

# INDIRA GANDHI INSTITUTE OF TECHNOLOGY <u>SARANG</u>

No.IGIT/TPT/\_\_1288

Dated:16.12.2017

#### **QUOTATION CALL NOTICE FOR HIRING OF VEHICLE**

Sealed quotations/ tenders are hereby invited from all interested persons/ Registered Firms/ Travelling Agencies/ Trust having valid Service Tax Registration number for providing commercial light vehicle (INNOVA A/C. DIESEL, Chevrolet, Maruti Ertiga, Enjoy, Maruti Swift Dezire, TATA Zest) for contractual deployment under IGIT, Sarang, Dist.-Dhenkanal for official use on monthly rent basis which shall conform to the terms and conditions (ANNEXURE-A & ANNEXURE-B). The last date of the receipt of the bid is **27.12.2017** by 3.00 P.M. and will be opened at 4.00 P.M. on the same day in the office chamber of the undersigned.

The quotation application form containing the general bid information and detailed terms and conditions for hiring the vehicles can be downloaded from Institute website <a href="https://www.igitsarang.ac.in">www.igitsarang.ac.in</a>

REGISTRAR IGIT, Sarang

Dated: 16.12.2017

Memo No.IGIT/TPT/1289 Copy to:-

- 1) M/s Akar Advertiser,219, Saheed Nagar, Bhubaneswar- 751 007 with a request to publish the above advertisement in one issue of the all odisha daily news of the SAMAJ and The Indian Express, Bhubaneswar Edition at the I & PR approved/ lowest rates. The bill may be sent in triplicate along with a copy of the paper in which the publication is made.
- 2) Accounts Officer for information and necessary action.
- 3) P.A. to Director for kind information of the Director.

REGISTRAR IGIT, Sarang



# INDIRA GANDHI INSTITUTE OF TECHNOLOGY SARANG

No.IGIT/TPT/_	/	Dated:

#### **QUOTATION CALL NOTICE**

- 1. Sealed quotations/ tenders are hereby invited from all interested persons/ Registered Firms/ Travelling Agencies/ Trust having only commercial light vehicle ((INNOVA A/C. DIESEL, Chevrolet, Maruti Ertiga, Enjoy, Maruti Swift Dezire, TATA Zest) for contractual deployment under IGIT, Sarang for official use on monthly rent basis which shall conform to the following terms and conditions.
- 2. The vehicle must be in road worthy condition, **shall not be more than six months** old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, proof of up-to-date tax payment etc. Which are mandatory to plying of vehicles. The monthly rate hire charges must be quoted separately in the general bid information (Excluding Fuel & Lubricants). The vehicle must achieve a fuel efficiency of 10 kms/ ltr. The details of Make, Year of manufacturing of vehicle, Registration No., mileage (Kms covered per ltr.) and Name of the driver with driving license No. & period of validity should be specially provided in the general bid information format in Annexure-B.
- 3. You need to quote the charges for the following conditions-
  - Vehicle with driver for 12 hours duty per day.
  - ii. Vehicle with driver for 24 hours duty per day (over time charges mentioned in serial No.9 will not be applicable).
  - iii. Vehicle without driver 12 hours duty per day.
  - iv. Vehicle without driver 24 hours duty per day. For more details see Annexure-B.
- 4. The driver who will be engaged to drive the vehicle by the agency must have a valid driving licence for driving light vehicles and should be sufficiently experienced in driving the vehicle. The driver must follow the traffic rules and other regulations prescribed by the Govt. to this effect from time to time. The Institute has the right to ask the agency for removal of driver in case found incompetent, disorderedly or undisciplined. The driver should be well behaved, gentle and obedient in nature. The driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed and carry a mobile phone for which no additional payment shall be made by the Institute.
- 5. **Fuel**: The fuel consumed during the period of running may be supplied by the agency.
- 6. <u>Lubricants</u>: For each 750 kms of run, the mobile oil consumption shall be 1 ltr which will be provided by Travel Agency and the bill will be reimbursed. Gear oil, brake oil will be borne by Agency.
- 7. **Drivers liability**: The salary and other benefit to driver of vehicle will be borne by agency.
- 8. Repair & Maintenance: Repair and maintenance will be at the cost and risky of Agency.
- 9. <u>Overtime Charge</u>: Overtime of Rs.15/- only per hour will be paid for duty beyond 12 hours per day to the Driver in case of local use of vehicle.
- 10. <u>Night halt charges for driver</u>: Night halt charges for driver will be paid extra where night halt will be required and the amount of Rs.100/- will be paid by the travel agency to the driver. This will be paid under certificate of user to whom the vehicle is allotted.
- 11. <u>Outstation allowance</u>: For out station journey, an allowance of Rs.80/- to driver per night will be paid by agency to the driver. This will be paid to Agency by IGIT under the certificate of the user to whom the vehicle is allotted.
- 12. <u>Substitute:</u> The agency has to provide a similar type of vehicle only as an alternative arrangement during the breakdown of the above vehicle. Road tax, Insurance charges of the vehicle including Taxi permit and other incidental expenses will be borne by agency.

