



OFFICE OF THE REGISTRAR GENERAL, INDIA  
(Government of India, Ministry of Home Affairs)  
2/A, Man Singh Road, New Delhi – 110 011

D-12013/01/2017-GS (Pt)

Dated: 23.05.2018

### **Instruction for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificate. 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 :  
<http://eprocuregov.in/eprocure//app>.

### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocuregov.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 bidder will be required to register their valid Digital Signature Certificate (class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/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 DSL's to others which may lead to misuse.
6. Bidder then log in to the site through the secured log-in by entering their user ID/Password and the password on the DSC / E-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the 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, where in the bidders may combine a number of search parameters

such as Organisation 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 schedulers. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender documents.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS**

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

#### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as "offline" to pay the tender fee /EMD as applicable and enter details of the instruction.
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 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 in 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 calls 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 bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid documents that is uploaded to the server is subjected to symmetric encryption using buyers/bid openers 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 and 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 of queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

*DKumar*  
**(Dhirendra Kumar)**  
**Deputy Director (GS)**  
**Ph: 011-2381284**



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D-12013/01/2017/GS (Pt)

Dated: 23.05.2018

**Subject: Hiring of passenger vehicle – regarding.**

Scope of work	Invitation of e-Tender for awarding the contract for hiring of vehicle
Earnest Money Deposit to be submitted	Rs.20,000/-
Date of Issue/Publishing	23.05.2018
Documents download start date	24.05.2018
Seek clarification start date	24.05.2018
Seek clarification end date	31.05.2018
Bid submission started	24.05.2018
Bid submission closing date	14.06.2018 at 3.00 P. M.
Date and Time of opening of Technical Bids	15.06.2018 at 3.30 P. M.
Date and Time of opening of Financial Bids	To be informed

Interested parties bidders may view and download their tender document containing the detailed terms & conditions, free of cost from the website <http://eprocuregov.in/eprocure//app>.

(Note: Go to advance search option and choose organization name as Ministry of Home Affairs (Office of Registrar General, India) and department name as National Informatics Centre and click to submit button.)

*Dkumar*

**(Dhirendra Kumar)**  
**Deputy Director (GS)**  
**Ph: 011-2381284**



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D-12013/01/2017-GS (Pt)

Dated: 23.05.2018

### **E-Tender Call Notice for Hiring of passenger vehicle.**

On line tender/quotation is invited, for and on behalf of the President, from the interested firms for hiring of passenger vehicle in office of Registrar General India, New Delhi.

#### **2. Instructions to the bidders**

Tender documents are to be submitted online in two bid system (i) Technical Bid & (ii) Financial Bid for hiring of a **sedan** passenger vehicle ( any one of Maruti Suzuki Ciaz/Honda City/ Toyota Corolla only) in office of the Registrar General, India, New Delhi. 'The Technical Bid' should contain full information as required in Annexure- I and uploaded in a folder titled "Technical Bid". The 'Financial Bid' in another folder that should contain full information as required in BOQ and titled "Financial Bid". All the interested firms may send their online application on or before 14.06.2018 till 3.00 PM. The Technical Bid will be opened on 15.06.2018 at 3.30 P.M. in presence of bidders (if desired) and Financial Bid of technically qualified Firms will be opened after finalization of Technical Bid Reports. The date and time of opening of Financial Bids will be informed accordingly.

#### **3. Period of Contract**

The contract will be for a period of one year which can be extended further for one year at a time subject to satisfactory performance of the firm followed by the approval of the Competent Authority.

#### **4. Scope of work**

- (i) **The vehicle is to be hired for Addl. RG R/o Dwarka, Delhi for operating from his residence to office, other official movements and back to residence. Mileage of the hired will be counted from the residence of the officer to the residence of the officer.**
- (ii) The 'hiring contract' shall be Comprehensive in nature and shall include all costs i.e. maintenance of the hired vehicle, salary of driver, fuel, etc. during the currency of the contract at the exclusive risk, responsibility and the cost of the contractor.

- (iii) The rates to be approved on the basis of online application shall be valid for the whole of the period of contract and no upward revision will be allowed during the period of contract under any circumstances. It shall be the responsibility of the successful tenderer to carry out the requisite service throughout the period of contract. This office shall bear no cost for anything what so ever with effect from the date of hiring.
- (iv) The approved rates will be applicable within Delhi/NCR. The hired vehicle should have valid permit to operate in Delhi/NCR, if required.
- (v) **The vehicle is to be hired for maximum 2500 KMs per month 12 hours a day and six days a week(except Sunday)**
- (vi) *The vehicle shall report as per time schedule given to the individual driver by the user.*
- (vii) The vehicle to be provided should be in brand new condition or good condition. The vehicle should not be more than two years old. The vehicle shall be kept in good running condition and it will have clean upholstery with white covers and other accessories of the vehicle will also be kept in good condition. Vehicle with damaged body due to accidents etc shall not be accepted.
- (viii) The vehicle should be insured comprehensively and should have necessary permits from the concerned Transport Department / Authority. This office of ORGI will not be responsible for any challan, damage, injury, accident etc. to the vehicle or to any other vehicle.
- (ix) The firm should ensure that the driver provided must possess valid driving license with two years experience and carry with him all necessary documents like registration certificate, Insurance papers, pollution control certificate, etc. Change of vehicle/driver will be allowed only in exceptional circumstances and that too with prior approval/intimation. Drivers shall have either a police verification certificate.
- (x) The firm/transporter must have all requisite clearance certificates from the concerned Government agencies as required under relevant rules..
- (xi) The firm/transporter has to maintain proper Log-Book to show the number of hours and Mileage travelled by each vehicle. For each & every trip, the time in/time out and opening and closing meter readings should be got recorded from the concerned officer or any person authorized by the officer.
- (xii) The driver of the vehicle must follow traffic rules and other regulations prescribed by the Government from time to time. Driver should be familiar with all important routes in Delhi including places in the NCR.
- (xiii) The driver must always be in clean clothes, must be courteous and well mannered and should always carry a mobile phone with them for easy contact. The driver must not have any criminal record.
- (xiv) ORGI will pay parking/toll taxes charges on actual basis when vehicle is on official duty.
- (xv) The bidders must ensure compliance of Labour Laws i.e. laws related to minimum wages, ESI, PF,etc and payment to the driver must be made accordingly.
- (xvi) ORGI reserve the right to terminate the contract for deployment of vehicle at any time without any notice.

