



# **DIRECTORATE GENERAL OF HOME GUARDS**

**Government of National Capital Territory of Delhi**

**Govt. of NCT of Delhi**

**Directorate General of Home Guards**

**Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-110027**

## **NOTICE FOR E-TENDERING**

For and on behalf of Director General Home Guards, Delhi, E-Tenders (on line tenders) are invited from, experienced and registered Firm/Vendors/Agents for “ Hiring of Buses”. The NIT may be download alongwith terms and conditions from website [www.delhihomeguards.nic.in](http://www.delhihomeguards.nic.in) or <http://govtprocurement.delhi.gov.in>. All the tenderers should apply online before the Last Date and Time. The important details of the e-tender are as follows:

Sl.No.	Estimated Cost	
1	Date of release of tender through e-procurement solution	03-08-2017
2	Last Date & Time for Downloading the tender	1100 hrs on 24.08.2017
3	Last Date/Time of filing up of tender through e-procurement solution	1300 hrs on 24.08.2017
4	Date & Time opening on line Technical Bids	1500 hrs on 24.08.2017
5	Date & Time of opening of on line Financial Bids	After evaluation of Technical Bids
6	Address where Bids will be opened	Directorate General of Home Guards, Nishkam Sewa Bhawan, CTI Complex, Raja garden, New Delhi 27
7	Further information can be seen at	<a href="https://delhigovtprocurement.com">https://delhigovtprocurement.com</a>

**SD/  
(D.S.RAWAT)  
CCTI**

**Nishkam Sewa Bhawan, CTI Complex ,Raja Garden New Delhi-27**

**Phone No. – 011-25448148, Fax No. 011-25107058**

**Email – [dghome@nic.in](mailto:dghome@nic.in)**

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## **SELECTION OF FIRM FOR “HIRING OF BUSES”**

### **TERMS AND CONDITIONS:-**

#### **1. GENERAL:-**

Tenders are invited under Two Bid System from reputed agencies, either by themselves or as a Joint Venture/Consortium/Partnership having the capacity to execute services of “HIRING OF BUSES” as per requirement of this Directorate General.

Last Date for submission/receipt of tender is \_\_\_\_\_2017 at 15.00 hrs. and will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to be present on the said date and time in the Department of Directorate General of Home Guards, Government of National Capital Territory of Delhi. In case, if there is any holiday on the day of opening, the tender will be opened on the next working day at same time.

#### **2. ELIGIBILITY CRITERIA:-**

- (i) The agency/firm should have a valid (PAN) Permanent Account Number, issued by income tax department.
- (ii) The agency/firm should also have a valid VAT/TIN Number issued by the Department of Trade & Taxes or Registered GST Number.
- (iii) The firm should have a service tax number, issued by department of service tax.
- (iv) The agency/any of its Directors/Partners etc. should have not been black listed by any Govt. organizations/Department or have been convicted for any offence by any court of law as on date (Provide an Undertaking in Annexure-'B').
- (v) The firm/agency should be located in Delhi only.

#### **3. PROCESS FOR SUBMISSION OF BIDS:-**

- (i) “For selection of Agency for Hiring of Buses” the tenderer may quote rates as per the requirements mentioned at Annexure-‘A’. No firm shall quote two rates of same service in the tender otherwise the tender of the firm shall be rejected.
- (ii) The Purchase Committee nominated by the department to assess eligibility will carry out evaluation of the Bids.
- (iii) Each Tender (**Technical bid**) must be accompanied by scanned copy of "E.M.D" as per Annexure "A". This amount should be in the form of Demand Draft. Without EMD the tender will not be considered.
- (iv) The rates should be quoted in Indian Rupees by the tenderer as per the format given on the e-procurement site. The finalized rate of this tender shall be valid till



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the \_\_\_\_\_ 2018. or as decided by both the parties mutually. The rates quoted should be indicated in words as well as figures.

