**Annexure A**

**Statement No.1**

**Covering Letter to Accompany Technical Bid**

[On the Letter head of the Bidder, and scanned copy of the DD for EMD of Rs.20,000/-]

 Tender Reference: IMU HQ /R /70 /25 /02 / 2022-PUR dated 06-05-2022

From

**Name & Address of the Bidder**

To

**The Registrar,**

**Indian Maritime University,**

**East Coast Road,**

**Uthandi,**

**Chennai - 600119.**

Sir,

We are a ------------------------------------------------------------------------------------

-----------------------------------------------------------------------------------------------

-----------------------------------------------------------------------------------------------

-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------. [Introduce your company and its activities with particular reference to your experience in providing Vehicle on Hiring basis. Also furnish particulars of your registration with various Statutory Tax authorities in not more than 200 words].

1. We hereby submit our Bid for Hiring of Vehicles on Hourly/distance basis.
2. We have enclosed a Demand Draft bearing No.\_\_\_\_\_\_ dated\_\_\_\_\_\_ for an amount of Rs.20,000 towards the Earnest Money Deposit (EMD) in the name of the Indian Maritime University, payable at Chennai.
3. We have read and understood and hereby agree to all the terms and conditions stipulated by the IMU in this tender including the Evaluation Criteria of Price Bid, the Deliverables under the Project, the Time line for delivery, Payment Terms, etc.
4. We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/debarred by IMU for at least 3 years.
5. In the event of our being awarded the work and understanding the urgency involved, we undertake to remit the Security Deposit within 7 working days and execute the contract within 15 days from the date of receipt of the first order, failing which the hiring of vehicle order on an hourly/distance basis may be cancelled and the EMD forfeited.
6. Our Price Bid is inclusive of driver, fuel maintenance expenses and all applicable taxes, duties and charges and the price quoted shall be firm till the execution of the contract.
7. Our Bank details for bill payment, return of EMD/SD has been attached as per **Annexure F.**

 Yours faithfully,

|  |  |
| --- | --- |
| Date: | *Signature with Seal of Authorised Signatory*  |
| Place:  |   |

**Annexure-B**

**(Minimum Eligibility Cum Technical Evaluation Criterion)**

*[To be taken on the Letter head of the Bidder duly signed by the Authorised Signatory]*

**Tender for Hiring of Vehicles on Hourly/distance basis**

 Reference: IMU HQ /R /70 /25 /02 / 2022-PUR dated 06-05-2022

From

**Name & Address of the Bidder**

To

**The Registrar,**

**Indian Maritime University,**

**East Coast Road,**

**Semmencherry,**

**Chennai - 600119.**

Sir,

We hereby submit our Technical Bid for Hiring of Vehicles on Hourly/distance basis as detailed below

1. Number of Vehicles **Owned** by the Bidder and registered as “Commercial Vehicle”:

|  |  |  |
| --- | --- | --- |
| Make and Model of the Vehicle | Total No. of Vehicles owned | Out of this, No. of Vehicles purchased **on or after 01.01.2018** |
| **Category (a)Models**  |   |   |
| Toyota Crysta  |   |   |
| Isuzu MU 7  |  |  |
| M&M XUV 500  |  |  |
| **Category (b) Models**  |   |   |
| Toyota Corolla Altis  |  |  |
| Honda City |   |   |
| Maruti Ciaz  |  |  |
| M&M Xylo |  |  |
| **Category (c) Models**  |  |  |
| Toyota Etios  |   |   |
| Maruti Dzire |  |  |
| Ford Fiesta |  |  |
| Volkswagen Vento |  |  |

**Mode of Proof enclosed: Copy of Registered Certificate of the Vehicle showing that the Bidder is the owner of the vehicle; the date of purchase of vehicle and a copy of the Vehicle registered as ‘Commercial Vehicle’.**

1. Address of the Active Office in Chennai: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Mode of Proof enclosed: Relevant proof [GST certificate showing address of Chennai/ internet bills or EB bills for not less than 6 months prior to the last date of bidding should be submitted showing the address of Chennai. Bidders who do not meet this criteria will be rejected]**

1. Whether the bidders have at least 5 years of experience in the business of providing vehicles on hiring basis to Central/ State Government Departments/ Public Sector Undertakings/ Universities/ Companies/ Corporate sector, etc. up to last date of submission of tender:- YES/NO

**Mode of Proof enclosed: Copy of Hiring of vehicle order/ Contract showing that the Bidder had carried out similar work (or) relevant document showing that the Bidder is in the business of providing vehicles on hiring basis for at least 5 years.**

1. The Bidder should have at least Average Annual Turn Over of Rs.20 lakh during the last five Financial Years (2016-17, 2017-18, 2018-19, 2019-20, 2020-21)

