

## TENDER DOCUMENT

**Sub.:- Hiring of vehicles by the Coastal Aquaculture Authority -reg**

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### NOTICE INVITING TENDER {TWO COVERS BID SYSTEM}

**NO: 1-3/2010-Admn**

**dated 03 March 2011**

Sealed Tenders are invited up to 17.00 hrs of **24.03.2011** for Hiring Commercial Vehicles (Yellow Board vehicle) multi utility vehicles, CAR / Jeeps / Trax / Mahindra & Mahindra / Tata Sumo etc, which are not older than **2010** model, from the prospective Contractors.

#### **-:SCHEDULE TO THE INVITATION OF TENDER:-**

1. Tender No. 1-3/2010-Admn
2. Time and last date of issue of Bid Documents **17.00 Hrs. of 03.03.2011**
3. Time and last Date of Depositing tender/bid **17.00 Hrs. of 24.03.2011**
4. Time and date of Opening of tender (Technical Bid) **11.00 hrs. of 25.03.2011**
5. Minimum Validity of tender offer 180 days from the date of opening.
6. Services to be provided:- Hiring of Commercial Vehicle (Ambassador/ Indica/ Tata Sumo/ Ford ikon/ Innova/ etc...) (model not older than 2010 )
7. Vehicles Required on hire :- **2 [two]**
8. Earnest Money Deposit: - Rs.7,500/- (Each vehicle)
9. Duration of contract: - One Year from the date of Award of Contract with an option of extension for a further period of one year on the same rates terms and conditions.

The bid shall consist of two parts – Technical bid and Price bid. Both the bids are to be placed in two separate sealed envelopes ( clearly super scribing ‘Technical Bid’ and ‘Price Bid’) which in turn are to be placed in one sealed cover. The Bids of all the parties whose price Bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected forthwith. All the information sought under the head ‘Conditions’ and ‘Other Information to be supplied’ is to be given in Technical Bid while price quoted for the same will have to be mentioned only in the Price bid. The Price bids of only those parties shall be opened

whose Technical Bids are found to be eligible while the disqualified bidders' Price bid shall be returned unopened.

Intending eligible bidders may obtain Bid Document from Senior Administrative Officer, Coastal Aquaculture Authority, Second Floor, Shastri Bhawan Annexe, 26, Haddows Road, Chennai – 600 006 on payment of Rs.500/- (Rupees. Five Hundred only) (non refundable) on all working days up to **17.00 hrs of 24.03.2011** in favour of **Coastal Aquaculture Authority, Chennai**. Bidders shall have to deposit Earnest Money Deposit of Rs.7,500/-(Rupees Seven Thousand and five hundred only) as Bid security in the form of Demand Draft obtained from any Nationalised Bank along with the bid document.

The Technical bid shall be opened on 25.03.2011 at 11.00 hrs in the Office of the **Coastal Aquaculture Authority, Second Floor, Shastri Bhawan Annexe, 26, Haddows Road, Chennai – 600 006**. in the presence of one representative of each of the bidder who wishes to be present.

For further details visit our web site [www.caa.gov.in](http://www.caa.gov.in)

## **SECTION II**

### **INSTRUCTIONS TO BIDDERS**

#### **1. SERVICES TO BE PROVIDED**

Services to be provided are given in Section VI.

#### **2. ELIGIBLE BIDDERS:**

- (a). The bidder should own or on lease sufficient number of vehicles of model not older than 2010 year which are registered as commercial vehicles in their names or Firm's name. Vehicles should not have plied more than 50,000 Kms. The proof of ownership or lease holding should be produced as and when called for.
  
- (b). The bidder shall also submit full details of the vehicles that can be assigned in their favour and shall give a clear declaration that the firm will be able to supply commercial vehicle of model not older than 2010 (Year).

#### **3. COST OF BIDDING:**

The bidder shall bear all costs associated with the preparation and submission of the bid. CAA in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

- 3.1 Estimated cost of the Tendered value for each vehicle is Rs. 5,00,000/- approximately per year.

#### **4. BID DOCUMENT :**

##### **4.1 Bid document includes**

- a. Notice Inviting Tender
- b. Instructions to bidders
- c. General Conditions (Commercial) of the Contract

- d. Special Conditions of Contract if any
- e. Schedule of requirement and Hire Charges
- f. Services to be provided
- g. Bid Form and price schedule
- h. Bid security form
- i. Performance security Bond Form
- j. Letter of authorisation to attend bid opening.

4.2 The bidder is requested to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

4.3 A prospective bidder requiring any clarification on the Bid Document shall notify the purchaser in writing. The purchaser shall respond in writing to any request for the clarification of Bid Document, which it receives not later than 7 days prior to the date of opening of Tender.

## 5. DOCUMENTS REQUIRED TO BE SUBMITTED FOR ESTABLISHING BIDDERS ELIGIBILITY AND QUALIFICATIONS

- i. Partnership Deed or proprietorship deed or articles/Memorandum of Association as the case may be, latest Annual Account in form C6.
- ii. a) Current Valid copy of RC Book for each vehicle
  - b) Current Valid copy of current Taxi permit certificate
  - c) Current Valid copy of current Insurance Certificate
  - d) No relation Certificate as per Anxe –XII / EMD not forfeited certificate as per Anex-XIII
  - e) Current Valid vehicle Fitness Certificate
  - f) Model Number & Year.

g) Original R/C Book & Documents & Vehicle to be produced at the time of agreement.

iii. Income Tax return filed for the last 3 years.

