

Scope of Work

A. Compliance : Check List

S.N.	Description	Document Required
01	Constitution of the Firm and copies of sole proprietorship and other legal documents to be submitted.	Mandatory if applicable
02	Full and clear postal address including Telephone No./Mobile No./Email Id to be submitted.	Mandatory
03	The following essential documents must be submitted by the tenderer along with the offer. (With all valid documents): a. RC Book (Original) b. Insurance of Vehicle. c. Copy for driving license of driver (Permanent license with validity). d. Commercial vehicle e. GST registration certificate f. Sole proprietorship documents. Private vehicle shall not be accepted	Mandatory
04	The vehicle should be in good condition at the time of hiring. The condition and model of the vehicle will be inspected by the user before engagement. The vehicle should be suitably replaced if not approved by user.	Required
05	The tenderer has to upload the self-attested copy of PAN Card.	Mandatory
06	The tenderer has to submit copy of Authority for him/her being authorized signatory.	Mandatory
07	Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid. Bidder should have annual turnover of at least 20 lakhs or above for the same nature of the work. Turnover certificate should be submitted (Issued by CA).	Mandatory
08	It will be presumed that the firms who have submitted the bid have gone through all the terms and conditions of tender thoroughly and accept conditions of contract.	Not Required
09	Bidders must have work experience for atleast 3 years in Central Govt. Department for similar work.	Mandatory
10	The tendered shall submit a notarized affidavit on judicial stamp paper (Rs.100) stating that they are not blacklisted or disqualified by any govt. institution. On submission of an affidavit by the bidder shall result in summary rejection of his/her/their bid. And it shall be mandatory incumbent upon the tenderer to identity,	Mandatory

	state and submitting the supporting document duly self-attested by which they/he/she is qualifying the qualifying criteria mentioned in the tender documents.	
11	Tendered should have similar work in hand equivalent to 80% of amount of the tender or two similar work of 60% equivalent amount of the tender.	Mandatory
12	Credentials in support of fulfillment of eligibility criteria (Without these documents the offer is liable to be rejected) as per details stipulated in Tender documents. Each and every page of the supporting documents should be signed with proper seal and date.	Required
13	The vehicle should be "Fast Tag" enabled with adequate balance for payment of toll tax. All the payment by Fast Tag/Cash at toll will be reimbursed on presenting valid documents.	Mandatory
14	The drivers put on the job by the contractor must always possess valid driving license, registration papers and working mobile number etc.	Mandatory
15	The above check list is not exhaustive. The tendered must go through carefully the entire tender conditions and submit the tender complying with all conditions/provisions/ instructions mentioned therein irrespective of the fact that they have been highlighted in the checklist or not.	Required

B. General Instructions :

S.N.	Description
01	Rights of the AKASHVANI, SASARAM to deal with tender: The authority for the acceptance of the tender will rest with the AKASHVANI, SASARAM. It shall not be obligatory on the said authority to accept the lowest tender or any other tender and no tender(s) shall demand any explanation for the cause of rejection of his/her/their tender nor the AKASHVANI, SASARAM undertake to assign reasons for declining to consider or reject any particular tender or tenders.
02	If the tendered (s) deliberately gives/give wrong information in his/their tender or creates/create circumstances for the acceptance of his/their tender, the AKASHVANI, SASARAM reserves the right to reject such tender at any stage.
03	All the payment will be made through electronic funds transfer only through any of the nationalized/scheduled bank. For this the Performa collect from this office before made first bill and is to be essentially filled up by the tendered and submit the same to accounts Department for releasing the payment.
04	All the above particulars, conditions and instructions are read and understood by and accepted by tenderer.
05	The AKASHVANI, SASARAM reserves the right to verify all statements, information and documents submitted by the bidder in his tender offer, and the bidder shall, when so required by the

	AKASHVANI, SASARAM available all such information, evidence and documents as may be necessary for such verification. Any such verification of lack of such verification by the AKASHVANI, SASARAM shall not relieve the bidder of its obligations or liabilities here under nor will it affect any right of the AKASHVANI, SASARAM there under.
06	The successful Bidder should give a performance guarantee in any form of an irrevocable Bank guarantee/DR/FDR/DD of Nationalized/scheduled bank amounting to as specified in the Bid Document from date of issue of LOA. Performance guarantee shall be initially valid up to the stipulated date of completion plus 60 days beyond that. In case, the time for completion of work gets extended, the contractor shall get the validity of PG extended to cover such extended time for completion of work plus 60 days. Performance Guarantee shall be released after the physical completion of the work based on the completion certificate issued by the competent authority stating that the contractor has completed the work in all respect satisfactorily.
07	In case of any wrong information submitted by tendered, the contract shall be terminated, Earnest Money Deposit (EMD), if any, Performance Guarantee (PG) and Security Deposit (SD) of contract shall be forfeited and agency shall be barred for doing business on entire AKASHVANI Kendras in Bihar for 5 (five) years.