- (v) The bid submitted after the last date/time of filling up of tender stipulated in e-tender notice will not be accepted. The bids submitted by Telex/Telegram/Facsimile/e-mail or any manner other than specified in this tender document through on line e-tender system shall not be considered. No correspondence shall be entertained on this matter from any Agency.
- (vi) The on line tender involves a two stage scrutiny.
- (A) **TECHNICAL BID:-** will contain the below mentioned scanned documents without which the tender of the firm shall be rejected. No price shall be indicated in the **Technical Bid**.
  - (i) Earnest Money Deposit (EMD) at the prescribed rates mentioned at Annexure 'A'.
  - (ii) EMD Exemption Certificate as per GFR, if applicable.
  - (iii) Signed and stamped undertaking on prescribed Proforma enclosed as per Annexure-'B' on non judicial stamp paper worth Rs. 10/- duly attested by Public Notary.
  - (iv) Self Attested copy of the PAN card.
  - (v) Copy of the sales tax Registration number/VAT/TIN/registration on GST Number allotted by state sales Tax Authorities and Central sales Tax number allotted by sales Tax Authorities.
  - (vi) Copy of experience of services in Government Department.
  - (vii) Copy of Address proof.
  - (viii) Self attested copy of Service Tax registration No.
  - (ix) Self attested copy of Valid registration No. of Agency.
  - (x) Vehicle papers such as registration, road tax, fitness, comprehensive insurance, badge no. of driver etc.

### THE COPIES OF ABOVE MENTIONED DOCUMENTS DULY SIGNED WITH SEAL OF THE TENDERER TO BE COLOUR SCANNED AND UPLOADED ON E-PROCUREMENT SITE.

EMD should reach physically in the Tender Box before 1400 hrs. on the date of opening of Bids in the Directorate General of Home Guards, Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-27. If, EMD is not submitted in hard copy as mentioned above, the bid will be summarily rejected.

- (B) **FINANCIAL BID:-** Should be submitted in the prescribed proforma as per (Annexure 'A') on e-procurement site. Firstly Technical Bid will be opened. Firms, which qualify in the Technical Bid, shall only be eligible for evaluation of Financial Bid. Tenderer quoting fluctuating rates such as "this is prevalent market rates and rates shall be applicable at the



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time of delivery as per the market rates” etc. shall be rejected. conditional tenders shall be summarily rejected.

### **4. EARNEST MONEY DEPOSIT (EMD):-**

- (i) Earnest Money Deposit (E.M.D.) for Rs. 20,000/- (Rs. Twenty Thousand only) must be deposited in the form of D.D. from any Bank in favor of Delhi Home Guards & Civil Defence band fund, payable at Delhi.
- (ii) The exemption from depositing earnest money will only be allowed as per the provisions of the G.F.R for which exemption certificate must be attached with the tender.
- (iii) EMD should be deposited physically in hard copy in the "Tender Box", Directorate General of Home Guards along with Annexure-'D' (Technical Bid) as well as required documents duly attested by the bidder & its seal, before 1400 hrs. on the date of opening of Technical Bid at the Directorate General of Home Guards, Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-110027.
- (iv) EMD will be refunded to the successful bidders on receipt of Performance Security and after entering into agreement with the Directorate General of Home Guards.
- (v) EMD Amount will not be converted/adjusted into Performance Security.

### **5. PERIOD OF CONTRACT:-** The Contract shall hold good till the \_\_\_\_ 2018. However, the same may be extended on mutual terms.

### **6. PROCEDURE FOR EVALUTION OF BIDS:-**

- (i) A duly constituted Technical Committee shall evaluate the Technical Bid as per the terms and conditions of this tender document and then Purchase Committee shall evaluate the financial Bids on the basis of quoted rates and shortlist the tenderer for further processing.
- (ii) Department reserves the right to reject any bid or the tender without assigning any reason. Department also reserves the right, at its own discretion, not to award any order under the present tender. The decision of department in this regard shall be final and no representation of any kind shall be entertained. Department shall not pay costs incurred towards preparation and submission of the bid or any other expenditure in this regard to the tenderer.
- (iii) The Directorate General of Home Guards, Delhi reserves the right to accept the tender in whole or in part with respect to all the items quoted by the tenderer in Annexure-'A'.
- (iv) On acceptance of the bids of successful bidder it will become a contract after completing all the codal formalities and the tenderer shall be bound by the present terms and conditions as well as by the 'Agreement' entered into as per Annexure-



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'C' which will be signed by the tenderer within 07 days of the award of the contract.

- (v) In case of similarity of rates, preference will be given to the one who has maximum experience of similar kind amongst the parties.
- (vi) Printed conditions mentioned in the Bids by the vender shall not be binding on us.