## **6. AMENDMENT TO BID DOCUMENT:**

i) At any time, prior to the date of submission of bid, CAA may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the Bid Documents by amendments.

ii) The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them.

## **7. DOCUMENTS COMPRISING THE BID:**

The bid prepared by the bidder shall comprise the following components.

a). Documentary evidence established in accordance with clause 2 that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.

b) Bid security furnished in accordance with clause 11.

c). A clause by clause compliance as per clause 10.

d). Bid form and price schedule completed in accordance with clause 8 and 9.

## **8. BID FORM:**

The bidder shall complete the financial bid form as per Section VII along with appropriate price schedule as per requirement furnished in Section – V of the bid document and Technical Bid Form as per Section VII A.

## 9. BID PRICE:

- i) The supplier shall quote price as per schedule given in section V for all types of vehicles given in the schedule of requirement. The composite price should include all the type of “Taxes, including services Tax etc., as applicable from time to time. However, the basic unit price needs to be individually indicated against the supply under the contract.
- ii) The price quoted by the bidder shall remain fixed during entire period of contract and shall not be subject to variation on any account. A BID submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- iii) “Discount” or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.
- iv) The supplier has to quote the rates separately for petrol and diesel vehicles in the prescribed format of section V.

## 10. CLAUSE BY CLAUSE COMPLIANCE:

A clause by – clause compliance of service to be provided (SECTION VI), and special condition (Section IV) shall be given. In case of deviation a statement of deviation shall be given.

## 11. BID SECURITY:

11.1 Pursuant to clause 7, the bidder must deposit Rs.7,500/- (Rupees Seven Thousand Five Hundred Only) as Bid Security per vehicle offered. The bid security shall be in the form of Bank guaranty/ demand draft drawn in favour of Coastal Aquaculture Authority, Chennai

### 11.2 THE BID SECURITY MAY BE FORFEITED:

- a) If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form.

b) If the successful bidder fails

i) to sign contract in accordance with clause 18

ii) to furnish performance security in accordance with clause 2 of Section III.

iii) A bid not secured in accordance with para 11.1 shall be rejected by the CAA as on responsive at the bid opening state and returned to the bidder unopened.

iv) The bid security of unsuccessful bidder will be discharged/ returned as early as possible as but not later than 30 days after the expiry of the period of bid validity.

## **12. FORMAT AND SIGNING OF BID:**

The bidder shall prepare one complete set of originals of Technical bid and Financial bid placed in separate covers clearly marking them as “original” and two copies of the same placed in separate covers clearly marking them as ‘copy’. In the event of any discrepancy, the original shall govern.

12.1 The original and copies of the bid shall be typed or printed and all pages numbered consecutively and shall be signed by the bidder or a person duly authorised to bind the bidder the contract.

12.2 The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.

12.3. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the original bid, except for un-amended printed literatures shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.

12.4. (i) The power of Attorney should be submitted and executed on the non- judicial stamp paper of appropriate value as prevailing in the State of Tamil Nadu and the same be attested by a notary public or registered before Sub-Registrar of the states(s) concerned.

(ii) The power Attorney be executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the Company/Institution /Body corporate.

(iii) In case of the bidder being a firm, the said power of Attorney should be executed by all the partner(s) in favour of the said Attorney.

### 13. SUBMISSION OF BID:

THE COVER CONTAINING THE BIDS SHOULD BE SEALED WITH WAX.

The bids should be submitted in two covers. The first cover super scribed as “Technical Bid” shall contain documents establishing bidders’ eligibility as per clause 2& 5 of Section –II and a certificate on relatives working in CAA as per clause –8 of section –IV. The second cover super scribed as “Financial Bid” shall contain the DD for bid security as per section – II, clause - 11 and the rates quoted by the contractor for each item shown in the schedule of requirement as per Section –V. Both the covers of “Technical bid” and “Financial bid” should be sealed separately by the personal seal of the bidder.

Bid should be submitted duly sealed and addressed to **Coastal Aquaculture Authority, Second Floor, Shastri Bhawan Annexe, 26, Haddows Road, Chennai – 600 006.** on or before **1700 hrs of 24.03.2011** and should be dropped in Tender Box kept in CAA.

Any Bid received after the deadline for submission of Bids shall be rejected and CAA is not responsible for any Postal / Courier delay.

### 14. BID OPENING:

CAA shall open Technical Bid cover containing documents details as per clause 13 in the presence of bidders or their authorised representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder

before they are allowed to participate in bid opening (Format is given in Section X). After scrutiny of the Technical Bid for its satisfactory specification, the CAA will short list those who are eligible and the date of opening of Financial Bid will be intimated later on. The Financial Bid will be opened only in those cases who fulfils the eligibility conditions & furnish all documents as given in Technical Bid.

## 15. EVALUATION :

15.1 CAA shall evaluate the bids to determine whether they are complete, whether any computational errors have been made whether documents have been properly signed and whether bids are generally in order.

15.2 If there is a discrepancy between words and figures, the amount in words shall prevail and be valid. Prior to detailed evaluation, CAA will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by CAA.

15.3 CAA shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered inclusive of all levies and charges as indicated in the price schedule in Section V of the bid document.