C. Special Condition:

S.N.	Description
01	The hired vehicle will have to perform all the work of transportation of AKASHVANI, SASARAM staff in Bihar & All Over India, to and from and also as and when required, including Sundays and holidays as notified by the AKASHVANI, SASARAM Administration from time to time at the discretion of AKASHVANI, SASARAM.
02	The Vehicle hired will be used for Outdoor Broadcasting (OB) purpose by station in which the Vehicle will move extra KM as OUTSTATION (roughly 20-40 KM extra as per Bid Specified KM), the bidder have to adjust the extra drive KM without adding any extra fare.
03	Penalty up to Rs.500/- per occasion may be imposed in case of failure/ delay to provide vehicle, misconduct or failure to observe tender conditions.
04	Notwithstanding anything contained in the other clauses of the agreement, inherent of unsatisfactory service or any failure/ breach or non-observation at any time by the contractor of the terms and provision of this agreement to the satisfaction of the administration in all respects (which shall be the sole judge and whose decision shall be final), it shall be lawful for the administration without prejudice to all or any other rights and remedies to make any other arrangements it may consider necessary and forthwith terminate

	this contract without any previous notice to the contractor and in case of such termination the security deposit shall be forfeited by the administration and contractors shall have no claim whatsoever against the administration in consequence of such termination of the contracts.
05	It will be the entire duty/responsibility of the contractor only to enforce Regulations/ Compliance of all RTO laws, labours laws, hours of employment, Insurance and any other Act/provision etc. enforced from time to time. AKASHVANI, SASARAM will be using the vehicle as a passenger only.
06	The contractor shall not sublet, assign or transfer this contract or any rights or benefits hereunder to any other person or persons, nor shall the contractor take any partners without the prior written consent of controller of the concerned department.
07	The contractor further agrees to keep the AKASHVANI administration indemnified against any and every other loss, damages by reason of the operation of this contractor by reason of any neglect default act or omissions on the part of the contractor or his workmen suffered by to any property of the AKASHVANI, SASARAM administration and or by to any property of any other person lying or being on premises belonging to the AKASHVANI, SASARAM administration.
08	The AKASHVANI, SASARAM reserves the right to terminate the contract at any time without assigning any reason thereof by giving 15-days' notice in advance. The contractor shall not be entitled for any compensation in case of such termination.
09	The vehicle owner should have more than 3 vehicles and in good fettle condition at the time of hiring and should have at least 3 vehicles of 2020 or later model. The condition and model of the vehicle will be inspected by the user before engagement. The vehicle should be suitably replaced if not approved by user.
10	Normal working hours may be advised by AKASHVANI, SASARAM Administration. However the vehicle shall be available for all 24 hours for use as and when required. The Driver of the vehicle shall keep himself in contact with the officer in charge.
11	In the event of the vehicle being garaged in a place away from the duty point, maximum amount of 6 Kms shall be allowed for to and fro movement from garage and place of reporting and back. Time of absence from duty place should be taken into consideration.
12	The tendered shall be required to submit papers, certificate (i.e., registration certificate and insurance policy etc.) of the vehicles for verification by this office. Private vehicle shall not be accepted.
13	The drivers put on the job by the contractor must always possess valid driving license, registration papers and working mobile number etc.
14	The contractor shall be liable to honors Central and State Govt. laws, statutory rules, regulations, notifications like legislation, local self- Govt./Municipal requirements etc. and shall be solely

	responsible for any breach thereof. AKASHVANI, SASARAM stands indemnified against any penalty/prosecution's consequent to the violations (deliberate or inadvertence) by the contractor or his employees, representatives etc. of such statutory provisions in force.
15	The vehicle supplied should be neat, clean and in good fettle. The drivers must be well dressed.
16	Mobile phone in active condition shall be provided by the contractor to the vehicle drivers. Driver shall always vigilant in attending the mobile call from the user.
17	All the bidders/tenders should ensure that they are GST registered and there office Should be geographically present in Bihar.

D. Undertaking:

S.N.	Description
01	Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer for this work.
02	The all above particulars, conditions and instructions are read and under stood by me/us and accepted by me/us.
03	Any individual or individuals signing the tender and the documents connected here with should specify whether he/she/they is/are signing with proof to be attached with tender:-i)As sole proprietor of the concern or constituted attorney or ii) As a partner or partners of the firm or iii) As a Director, Manager or Secretary, in the case of a Limited Company.
04	I/We also hereby agree to abide by all stipulated terms and condition of the contract.