**Mode of Proof enclosed: Copy of Profit & Loss Account of the company for each of the 5 years authenticated by a Chartered Accountant/ Copy of Income Tax return for each of the 5 years having P&L statement/ Auditor Certificate to that effect as per Annexure-C.**

1. Whether the bidder has been debarred or penalized by any government department/ agency in the past 3 (three) Years on account of fraudulent or corrupt practices Or inefficient/ ineffective performance? Yes/No

**Mode of Proof enclosed: The bidder should give an undertaking for this as per the format in Annexure-E**

1. Whether the bidder has registered with GST? Yes/No

**Mode of Proof enclosed: The bidder has to enclose the self-attested GST Registration certificate.**

**Note: The Bidder must possess ALL the 6 Qualifying Criteria. If the bidder does not possess even one of these, he shall stand disqualified and his Financial bid will not be opened.**

# Declaration

 I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our company is liable to be debarred by IMU for at least 3 years.

Date: Signature with Seal of Authorised Signatory

Place:

**Annexure - C**

**Details Regarding Annual Turnover**

**Bidders have to attach all the documents to be submitted as proof.**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Financial Year** | **Annual Turnover In Rupees** |
| **1** | **2016-17** |  |
| **2** | **2017-18** |  |
| **3** | **2018-19** |  |
| **4** | **2019-20** |  |
| **5** | **2020-21** |  |

**Mode of Proof:** Audited Profit & Loss Account and Balance Sheet for last five Financial years ending 31st March, 2021. It should be duly attested by the Bidder’s Chartered Accountant.

**Place:**

**Date : Signature of the Tenderer with seal**

**Annexure-D**

**BOQ Format**

**To be submitted other than with BOQ ONLY in Finance Cover on CPPP Portal**

Tender Reference: IMU HQ /R /70 /25 /02 / 2022-PUR dated 06-05-2022 From

**Name & Address of the Bidder**

To

**The Registrar,**

**Indian Maritime University, East Coast Road, Semmencherry,**

**Chennai - 600119.**

Dear Sir,

We hereby submit our Price Bid for the hiring of vehicles for the Indian Maritime University, Chennai on Hourly/distance basis: [Should be filled in all Columns]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Make and Model of the Vehicle** | **6 hours & 60 kms**  | **8 hours** **& 80 kms**  | **10 hours & 100 kms**  | **12 hours & 120 kms**  | **Rate for Extra Hour** | **Rate for** **Extra km** |
| (1)  | (2)  | (3)  | (4)  | (5)  | (6)  |
| **Category (a)Models** Toyota Crysta /Isuzu MU 7 / M&M XUV 500  |   |   |   |   |   |   |
| **Category (b) Models** Toyota Corolla Altis / Honda City / Maruti Ciaz / M&M Xylo |   |   |   |   |   |   |
| **Category (c) Models** Volkswagen Vento / Maruti Dzire / Toyota Etios / Ford Fiesta |   |   |   |   |   |   |

The rates quoted are for **Air-conditioned Vehicles** inclusive of all costs including Driver, Fuel, and maintenance expenses excluding GST and shall be firm till the completion of the Contract.

**We understand that any conditional price bid or Variation in Rates between Annexure D & BOQ will lead to rejection of the Bid.**

|  |  |
| --- | --- |
|  Date:  |    *Signature with Seal of Authorised Signatory*  |
| Place:  |  Seal:  |

# Annexure - E

# SELF – DECLARATION – NON - DEBARMENT

# (On the Letter Head of the bidder)

To

The REGISTRAR,

Indian Maritime University,

(A Central University, Government of India), Head Quarters,

East Coast Road, Semmencherry,

Sholinganallur (P.O.) Chennai-600119

Dear Sir,

In response to the Tender No. IMU-HQ/R/70/25/02/2022-PUR dated 06.05.2022 Hiring of Vehicles on Hourly/Distance basis, I/We hereby declare that presently our Firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government/ Autonomous Body/ Statutory Body/ Central Universities/ IIT / IIM/ CFTI.

We further declare that presently our firm……………... is not Debarred/ blacklisted and not declared ineligible, for similar work, by any State / Central Government/ Autonomous Body/ Statutory Body/ Central Universities/ IIT/ IIM/ CFTI as on the date of Bid Submission.

Thanking you,

Yours faithfully,

Signature of Authorised Signatory with seal

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

Place:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure F**

**MANDATE FORM**

**(Account/s Information form)**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS SETLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM INDIAN MARITIME UNIVERSITY (IMU).**

**A. DETAILS OF ACCOUNT HOLDER:**

NAME OF ACCOUNT HOLDERER / FIRM

COMPLETE CONTACT ADDRESS

MOBILE NUMBER / PH NO

E.MAIL:

PAN :

**B. BANK ACCOUNT DETAILS:**

**ACCOUNT NAME** (Name appearing in your Cheque Book)

BRANCH NAME WITH COMPLETE ADDRESS,

TELEPHONE NO

BRANCH CODE

**Note: Please attach a Cancelled Cheque along with the account information form.**

**COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)**

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

( ……………………………………………………….. )

Signature of Beneficiary

 Date:

**Mandatory for Vendors/suppliers/Contractors etc., Payment:**

Certified that the particulars furnished above are correct as per our records.