15.4 The Tenderers are required to quote their rate (separately for petrol and diesel vehicle) as per the schedule of **SECTION "V"**. Bidder will be selected in the following basis:

- a). In case schedule 1, 2 and 3 of section v quoted by single travel agency are lowest among others, offer will be awarded to it.
- b). In case schedule 1 of section v quoted by any travel agency is lowest and quote for other schedules are high among others, it will be selected with a condition that it has to render the services at the lowest rate quoted by other agencies under schedule 2 and 3 of section V for the purposes mentioned in schedule 2 and schedule 3 of section V.

CAA reserves right to hire the additional vehicles other than contracted vehicles at the rates prescribed in schedule 2 of Section V of the tender document for its usage in Chennai district and its around districts.

CAA reserves right to hire the additional vehicles other than contracted vehicles at the rates prescribed in schedule 3 of Section V of the tender document for its usage for outstation duty.

## **16. AWARD OF CONTRACT:**

CAA shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall within 2 weeks of issue of letter of intent, give his acceptance along with performance security in conformity with Section IX with the bid document.

## **17. RIGHT OF VARY QUANTITIES:**

CAA reserves the right at the time of award of contract to increase or decrease the required quantity of services specified in the schedule of requirements without any change in hiring charges of the offered quantity of other terms and conditions.

CAA reserves right to hire the additional vehicles other than contracted vehicles at the rates prescribed in Section V of the tender document for its usage in Chennai district and its around districts.

CAA reserves right to hire the additional vehicles other than contracted vehicles at the rates prescribed in Section V of the tender document for its usage for outstation duty.

## **18. SIGNING OF CONTRACT:**

18.1 Signing of Agreement shall constitute the award of hiring contract on the bidder.

18.2 Upon the successful bidder furnishing the Performance Security, the CAA shall discharge its bid security in pursuant to clause 11.

## **19. ANNULMENT OF AWARD:**

Failure of the successful bidder to comply with the requirement of clause -- 18 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event CAA may make the award to any other bidder at the discretion of CAA or call for new bids.

## **20. PERIOD OF VALIDITY OF BIDS:**

- (i) The bid shall remain valid for 180 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by CAA as non-responsive.
- (ii) A bidder accepting the request of CAA for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

## **21. CAR HIRING**

- (i) Car will be hired w.e.f. 01.04.2011..

### **SECTION III**

#### **GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT**

### **1. APPLICATION :**

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in NIT unless otherwise agreed by CAA.

### **2. PERFORMANCE SECURITY:**

- 2.1 For successful bidders the Bid security of Rs.7,500/- will be converted into performance security.
- 2.2 The successful bidder is required to pay Total Performance Security amount equal to 10 % of the approved Negotiated Rates per month x 12 months.
- 2.3 Performance Security shall be submitted in the form of Demand draft drawn in favour of Coastal Aquaculture Authority, Chennai issued by a Nationalised Bank or by bank guaranty in the Proforma provided in Section IX of the Bid Document.

2.4 Performance Security will be discharged after completion of contractor's performance obligations under the contract.

2.5 If the contractor fails or neglects any of his obligations under the contract it shall be lawful for Coastal Aquaculture Authority to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

### **3. EXECUTION TIME LIMIT:**

3.1 The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.

### **4. PAYMENTS TERMS :**

Monthly bills shall be submitted in duplicate to the CAA specified in contract along with completed duty slips duly signed by the user. The copy of service tax paid challan for the previous month /quarter as the case may be should be produce along with the bills for payment.

#### **4(a) Prices: -**

- (i) Rates charged by the contractor for the services given under the contract shall not be higher than the place quoted by the contractor in his bid.
- (ii) In case of any reduction of taxes and statutory levies (if any) during the contractual period, CAA shall take the benefit of decrease in such taxes/duties for the services to be availed from the date of enactment of revised duties /taxes.
- (iii) In case of increase in taxes /duties during the contractual period, CAA shall be liable to revise the rates as per new taxes /duties for the services to be availed for the remaining period of the contract.

### **5. TERMINATION OF CONTRACT:**

5.1 CAA may without prejudice to any other remedy for breach of contract, may terminate the contract in whole or in parts.

- (a) If the contractor fails to arrange the supply of any or all of the vehicles within the period (s) specified in the contract or any extension thereof granted by CAA.
- (b) If the contractor fails to perform any other obligation(s) under General & Special conditions of the contract.

5.2 CAA may without prejudice, to other rights under law or the contract provided get the hiring of vehicles done at the risk and cost of the contractor, in above circumstances.

5.3 “ The Coastal Aquaculture Authority Reserves the right to stop the usage of any Vehicle & Terminate the Tender at any time during the validity / Extended period of Tender without assigning any reason what so ever & CAA shall not be responsible for any loss to Contractor on this Account ”

5.4 Tenderer have to submit separate application for each station, EMD (Deposit) is separate for each vehicle applied.

#### 5.5 DETERMINATION OF L-1 & REQUIREMENT OF EXTRA VEHICLE

- a). In case the numbers of qualified bidders are less / more than the requirement then the first option of providing the vehicles will be given to L-1.
- b) Depending on availability of vehicle from L-1 & L-2 , Allotment of unsupplied vehicles by L-1, L-2 to the remaining technically qualified bidders will be **Right of CAA, Chennai** to offer at L1 rate.