### **7. AGREEMENT/CONTRACT:-**

Successful bidder shall have to enter into contract/ agreement etc. through formal signing by both the parties.

An agreement (copy enclosed as Annexure-'C') duly signed and stamped on stamp paper worth Rs.100/- shall have to be executed by the tenderer at his own expenses in the event of tender being accepted and same shall be submitted along with the performance security deposit within 07 days of the date of acceptance of Tender failing which Earnest Money Deposit will be forfeited.

### **8. PERFORMANCE SECURITY:-**

- (i) The Tenderer, whose tender is accepted will hereinafter be called the CONTRACTOR and shall deposit the amount of Performance SECURITY at the rates mentioned below within 07 days of the date of acceptance of the tender.
- (ii) The Performance Security Deposit would be Rs. 50,000/- (Rupees Fifty thousand only) no interest shall be paid to the contractor against this amount.
- (iii) The contractor shall deposit the above Security amount in the form of D.D in favor of "Delhi Home Guards & Civil Defence band fund" payable at Delhi along with the agreement within 07 days after receiving of confirmation letter otherwise the EMD will be forfeited. The security deposit shall be kept for a period of Two months beyond the date of completion of all contractual obligations of the Contractor and/ or Two months after the date of validity of Tender whichever is later.
- (iv) The amount of security deposited shall be retained by the department for a period mentioned above for which no interest shall be paid to the supplier, as a safeguard against non-deliver of services, delay in services etc.

### **9. SERVICES EVALUATION:-**

- (i) The Tenderer should note that while providing the services of the tender the services should be as given in the requirement and should be adhered to. Incase of any deviation in the services, payment shall only be made as per the provided services.

### **10. SUCCESSFUL BIDDER:-**

Contract shall be awarded to the lowest evaluated bidder who has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms & conditions incorporated in this tender document. The contract shall be



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awarded on the TOTAL LOWEST PRICE of the bidders. However, the rates of the individual services must be quoted in the financial bid.

#### **11. LATE AND DELAYED TENDERS:-**

Bids must be uploaded within the stipulated period of time as mentioned above. The Department may, at its discretion, extend, the deadline for submission/upload of bids in which case all rights and obligations of the Department and bidder will be same.

#### **12. RIGHTS TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:-**

- (i) The Department is not bound to accept the lowest or any bid and may terminate the tendering process at any time by notice in writing to bidder.
- (ii) The Department may terminate the contract if it is found that the Contractor/Agency is black listed on previous occasions by the any of the Department/Institution/Local Bodies/Municipalities/PSU etc.

#### **13. PAYMENT TERMS & CONDITIONS:-**

The firm shall submit the bills for payment in triplicate after completion of a task to the satisfaction of Department. The payment at each stage will be released after deduction of penalty amount, if, any or TDS/ Service Tax etc, if applicable. Payment will be made only after Department is satisfied with the quality of services.

#### **14. PENALTIES:-**

- (i) The contractor has to execute the services by the due date and time as per the requirement of the Department.
- (ii) If, the contractor fails to execute the services as per above condition, a penalty @ 2.5% of the value of the delayed services per day shall be levied for the period till services provided by the contractor
- (iii) If, the contractor fails to provide the services within the due date of services department will be entitled to take the services from the open market as risk services and the contractor shall be liable to pay the differences between services price and quoted price, if any. This difference will be deducted from the pending bills of the contractor or/and will be adjusted against the security deposit lying with the Department. If, the amount of penalty is more than the security deposit, the department shall claim the balance amount from the contractor and the contractor shall pay the amount within a week.
- (iv) The department shall have the right to cancel the contract with the contractor or to forfeit the security deposit or to debar/blacklist the contractor as deemed fit simultaneously on account of delay/non-services.
- (v) In case of any dispute regarding imposition of penalty or forfeiture of security/ EMD amount/debar or black-listing of the firm, due to late services, the decision of





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the Director General Home Guards or the person nominated by him, shall be final and binding on the contractor.

- (vi) If, a tenderer gives wrong or incomplete information in his/her tender, the department reserves the right to reject such bid at any stage or to cancel the contract, if awarded and forfeit the E.M.D/Performance Security Deposit or to debar/blacklist the contractor.
- (vii) If, any firm with whom contract/agreement has been executed, failed/back out from the contract/services, shall be liable to be debarred/blacklisted as deemed fit by the competent authority, apart from forfeiture of EMD/Performance Security deposit, if any.

