

**Government of India
Ministry of External Affairs
Administration Division (Transport Cell)
Jawaharlal Nehru Bhawan, 23-D, Janpath
New Delhi - 110011**

December 15, 2015

No. Q/TR/ 873/3/2014

E-NOTICE INVITING TENDER

Subject: Hiring of DLY cars for daily official use of the Ministry of External Affairs on monthly/daily basis - Calling for bids - Terms and Conditions of Contract.

Ministry of External Affairs (hereinafter referred to as 'Ministry') intends to hire brand new DLY cars on monthly/daily basis for official use of the Ministry. Reputed Tour and Taxi operators based in Delhi/New Delhi (hereinafter referred to as 'Company' or 'Companies') may please submit online bids only on the Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> in the format as given in the respective Annexes for inclusion in the panel for hiring of cars on **monthly/daily basis** for the period February, 2016 to February, 2019 (three years) further extendable for one year with mutual consent on the same terms and conditions. The approximate number of cars required to be hired by the Ministry is **93**.

The two bid system (Technical & Financial) shall be followed for this tender. Manual bids will not be accepted under any circumstances.

2. Process of submission of bids

- The bid shall be submitted online only at Central Public Procurement Portal Website : <http://eprocure.gov.in/eprocure/app>.
- All documents as per tender requirement shall be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> and further no documents will be accepted offline.
- Both technical and financial bid are to be submitted concurrently duly digitally signed on the Central Public Procurement Portal.

- **Documents to be uploaded for Technical Bid**
 1. Scanned copy of Annexure – II duly completed in all respects and signed by the owner of the Company or his authorized signatory and all supporting documents.
 2. Scanned copy of Annexure – IIA (Statement of Vehicles owned and registered in name of bidding company) completed in all respects and signed by the owner of the Company or his authorized signatory.
 3. Scanned copy of Annexure – III duly completed in all respects and signed by the owner of the Company or his authorized signatory.
- **Documents to be uploaded to Financial Bid** – Annexure I as provided on the CPP Portal should be downloaded, completed duly and then uploaded in the portal.
- Prospective bidders are accordingly advised to go through instructions provided on the Central Public Procurement Portal.
- Tender Documents will be available for download from the website from **15 December, 2015 (1700 hrs)**.
- Any clarification regarding the tender documents may be sought from Transport Cell, Room No. 0133, ‘A’ Wing, Jawaharlal Nehru Bhawan, New-Delhi (Phone Number – 011-49015273). Any queries may also be emailed to transsec@mea.gov.in. Any queries/clarifications regarding tender documents may be sought only between **December 16, 2015 and December 22, 2015**.
- Bids as per details in Annexure I, II, IIA & III may be submitted online (in pdf format) from **December 23, 2015**. The last date for submission of online bids would be **January 7, 2016**.
- Bids sent over fax/ e-mail or those received after the stipulated date/ time shall not be entertained.
- The tender documents should be signed by the owner of the Company or his authorized signatory.
- The original hard copy of Earnest Money Deposit (EMD) of Rs. 2,00,000/- in the form of Demand Draft / Bankers Cheque in favour of “Pay and Accounts Officer, Ministry of External Affairs” is also required to be submitted in a sealed envelope super scribed “Tender for hiring DLY Cars”, on or before the closing date and time of e-submission of online bids to Administrative Officer (Transport), Room No. 0133, ‘A’ Wing, Jawaharlal Nehru Bhawan, 23-D, Janpath, New-Delhi -110011. Failing which the bids will not be considered.