### 6. TERMINATION FOR INSOLVENCY:

CAA may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

### 7. FORCE MAJEURE

7.1 If 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, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such 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 exit, and the decision of CAA as to whether the supplies 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 his option terminate the contract.

## 8. ARBITRATION:

- 8.1 In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Member Secretary, CAA or any other person appointed by him. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Member Secretary or by whatever designation such officers may be called (Hereinafter referred to as the said officer). In the event of such Arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuse to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the CAA, shall appoint another person to act as Arbitrator in the place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor and that the award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of CAA or a Government servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a CAA employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitrator and Conciliation Act 1996, or any statutory or re-enactment of or any rules made thereof.
- 8.2 The venue of the arbitration proceedings shall be office of CAA, Chennai or such other place as the arbitrator may decide.
- 8.3 The Arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

## 9. SET OFF:

Any sum of money due and payable to the contractor (including security deposit refundable to him at the time of termination/ expiry of contract) under this contract may be appropriate by CAA and set off the same against any claim of CAA for payment of a sum of money arising out of this contract or under any other contract made by contractor with CAA.

#### **SECTION IV**

#### **SPECIAL CONDITIONS OF CONTRACT**

1. The special conditions of contract shall supplement the instruction to the Bidders as contained in Section II and General (Commercial) conditions of the contract as contained in Section III and wherever there is a conflict, the provisions herein shall prevail over those in Section II and Section III.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. CAA reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with CAA.
4. CAA reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.
5. The liability under relevant Sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the contractor, the hiring authority [CAA] has no responsibility of whatsoever and will not entertain any claim in this regard under the provision of the law.
6. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulation is the sole responsibility of the

contractor and any breach of such laws or regulations shall be deemed to be breach of this contract.

7. No, sub-contracting is permissible by CAA. The near relatives of all CAA employees, executive/Non-executive employees either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as :

(a) Members of a Hindu Undivided Family,

(b) They are husband and wife,

(c) The one is related to the other in the manner as father, mother son(s), son's wife (daughter-in-law), Daughter(s) & daughter's husband (son -in-law), brother(s) & brother's wife, sister(s) & sister's husband (brother -in-law).

8. The tenderer(s) should give a certificate to the effect that none of his/her such relative is working in the CAA as defined above. In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of Limited Company by all Directors of the Company. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is noticed. The CAA will be paid for any damages caused to it by contractor. The company or firm or the person will also be debarred for further participation.

9. The contractor shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/officials as well as essential store items while running the vehicle by ensuring safe driving. The attested copy of driving license of all such drivers should be submitted during the contractual period. CAA shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under Section 29 of IPC and any loss caused to CAA have to be suitably compensated by contractor.

10. The contractor shall when called upon to do so, place at the disposal of CAA such number of vehicles as may be required although the number of vehicles so demanded may be more than the number of vehicles he is required to supply for the purpose of execution of the contract at the same rate and terms and conditions.
11. In no case a vehicle which is not registered for the commercial purpose shall be supplied to CAA and taxes, insurance's, Road tax etc. due on such vehicles shall be liability of the contractor. The attested copy of R/C. Book and the insurance policy of vehicles supplied under this contract should be submitted to the authorized person of the CAA and will be subject to scrutiny.
12. The contractor shall send the vehicle for periodical servicing at the cost of the contractor, CAA will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be the contractor's liability.
13. CAA reserves right to counter offer price against price quoted by the bidder.
14. The tender for the vehicle will be considered to the place where it is quoted. However, the change of place will be considered if the contractor is willing to provide the vehicle to other places under same terms and conditions.
15. Regular checking of meter by the designated transport authority may be done by the contractor, and requisite certificate may be shown to CAA as and when demanded.
16. The contractor should ensure that at the end of duty, the duty slips are completed and signed by the users. The duty slips in triplicate copy are to be printed and serially numbered by the contractor as per the format given section XI. Duplicate copy of duty slip should be submitted to CAA on completion of duty every day. Original duty slip should have been submitted by the travel agency along with its bills for its payment.
17. The contractor shall provide his employees a uniform which shall be worn by them all the time while on duty.

18. Vehicles once bid normally cannot be changed after acceptance of the tender. However CAA reserves right to get the vehicle changed if it desires so
19. The contractor shall be responsible for payment of service Tax if any. The contractor shall register his name with service Tax Authorities even though he is exempted from paying of service Tax and copy of the service Tax Registration certificate showing his Service Tax number should be produced to this office within a month from the date of issue of work order.
20. The Member Secretary reserves the right to terminate the contract without assigning any reasons.
21. The CAA reserves the right to reject any or all the tenders in full or in part without assigning any reasons and the decision of Member Secretary shall be final and is binding on all concerned.
22. The decision of the Member Secretary, CAA will be binding on all the tenderers in respect of all the disputes relating to this tender. No appeal against the decision of the Member Secretary, CAA shall be entertained.