### **15. ARBITRATION:-**

- (i) In case of any dispute arising out of the tender or any breach of agreement (except those decisions which are otherwise herein above provided for) the matter will first be referred by Department/ Contractor to Director General Home Guards for Arbitration. Director General Home Guards reserves the right to appoint any person as arbitrator to sort out the dispute. The award of the arbitrator so appointed shall be final and binding on the contractor and the department.
- (ii) There will be no objection to any such appointment that the arbitrator so appointed is a Home Guards Department Officer and that he had to deal with the matters to which this indenture relates and that in the course to his duties as such Govt. Servant he had expressed view on all or any matters in disputes or differences.

### **16. FORCE MAJEURE:-**

In any time, the continuance of firm contract, the performance in whole or in part either party under obligation as per this contract to presented or delayed by reasons of any war, act of the public enemy, civil commotion, fire, flood, explosion, strike, provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence. Thereof neither party shall be reason of such an “eventuality” be entitled to terminates the contract nor shall either party have any claim or damages against other of such non performance of delay in performance and delivery under the contract.

### **17. OTHER TERMS & CONDITIONS:-**

- (i) **Alteration in the services:-** The services required with this form of tender must not be altered by the bidders.
- (ii) **Incomplete Tenders:-** Tenders will not be considered if complete information is not given at the time of tendering, or, if the particulars and data (if any) asked for in the Tender Notice, are not given.
- (iii) **Cancellation of Tender/Contract/ in Part or in Full, in case of Default in Contract/Supply:-** If the Contractor in the opinion of the Directorate, fails or



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neglects to comply with any of the terms & conditions forming part of the tender, Director General of Home Guards shall, without prejudice to any other right or remedies under the contract, has the right to cancel the contract/order by giving 15 days notice in writing to the Contractor without being liable to pay compensation for such cancellation.

- (iv) Tender shall be uploaded as per guidelines indicated in e-Procurement procedure displayed at the site: <https://govtprocurement.delhi.gov.in>.
- (v) Inspection of Buses will have to be arranged by the Contractor at their cost, if so desired by the Directorate General of Home Guards.
- (vi) Bidder to confirm regular availability of vehicles.
- (vii) Latest certificate of registration particulars issued by RTO authority and RTO passing on valid road permit should be ensured by the bidder.
- (viii) In case of breakage / loss in the bus during the journey the bus owner has to bear all expenses for the losses.
- (ix) In case failure to complete the trip (S) partly or wholly, an alternative arrangement will have to be made at the risk and cost of contractor/ tenderer.
- (x) The buses should be road worthy and in excellent condition with permissible fuel as per norms and registered in Delhi.
- (xi) No extra payment will be made for extra time consumed during the travel due to traffic jams and other traffic problems.
- (xii) If a tenderer gives wrong or incomplete information in their tender, department reserves the right to reject such bid at any stage or to cancel the contract, if awarded and forfeit the EMD/Performance Security Deposit.
- (xiii) The services prescribed in the tender is tentative & can be increased or decreased by the Department, depending upon necessity/requirement. The services will have to be made strictly as per the requirement of the Department from time to time.
- (xiv) That the contractor will ensure that none of his employees, including driver, cleaner, helper etc. carry prohibited articles like fire arms, explosives, explosive substances, sharp edge weapons, tobacco, drugs, narcotic substances, liquor, currency notes, biris, cigarettes etc. in case any item is caught, the concerned person will be held responsible and will be handed over to local police for prosecution and will entail cancellation of contract and also would be black-listed.