2.1 Critical Dates

1	Tender Document download starts	15 -12-2015 (1700hrs)
2	Clarifications Last date	22-12-2015 (1700hrs)
3	Bids Submission Starts	23-12-2015 (0900hrs)
4	Bids Submission Last Date	07-01-2016 (1730hrs)
5	Technical Bids opening day	08-01-2016 (1500hrs)
6	Financial Bids opening day	14-01-2016 (1500hrs)

3. Opening of bids

- The Technical Bids will be opened on 8 January, 2016 at 3pm in **Room No. 0149, 'A' Wing, Jawaharlal Nehru Bhawan, Janpath, New Delhi** in presence of the signatories of the bids or their duly authorized representatives.
- The Financial Bids of companies that do not qualify in the Technical Bid stage will not be opened.
- The Ministry reserves the right to accept or reject any bid without assigning any reasons thereof.
- Companies, which have submitted their technical and financial bids but are not duly represented at the time of the opening of the two bids shall forfeit their right to make any claim or challenge the tendering process at any stage thereafter.
- At any time prior to the deadline for e-submission of bids, the Ministry may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document. Any amendment in the bidding document, at any time prior to the deadline for e-submission of bids, shall be uploaded as "corrigendum" on the Ministry of External Affairs' website : www.mea.gov.in and Central Public Procurement Portal Website : <http://eprocure.gov.in/eprocure/app>. Such amendments/modifications shall be binding on all prospective bidders.
- The Ministry, may in its discretion extend the last date for e-submission of the online bids and such extension shall be binding on all the Bidders.
- After scrutiny of technical bids, the Ministry shall shortlist the eligible bidders and inform them of the date and time of opening of the Financial Bids (Preferably by email).
- The Financial Bids will be opened on 14 January, 2016 at 3pm in **Room No. 0149, 'A' Wing, Jawaharlal Nehru Bhawan, Janpath, New Delhi** in presence of the signatories of the bids or their duly authorized representatives.

4. **Terms and Conditions for empanelment**

- All the cars which will be made available to the Ministry should be registered in the Company's name and should be registered in Delhi/New Delhi. Cars registered in NCR (Haryana/U.P.) will not be considered.
- Only those Companies which have a capacity of supplying at least 20 Company owned brand new DLY cars (not later than 2016 model and which have not run for more than 500km) should take part in the bidding process.
- Ministry will have no obligation for hiring of a minimum number of cars from the company/firm selected on the panel.
- The companies/firms will have an option to withdraw from the panel and their security deposit will be refunded if no vehicle is hired from them for a period exceeding three months (90 days) from the date of award of contract.
- The deposit will not be refunded if the company/firm is unable to provide satisfactory services or an inquiry based on complaints received from the concerned division reveals that the company has violated any of the terms and conditions of the contract. In such cases, Ministry's decision will be final.
- Penalties will be levied, for the violation of terms & conditions of the contract in the following manner;

Sl	Problem	Penalty (Rs)
1	Late Arrival	
	By 10 minutes	Rs. 100/-
	Between 10-30 minutes	Rs. 500/-
	30 minutes and beyond or does not turn up	Rs.1000/- In all the above cases, the officers concerned, depending upon urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor
2	Attire of the driver	
	Inappropriate	Rs.500/- to 1000/- depending upon degree of inappropriateness
	Very inappropriate	The driver with the vehicle will be sent back and a penalty of Rs. 1000/- will be imposed. A taxi will be hired for the day and payment for the same will be borne by the contractor
3	Un-cleaned vehicles or seat cover/ smell in the vehicle	Rs. 100 for first day Rs. 500/- per day for 2 nd consecutive day and beyond.
4	AC not working/ malfunctioning	The contractor to provide another vehicle in an hours time or else the office can hire a taxi for the day and payment for the same will be borne by the contractor

5	Breakdown en-route	office to hire a taxi to reach the destination, payment for the same will be borne by the contractor
6	Recurrent malfunctioning/Dis-satisfactory vehicle condition	The vehicle will be returned. A taxi will hired, payment for the same will be borne by the contractor along with a daily fine of Rs. 500/- till such time a proper vehicle will be provided
7	Driver's poor knowledge route	Driver to be changed by the contractor. If the contractor does not change the driver in 3 days time the vehicle will be sent back and a taxi hired, payment for the same will be borne by the contractor along with the fine @ Rs 500/- per day
8	Driver's behavior	Rs. 500/- to 1000/- depending upon the gravity of the misdemeanor. If the misbehavior continues, then the driver will have to be changed by the contractor. If the contractor does not change the driver in 3 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the contractor, along with a fine of Rs. 200/- daily
9	Tampering of meter	Rs. 1000/- to 2000/-. Competent authority also has the discretion to terminate the contract along with forfeiture of performance security/ blacklisting of the agency
10	Irregularities such as overwriting, forged entries etc., in the log book(to be maintained in prescribed format)	Rs. 1000/- to 2000/-. Competent authority also has the discretion to terminate the contract along with forfeiture of performance security/ blacklisting of the agency

5. **Criteria for selection of the service providers**

- Ministry will select a minimum of **5** service providers from amongst the Companies that are technically qualified and willing to provide cars as per terms and conditions of this tender.
- In case multiple service providers are not found at L1 rates in all or any of the categories of cars, Ministry has the right to expand the search, step by step, to the next higher bidder(s) who are technically qualified and willing to work at L1 rates.
- L1 supplier for each category will be the Company/Companies which is/are technically qualified and has/have quoted the lowest rate(s) for providing DLY cars either in all or any one of the categories of cars namely for AC Indigo/ Maruti Dzire/ Toyota Etios car or equivalent, AC Maruti Suzuki Ciaz/Nissan Sunny car or equivalent (as per Annexure I) and are willing to provide cars as per terms and conditions of this tender.
- Thus, L1 rates for each category will be those rates which are the lowest rates for each category of car hiring quoted by Company/Companies which are technically qualified and willing to provide cars as per terms and conditions of this tender. Preference will be given to the company(ies)

which has quoted L1 rates in hiring cars. The remaining number of vehicles, if any-which the company quoting L1 rates is unable to provide, will be hired from other empanelled companies provided they are able to provide the remaining number of vehicles at L1 rates. There will be no ceiling to hire a minimum number of vehicle(s) from each of the other empanelled companies.

6. **Basic duty description for the hired cars**

- Quotations are invited on the basis of 275 hours of duty or 2500 km of mileage per month.
- The duty points will be South Block, Jawaharlal Nehru Bhawan, Shastri Bhawan, Patiala House, Foreign Service Institute, MEA Complex Chanakyapuri, MEA Complex Dwarka, MEA Hostel, KG Marg, or any other place in Delhi or NCR Region intimated from time to time.
- Counting of distance will be from the starting point of the user and closing at the point wherever user completes his/her travel. This will also apply for the hired cars performing the pick up and drop duty for the officers residing in Gurgaon/Noida and Dwarka region.
- An extra mileage of 1000 kms. per month will only be allowed for the pick up and drop duty of the officers residing at Gurgaon/Noida regions and 500 kms. extra per month for those residing in Dwarka region, provided it exceeds the overall mileage of all vehicles hired from the same company.
- **NO EXCESS BILLING IN RESPECT OF MILEAGE EXCEPT THAT ARISING OUT OF THE SITUATIONS SPECIFIED IN THE PRECEDING SENTENCES WILL BE ENTERTAINED.**
- Bidders will be required to give an undertaking to this effect (**Annexure-III**) while submitting their technical bids.

7. **Other Terms and Conditions**

- I. The Transport Company bidding for the tender must possess a valid registration of their Company with the Delhi Government and shall not further assign this agreement to a third party. The vehicles shall have the necessary permits to travel in the NCR regions also. The transport company will have to arrange for such permits and will have to charge on the basis of actuals. Any additional requirements arising under the contract due to change in traffic regulations, rules and byelaws by Government of Delhi or NCR shall be the sole responsibility of transport company bidding and shall be suitably met by it to ensure unhindered service to the Ministry. The vehicles and

the drivers provided by the Company shall work under the overall supervision of the Ministry.

- II. In view of security considerations, dedicated cars and drivers with proven integrity must be provided. Security clearance from the police authorities in respect of each driver should be furnished initially on commencement of the contract and within one month of their deployment in case of subsequent change of drivers. The Company shall provide the name, address, mobile number, badge number and a photocopy of driving license of each driver deployed one week prior to award of the contract by the Ministry.
- III. The contractor (successful bidder) and drivers of the cars provided must follow traffic rules and other regulations prescribed by the Govt. of Delhi or NCR from time to time for regulating traffic in Delhi. Drivers should be familiar with all important places in Delhi, New Delhi and NCR regions and hold **valid driving license and the valid badge number issued by the transport department for driving taxis**. Drivers must be thoroughly briefed and trained about working of the Ministry and shall be advised to demonstrate courteous behaviour at all times. Ministry reserves the right to terminate the services of the Company on account of complaints received about alleged misconduct or discourteous behaviour of drivers.
- IV. The Companies shall maintain mileage meter and log book properly. Tampering with the mileage meter, wrong recording of cars usage timings, overwriting of summary/ log sheet and misbehavior of driver while on duty may lead to cancellation of contract. The Ministry reserves the right to conduct checks or verify the mileage meters and other records. Ministry also reserves the right to terminate services of the empanelled company/firm due to failure on the part of the company to comply with this requirement.
- V. The Companies should abide by and comply with all statutory requirements and provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour/Laws/Acts/Rules in force from time to time at their own cost. In case the Company or its owner is found to be violating any such statutory provision under Labour Laws or any other law, it would constitute sufficient ground for consideration of immediate termination of the contract.

- VI. The Company or its owner shall adopt and follow industry-recognized Best Management Practices, which *inter alia* would include fitting of a Global Positioning System (GPS) in the vehicles provided to the Ministry of External Affairs. However, providing a GPS facility in the vehicle will be a desirable qualification and not a mandatory requirement for qualification in the technical bid.
- VII. Ministry requires that all drivers should have either an EPF or PPF account in which the Service Provider shall make a minimum deposit of Rs 700 per month. The Company will also be required to make payments to Employees State Insurance (ESI) scheme, Employees Pension Scheme (EPS) as per the statutory provisions in respect of each driver. Evidence (including a statement certified by a Chartered Accountant) of these payments shall be furnished to the Transport Cell on a quarterly basis. Ministry reserves the right to inspect the records of the Company at regular intervals and without any notice and impose penalty in case of failure to do so.
- VIII. The Company shall provide the Drivers two sets of summer uniforms, two sets of Liberty shoes and two sets of winter outerwear as per specifications of this Ministry. Non-compliance with these conditions will lead to summary termination of contract. Bidders will be required to give an undertaking to this effect while submitting their technical bids.
- IX. The Ministry will have no responsibility and will in no way be liable towards taxes, fees, penalties, cost of fuel, payment of salary to the drivers, maintenance of the cars etc. or any other charges except payment of the contract price, parking charges and toll tax, if any. Consumables like lubricants, tyres, battery and repair, maintenance, taxes, insurance etc. will be the Company's liability. The rates in the Financial Bid should be quoted inclusive of all expenses such as fuel, taxes, insurance, maintenance, repair and servicing, employer's contribution to ESIS, EPS and EPF/PPF etc.
- X. The Companies have to ensure that all necessary documents (Registration certificate, Insurance papers, Pollution Under Control (PUC) etc. are available with the drivers, at all times.

- XI. The names and full addresses with mobile numbers of the drivers, who will attend the duty, should be furnished as and when deployed. A 24 hrs helpline number of the company should also be provided.
- XII. The Company shall not employ any driver who has not completed twenty-one years of age and who does not have at least three years of driving experience. The driver should be physically fit as per the requirements of the job. Any change in cars or drivers will be allowed only in exceptional circumstances and that too with prior information/approval of the Transport Cell, MEA.
- XIII. All the cars should be provided with duty slips/ log books. Car engaged for duty must be certified by the users indicating clearly the kilometers reading and time of arrival for duty and end of duty on duty slips/log books and the driver should be able to maintain the same independently, with proper care. The bills submitted to the Transport Section at the time of settlement should clearly delineate elements like monthly rate, taxes, service charges, insurance, etc. Failure to do so will also lead to summary rejection of those bills.
- XIV. The successful bidders will sign an Indemnity Bond with the Ministry. The Company shall indemnify MEA against all other damages/charges for which MEA may be held liable or pay on account of the negligence of the Company or their driver or any person under their control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. Ministry shall not be responsible financially or otherwise for any injury to the driver or person deployed by the Company or for any challan, loss, damage to the car or any other car during the course of performing the duties.
- XV. All the cars to be provided to this Ministry should be brand new cars (not later than 2016 model and not run more than 500km) and white in colour. No car should have run more than 50,000 kms at any point during the validity of the contract. The interior of the cars should be neat and clean and should have white upholstery. In case any officer desires, the firm shall provide roof carriers on the car.
- XVI. The cars provided on hire must be regularly serviced and all the accessories should be in perfect working condition at all times. A/Cs

and/or Heating systems should be in proper working condition during the respective seasons. During the periodical maintenance of the vehicle, the Company shall provide a standby vehicle of the same make and year.

- XVII. Payment will be made on monthly basis on submission of per-receipted bills(s) supported by duty slips/log books duly signed and stamped by the concerned officers using the cars/authorized signatories.
- XVIII. Monthly bills in respect of vehicles engaged on monthly basis shall be submitted in triplicate to the Transport Cell of the Ministry in contract duly signed by the user by 5th of the following month for payment. No cutting/overwriting/use of correcting fluids on the bills would be acceptable.
- XIX. The Company should have enough resources to repair their cars in minimum possible time when required. They should be in a position to substitute/ replace or arrange extra car at short notice.
- XX. The cars provided to Ministry should be insured comprehensively. The cars should have necessary permits from the Transport Department/Authority and should bear Commercial Taxi Registration Numbers.
- XXI. Operation and function of vehicles and drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.
- XXII. All the drivers shall be the employees of the Company providing the DLY cars and the ministry recognizes no employer-employee relationship between the Ministry and the drivers deployed by the Company. The Company shall be required to provide to Ministry a copy of the employment contract signed between the Company and the drivers employed by them.
- XXIII. No employee of the Ministry who is involved in this tendering process shall have any fiduciary interest or connection with the Company or its owner directly or indirectly in any manner.

- XXIV. Prior to signing of the agreement for hiring of cars a copy of the (i) Fitness certificate (ii) Insurance papers (iii) Registration Certificate (iv) Pollution under control (PUC) certificate (v) valid Road permit in respect of the DLY cars must be submitted to the Administrative Officer (Transport), MEA
- XXV. The services shall be provided on 24x7 basis
- XXVI. No mileage will be allowed to drivers for meals or for filling of petrol/diesel etc.
- XXVII. The Contractor will ensure that all drivers have live mobile phone connection so that they can be contacted whenever required.
- XXVIII. Vehicle shall always carry first aid box and mandatory spares, viz fuses, spark plugs, belts, fire extinguishes, torch, umbrella, etc.
- XXIX. The vehicles will have to be fitted/provided with the following mandatory additional accessories/utilities;
- Clean seat covers
 - Music system
 - Reading Lamp
 - Tissue Paper Box
 - Car Perfumes
 - Mobile Chargers
 - Seat Belt (Front/Rear)
 - Umbrella during monsoon
- XXX. The driver provided should be well mannered, courteous and polite to the officer while on duty. He should be well acquainted with NCR area, punctual, have a valid driving license and should have a neat and clean uniform. He should not smoke or drink while on duty and should not play cards during spare time. A detailed map book of NCR area should be kept in the car.
- XXXI. The agreement can be terminated earlier by giving three months' written notice by the ministry or three months' written notice by the successful bidder(s) without assigning any reasons and the decision of the competent

authority shall be binding on the latter. No claim for compensation/loss/revenues due to such decision shall be entertained.

XXXII. Before issuing the work order/signing of contract with successful bidder, the Ministry has the right to check/verify the credentials of the transporter/company. If the credential of the transporter is not found satisfactory, the bid will be cancelled and the contract will be awarded to L2 at L1 rates.

XXXIII. After award of the contract, if the successful bidder(s) fails to provide the required number of vehicles/taxis, the contract is liable to be cancelled along with the forfeiture of performance security and other consequential actions such as blacklisting as deemed appropriate.

XXXIV. The Ministry of External Affairs may at any time terminate the contract by giving written notice to the company/transporter, without any compensation, if the company/transporter becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to the Ministry.

XXXV. Force Majeure: If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fire, floods explosions, epidemics, quarantine restriction, strikes, lockouts or Act of God (Hereinafter referred to as events) provided notice of happenings, of such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the Ministry of External Affairs as to whether the supplies/services have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at this option terminate the contract.

8. **Legal Jurisdiction**

In case any dispute, Delhi Courts alone shall have the territorial jurisdiction to adjudicate upon the matter arising out of this contract.

9. **Arbitration**

i) In event of any dispute or difference between the parties hereto, such dispute or difference shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of External Affairs on the recommendation of the Secretary, Dept of Legal Affairs ('Law Secretary) Government of India. The provisions of Arbitration and Conciliation Act, 1996 (No 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Delhi or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the award which shall be final and binding on the parties. The cost of the arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

ii) Pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is published, the parties shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

10. The services of any Company which fails to comply with any of the conditions stipulated above will be liable to be terminated immediately without any notice at point of time during the currency of the contract. Incorrect claims and misrepresentation of facts shall render the Company to be disqualified. The decision of the Ministry, as to whether terms and conditions were violated, shall be final.

11. The tender must be accompanied with the following documents failing which the tender will be rejected:-

- i. Earnest money deposit of Rs.2 lakhs (Rupees Two lakhs only) in the form of Account Payee Demand draft / Bankers cheque in favour of Pay and Accounts Officer, Ministry of External Affairs, New Delhi which will be refunded to unsuccessful bidders after completion of tender process. A Company which qualifies as a successful bidder but refuses or fails to

- fulfill the terms of the contract shall forfeit the bid amount (Earnest Money Deposit) of Rs.2 lakhs. Earnest Money deposit shall not carry any interest.
- ii. PAN/ TAN number allotted to the Company by Income Tax Department and Service Tax Number allotted by Service Tax Department to the Company should be clearly mentioned in the tender and self attested copies should also be enclosed.
 - iii. Copies of Registration Certificate of at least 20 cars in the name of the bidder Company should be enclosed. The registration/ model of these 20 cars should be 2014 onwards.
12. Successful bidder has to deposit fixed deposit/ bank guarantee for Rs. 4 lakh (Rupees Four Lakh only) in favour of Pay and Accounts Officer, Ministry of External Affairs, New Delhi within 15 days of awarding the tender as security deposit/performance security. Only after deposition of such fixed deposit/ bank guarantee the earnest money deposited by the bidder will be refunded.
13. The rates once quoted and approved will be valid for a period of three years w.e.f. the date of signing the contract. No request for revision of rates will be entertained during this period.
14. The successful bidder will have to enter into an Agreement for three years w.e.f. the date of implementation of the contract on Rs.100/- Non judicial stamp paper. The Ministry reserves the right to cancel the Agreement at any time without assigning any reason thereof and the Company shall have no right to contest against the said decision of the Ministry.
15. The Ministry reserves the right to reject any or all the bids, without assigning any reason(s).
16. The Company shall furnish the information as required in the Annexure-I along with the bid.
17. Bidder shall furnish the documents as per **Technical Bid Form at Annexure-II & IIA**. Undertaking in Annexure III should be submitted with Technical Bid.
18. The **Financial bid** may be submitted in the prescribed format as given in **the Annexure-I**, other wise the bids are liable to be rejected.

19. Every page of the bid documents should be signed by the bidder as a token of having read and understood the terms and conditions of the tender.

20. For more information and details please log on to Ministry's website www.mea.gov.in/ (under MEA tenders) or contact Administrative Officer (Transport), (Tel. 49015273).

(Prabir Das)
Administrative Officer (Transport)
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