## SECTION-V

### SCHEDULE - 1 OF REQUIREMENTS AND HIRE CHARGES FOR CONTRACTED VEHICLES FOR USAGE IN CHENNAI & ITS AROUND DISTRICTS

S. No	Description	Rates per month for				
		Indica/ Santro/ Wagon R/ Ambassador/ Maruti (SX/ Desire)	Accent/ Ford Ikon/ Indigo	Toyato/ Innova/ Mahendra Scorpio	Honda City	
		Non-Airconditioned vehicle	Airconditioned vehicle	Airconditioned vehicle	Airconditioned vehicle	Airconditioned vehicle
<b>1</b>	<b>Rates for</b>					

	<b>2,000 kms per month for 12 working hours per day</b>					
<b>2</b>	<b>Rates for 2,500 kms per month for 12 working hours per day</b>					
<b>3</b>	<b>Rates per additional each hour beyond the total hours of month</b>					
<b>4</b>	<b>Rates for additional each kilometer beyond the total kilometers [i.e. 2,000 or 2,500 kms] of a month</b>					
<b>5</b>	<b>In case, Night Halt, charges for it</b>					

The meaning of working hours is 12 hours in a day and in a month as follows:

For 28 days in a month = 336 hours

For 29 days in a month = 348 hours

For 30 days in a month = 360 hours

For 31 days in a month = 372 hours

Model not older than-2010 and vehicles should not have plied more than 50,000 Kms.

Unit price means inclusive of all charges and taxes but excluding service tax, Toll gate/ Parking charges.

Reporting Place is any place within the jurisdiction of concerned Officer. Actual place of reporting shall be specified by users of vehicles.

Counting of distance is from CAA office to CAA office i.e. originating office to terminating office Distance only.

Contracted vehicle should be parked in the premise of CAA office after completion of duty and should not be used by the contractor, beyond the working hours of a day including holidays.

Contracted vehicle should be used only for the purpose of CAA and not for any others during the contract period.

The supplier has to quote the rates separately for petrol and diesel vehicles in the above prescribed format.

Service tax as applicable will be paid by CAA, Chennai

Place \_\_\_\_\_

Signature of tenderer \_\_\_\_\_

Date \_\_\_\_\_

Name of the tenderer \_\_\_\_\_

Phone no. \_\_\_\_\_

Mobile no. \_\_\_\_\_

**SCHEDULE - 2 OF REQUIREMENTS AND HIRE CHARGES FOR OTHER THAN THE CONTRACTED VEHICLES FOR USAGE IN CHENNAI & ITS AROUND DISTRICTS**

S. No	Description	Rates for			
		Indica/ Santro/ Wagon R/ Ambassador/ Maruti (SX/ Desire)	Accent/ Indigo/ Ford Ikon	Toyato/ Innova/ Mahendra Scorpio	Honda City
		Non-Airconditioned vehicle	Airconditioned vehicle	Airconditioned vehicle	Airconditioned vehicle
1	Package Rate for 50 kms and 5 hours in any day				
2	Package Rate for 100 kms				

	<b>and 10 hours in any day</b>					
<b>3</b>	<b>Package Rate for 150 kms and 15 hours in any day</b>					
<b>4</b>	<b>Rates per additional each hour beyond the total hours of a package</b>					
<b>5</b>	<b>Rates for additional each kilometer beyond the total kilometers of a package</b>					
<b>6</b>	<b>In case, Night Halt, charges for it</b>					

When a vehicle is hired under particular package but used beyond the ceiling kilometers or ceiling hours of the said package, charges would be as follows:

1. Contractor can charge the rates of next higher slab package amount only in the case where at least 60% of either kilometer or hours exceeds previous slab.
2. Contractor can charge the rates of a particular slab package (for which, vehicle was called for) and using rates mentioned at serial number 4 and 5 of the above table, in the case where at least 60% of either kilometer or hours does not exceed.

Model not older than-2010

Unit price means inclusive of all charges and taxes but excluding service tax, Toll gate/ Parking charges.

Reporting Place is any place within the jurisdiction of concerned Officer. Actual place of reporting shall be specified by users of vehicles.

The supplier has to quote the rates separately for petrol and diesel vehicles in the above prescribed format.



	<b>the name of charges</b>										
--	--------------------------------	--	--	--	--	--	--	--	--	--	--

**Actuals paid means an amount paid by the contractor for plying his vehicle exclusively for CAA, Chennai.**

The supplier has to quote the rates separately for petrol and diesel vehicles in the above prescribed format.

### **SECTION VI SERVICES TO BE PROVIDED**

1. Service : Provision of commercial vehicles with licensed drivers, register commercial vehicles on Hiring basis for running in Chennai District, its around districts and outstation.
  
2. Period of Contract: Under normal circumstances the contract shall be valid for contracted period of one year from date of issue of work order. However contract may be extended for further period of one year, if agreed by the contractor and CAA on the same rate, terms and conditions after ensuring competitiveness of the rates.
  
3. Quantity : Estimated number of vehicles to be hired is **2** however it should be clearly noted that CAA shall place the order only as per the actual requirement from time to time.
  
4. Duty Hrs. : “ Reporting Time / Place as per direction of the Controlling Officers ”
  
5. Notice period :
  - i) For regular requirements, one day in advance.
  - ii) For other cases, one hour before the required time
  - ii) Telephonic intimation shall also be considered as notice.
  
6. Reporting Place : Any place within the jurisdiction of concerned Officer. Actual place of reporting shall be specified by users of vehicles.

7. Counting of distance : From CAA office to CAA office i.e. originating office to terminating office Distance only.

8. Accuracy of meter : The meter reading should tally the actual distance of run at any Meters instant and authorised officer shall have full power to check up the meter for its correctness and to take action accordingly.

