



REQUEST FOR PROPOSAL

Through e-procurement Portal of Government of NCT of Delhi
(<https://govtprocurement.delhi.gov.in>)

FOR

**ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT
2644 (1840 Non-AC and 804 AC) CNG PROPELLED
LOW FLOOR BUSES OF THE TATA MAKE SUPPLIED TO
THE CORPORATION UNDER RFP NUMBER: CGM
(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008**

RFP NUMBER: DCGM/SBU/944/2021

Part I	Request for Proposal ("RFP")
Part II	Financial Proposal Format

Issued By



DELHI TRANSPORT CORPORATION

(Government of NCT of Delhi)

Tender Cell, Room No. 207, IP Estate,
New Delhi – 110 002, India
Phone: 91 (11) 26511700, 26511638, 26511699
e-mail: dcgmsbu@dtc.nic.in
Website: [https:// www.dtc.nic.in](https://www.dtc.nic.in)

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
(Government of NCT of Delhi)	

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CONTENTS OF RFP DOCUMENT

The RFP document comprises of the following Sections as listed below and would additionally include any Addendum issued before the due date of submission of the RFP. Any reference to the RFP document includes all the contents unless specifically mentioned otherwise.

Section I.	Disclaimer
Section II.	Aims & Objectives
Section III.	Bid Invitation Notice (BIN) and Schedule of Bidding Process with Key Details
Section IV.	Definitions and Abbreviations
Section V.	Instructions to Bidders (ITB)
Section VI.	General Conditions of Contract (GCC)
Section VII.	Schedule of Requirements (SOR)
Section VIII.	Technical Specifications (TS)
Section IX.	Techno-Commercial Evaluation Performa (TCEP)
Section X.	Price Schedule (PS)
Section XI.	Bid Forms, Annexures and other Formats

The Bidder is required to examine carefully all the contents/ pros & cons of the RFP Document including instructions, conditions, forms, terms, specifications and take them fully into account before submitting the bid. Failure to comply with the requirement(s) of RFP document will be at the Bidder's own risk & responsibility.

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SECTION I: DISCLAIMER

This RFP is being issued by Delhi Transport Corporation (DTC) for inviting tenders for Comprehensive Annual Maintenance Contract of fully built 2644[1840 Non-AC (Model nos.) & 804 AC (Model Nos.)] TATA make CNG low floor buses supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 on such terms and conditions and Technical Specifications as set out in this RFP document after completion of 7,50,000 kms and above upto 1,80,000 kms or upto 15 years from the date of registration of the bus whichever is earlier.

It is hereby clarified that this RFP is not an agreement and is not an offer or invitation by DTC to any party hereunder. The purpose of this RFP is to provide the Bidder(s) with information to assist in the formulation of their proposal submission. This RFP document does not purport to contain all the information Bidders may require. This RFP document may not be appropriate for all persons, and it is not possible for DTC to consider particular needs of each Bidder. Each Bidder should conduct its own investigation and analysis, and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. DTC make no representation or warranty and shall incur no liability financial or otherwise under any law, statute, rules or regulations or otherwise as to the accuracy, reliability or completeness of the RFP document.

DTC may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

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SECTION II: AIMS & OBJECTIVES

DTC has already awarded the Comprehensive Annual Maintenance Contract for the available fleet of Low Floor CNG fully built Non-AC and AC Tata and Ashok Leyland (ALL) make buses for 7,50,000 Kms. under **RFP Number: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008**.

Further DTC awarded the extended Comprehensive Annual Maintenance Contract for the 1000 Non-AC and AC Tata make buses for further 1,20,000 Kms or two years whichever is earlier after completion of 7,50,000 Kms of operation and 1000 Non-AC and AC ALL make buses for further 1,80,000 Kms or upto 15 years from the date of registration of the bus whichever is earlier after completion of 7,50,000 Kms of operation.