**5. Eligibility Conditions/Documents to be uploaded for evaluation of Technical Bids:-**

- (i) Copy of PAN NO.
- (ii) Copy of GST Registration

- (iii) Annual turnover of the firm with proof for the last 3 years
- (iv) The firm has to submit the copy of Work orders for hiring of vehicles on monthly/yearly basis continuously for the last 3 years.
- (v) Income tax return for last 3 years.
- (vi) Latest VAT/GST return & Challan Copy.
- (vii) The firm must be registered with PF & ESI and scanned copy of PF & ESI Registration Certificate should be uploaded.
- (viii) It must be noted that in order to be eligible to participate in the bid a tenderer must quote rates for all the items mentioned in the Price Bid, failing which bids will be rejected. Part/conditional quotation will not be accepted.
- (ix) The tender documents should be serially paged numbered.

#### **6. Evaluation of Bids:-**

**Note:** Quotations should be in two Bid systems (i) Technical Bid & (ii) Financial Bid for hiring of passenger vehicle in the office of Registrar General India, New Delhi. 'The Technical Bid' should contain full information as required in Annexure- I and upload in a folder titled "Technical Bid". The 'Financial Bid' in another folder that should contain full information as required in BOQ and titled "Financial Bid". Financial Bid should include full information as required in **Annexure-II**. In the event of this procedure not being followed, the Bid will be summarily rejected.

- (i) The Technical Bid will be evaluated first.
- (i) The financial Bid will be evaluated only if the tenderer's Technical Bid is found satisfactory in all respects by the tender committee. The tenderer will have no right whatsoever to insist that this Financial Bid be evaluated in the event of the tender committee rejecting his Technical Bid as unsatisfactory.

#### **7. Earnest Money Deposit**

The quotations should be accompanied by Earnest Money Deposit of Rs.20,000/- (Twenty thousand only) in the form of Account Payee Demand Draft in an acceptable form drawn in favour of "Pay & Accounts Officer (Census)", Ministry of Home Affairs New Delhi. Without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful tenderers after finalization of the Contract.

#### **8. Performance Guarantee (Security Deposit)**

The Successful bidder shall give performance security in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a commercial bank, Bank Guarantee from a commercial Bank amounting to 10% of the total contract value in favour of the Pay & Account officer (Census), Ministry of Home Affairs New Delhi. Performance Security should remain valid for a period of one year beyond the date of completion of all contractual obligations of the bidder. The Securities Deposit will be refunded only after the expiry of the contract successfully. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and / or if any of the conditions of the contract is

contravened /breached and /or if any of the conditions of the contract is contravened /breached and /or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the ORGI that the contractor firm may invite upon themselves due to any of the reasons specified above.

*Dkumar*  
*23/5/18*

**(Dhirendra Kumar)**  
**Deputy Director (GS)**  
**Ph: 011-23381284**

PRESCRIBED PROFORMA FOR TECHNICAL BID

**ANNEXURE-I**

With reference to Tender Notice No: D-12013/01/2017/GS (Pt); dated: 07.05.2018, the undersigned furnish herewith following details/documents as part of Technical Bid to be uploaded on the CPP Portal:-

Sl. No	Description	Whether documents submitted (Y/N)
1.	Name of the Agency	
2.	Copy of PAN No.	
3.	Copy of GST Registration No.	
4.	Annual Turnover (for the last three years)	
	(i)	
	(ii)	
	(iii)	
5.	Copy of Work Orders for hiring of vehicle on monthly/yearly basis from any Govt./PSU Sectors for the last three years	
	(i)	
	(ii)	
	(iii)	
6.	Copy of Latest VAT/GST return & Challan Copy	
7.	Income tax return for the last three years	
	(i)	
	(ii)	
	(iii)	
8.	The firm must be registered with ESI & PF and scanned copy of ESI & PF Registration certificate should be uploaded.	
9.	The Earnest Money of Rs.20,000/- (Rupees Twenty Thousand only) through a Demand draft/Pay order (Draft no. & Name of the bank)	

**FINANCIAL BID**

**E-Tender Call Notice for Hiring of passenger vehicle for Office of the Registrar General, India, New Delhi**

**1. Name & Address of the Firm  
(in Capital Letters)**

S. No.	Description	Qty	Monthly Rate	Amount for one year
1	Hiring charges of passenger vehicle (any one of Maruti Suzuki Ciaz/Honda City/Toyota Corolla only)	01		

Note: - Taxes/GST amount will also be paid extra as applicable on the quoted price.