9. Penalties :

i) The selected bidder on receipt of telephonic information or letter from CAA, repairs of vehicle should rectify them immediately. In case during repairs of the vehicle, change of vehicle is permitted initially for a period of 5 days. If \* Tendered vehicle is not provided beyond 7 days , then Penalty of Rs.1,000/- will be imposed for every day till the tendered vehicle is provided, in addition to deduction on pro-rata basis for the period. If change of vehicle is to be provided by the contractor for a long period, the change of vehicle approval has to be taken from CAA.

\* **Note:-** Tendered vehicle means any vehicle as per tender specification.

ii) In case of break down, vehicles have to be replaced by other immediately or not more than one hour. In case of non-availability of suitable vehicle a penalty upto Rs. 500/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds two times in a month, a penalty of Rs. 1,000/- per break down shall be imposed.

iii) In case of non-availability of vehicles, penalty of Rs. 200/- per day shall be imposed in addition to deduction at pro-rata basis for that day.

iv) In case of non-availability of vehicles during extra hours, penalty of Rs. 100/- per occasion shall be imposed.

v) In case there is no fuel in the vehicle and driver is unable to arrange the fuel immediately within 15 minutes, Rs.1,000/- will be imposed for each occasion. If the number of problem on account of fuel exceeds two times in a month, performance security amount will be forfeited.

10. Special requirements:

- i) Intending bidder must have a mobile/ telephone where requisition of vehicle requirement can be conveyed all the 24 hours. Telephone numbers must be specified in the bid.
- ii) No vehicle should be supplied having registration in the Name of employee of CAA staff or close relative and certificate to this effect be given on the body of bill while submitting claim.
- iii) Payment of any Govt. Tax or duty for plying the vehicles in CAA will be liability of contractor.
- iv) Parking and Toll charges, if any, may be claimed by producing valid parking / Toll slips.
- v) Shortage in utilization of contracted KMs, if any during a particular month of any vehicle hired under schedule 1 of section V, will be suitably adjusted over a period of subsequent month.
- vi) Short utilization of contracted KMs of any vehicle hired under schedule 1 of section V, in any of the month, is not adjusted due to expiry of tender validity just before the closure of tender can be adjusted in EMD / SD of the Tenderer before refund of EMD / SD by taking into account the rate per kilo meter quoted under schedule 1 of section V
- vii) Intending bidder should arrange issue of proper identity Cards after verifying the antecedents of his drivers through Police and other Local Govt. offices. Drivers should be trained from reputed institute like ..... and given mobile phone. Drivers should have at least 5 years experience in accident-free driving.
- viii) Shortage in utilization of contracted KMs of one vehicle, if any during a particular month of any vehicle hired under schedule 1 of section V, will be suitably adjusted with the contracted KMs of another vehicle hired under schedule 1 of section V.

11. The make of the vehicle should be specified separately and the model should not be earlier than 2010 and preferably white in colour. All the vehicles must have valid taxi permit to run in the territory of Tamil Nadu.
12. The bidder should preferably have past experience of providing minimum 03 vehicles on hire to at least one government organization/PSU/a prominent private sector entity.
13. The vehicle hired under schedule 1 shall be at the disposal of the Coastal Aquaculture Authority for 7 days a week.
14. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and also any other incidental expenses.
15. In the case of any accident, all the claims arising out of it shall be met by the contractor.
16. The vehicle will be kept neat and clean and in perfect running condition provided with seat covers & curtains.
17. If the vehicle goes to out of order, the Contractor shall provide a substitute vehicle immediately. In case vehicle does not report on time/does not report at all, the Coastal Aquaculture Authority would have a right to hire a vehicle from the market and the additional cost incurred by the office will be borne by the Contractor.
18. Payment shall be made at the end of every month on presentation of the bill.
19. The driver should have valid driving license & the vehicle should be registered with the concerned authorities of Central/State Govt. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.

20. The contract between the Coastal Aquaculture Authority and the Transport Operators can be cancelled with prior notice of at least 30 days by the operator. CAA reserves right to cancel/ revoke the contract at any time with prior notice/ information of at least 24 hours.
21. A penalty of Rs.500/- per day per vehicle may be levied if any vehicle fails to meet the terms & conditions prescribed herein on any day. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith without any notice.
22. The Drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by the Department. Driver of each vehicle should have credit card which is issued by Bank/ Petroleum companies for filling up the diesel/ petrol for vehicle. Proof of credit cards should have been submitted along with technical bid.
23. The Transport operator and driver shall be bound to carry out the instructions of the Coastal Aquaculture Authority as well as of the Officers assigned to the vehicle.
24. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
25. Dedicated Vehicles & Drivers must be provided. Changes will be allowed only in exceptional circumstances. The vehicle must be available at any time of any day as desired by the Officer concerned.
26. The Coastal Aquaculture Authority reserves the right to accept or reject any or all quotations without assigning any reasons.
27. In the event of the award of the tender & prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificate & comprehensive insurance Policies of the vehicles being offered for hire & particulars with photograph of

the drivers dedicated to each vehicle. He shall also be required to produce the vehicles in the office of the undersigned for the physical verification/inspection.

28. This contract will be effective for current Financial Year unless terminated earlier as per clause No.20 & 21. The contract may be renewed for a further period of one year as mutually agreed upon, subject to satisfactory performance.

29. Contractor is liable to provide additional vehicle against demand from this office. Only quoted rate will be applicable in the cases of any additional vehicle hired by this office for its use. Contractor cannot charge separately for additional vehicle hired from them.