- 13. <u>Documents:</u> All valid documents of vehicle such as driving license of the driver, road tax, ownership, R.C. Book, fitness, Insurance etc. Should be up-to-date and available with the driver at his custody.
- 14. Log Book: The driver has to maintain a Log Book. All the entries will be made on daily basis and the log book will be countersigned by the Officer used the vehicle. The log book will be submitted by the driver once in a week before the Registrar, IGIT, Sarang for verification of same
- 15. **Payment:** The payment towards hiring of vehicles shall be made on monthly basis. The agency is required to submit the bills in triplicate along with the supporting documents within 7<sup>th</sup> of every month in the office of the Registrar to process the bill for payment. No advance payment will be made in this regard.
- 16. <u>Tax:</u> Service tax will be paid extra as applicable.
- 17. The toll fee/ entry fee/ parking fee etc. Will be reimbursed along with the monthly bill subject to production of slips/ tickets by the Agency.
- 18. The vehicle should confirm to the pollution norms prescribed if any by the Transport Department of Govt.
- 19. The vehicle must be kept neat and clean and in perfect condition and should be provided with the basis neat and clean seat covers and curtains.
- 20. The agency shall provide vehicles as per the requirement of the institute as and when required.
- 21. The rate contract for hiring of vehicles shall be valid initially for one year and can be curtailed/ extended by the institute. Either party can terminate the contract within 30 days prior notice.
- 22. In no case the rate will be revised during the period of contract with the revision of cost of fuel, labour etc. If any.
- 23. The Institute will not be responsible for any legal disputes with any party in connection with the vehicle/ owner or any other accident during the period of engagement.
- 24. The Institute shall not be held responsible whether financially or otherwise for any injury or loss to the driver or person deployed by the agency during the course of performing duties. On the other hand, the agency will remain liable for and indemnify the Institute against any injury, loss/damage caused to the user officers/ employees due to negligence of the driver or any other person deployed by the agency while executing the work.
- 25. The penalties as would be decided by the Institute shall be imposed on the agency for not providing vehicles in time, misbehaviour of driver or for not providing substitute vehicles when required.
- 26. A sum of Rs.10,000/- shall be deposited by intending bidders in shape of A/C Payee Bank Draft drawn in favour of the Principal, Indira Gandhi Institute of Technology, Sarang and submitted along with the quotation as security deposit. After completion of process, the amount will be refunded to unsuccessful bidders.
- 27. The sealed quotation should be submitted in specific format super scribing as "Quotation for Hiring of Vehicles" addressed to the Registrar, IGIT, Sarang, Dhenkanal- 759 146.
- 28. The quotation papers completed in all respect should reach the undersigned through speed post/ Registered Post only on or before 27.12.2017 by n12 Noon and shall be opened on the same day at 3.00 P.M. in the presence of bidders or their authorised representatives. Delay in postal delivery after due date and time will not be taken into consideration.
- 29. The quotation form without security deposit will be rejected.
- 30. Any other points related to hiring of vehicle may be settled on negotiation subject to confirmation of same by the competent authority.
- 31. The authority reserves the right to accept or reject the quotations without assigning any reason thereof.
- 32. All the disputes shall be subjected to the jurisdiction of the court at Dhenkanal in the State of Odisha.

## **GENERAL INFORMATION FOR HIGHNG OF VEHICLES**

1) Registration Number of Vehicle:

	2)	Type of Vehicle with model:	
	3)	Year of Manufacturing:	
	4)	Date of Registration:	
	5)	Name & Corresponding address of the owner of Vehic	cle:
	6)	Validity of Fitness Certificate:	
	7)	Road permit validity:	
	8)	Insurance validity:	
	9)	Name and address of Driver:	
	10)	0) D.L. NO. & Validity of D.L. of the Driver:	
	11)	1) Proposed hire charge of vehicle per month excluding	fuel and Lubricant cost:
	i.	Vehicle with driver for 12 hours duty per day.	
	ii.	Vehicle with driver for 24 hours duty per day (	Over time charges mentioned in Serial
		No.9 will not be applicable).	
	12)	2) Name and address of the Driver:	
	13)	B) Contact No. of Service provider(Quotationer):	
Mo	bile	e No.:	Telephone No.:
an	d be	This is certified that the information submitted abovelief.	ve is true to the best of my knowledge
			(Seal & Signature of Quotationer)



### **INDIRA GANDHI INSTITUTE OF TECHNOLOGY:SARANG**

(An Autonomous Institute of Govt. of Odisha)

Letter	No.	Dated:
То		
	M/s Akar Advertiser, 219, Saheed Nagar, Bhubaneswar- 751 007	
Sub:-	Release of advertisement.	
-	Enclosed please find a copy of the Advertisement for release in Sambad and Dharitri and submit the bills in duplicate to this off PR Deptt. for making necessary payment.	•
		Yours faithfully,
Encl:- A	As above.	
		REGISTRAR

#### INDIRA GANDHI INSTITUTE OF TECHNOLOGY:SARANG

(An Autonomous Institute of Govt. of Odisha)

Letter No. Dated:

#### NOTICE INVITING TENDER FOR HIGHNG OF TOUR VEHICLE FOR IGIT, SARANG

Sealed tenders are invited from registered Travel Agencies for providing hired vehicles like INNOVA A/C. DIESEL, Chevrolet, Maruti Ertiga, Enjoy, Maruti Swift Dezire, TATA Zest and it equivalent all A.C. for tour of Director of IGIT, Sarang. The detailed terms and conditions are available at the websites i.e. <a href="www.igitsarang.ac.in">www.igitsarang.ac.in</a> which can be downloaded for Institute website. Interested parties may submit their tender super scribing as "Tender for Hiring of Tour Vehicle to IGIT for 2017-18" to the undersigned through speed post/ Registered Post/ Courier only which should reach on or before 3.00 P.M. or 27.12.2017 positively and the same will be opened by a Committee in presence of the participants at 3.30 P.M. of the same date. The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

REGISTRAR



#### INDIRA GANDHI INSTITUTE OF TECHNOLOGY:SARANG

(An Autonomous Institute of Govt. of Odisha)

Date & Time for Pre-bid Meeting :

Last date & Time for submission of Tender :

Date & Time of Technical Bid opening :

Place of opening of Tender/ Bid : IGIT, Sarang

Date of Time of Financial Bid Opening : To be intimated latter only to the technical

qualified bidders.

# Address for Communication: Registrar, IGIT, Sarang, Dhenkanal (Odisha) - 759 146

#### TERMS AND CONDITIONS FOR HIRING OF TOUR VEHICLES TO IGIT, SARANG

#### (4 Sale of Tender/Bid documents:

The prospective bidders may download the complete sets of the tender documents directly from the website available at <a href="www.igitsarang.ac.in">www.igitsarang.ac.in</a> and submit the same to IGIT, Sarang along with the cost of the tender paper of Rs.500.00 (Rupees Five Hundred) only in shape of Demand Draft(Non-refundable) drawn from State Bank of India in favour of "Principal,IGIT, Sarang" payable at IGIT, Sarang. The cost of the tender paper and EMD amount should be submitted separately in separate Demand Drafts. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website of IGIT.

#### 2. Terms & Conditions:

- a) The bidder shall quote for the vehicles as mentioned in the format of tender specified in **Annexure-I**, otherwise it will be rejected.
- b) The tender shall be submitted in **two bid system** i.e. technical Bid & Financial Bid. Financial Bid contains only the price Bid as per Annexure-I and Technical Bid contains all other documents as per the tender terms along with EMD and Tender paper cost except the quoted Price Bid. The technical Bid & Financial Bid will be covered in two separate envelope clearly written on the top of the envelope as Technical Bid for Hiring of Tour Vehicle & Financial Bid for Hiring of Tour Vehicle respectively and these two bids will be covered in a Big envelope writing in the top that **"Tender for Hiring of Tour Vehicles as IGIT, SARANG for 2018-19"**.
- c) The rates quoted shall be fixed and valid for one year, irrespective of the increase in fuel rates, if any, occurring during the contract period.
- d) The rabid price includes fuel, lubricant and driver charges etc. during the travel.
- e) Service taxes and any other local taxes should be clearly mentioned separately in terms of percentage subject to applicability of Law.
- f) The travel agency will bear all toll and parking charges during the travel, which will be reimbursed from IGIT, Sarang subject to production of bills.
- g) Detention charge will be fixed @ Rs.8.00 only per hour for Innova & Rs.10.00 only per hour for other vehicles for long tour journey (beyond running hours @ 50 km/hour.)
- h) The night halt charges is fixed for Rs.50.00 only per night.
- i) The vehicle running more within 200 k.m. per day will be treated as Local tour and which includes 10 K.M. free coverage per hour and rest Kilometer will be charged on the basis of the Kilometer wise as per the quoted price of the bidder without any detention charges.
- j) If the vehicle running more than 200 K.M. per day, it will be treated as long tour and the bidder will charge the rate only on Kilometer wise). The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of upto date tax payment etc.
- k) The Driver of the vehicle should be well behaved, gentle, obedient in nature and must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- I) The hired vehicles, during period of contract, shall have all necessary valid MV documents such as :- Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof or up to date tax payment etc. and D.L. of the driver available all the times. The Örissa State AIDS Control Society" hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The Film shall be responsible for all such litigation.

- m) Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax etc. Driver should always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearance, ETO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules and regulations of applicable laws.
- n) All the vehicles to be supplied to IGIT should be duly insured. The firm should ensure the validity of insurance from time to time for early renewal.
- o) The vehicle should carry portable fire extinguisher during tour and must be cleaned the vehicle both externally and internally regularly.
- p) All vehicles shall be comprehensively insured against all risks. Insurance policy shall be renewed well before the due date.
- q) Duty Slips in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of IGIT, Sarang (Annexure-II) and should ensure that at the end of duty; the duty slips are completed and signed by the users along with the copy of the vehicle registration certificate.
- r) In case of any accident to the vehicle, it will be the responsibility of the firm/service provider or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to be taken care by the service provider.
- s) IGIT, Sarang reserves the right to enter into contract for hiring of vehicles/drivers with one or more service providers/bidders. When there are different L1s for different class of vehicles, then IGIT, Sarang may resort to multiple contracts with different bidders based on the L1 status of vehicles.
- t) Each bidder shall submit only one tender in the prescribed format and alternative offer will not be taken into consideration, and the quoted rate will be valid for a period of one year from the date signing of contract or from the date of acceptance of the order.
- u) The tempering of meter reading, vehicle usage timings, overwriting of Summer/ Log sheet and the misbehaviour of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- v) The firm/ service provider shall provide valid certificate of pollution check for the vehicle from the concerned authorities from time to time and the same shall be renewed well before the due date. Copies of the renewal certificates shall be deposited with the Institute.
- w) Notwithstanding the above, the IGIT, Sarang reserved the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to the issue of work order.
- x) IGIT, Sarang will place order for providing hiring vehicle for their different tours as and when required.
- y) Tender shall remain valid for a period of one year from the date of publication of this tender.

#### 3. Pre-Bid Meeting:

A pre-bid meeting will be held on 27.12.2017 at 04.00PM in the Conference Hall of IGIT, Sarang. Interested prospective bidders shall attend the said meeting to clarify their doubts if any. To attend the pre-bid meeting the prospective bidders should deposit the authorization letter, identity proof and suggestion for discussion in written. The decision taken in the pre-bid meeting will be incorporated in the tender and the decision will be floated in the website or in the notice board of IGIT, Sarang. The bidders should submit their Bids accordingly.

#### 4. Bid Security:

- a) The bidder shall furnish and EMD for Rs.10,000.00 (Ten Thousand) only in the shape of Demand Draft drawn from State Bank of India in favour of "Principal, IGIT, Sarang" payable at Sarang. Any bid not secured with bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the contract/ work order.
- b) The EMD of the unsuccessful bidders will be returned without interest after finalization of the tender and EMD of successful bidder will be returned after completion of contract period.

#### 5. Eligibility Criteria:

- Self attested copy of the service tax registration certificate.
- Self attested copy of the PAN Card.
- Self attested copy of Last 3 assessment years Income Tax return (2013-14, 2015-16)
- Self attested copy of up to date Service tax return.
- Undertaking to provide the good condition vehicles within 3 years old along with all the necessary documents required under traffic rule.
- Submission of EMD along with tender paper cost in separate draft.
- Undertaking that the firm is not debarred/ blacklisted by any of the Institution/ Organisation of Govt., Semi Govt., PSU or Corporate office.
- Rate should be quoted as per format otherwise it will not be taken into consideration.
- Last three years orders copies of similar work in any organisation/ institution of Govt., Semi Govt., PSU or Corporate office.
- Undertaking as per Annexure-III
- Declaration as per Annexure-IV
- Checklist as per Annexure-V

6.Teach bidder shall submit only one tender in the prescribed format and alternative offer will not be taken into consideration, and the quoted rate will be valid for a period of one year from the date signing of contract or from the date of acceptance of the order.

#### 7. Evaluation of Tender/ Bid:

- a. The technical Bids of all the bidders will be opened as per the scheduled period mentioned in the tender.
- b. The documents submitted by the bidders will be verified and compared with the required documents of IGIT by a committee in the day of opening technical bid.
- c. After technical evaluation the technically qualified bidders/ firms, whose bid has been determined to be substantially responsive will be intimated for attending the Financial Bid opening conference/ meeting before the committee.
- d. After opening the financial bids of the technical qualified firms, the committee will compare the rates from various angles, who has offered the lowest evaluated price for individual vehicle and to be economical to IGIT.
- e. The matter will be placed before the committee for necessary verification and comparison and according to the recommendation of the committee the contract/ order will be issued.
- 8. Any effort by a bidder to influence the IGIT, Sarang in its decision on bid evaluation or placement of work order may result in rejection of the bidder's offer.
- Payment will be released only after satisfactory completion of work as per order, subject to production bill along with duty slip and copy of vehicle registration certificate duly signed by the user.
- 10. If the selected firm fails to execute the order, the EMD of the firm will be forfeited and the firm will be debarred for 3 (three) years from IGIT.
- 11. Any legal disputes arising out of this are subject to Dhenkanal jurisdiction only.
- 12. The bidders may be present in person or through their representative(s) with authorization letter during the opening of tenders at 3.30 P.M. of the last day for submission of tender i.e. 27.12.2017. Even if no bidder or their representative remains present, the bid will be opened and no complain/ objection will be entertained.

REGISTRAR

## FORMAT OF TENDER FOR HIRING OF VEHICLES THROUGH TRAVEL AGENCY FOR TOUR PURPOSES OF IGIT, SARANG

1	2	3	4	5	6
SI.	Type of Vehicles	Local Tours (within 200		Long Tour	Taxes/
No.		K.M.) with fuel and		(above 200	charges if
		lubricant		K.M.) with	any
		(10 K.M. free per hour)		fuel and	
				lubricant	
		Charges per	Extra charge	Charge per	
		hour (Rs.)	per K.M.(Rs.)	K.M. (Rs.)	
1.	Innova(AC)				
2.	Chevrolet Enjoy(AC)				
3.	Swift Dezire(AC)				
4.	MARUTI Ertiga				
5.	TATA Zest(AC)				

We agree to provide the hiring vehicles (within 3 years old) as per the terms and conditions and rates mentioned above for different types of vehicles is valid for a period of one year from the date of signing of the contract/ receipt of the order from IGIT, Sarang and also agree the price will remain unchanged for that period due to fluctuation of POL price.

		Signature of Bidder Name & Business addres	Signature of Bidder Name & Business address:	
Enclosu				
1.	EMD for Rs.10,000.00 bearing D.D. No	dtd	drawn or	
	in favour of Principal, IGIT, Sar	ang.		
2.	Tender paper cost Rs.500.00 bearing DD No.	dtd.	drawn or	
	in favour of Principal, IGIT, Sarang.			
3.	Self attested copies of all the documents as per eligiterms and conditions).	gibility Criteria (Para No.5 of	the tender	

## Format of Duty Slip

(Name	& Address of the Service provider
Sl. No	Date of Journey:
2. 3.	Vehicle type  Vehicle Registration Number  Places Visited
	Meter Reading at starting Point at closing Point at closing Point
	Time at starting point at closing point
Driver	Name & Signature Signature of the User
	Signature of service provider with seal

## (To be submitted in Technical Bid) UNDERTAKING/ DECLARATION FORM

I / We office	
declare that I/ we have carefully read all the term	ns and conditions of tender of the s (good condition within 3 years old ing on hiring basis. The approved rate approval. I/ We will abide with all the
I/ We do hereby declare I/ We have not been de-recog Union Territory/ Govt. of India/ Govt. Organisation/ Govt. vehicles on hiring basis due to not providing of Standard Quality	Health Institutions for providing Tour
I/ We agree that the Tender Inviting Authority can for blacklist me/ us for a period of 3 years if, any information fur time of inspection/ verification and not complying with the Tender Inviting Authority can for blacklist me/ us for a period of 3 years if, any information fur time of inspection/ verification and not complying with the Tender Inviting Authority can for blacklist me/ us for a period of 3 years if, any information fur time of inspection/ verification and not complying with the Tender Inviting Authority can for blacklist me/ us for a period of 3 years if, any information fur time of inspection/ verification and not complying with the Tender Inviting Authority can for blacklist me/ us for a period of 3 years if, any information fur time of inspection/ verification and not complying with the Tender Inviting Authority can for blacklist me/ us for a period of 3 years if the period of 3 years if th	nished by us proved to be false at the
I/ Wecarry out the order for providing monthly poor vehicles on h per the terms and conditions of the above referred tender.	· ·
Seal Date	Signature of the bidder
	Name & Address of the Firm
Affidavit before Notary Public	

### **DECLARATION**

1.	I, Son/ Daughter/Wife of Shri		
	Proprietor/ Director/ authorised		
	signatory of the firm/ agency,, am competent to sign		
	this declaration and execute this tender document;		
2.	I have carefully read and understood all the terms and conditions of the tender and		
	undertake to abide by them;		
3.	The information/ documents furnished along with the above application are true and		
	authentic to the best of my knowledge and belief. I/ we, am/are well aware of the fact that		
	furnishing of any false information/ fabricated document would lead to rejection of my		
	tender at any stage besides liabilities towards prosecution under appropriate law.		
4.	A am agree to provide tour vehicle as per the requirement of Principal, IGIT, Sarang for one		
	year with the quoted rate with effect		
	from the date of initial engagement/ order and also agreed that the quoted price will remain		
	unchanged during that period.		
	Full Name:		
	Seal with signature		
Place:			
Date:			

The declaration should be in the letter pad of the Bidder.

## **CHECK LIST**

### DATA SUBMITTED FOR HIRING OF TOUR VEHICLES TO IGIT, SARANG

Tender No.	Dated:

SI.	Name of Document	Submitted	Page No.
No.		(Yes/ No)	
01	Earnest Money Deposit(EMD)		
02	Tender Paper Cost		
03	Self attested copy of Service Tax		
	Registration Certificate		
04	Self attested copy of PAN Card		
05	Self attested copy of Income Tax return,		
	(A. Y2012-13, 2013-14 & 2014-15)		
06	Self attested copy of up to date service Tax		
	return		
07	Price Sheet as per price format		
08	Self attested earlier order Copies of last		
	three years for experience		
09	Undertaking as per Annexure-III		
10	Undertaking to provide duty slip as per		
	Annexure-II		
11	Declaration as per Annexure-IV		

Place	
-------	--

Date

Seal with Signature of the Bidder