(Bank’s Stamp with Date & Place)

( ……………………………………………………….. )

Signature of Bank Manager

**ANNEXURE – G**

**BIDDERS MANUAL KIT - OPEN SOURCE SOFTWARE LINK**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Particulars** | **Downloads** | **File Size (in KB)** |
| 1 | Notice to Bidders | [notice\_to\_bidders\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=SJyj0hkopA8miq1mLQcY6SbfTBRLIRw3V7IIiwFP0XVQ=) | 131.68 |
| 2 | Registration of Bidders | [Bidder\_Registration\_Manual\_Updated\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=SKmBPKNBBVWh9ruyyQJipz6J/Fhwu9tRen2KLXbe36d6nRpT64Jd7W7s4mHz2cC7K) | 3256.67 |
| 3 | Uploading of My Documents | [MyDocument\_Updated\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=S/yzvv/rl78hvNCzHY+L7l6dGlPrgl3tbuziYfPZwLso=) | 1258.63 |
| 4 | Online e-Bid Submission | [Three\_Cover\_Bid\_Submission\_New\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=SW7DoEz7T3IARlQDoaE50uEvlSlp49siP34/uBNSYauPaLcAtzVJc5BpCrkbE3pDM) | 4646.72 |
|  |  | [Two\_cover\_bid\_submission\_new\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=STZSgR0GKd3V7S1sNnkNkEK22Cb3jwy21OJpGHm0IdfJmvjkuCcGKM7kjNJwn1sz9) | 4423.29 |
|  |  | [Four\_cover\_bid\_submission\_new\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=Su6dVJsukNF76E4GKmdNC+NCbPiJnv7+2a9uzUXDEk+ufnaTruLVusYH+9o4siOiz) | 3941.63 |
|  |  | [Single\_Cover\_bid\_submission\_New\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=SZ1R/Cg3I7izQW3OmM8lnxCGitPWodrERVypLgPHQnpgC0yhl/+Yci5HwiZ1M0Ur5) | 3191.54 |
| 5 | Online Bid Withdrawal | [bid\_withdrawal\_updated\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=S2dScIQTNj+ij3bwK1MuGASx0gdcqbwriKXQ3YxVUNtFOBs2ZFyRol7ffLNaV6a1p) | 1628.98 |
| 6 | Online Bid Re-submission | [Bid\_Resubmission\_Updated\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=SGvpW1gx9yQCeKyE9LRI67xtYjhiL+UZlr9BbL0bqBJrwoMR7Lfam6dYdHW5kRJ5+) | 2832.13 |
| 7 | Clarifications (Tender Status, My Archive...) | [Enquiry\_Updated\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=S/t9Rxi2oBMCu5ZYtUo6u0QukjeAthyLyAFtqPrAAQtA=) | 1793.37 |
| 8 | Troubleshooting | [troubleshoot\_document\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=SADjuCi66QgSlclF9KSIEpPEvUpEI+6wNN7dDo6Gr98EDzJHiODez43KCpIdOomMN) | 50.06 |
| 9 | BoQ Preparation Guidelines | [ItemWise\_BOQ\_New\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=Sl0xuR56PPce/0dxegYoJCWrSJa6AlmBKy9XNuMoGlTM=) | 541.52 |
|  |  | [Percentage\_BOQ\_Updated\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=Sdwv0QsCLlYxPt8XXgZNUYwUgE58T5YwaZQ+S+7iqBZNOBs2ZFyRol7ffLNaV6a1p) | 570.41 |
|  |  | [ItemRate\_BOQ\_Updated\_v906.pdf](https://eprocure.gov.in/eprocure/app?component=$DirectLink&page=BiddersManualKit&service=direct&session=T&sp=SY+Jhzrioc4HHIJd9yE/eeHTM13ZD0zFoVFjmKS6lXSkuc9PsAiFYqNnpygNStf53) | 748.54 |

 **ANNEXURE - H**

**Instructions for Online Bid Submission**

***(Department User may attach this Document as an Annexure in their Tender Document which*** ***provides complete Instructions for online Bid submission for Bidders)***

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

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

**REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their 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.

**SEARCHING FOR TENDER DOCUMENTS**

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

**PREPARATION OF BIDS**

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

**Note:** *My Documents space is only a repository given to the Bidders to ease the uploading process.* *If Bidder has uploaded his Documents in My Documents space, this does not automatically* *ensure these Documents are part of Technical Bid.*

**SUBMISSION OF BIDS**

1. Bidders should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the 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 coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been 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. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.