## SECTION VII FINANCIAL BID FORM

**Tender No. ....**

**Date :.....**

**A: (Name & Address of the Purchaser)**

Dear Sir,

1. Having the conditions of contract and services to be provided Nos. \_\_\_\_\_ the receipt of which is hereby duly acknowledge. I/we, undersigned, offer to provide commercial vehicles in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. I/We undertake, to enter into an agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will submit demand draft/ the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.
4. We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance there of in your notification of award shall constitute a binding contract between us.

6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.

7. We understand that you are not bound to accept the lowest or any bid, you may receive.

8. I/ We agree that in case schedule 1 of section v quoted by my/ our travel agency is lowest and my/ our quote for other schedules are high, among others, my/ our agency will be selected with a condition that my/ our agency has to render the services at the lowest rate quoted by other agencies under schedule 2 and 3 for the purposes mentioned in schedule 2 and schedule 3.

Dated this ..... Day of ..... 201.....

Signature of .....In capacity of.....

Duly authorized to sign the bid for and on behalf of .....

Witness .....

Address .....

Signature

Signature of Tenderer

**SECTION VII-A  
TECHNICAL BID FORM**

Tender No. ....

Date .....

A: (Name & Address of the Purchaser)

To

The Member Secretary  
Coastal Aquaculture Authority,  
2<sup>nd</sup> floor, Shastri Bhawan Annexe,

26, Haddows Road,  
Nungambakkam,  
Chennai – 600 006.

SUBJECT : SEALED TENDER FOR HIRING OF LIGHT COMMERCIAL VEHICLES &  
CARS.

Sir,

With reference to tender No. \_\_\_\_\_ dated \_\_\_\_\_ regarding Notice inviting quotations for hiring of Light Commercial vehicles & Cars. We have read the terms and conditions in the Bid Document and accept the same and furnish the following documents as per Clause-2 & 5 of Section –II:

1. The list of vehicles with models & registration numbers owned or on lease, which are registered as commercial vehicles. The proof of ownership or lease holding should be produced as and when called for) .....Annexure.
2. Attested copy of Partnership Deed or proprietorship deed or Article / Memorandum of Association as the case may be ..... Annexure
3. Service Tax Registration Number .....  
Annexure
4. A valid certificate issued by the competent authority of a PSU/Central/ State Govt. organization for satisfactory performance of the contract or hiring Vehicles for at least one year .....Annexure
5. A certificate on relatives working in CAA as per Clause 8 of Section-IV of Bid Document .....Annexure.
6. Income Tax assessment particulars, Ward & PAN

7. If the vehicles not owned, contract with the owner placing the vehicles at the disposal of the bidder.
8. Turnover in the past three years as per certified financial statements by auditor.
9. Xerox copies of credit cards issued by Bank/ Petroleum companies for filling up petrol/ diesel to the vehicles to be provided to this Authority.
10. Copies of Insurance policy for vehicles and drivers.
11. The name of drivers to be provided dedicatedly to CAA, copies of their driving licences, their mobile numbers.

12. Details of hiring of vehicles done in the past:-

Name & address of the parties to whom vehicles were given on hire, period for which the vehicles were hire out; number of vehicles given on hire.

Yours truthfully,

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Seal of the firm \_\_\_\_\_

Date :

**SECTION VIII**  
**BID SECURITY FORM**

Where as ..... (hereafter called “the Bidder”) has submitted its bid dtd..... For hiring contract of commercial vehicles Tender No.....KNOW ALL

MEN by these Presents that We..... of.....Having our registered office at .....(hereafter called “the Bank”) are bound into ..... CAA, in the sum of Rs. .... For which payment will and truly to be made the Bank bids itself, its successors and assigns by these presents.

THE CONDITIONS of the obligation are:

1. If the Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the purchaser during the period of Bid Validity,
  - (a) fails or refuses to execute the Contract, if required, or
  - (b) fails or refuses to furnish performance security, in accordance with the instructions to Bidders.

We undertake to pay to ....., CAA up to the above amount upon receipt of its first written demand, without having to substantiate its demand, provided that in its demand, CAA will note that the amount claimed by it is due to it owing to the occurrence of one or two or both conditions specifying the occurred condition or conditions.

This guarantee will remain in force as specified in clause 10 of section II of the Bid Document up to and including thirty (30) days after the period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Signature of the Bank

Name

Signed in Capacity of

Full Address of Branch

Tel. No. of Branch

Fax No. of Branch

Signature of Witness

Name of Witness

Address of Witness

**SECTION - IX**  
**PERFORMANCE SECURITY BOND FORM**

1. In consideration of Coastal Aquaculture Authority., Chennai (here in after called the CAA) having agreed to exempt \_\_\_\_\_ (here in after called the said contractor(s) from the demand of security deposit / earnest money of Rs. \_\_\_\_\_ on production of Bank Guarantee for Rs. \_\_\_\_\_ For the due fulfillment by the said contractors of the terms and conditions to be contained in an Agreement in connection with the contract for supply of \_\_\_\_\_ we, (name of the Bank) \_\_\_\_\_ (here in after referred to as “the Bank”) at the request of \_\_\_\_\_ Contractor’s do hereby undertake to pay to the CAA, \_\_\_\_\_ an amount of not exceeding \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by the CAA, \_\_\_\_\_ by reason of any breach by the said contractor’s of any of the terms and conditions contained in the said agreement.

