



पत्रांक-डी-26015/02/2020-112

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

बिहार के जनगणना निदेशक का कार्यालय

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, BIHAR

8वॉ तल, सी-जी ब्लॉक, कर्पूरी ठाकुर सदन, आशियाना-दीघा रोड, पटना-800025.

8th Floor, C-G Block, Karpoori Thakur Sadan, Ashiyana-Digha Road, Patna-800025

ई-मेल / E-mail-dco-bih.rgi@censusindia.go

दिनांक / Date:- 28.01.2020



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 Enrolment" 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 into 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, 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 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 cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOO 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.

Sd/-
(Dibyasingha Mishra)
Joint Director (HO)
Phone: 0612-2565960



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दिनांक / Date:-28.01.2020



Subject: Hiring of three (03) Sedan type 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	28.01.2020
Documents download start date	28.01.2020
Seek clarification start date	28.01.2020
Seek clarification end date	05.02.2020
Bid submission start date	28.01.2020
Bid submission closing date	07.02.2020 at 3.00 P. M.
Date and Time of Opening of Technical Bids	10.02.2020 at 4.00 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>.

Sd/-
(Dibyasingha Mishra)
Joint Director (HO)
Ph: 0612-2565960



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दिनांक / Date:-28.01.2020



E-Tender Call Notice for hiring of three (03) Sedan Type Vehicles.

Online tender/quotation is invited from interested, reputed registered firms for hiring of 03 Sedan type vehicles in the office of the Director of Census Operations Bihar, Patna. However, additional 03 vehicles may also be hired as per the requirement from time to time as per the same terms and conditions.

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 **sedan type** passenger vehicle in office of the Director of Census Operations Bihar, Patna. '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 07.02.2020 till 3.00 PM. The Technical Bid will be opened on 10.02.2020 at 4.00 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 Officials of Directorate of Census Operations, Bihar Patna in connection with their Official work and Official assignments. Mileage of the hired vehicle will be counted accordingly.
- ii. The "Hiring Contract" shall be comprehensive in nature and shall include all the costs i.e. maintenance of the hired vehicle, salary of the driver, fuel etc during the currency of the contract at the exclusive risk, responsibility and cost of the contractor.
- iii. The rates to be approved on the basis of online application shall be valid for the whole period of the contract and no upward revision will be allowed during the period of contract under any circumstances. It shall be responsibility of the successful bidder 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 the state of Bihar. The hired vehicle should have valid permit to operate across the districts of Bihar state.

- v. The bidder should quote rate in BoQ for three thousands kilometers per month. However bidder is also required to quote rate in BoQ for beyond three thousands kilometers to five thousand kilometers separately.
- vi. The vehicle shall report as per time schedule given to the individual driver by the user.
- vii. The vehicle to be provided must be in good condition and preferably should not be brought before 2017. The vehicle must be kept in good running condition and it will be cleaned 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 will not be responsible for any challan, damage, injury, accident etc. to the vehicle or to any other vehicle or person.
- 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 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 by the drivers and counter sign by the users 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 the state of Bihar.
- 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. Office of the Director of Census Operations Bihar 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. the legal right of the driver must be protected.
- xvi. Office of the Director of Census Operations Bihar reserves 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 the PAN NO.
- ii. Copy of the GST Registration
- iii. Annual turnover of the firm with proof for the last 2 years.
- iv. The firm has to submit the copy of work orders for hiring of vehicles on monthly/yearly basis for last 2 years.
- v. Income tax return for the last 2 years.
- vi. Latest GST return & Challan Copy.
- vii. It must be noted that in order to be eligible to participate in the bid, a bidder must quote rates for all the items mentioned in the Price Bid, failing which bids will be rejected. Partial/conditional quotation will not be accepted.
- viii. The tender acceptance letter duly signed and stamped. (**Annexure-III**).

6. Evaluation of Bids: -

Quotations should be in two Bid systems (i) Technical Bid & (ii) Financial Bid for hiring of staff vehicle in the office of 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". 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.
- ii. The financial Bid will be evaluated only if the bidder's Technical Bid is found satisfactory in all respects by the tender committee. The bidder will have no right what so ever 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 "DDO Directorate of Census Operations Bihar" payable at Patna. Without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful bidders after finalization of the Contract.

**Sd/-
(Dibyasingha Mishra)
Joint Director (HO)
Phone: 0612-2565960**

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS BIHAR, PATNA-800025

TECHNICAL BID**Prescribed Proforma for technical Bid**

Sl.No.	Description	Whether documents submitted (YIN)
1.	Name of the Agency	
2.	Copy of PAN No.	
3.	Copy of GST Registration No.	
4.	Annual Turnover (for the last two years)	
	(i)	
	(iii)	
5.	Copy of Work Orders for hiring of vehicle on monthly/yearly basis from any Govt./PSU Sectors for the last two years	
	(i)	
	(ii)	
6.	Copy of Latest GST return & Challan Copy	
7.	Income tax return for the last two years	
	(i)	
	(ii)	
8.	The Earnest Money of Rs.20,000/- (Rupees Twenty Thousand only) through a Demand draft/Pay order (Draft No., Date and Name of the bank)	

(Signature with date and seal)

Validate

Print

Help

Item Rate BoQ

Annexure-II

Tender Inviting Authority: Directorate of Census Operations Bihar

Name of Work: Hiring of Official Vehicle

Contract No: D-26015/2/2020-112 Dated 28.01.2020

Name of the Bidder/ Bidding Firm / Company :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
SI. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Hiring of Sedan Passenger Vehicle					
1.01	For 3000 Kilometers	3.000	Nos	0.00	0.00	INR Zero Only
1.02	Beyond 3000 Kilometers to 5000 Kilometers	3.000	Nos	0.00	0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

[Department User may ask for Tender Acceptance Letter instead of asking Signed Tender Document from the Bidders. This is a sample format, User may revise it as per their Tender Conditions]

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)