Now, DTC has decided to have further extension of Comprehensive Annual Maintenance Contract for total 2644 (1840 Non-AC & 804 AC) TML make low floor buses [1840 Non AC (Model nos. TATA LPO 1623/63 RE CNG AT/ AT BG V2 STAR BUS) & 804 AC (Model nos. TATA LPO 1625/63/ 1623/63 RE CNG AT/AT BG V2 AC STAR BUS)] CNG buses upto 1,80,000 Kms or upto 15 years from the date of registration of the bus whichever is earlier for complete bus system.

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SECTION III: BID INVITATION NOTICE & SCHEDULE OF BIDDING PROCESS WITH KEY DETAILS

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
(Government of NCT of Delhi)	

III-A: BID INVITATION NOTICE (BIN)

DELHI TRANSPORT CORPORATION (GOVERNMENT OF NCT OF DELHI) Strategic Business Unit, Hauz Khas Bus Terminal, New Delhi, INDIA Phone: 91 11 26511638, e mail: dcgmsbu@dtc.nic.in																	
NOTICE INVITING E-TENDER: REQUEST FOR PROPOSAL (RFP) FOR FURTHER COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT of fully built 2644 (Non-AC & AC) TATA make supplied to the Corporation under RFP number: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 CNG propelled Low Floor Buses for further maintenance after completion of 7,50,000 kms, and above or upto 15 years from the date of registration of the bus whichever is earlier RFP Number: DCGM/SBU/944/2021																	
Delhi Transport Corporation (DTC) invites Bids from Vehicle Manufacturers (VM) and/ or their authorized network/ or any service provider/or the consortium with Lead Member as Vehicle Manufacturers (VM) and/ or their authorized network/ or any service provider through e-procurement portal of Government of NCT of Delhi (https://govtprocurement.delhi.gov.in) for further Comprehensive Annual Maintenance Contract (including Accidental repairs) of fully built 1840 Non-AC & 804 AC CNG propelled Low Floor Buses after completion of 7,50,000 kms and above of the TATA make supplied to the Corporation under RFP number: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 as per Schedule of Requirements given below:																	
BRIEF SCHEDULE OF REQUIREMENTS: <table border="1"> <thead> <tr> <th>Item No.</th> <th>Description of Work</th> <th>Period of Contract</th> <th>Tendered Quantity (Nos.)</th> <th>Bid Security</th> <th>Due Date and Time of Opening of Bids</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td>Comprehensive Annual Maintenance Contract (including Accidental repairs) of fully built 1840 Non-AC(Model nos. (TATA LPO 1623/63 RE CNG AT/ AT BG V2 STAR BUS) & 804 AC (Model nos. TATA LPO 1625/63/1623/63 RE CNG AT/AT BG V2 AC STAR BUS)) CNG propelled Low Floor Buses of the TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008</td> <td>Further Maintenance of Non-AC & AC Buses upto 1,80,000 Kms after completion of 7,50,000 kms and above of each bus or upto 15 years from the date of registration of the bus whichever is earlier</td> <td align="center">2644</td> <td>Bidders are required to sign a Bid Security Declaration in lieu of Bid Security</td> <td align="center">30.06.2021 at 15.30 hrs. (IST)</td> </tr> </tbody> </table>						Item No.	Description of Work	Period of Contract	Tendered Quantity (Nos.)	Bid Security	Due Date and Time of Opening of Bids	1	Comprehensive Annual Maintenance Contract (including Accidental repairs) of fully built 1840 Non-AC(Model nos. (TATA LPO 1623/63 RE CNG AT/ AT BG V2 STAR BUS) & 804 AC (Model nos. TATA LPO 1625/63/1623/63 RE CNG AT/AT BG V2 AC STAR BUS)) CNG propelled Low Floor Buses of the TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008	Further Maintenance of Non-AC & AC Buses upto 1,80,000 Kms after completion of 7,50,000 kms and above of each bus or upto 15 years from the date of registration of the bus whichever is earlier	2644	Bidders are required to sign a Bid Security Declaration in lieu of Bid Security	30.06.2021 at 15.30 hrs. (IST)
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The Bid Document can be downloaded from the e-procurement portal of GNCTD (https://govtprocurement.delhi.gov.in) and website of DTC (http:// www.dtc.nic.in)																	
PRE-BID CONFERENCE: A Pre-Bid Conference will be held on 11.06.2021 at 15.00 Hours (IST) at Head quarter, Delhi Transport Corporation, I P Estate, New Delhi-110002, with the prospective Bidders for the purpose of holding discussions and for providing clarifications on the RFP Document by the DTC.																	
SUBMISSION OF BIDS: Complete Bid (separately each for Techno-Commercial Bid & for Price Bid) in the prescribed format should be uploaded/ submitted through e-procurement Portal of Government of NCT of Delhi on or before 30.06.2021 by 15:00 hrs. (IST). The Bid Declaration Certificate In lieu of Bid Security as per details given in RFP addressing Chairman-cum-Managing Director, Delhi Transport Corporation must be delivered along with the Bid in the office of Dy. Manager, (Tender Cell), Room No. 207, Delhi Transport Corporation, I.P. Estate, New Delhi-110 002, so as to reach, on or before 30.06.2021 by 1500 hours (IST) ("Bid Due Date for submission of e-tender").																	
FOR MORE DETAILS OF TENDER NOTICE LOG ON TO E-PROCUREMENT PORTAL OF GOVERNMENT OF NCT OF DELHI OR DTC WEBSITE.																	
Sd/- Dy. CHIEF GENERAL MANAGER (SBU) dcgmsbu@dtc.nic.in																	