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- (xv) Canvassing in any form in connection with this tender is strictly prohibited and the tender submitted by the vendor who resorts to canvassing are liable for rejection.
- (xvi) All the terms & Conditions for the services of the payment terms, penalty clause etc. shall be as those mentioned herein. No change whatsoever in terms & Conditions shall be acceptable.
- (xvii) It will be the discretion of Director General Home Guards or his representative to make enquiries in order to judge the suitability and the capacity to any particular firm/contractor and decision to enter into contract or otherwise would rest with the Director General Home Guards finally.
- (xviii) The bid should be in conformity with clauses mentioned in the tender document otherwise the bid shall be rejected. Tender once submitted shall be final and no amendment shall be permitted after the close of the bid.
- (xix) The submission of a bid by a tenderer implied that he has read the entire tender Document and has made himself aware of the scope and services to be performed and of the local conditions and other factors which have a bearing on the execution of the work.
- (xx) The acceptance of terms and conditions of the tender are to be signed by the tenderer in the prescribed form at (**Annexure 'E'**) and also submit physically along with Technical Bid. Any other document which is not asked for will not be entertained by the department. Technical Bid received without the above acceptance shall be rejected.
- (xxi) All disputes are subject to the jurisdiction of Delhi Courts only.

**(D.S.RAWAT)**  
**CCTI**  
**DELHI**



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**(ANNEXURE-‘A’)**

## **ON LINE TENDER FOR HIRING OF BUSES.**

### **FINANCIAL BID**

EMD AMOUNT RS = 20,000/-

<b>Types of Buses</b>	<b>Rates per bus for 80 Km &amp; 08hrs per day</b>
(1) Bus-48 Seater- Non AC/ (Minimum) (well fabricated and well furnished)	
(2) Rates per bus per km for additional Distance, if exceeds 80kms.	
(3) Rates for detention per bus per hour, if detention exceeds 8 hrs.	

Current Rate of Taxes applicable:

- No. of Vehicle to be provided may be mentioned along with their model / make.
- **RATE OF TAXES TO BE CHARGED SHOULD BE MENTIONED**

Signature of the Tenderer\_\_\_\_\_

Name of the Tenderer\_\_\_\_\_

Stamp of the Tenderer



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**(ANNEXURE-‘B’)**

**( To be printed on a non judicial stamp paper for Rs.10 and dully attested by public Notary)**

## **UNDERTAKING**

**To,**

**The Director General of Home Guards  
Nishkam Sewa Bhawan,  
CTI Complex,Raja Garden,  
New Delhi-110027.**

**Sir,**

1. I/We undertake that myself/ourselves/firm/company/anypartners/Directors have never been blacklisted by any govt./Semi-/Govt. Department all over India.
2. I/We undertake that no criminal proceedings/enquiry is pending against me/us/firm/Company/any partner/Directors thereof.
3. I/We undertake that there is no personal/official dealings whatsoever with the officers/officials of the Directorate General of Home Guards, Delhi.
4. I/We agree to all the terms and conditions which are the part of this tender and are ready to enter into agreement accordingly with the Directorate General of Home Guards.

**Place:**

**Date:**

**SIGNATURE:**

**NAME:**

**SEAL OF THE TENDERER:**



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(ANNEXURE-‘C’)

**(To be prepared on the stamp paper for Rs. 100/- and to be signed by the contractor within seven days of the award of the contract )**

## **AGREEMENT**

An agreement made on this \_\_\_\_\_ day of \_\_\_\_\_, 2017 between M/s. \_\_\_\_\_ (hereinafter called the 'Contractor' which expression shall, unless excluded by or repugnant to the context, be deemed to include his/ their heirs, executors, administrators, successors and assignees) on the One Part and the Director General Home Guards or any person deputed by him for the purpose on behalf of D.G Home Guards (hereinafter called the H.G Department) on the other part.

Whereas the H.G. Department has invited on line open tender for the selection of agency for Hiring of Buses during the year 2017-18 and whereas the contractor submitted the tender which was accepted by the HG Department.

And whereas the contractor, at the request of the H.G. Department has agreed to provide the Buses as detailed in the schedule written hereunder (hereinafter called "the said schedule") at the rates specified against each on the terms and conditions hereafter appearing.

**Whereas, both parties and the witnesses hereby agree to the following:**

1. That the contractor has agreed to provide the 48 Seater Non AC (Minimum) Buses as per the following rates:-

Types of Buses	Rates per bus for 80 Km & 08hrs per day
(1) Bus-48 Seater-Non AC/ (Minimum) (Well fabricated and well furnished)	
(2) Rates per bus per km for additional Distance, if exceeds 80kms.	
(3) Rates for detention per bus per hour, if detention exceeds 8 hrs.	



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### Current Rate of Taxes applicable:

“The above terms & conditions laid down in the tender document are acceptable to us and will be binding on us”

- **No. of Vehicles to be provided may be mentioned along with their model / make.**
  - **RATE OF TAXES TO BE CHARGED SHOULD BE MENTIONED**
2. That this agreement shall be valid till the services process is complete from the date of award of contract and the contractor has to provide services during the contract period at the same rates, terms & conditions.
  3. That the contractor has attached Performance Security Deposit with this agreement as D.D for ₹ 50,000/- from \_\_\_\_\_ bank in favor of Delhi Home Guards & Civil Defence band fund payable at Delhi. (DD No. \_\_\_\_\_ dated \_\_\_\_\_).
  4. That the contractor shall provide services at H.G. Department as per the directions issued by H.G. Department from time to time.
  5. That the H.G. Department would not be liable to pay any further charges towards any other expenditure incurred by the contractor and any fluctuations in the market rates are at the cost of supplier.
  6. That the contractor shall satisfy himself of all matters affecting the providing of the services. No extra charges incurred will be allowed as consequences of wrong services, misconstruing of terms and conditions of agreement or otherwise.
  7.
    - a) The contractor has to execute the services by the due date and time of requirement specified in instructions issued by H.G. Department.
    - b) That if the contractor fails to provide services as per above conditions, a penalty@ 2.5% of the value of the delayed services per day shall be levied for the period till services is provided by the contractor or risk services is made by the H.G. department, whichever is earlier. Any part of a week will be considered as a full week.
    - c) That if the contractor fails to provide the services within the due date and time of services as mentioned in (Para a) above, H.G. department will be entitled to take the services from the open market as Risk Services and the Contractor shall be liable to pay the differences between services price and quoted price, If any. This difference will be deducted from the pending bills of the contractor in accounts section of the HG Department or/and will be adjusted against the security deposit lying in accounts



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- section of the HG Department. If, the amount of penalty is more than the Security deposit, department shall claim the balance amount from the contractor and the contractor shall pay the amount within a week.
- d) That the H.G. department shall have the right to cancel the contract with the contractor or to forfeit the security deposit or to debar/blacklist the contractor as deemed fit by the competent authority simultaneously on account of delay/non-services.
9. That in case of any dispute regarding imposition of penalty or forfeiture of security /EMD amount / debar or black-listing of the firm, due to late / non-services, sub-standard services, the decision of the Director General Home Guards or the person nominated by him, shall be final and binding on the contractor.
  10. That, if the contractor gives wrong or incomplete information in their tender, department reserves the right to reject such bid at any stage or to cancel the contract, if awarded and forfeit the Performance Security Deposit or to debar/blacklist of the contractor.
  11. That, if the contractor failed/backout from the contract/services, the firm/contractor shall be liable to be debarred/blacklisted as deemed fit by the competent authority, apart from the forfeiture of EMD/Performance Security deposit, if any.
  12. That the contractor shall intimate H.G. department the name of the authorized representative who shall come to the H.G. department premises for execution of order.
  13. The bills against services submitted by the firm/ contractor in the office of the JSO/CTI & will be processed & released at the earliest. However, if any amount of the bills is found by the Audit office to have been over paid, the amount found over paid shall be refundable by the contractor.
  14. That the amount of the security shall remain with the H.G. department for a period of 2 months beyond the completion of the Services or 2 months after date of validity of contract period whichever is later. But the contractor shall not be entitled to any interest from H.G. Department for retaining the Performance Security Deposit.
  15. That all the powers exercisable, function to be discharged in terms and conditions and contents of this deed in relation to H.G. Department shall be exercised and discharged by the Director General Home Guards, Delhi or by any officer so specifically authorized by him on this behalf.
  16. That the stamp duty/other charges payable under the law, in respect of this Deed shall be borne by the contractor.
  17. That the services prescribed in the tender is tentative & can be increased or decreased by H.G. Department, depending upon necessity/requirement. The services will have to be made strictly as per the schedule given in work order by H.G. Department.
  18. That the contractor has to follow the timings of H.G. Department and follow the strict security guidelines wherever it is required.





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19. That the contractor shall abide by the Terms & Conditions stipulated in the tender document.
20. In the event of unsatisfactory service, non fulfillment or non observance of any of the conditions stipulated in the contract, suitable action will be taken against the contractor.
21.
  - i) That in case of any dispute arising out of the tender or any breach of agreement (accept those decisions which are otherwise herein above provided for). The matter will first be referred by H.G. Department/Contractor to Director General Home Guards for Arbitration. Director General Home Guards reserves the right to appoint any person as arbitrator to sort out the dispute. The award of the arbitrator so appointed shall be final and binding on the contractor and the department.
  - ii) That there will be no objection to any such appointment that the arbitrator so appointed is a Home Guards Department Officer and that he had to deal with the matters to which this indenture relates and that in the course to his duties as such Home Guards Officer he had expressed view on all or any matters in disputes or differences.
22. That all disputes are subject to the jurisdiction of Delhi Courts only.

In WITNESS THERE OF, the parties hereby have signed the Agreement Deed on the day.  
Month \_\_\_\_\_ and \_\_\_\_\_ year.

“The above terms & conditions laid down in the tender document are acceptable to us and will be binding on us”

**Signed by**

**Signed by**

**Signature**\_\_\_\_\_

**Signature**\_\_\_\_\_

**Name and Designation**\_\_\_\_\_

**Name and Designation**\_\_\_\_\_

\_\_\_\_\_  
(on behalf of the Contractor)

\_\_\_\_\_  
(on behalf of the HG Department)

**Seal of the Contractor**

**Seal of the HG Department**

**WITNESSED:-**

1.

2.



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(ANNEXURE-'D')

## ON LINE TENDER FOR "HIRING OF BUSES".

### TECHNICAL BID

Sl. No.	Particulars	To be filled by Bidders
1.	Name of the Bidder	
2.	Complete Office Address	
3.	Phone No.	
	Mobile No.	
	e-mail.	
4.	TIN/Vat Registration No./GST No.	
5.	Services Tax Registration No.	
6.	PAN No.	
7.	EMD in the favor of "Delhi Home Guards & Civil Defence band fund".	<b><u>EMD Details</u></b> Amount = _____ DD No.= _____ Dated = _____ Bank = _____
8.	EMD Exemption Certificate, if any.	
9.	Whether undertaking attached as per Annexure-'B'	
10	Whether duly signed and stamped terms & conditions performa as per (Annexure- 'E') submitted	
11.	Whether tender form attached as per (Annexure- 'F')	

Signature of the Tenderer\_\_\_\_\_

Name of the Tenderer\_\_\_\_\_

Stamp of the Tenderer

Nishkam Sewa Bhawan, CTI Complex ,Raja Garden New Delhi-27

Phone No. – 011-25448148, Fax No. 011-25107058

Email – [dghome@nic.in](mailto:dghome@nic.in)

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# **DIRECTORATE GENERAL OF HOME GUARDS**

**Government of National Capital Territory of Delhi**

**(ANNEXURE - 'E')**

All the terms and conditions mentioned in Tender Document are accepted by me/us.  
Demand Draft amounting to Rs..... (Rupees.....  
.....D.D.No.....date.....  
Name of the Bank..... for the services  
mentioned in Annexure 'A' (or as the case may be.) is attached.

**(Signature & Seal of the Tenderer)**



# DIRECTORATE GENERAL OF HOME GUARDS

Government of National Capital Territory of Delhi

(ANNEXURE – F)

## TENDER FORM

### TO BE SUBMITTED ALONG WITH THE TECHNICAL BID

TENDER NOTIFICATION NO. \_\_\_\_\_

To,

Director General of Home Guards.  
Nishkam Sewa Bhawan,  
CTI Complex, Raja Garden,  
New Delhi-110027.

Sir,

I/We the undersigned (herein after called as Agency/Firm/Vendor/Contractor) hereby offer to execute the services as “HIRING OF BUSES” as per our quoted rates. Further, this tender may be accepted at the rates stated here in subjected to the terms & conditions set forth in the Tender Document for such services, or, as may be ordered by the **Director General of Home Guards, Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-27** or any other officer authorized by him.

Signature of Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

SIGNATURE:

NAME:

SEAL OF THE TENDERER:

Nishkam Sewa Bhawan, CTI Complex ,Raja Garden New Delhi-27

Phone No. – 011-25448148, Fax No. 011-25107058

Email – [dghome@nic.in](mailto:dghome@nic.in)