2. We (name of the bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the CAA, \_\_\_\_\_ stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the CAA, \_\_\_\_\_ reason of breach by the said contractor’s of any of the terms and conditions contained in the said agreement or by reason of the contractors failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee where the decision of the CAA, \_\_\_\_\_ in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be

restricted to an amount not exceeding Rs \_\_\_\_\_  
\_\_\_\_\_.

3. We undertake to pay to the CAA, \_\_\_\_\_ any money so demanded not withstanding any disputes raised by the contractor(s) / supplier(s) in any suit or proceeding pending before any court or tribunal relating there to our liability under the present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) / supplier(s) shall have no claim against us for making such payment.
4. We (name of the bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the CAA, \_\_\_\_\_ under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till CAA, \_\_\_\_\_ certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.
5. We (name of the bank) further agree with the CAA, \_\_\_\_\_ that the CAA, \_\_\_\_\_ shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms and conditions of the said agreement or to extend time of performance by the said contractors(s) from time to time or to postpone for any time to time any of the powers exercisable by the CAA, \_\_\_\_\_ against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, and or any omission on the part of the CAA, \_\_\_\_\_ or any indulgence by the CAA, \_\_\_\_\_ to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s) / supplier(s).

7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by CAA.

8. To give effect to this guarantee it shall be competent for the Coastal Aquaculture Authority to act as though the bank, where the principal debtor.

9. It is hereby expressly agreed and declared that this guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any former or any other guarantees or guarantee hereto for given by the bank to the Coastal Aquaculture Authority and now existing un-cancelled and that this guarantee is not intended to and shall not revoke or limit such other guarantee or guarantees.

10. We -----(name of bank with address) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Coastal Aquaculture Authority in writing.

11. We -----(name of bank with address) further agree with the CAA that the CAA shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said tender documents or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the CAA against the said contractor and to forbear or enforce any of the terms and conditions relating to the said tender documents and we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said contractor or for any forbearance act or omission on the part of the CAA or any indulgence by the CAA to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

12. Notwithstanding anything contained herein:

Our liability under this bank guarantee shall not exceed Rs.....  
(Rs..... only)

(i) this bank guaranty shall be valid up to ..... from.....

- (ii) we are liable only to pay the guaranteed amount or any part thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before.....
- (iii) this guarantee shall automatically be cancelled on ..... not withstanding that the original guarantee documents may not be returned to us by you
- (iv) this guarantee shall automatically be cancelled on ..... Not withstanding that the original guarantee documents may not be returned to us by you.

Dated : \_\_\_\_\_

For \_\_\_\_\_

(Indicating the name of the bank)

N.B.: This guarantee should be issued on non-judicial stamped paper, stamped in accordance the stamp act.

**SECTION X**  
**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**  
(To reach on \_\_\_\_\_ or before date of bid opening)

To,

The Member Secretary  
Coastal Aquaculture Authority,  
2<sup>nd</sup> floor, Shastri Bhawan Annexe,  
26, Haddows Road,  
Nungambakkam,  
Chennai – 600 006.

Subject: Authorization for attending bid opening on \_ \_ \_ \_ \_ (date) in the Tender of \_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder).

Name	Specimen Signature
I.	

Alternate Representative

Name	Specimen Signature
I.	

Signature of Bidder

Or

Officer authorized to sign the bid  
Documents on behalf of the bidder

NOTE:

1. Maximum of one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorisation as prescribed above is not received.

**SECTION XI  
FORMAT OF DUTY SLIP**

(Print Name of the Company & address )

Sl.No. ....

Date .....

Engaged by	Ordered by	Reported to
Driver's Name	Registration Number of car	Model & Year of Car
A/c or Non-A/c	Petrol/ Diesel/ CNG	Purpose of Journey

Sl. No	Date	Closing		Opening		Running	
		Kms	Time	Kms	Time	Kms	Time

Date	Place of origin	Place of destination	Via

Particulars	Amount	
	Rs.	P.
Car hire charges for.....days per day Rs.....		
Petrol cost for.....kms per km Rs.....		
Excess running .....kms per km Rs.....		
Extra detention hrs / Waiting charges .....hrs per hour Rs.....		
Driver Batta.....per day Rs.....		

Night Halt..... per night Rs.....		
Permit charges.....		
Toll gate/ other charges		
Total		

Signature of Driver

Signature of user

For.....Travels

**Annexure – XII  
NO RELATION CERTIFICATE**

**I.....S/O .....  
R/O ..... hereby certify that none of my relative (s) as defined in Section – IV, item ( 7 ) & ( 8 ) of tender document called for hiring Light Commercial Vehicle for the usage of CAA, vide Tender No: .....Dated ..... is / are employed in Coastal Aquaculture Authority as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, CAA shall have the absolute right to take any action as deemed fit / without any prior intimation to me”.**

Signed.....

For and on behalf of the Transporter

Name (caps).....

Position.....

Date.....

**ANNEXURE - XIII  
EMD / SECURITY DEPOSIT NOT FORFEITED CERTIFICATE**

I hereby declare that I am/ My travel agency is not Black Listed in any Government Tenders in Tamil Nadu or any other state and my EMD / Security Deposit / Performance Security Deposit was not forfeited in CAA or any Government Department Tender.

Place:

(Signature of the Tenderer)

Date: