(c)	Special Conditions of Contract
(d)	Technical Requirements (including Schedule of Requirements and Technical Specifications)
(e)	The Supplier’s Bid and original Price Schedules
(f)	The Contracting Institute ’s Notification of Award
(g)	<i>[Add here any other document(s)]</i>

03. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
04. In consideration of the payments to be made by the Contracting Institute to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Contracting Institute to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
05. The Contracting Institute hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services & the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times & in the manner prescribed by the Contract.

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Union of India on the day, month and year indicated above.

**For and on behalf of the Council of Scientific & Industrial Research**

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

**For and on behalf of the Supplier**

Signed: *[insert signature of authorized representative(s) of the Supplier]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

**CHAPTER 7****OTHER STANDARD FORMS**

Sr. No.	Name of the Form	Annexure
1	Bidder Information Form	A
2	Bid Security Form	B1 & B2
3	Performance Statement Form	C
4	Deviation Statement Form/ Eligibility Criteria's Compliance State	D
5	Eligibility Criteria should have the documentary proof	E
6	Service Support Detail Form	F
7	Bid Form	G
8	Performance Security Form	H
9	Indemnity Bond	I
10	Eligibility Certificate	J
11	Non Black List Certificate	K

NOTE 1: The Annexure – A, B, C, D, E, F, G, J, K and L should be submitted along with the offer / quotation.

NOTE 2: The Successful Bidder shall submit Documents with reference to Annexure – H and I after Award of Contract as mentioned in Work Order.

**ANNEXURE-A**

**Bidder Information Form**

(a) [The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for bids]

01.	Bidder's Legal Name [insert Bidder's legal name]
02.	In case of JV, legal name of each party: [insert legal name of each party in JV]
03.	Bidder's actual or intended Country of Registration: [insert actual or intended Country of Registration]
04.	Bidder's Year of Registration: [insert Bidder's year of registration]
05.	Bidder's Legal Address in Country of Registration: [insert Bidder's legal address in country of registration]
06.	Bidder's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]
07.	Attached are copies of original documents of: Articles of Incorporation or Registration of firm named in 1, above.

Signature of Bidder: \_\_\_\_\_

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

**BID SECURITY FORM**

Whereas \_\_\_\_\_  
(here in after called the tenderer)  
has submitted their offer dated \_\_\_\_\_  
for the supply of \_\_\_\_\_  
(here in after called the tender)  
Against the Contracting Institute’s Tender No. \_\_\_\_\_  
KNOW ALL MEN by these presents that WE \_\_\_\_\_  
Of having our registered office at \_\_\_\_\_ are bound unto (hereinafter called  
the “Contracting Institute”)  
Inthesumof \_\_\_\_\_

For which payment will and truly to be made to the said Contracting Institute, the Bank binds itself,  
its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this  
\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ .

THE CONDITIONS OF THIS OBLIGATION ARE:

(1)	If the tenderer withdraws or amends or modifies or impairs or derogates from the Tender in any respect within the period of validity of this tender.
(2)	If the tenderer having been notified of the acceptance of his tender by the Contracting Institute during the period of its validity
(3)	If the tenderer fails to furnish the Performance Security for Performance of the due contract.
(4)	Fails or refuses to accept/execute the contract.

We undertake to pay the Contracting Institute up to the above amount upon receipt of its first written demand, without the Contracting Institute having to substantiate its demand, provided that in its demand the Contracting Institute will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
(Signature of the authorized officer of the Bank)

Name and designation of the Officer  
Seal, name & address of the Bank and address of the Branch

**Note: Whenever the bidder chooses to submit the Bid Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Contracting Institute with a covering letter to compare with the original BG for the correctness, genuineness, etc.**

**BID SECURITY DECLARATION**

This is to certify that, we are accepting that if we withdraw or modify our bids during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids/request for proposals document, we will be suspended for the period of time specified in the request for bids/request for proposals document from being eligible to submit Bids/Proposals for contracts with the Procuring Entity.

Authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**PERFORMANCE STATEMENT FORM**

**Details of similar equipment / systems supplied & installed during past 3 years in India & Abroad**

**Name of the Firm** \_\_\_\_\_

Order Placed by (full address of Contracting Institute)	Order No. and date	Description of ordered CAMC contract	Value of order	Period of contract	Remarks indicating reasons for late delivery, if any	Name of Contact person along with Telephone No., FAX No. and e-mail address

Signature and Seal of the manufacturer/Bidder .....

Place:

Date:

**DEVIATION STATEMENT FORM**

**PART-I**

The following are the particulars of deviations from the requirements of the tender specifications:

<b>CLAUSE</b>	<b>DEVIATION</b>	<b>REMARKS (INCLUDING JUSTIFICATION)</b>

Place:

Date:

Signature and seal of the Manufacturer/Bidder

**NOTE:**

Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

**PART – II**

**Eligibility Criteria should have the documentary proof for below points**

<b>Sr. No.</b>	<b>Item</b>	<b>Compliance Yes / No</b>	<b>Remarks</b>
1	Bidder should not have any record of having been black listed by any Govt. / Public sector organization in the last Three years.	<b>Yes / No</b>	
2	Bidder should be a company registered under the Companies Act, 1956 since last 3 years.	<b>Yes / No</b>	
3	Bidder must have Sales Tax and Income Tax Registration Certificate.	<b>Yes / No</b>	
4	Bidder should provide Excise details (Excise no/ Excise Range/Excise Division/ etc...)	<b>Yes / No</b>	
5	Bidder should be registered with CST/LST/Service Tax certificate. (should enclose the copies)	<b>Yes / No</b>	
6	Bidder should provide copies of registration certificates for MVAT and service tax along with the technical proposal.	<b>Yes / No</b>	
7	Bidder should possess PAN card in the name & style of the Company. The copy should be attached along with the technical proposal.	<b>Yes / No</b>	
8	Bidder should have a dedicated & well-equipped, Pune based Office.	<b>Yes / No</b>	
9	Bidder should provide complete escalation matrix elaborating their organizational details.	<b>Yes / No</b>	

Date:

Signature of the Tenderer

**SERVICE SUPPORT DETAIL FORM**

<b>Sr. No.</b>	<b>List of similar type of equipments serviced in the past 3 years</b>	<b>Address, Telephone Nos., Fax No. and e-mail address of the buyer</b>	<b>Nature of training Imparted/ service provided</b>	<b>Name and address of service provider</b>

Signature and Seal of the manufacturer/Bidder.....

Place:

Date:

**Bid Form**

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.:

To : Director, IITM, Pune

We, the undersigned, declare that:

(a)	We have examined and have no reservations to the Bidding Documents, including Addenda No.: <i>[insert the number and issuing date of each Addenda]</i>
(b)	We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services <i>[insert a brief description of the Goods and Related Services]</i> as specified in Chapter 4
(c)	The total price of our Bid, excluding any discounts offered in item (d) below, is: <i>[insert the total bid price in words and figures, indicating the various amounts and the respective currencies]</i>
(d)	The discounts offered and the methodologies for their application are: <b>Discounts.</b> If our bid is accepted, the following discounts shall apply. <i>[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]</i>
(e)	Our bid shall be valid for the period of time specified in ITB Clause 1.16, from the date fixed for the bid submission due date in accordance with ITB Clause 1.19 and it shall remain binding upon us and may be accepted at any time before the expiration of that period
(f)	If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 1.41 and GCC Clause 2.12 for the due performance of the Contract
(g)	The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: <i>[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]</i>

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate "none.")

(h)	We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
(i)	We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

Name: *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**PERFORMANCE SECURITY FORM**

**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To,  
.....

WHEREAS .....  
(name and address of the supplier) (here in after called “the supplier”) has undertaken, in pursuance of contract no. .... dated .....to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

**Note: Whenever, the bidder chooses to submit the Performance Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Contracting Institute with a covering letter to compare with the original BG for the correctness, genuineness, etc.**

**INDEMNITY BOND**

No. -----

Date:-----

**1) Amalgamation/Acquisition**

In the event of M/s----- proposes for amalgamation, acquisition or sale of its business to any other firm during this contract period, M/s and proposed Buyer/Successor of the Principal Company are liable to execute, fulfill contractual obligations without any deviations. For this purpose M/s. -----/M/s.----- and proposed Buyer/Successor of the Principal Company shall indemnify itself to the Director, INDIAN INSTITUTE OF TROPICAL METEOROLOGY , Pune to fulfill the contractual obligations as per the terms of the IITM Global Tender and quotation of M/s. -----  
No. ----- dated-----and INDIAN INSTITUTE OF TROPICAL METEOROLOGY P.O. No.-----dated ----- . The contractual obligations are supply, installation, commissioning, warranty maintenance/replacement of spares, accessories etc. as per the above mentioned Purchase Order.

**2) Joint Venture, Consortium or Association**

If the Supplier is a joint venture, consortium, or association, all the parties shall be jointly and severally liable to the IITM for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the IITM.

**3) Patent Indemnity**

The Supplier shall, subject to IITM’s compliance and indemnify and hold IITM and its employees and officers harmless from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which IITM may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of: (a) the installation of the Goods by the Supplier or the use of the Goods in India; and (b)the sale in any country of the products produced by the Goods.

For M/s. -----  
Principal Supplier.

For M/s. -----  
Indian Agent.

**Eligibility Certificate**

This is to certify that we are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Contracting Institute to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids / Tender No. \_\_\_\_\_

Dated \_\_\_\_\_

Authorized Signatory Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**ANNEXURE-K**

**Non-Black listing Self Certificate**

This is to certify that M/s \_\_\_\_\_ has not been blacklisted by any Central / State Government Department / organization in last 3 years.

Authorized Signatory Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Instruction to Bidders**

E-Procurement is the complete process of e-Tendering from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://moes.ewizard.in>

These will invite for online Bids. Bidder Enrolment can be done using "Online Bidder Enrolment".

The instructions given below are meant to assist the bidders in registering on the e-tender Portal, and submitting their bid online on <https://moes.ewizard.in> the e-tendering portal as per uploaded bid.

More information useful for submitting online bids on may be obtained at: <https://moes.ewizard.in>

**GUIDELINES FOR REGISTRATION:**

1. Bidders are required to enroll on the e-Procurement Portal with clicking on the link "Online Bidder Enrolment" on the e-tender Portal by paying the Registration fee of Rs.2000/- + Applicable GST.
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 with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile. Or bidders can contact our help desk for getting the DSC.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on portal <https://moes.ewizard.in>
8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail-id: [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for activation of your account.

#### SEARCHING FOR TENDER DOCUMENTS:

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

#### 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.
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 formats. Bid Original documents may be scanned with 100 dpi with Colour 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, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" 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 website well in advance for the submission of the bid so that it gets uploaded well 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 as a token of acceptance of the terms and conditions laid down by Railtel.
3. Bidder has to select the payment option as "e-payment" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily 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 price bid has been given as a standard BOQ format with the tender document, 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 Colored (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 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.
6. 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.
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 bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

For any clarification in using <https://moes.ewizard.in>

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 or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact (as given below) for any query related to e-tendering)

- i) **Mr. Shubhankar - +91 8076208995**
- ii) **Mr Awesh - +91 9205898224 / Mr. Abhishek Kumar - 8210817180**
- iii) **Helpdesk Number - 011-49606060**
- iv) **Email : [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com)**