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III-B: SCHEDULE OF BIDDING PROCESS WITH KEY DETAILS

Delhi Transport Corporation (DTC) would endeavor to adhere to the following schedule:

Sr. No	Activity Description	Date
1	Date of Issue of RFP on e-procurement portal of Government of NCT of Delhi (https://govtprocurement.delhi.gov.in)	05.06.2021
2	Submission Pre-Proposal Meeting Queries	10.06.2021
3	Date and Time of Pre-Bid Conference (*Physically as well as **Virtual through a link mentioned below)	11.06.2021 at 15:00 Hrs.
4	Deadline for submission queries/ clarifications made during the Pre-Bid Conference in writing	12.06.2021 by 17:00 hrs.
5	Date for freezing of RFP Document	16.06.2021
6	Last Date and time of uploading/ submission of Bids	30.06.2021 by 15:00 hours
7	Opening of Techno-Commercial Bid (Bid 1)	30.06.2021 at 15:30 hours
8	Opening of Price Bid (Bid 2)	To be informed Separately

***Venue of Pre-Bid Conference (Physical):**

Conference Room,
Delhi Transport Corporation
I P Estate, New Delhi -110002,

**** Virtual Meeting**

Join Zoom Meeting
<https://us05web.zoom.us/j/86567938639?pwd=d3BXSkV3TVhBZDR6RkxGaXp3Ly9yZz09>
Meeting ID: 865 6793 8639
Pass Code: pF4NXw

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SECTION IV: DEFINITIONS & ABBREVIATIONS

In this RFP, the following word(s), unless repugnant to the context or meaning thereof, shall have the meaning(s) assigned to them herein below:

1. **"Aims and Objectives"** has the meaning ascribed to it in the Section II of the RFP.
2. **"Arbitration Act"** means the Arbitration and Conciliation Act, 1996 and shall include modifications to or any re-enactment thereof as in force from time to time.
3. **"Bid"** means the proposals submitted by the Bidder(s) in response to this RFP in accordance with the provisions hereof including the Techno-Commercial proposal and Financial proposal along with all other documents forming part and in support thereof.
4. **"Bidder"** means a company incorporated in India engaged in manufacturing, supply and maintenance of the Non-AC buses (Model nos. TATA LPO 1623/63 RE CNG AT/ AT BG V2 STAR BUS) & AC buses (Model nos. TATA LPO 1625/63/1623/63 RE CNG AT/AT BG V2 AC STAR BUS) TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 or their authorized network of Vehicle Manufacture engaged in maintenance of these Non-AC (Model nos. TATA LPO 1623/63 RE CNG AT/ AT BG V2 STAR BUS) & AC (Model nos. TATA LPO 1625/63/1623/63 RE CNG AT/AT BG V2 AC STAR BUS) of TATA make or any service provider having adequate experience of maintaining Low floor Buses with authorized support of the Vehicle Manufacturer or the consortium with Lead Member as Vehicle Manufacturers (VM) and/ or their authorized network/ or any service provider.
5. **"Departmental Committee for Extension of AMC"** shall mean Committee constituted by the Managing Director of DTC comprising of departmental members from technical, finance, operations and stores department.
6. **"Bid Declaration Certificate in lieu of Bid Security"** shall have the meaning ascribed to it in Section V 'Instructions to Bidders'.
7. **"Encashment Notice"** shall have the meaning, the notice issued to the Contractor by the DTC for encashment of bank guarantee pursuant to the terms of the Contract.
8. **"Bidding Process"** means the process of selection of the Successful Bidder through competitive bidding and includes submission of Bids, scrutiny and evaluation of such Bids as set forth in the RFP.
9. **"CMD"** means the Chairman-cum-Managing Director of DTC.
10. **"MD"** means the Managing Director of DTC.
11. **"Contract"** means and includes 'Letter of Acceptance', complete RFP Document including 'Bid Invitation Notice', 'Instructions to Bidders', 'General Conditions of Contract', 'Schedule of Requirements', 'Technical Specifications', 'Techno-Commercial Evaluation Proformas', 'Price Schedule', 'Annexures' and includes a repeat order accepted or acted upon by the Contractor and a formal agreement, if executed;
12. **"Contractor"** means the company with whom the Contract for the Comprehensive Annual Maintenance Contract is placed and shall be deemed to include the Contractor's successors (approved by the DTC), representatives, heirs, executors and administrators, as the case may be, unless excluded by the terms of the Contract;
13. **"Deadline for Submission of Bids"** shall mean the last date and time for uploading/ submission of Bids as set-forth in Section III-B of this RFP under the heading **"Schedule of**

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Bidding Process with Key Details” or such other date / time as may be decided by DTC in its sole discretion and notified to the Bidders by dissemination of requisite information in this behalf on the E-Procurement Portal of Government Of NCT Of Delhi (<https://govtprocurement.delhi.gov.in>) and/ or DTC Website and / or in writing either by email or by facsimile or by registered post.

14. **“DTC”** means the Delhi Transport Corporation and its authorized successors and assignees at all times.
15. **“DTC Website”** means the website of DTC which, at present has the following URL – <http://www.dtc.nic.in>
16. **“Effective Date”** of the Contract shall mean the date on which the ‘Letter of Acceptance’ (LOA) shall be dispatched by the DTC;
17. **“Government”** means the Government of National Capital Territory of Delhi (GNCTD) or Government of India as is relevant in the context;
18. **“Inspecting Officer”** means the person(s), firm(s) or organization nominated by the DTC for the purpose of inspection of maintenance work under the Contract and includes its/ their authorized representative;
19. **Inspections:**
 - i) **“Preventive, Service and Docking Inspection”** of Buses means the inspection of Buses to be carried out by the DTC or its authorized representative as per the maintenance schedule for servicing and different docking at various kilometer coverage as per the recommendations of the vehicle manufacturers;
 - ii) **“Accident Inspection”** of Buses means inspection of the accidental Buses to be carried out by the DTC or its authorized representatives on furnishing of accident information report to be filled after inspection by the contractor at the gate while entering of the bus in the depot as per Annexures enclosed with this RFP.
 - iii) **“Daily Inspection”** before outshedding of the buses and inspection after attending the defect/ breakdown reports lodged by drivers.
 - iv) **“Seasonal Check points inspection”** of the buses for the additional points for inspection in accordance to the season in addition to the Preventive, Service and Docking Inspection as above.
 - v) **“Random Inspection”** the buses can be inspected any time in the Depots or online by the Depot, Regional, Corporate, Vigilance/ officials/officers.
20. **“Letter of Acceptance”** means the letter or memorandum communicating to the successful Bidder the acceptance of its Bid and includes an advance acceptance of its Bid;
21. **“Maintenance Premises”** means the Depots of the DTC at which the Buses shall be maintained;
22. **“Material”** means anything used in the maintenance or repairing of the Buses;
23. **“Particulars”** include –
 - i. Technical Specifications;
 - ii. Drawings;
 - iii. "Proprietary Mark" or "Brand" meaning the mark or brand of a product which is owned by an Industrial firm;
 - iv. Any other details governing of the maintenance or repairing of buses as may be prescribed by the Contract;
24. **“PIS”** means Passenger Information System whereby and where under passengers shall be informed, inter alia, of approaching bus stops inside the Buses.
25. **“Purchase Officer”** means the officer signing the “Letter of Acceptance” and includes any officer who has the authority to execute the relevant Contract on behalf of the DTC;

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26. **"DTC/ Purchaser"** means Chairman-cum-Managing Director/ Managing Director, Delhi Transport Corporation, Indraprastha Estate, New Delhi - 110 002 or its authorized representatives;
27. **"RFP"** and / or **"RFP Document"** means this 'Request for Proposal' document comprising of the sections namely Disclaimer, Background, Bid Invitation Notice (BIN) and Key Details, Definitions and Abbreviations, Instructions to Bidders (ITB), General Conditions of Contract (GCC), Schedule of Requirements (SOR), Technical Specifications (TS), Techno-Commercial Evaluation Proforma (TCEP), Price Schedule (PS) and Bid Forms, Annexures and other Formats and any applicable Schedules thereto;
28. **"Services"** means services ancillary to the maintenance of the Buses for the contract period like insurance, statutory requirements etc. ;
29. **"Signed"** means signed and stamped;
30. **"Site"** means the place specified in the Contract at which any work is required to be executed by the Contractor under the Contract or any other place approved by the DTC for the purpose;
31. **"Sub-Contractor"** means any person, firm or company approved by the DTC, from whom the Contractor may obtain any ancillary services such as Intelligent Transportation System (ITS) services, AC services etc.
32. The terms **"Successful Bidder"**, **"L1 Bidder"**, and / or "Vendor" shall mean the Bidder who qualifies the Techno-Commercial proposal stage and the Financial proposal stage of this RFP and to whom a Letter of Acceptance is consequently issued by DTC.
33. **"Test"** means such test(s) as is/ are prescribed by the DTC or considered necessary by the Inspecting Officer whether performed or carried out by the Inspecting Officer or any agency acting under the direction of the DTC/ Inspecting Officer;
34. **"Works"** means all the works specified or set forth and required in and by the said 'Technical Specifications', 'General Conditions of Contract', 'TCEP', 'Drawings' and 'Schedule of Requirements', 'Bid Forms', 'Annexures' and other Formats' hereto annexed or to be implied there from or incidental thereto, or to be hereafter specified or required in such explanatory instructions and 'Schedule of Requirements' and also in such additional instructions shall from time to time, during the progress of the work hereby Contracted for, be supplied by the DTC;
35. **"Writing"** or **"Written"** includes matter, either in whole or in part, in manuscript, type written, lithographed, photocopied, photographed or printed form under or over signature or seal, as the case may be;
36. Any other term(s), not defined herein above but defined elsewhere in this RFP shall have the meaning(s) ascribed to such term(s) therein and shall be deemed to have been included in this Section.

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SECTION V: INSTRUCTIONS TO BIDDERS (ITB)

1. GENERAL

- 1.1 Delhi Transport Corporation (Government of National Capital Territory of Delhi), **(hereinafter referred to as the DTC)**, invites bids through e-procurement Portal of Government of NCT of Delhi (<https://govtprocurement.delhi.gov.in>) in Two Bid System (separately uploaded each for Techno-Commercial Bid & for Price Bid) for further Comprehensive Annual Maintenance Contract of fully built 1840 Non-AC (Model nos. TATA LPO 1623/63 RE CNG AT/ AT BG V2 STAR BUS) & 804 AC (Model nos. TATA LPO 1625/63/1623/63 RE CNG AT/AT BG V2 AC STAR BUS) CNG propelled Low Floor Buses after completion of 7,50,000 KMS and above of TATA Make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 having Low Floor Height fitted with Automatic Transmission, Air Suspension, Power Steering, Electro-Pneumatically operated doors, LED Destination Board System (LDBS), and a non-polluting fuel efficient CNG propelled engine (hereinafter called Buses) as per "Schedule of Requirements" and 'Technical Specifications' from established and reliable vehicle manufacturers/ or their authorized network/ or any service provider/ a group of entities i.e consortium with authorized support of the Vehicle Manufacturer having satisfactory experience for maintaining buses of CNG Propelled Low Floor AC buses of at least preceding two years ending on 31st, March'2020.
- 1.2 The Bidders shall agree in respect of proper comprehensive annual maintenance to ensure trouble free services of Buses for further operation upto 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier for complete bus system inclusive of consumables, spare parts, replacement of assemblies/ subassemblies, systems etc. taking into account preventive/docking maintenance, normal wear & tear, major repairs/ over-hauling and break downs as well as accidental repairs (mechanical fault), tyre damage etc. inclusive of labour cost to ensure 88% availability during the AMC period. The Contractor shall be responsible for carrying out repairs and servicing etc. for complete buses (including supply of consumables, replacement & fitment of spare parts/ body parts/ aggregates/ assemblies/ sub-assemblies etc.). Only CNG fuel shall be provided by the DTC during AMC period for operations of the buses. Any bus which is on completion of 7,50,000 Kms and above the same Bus comes under this new Contract. The following is the status for the detail in respect of tentative kms completion of total available 2644 nos. TATA make buses with the Corporation as on 30th Jun, 2021:

S. No	Description	No. of Buses likely to cover 7.50 lakh Kms and above		Total
		Non- AC	AC	
	As on 30 th Jun-2021	801	39	840
1.	July 2021 to Jun 2022	747	288	1035
2.	July 2022 to Jun 2023	264	383	647
3.	July 2023 to Jun 2024	28	94	122
	Total	1840	804	2644

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- 1.3 Complete Bid (separately each for Techno-Commercial Bid & for Price Bid) in the prescribed forms should be uploaded/ submitted through e-procurement Portal of Government of NCT of Delhi on or before the time and date fixed for submission of bid. Bid received after the stipulated time and date will not be entertained. Such bids will be, termed as late/ delayed bid and returned unopened.
- 1.4 The Bidders are required to offer only one rate slabwise for each category of the buses for Comprehensive Annual Maintenance Contract separately for Non-AC and AC Low Floor Buses of the TATA Make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008. Bids of those Bidders who quote more than one rate for each slab of any category of the buses shall be rejected. Conditional offers/ rates on any account will not be accepted.
- 1.5 Traders, Agents, Brokers and middlemen are not eligible for participation in the bid.

2. ELIGIBILITY

- 2.1 For eligibility Vehicle Manufacturers (VM) and/ or their authorized network/ or any service provider shall have experience of at least two years ending on 31st March, 2021 for maintaining at least 100 buses of CNG Propelled Fully Built Low Floor Non-AC & AC buses.
- 2.2 In case of bidder being VM, the following documents shall be submitted along with the Bid:
 - i.) Experience Certificate required as per 2.1
 - ii.) Self-Undertaking for not being black listed by any Government department.
- 2.3 In case Bidder being authorized network of VM, the following documents shall be submitted along with the Bid:
 - i.) Authorization letter from Vehicle Manufacturer.
 - ii.) Experience Certificate required as per Clause 2.1 duly certified by the Vehicle Manufacturer
 - iii.) Self-Undertaking for not being black listed by any Government department.
 - iv.) Undertaking by VM to ensure supplies of genuine VM/ OEM or their recommended spare parts for maintenance of these Low Floor CNG Non-AC & AC buses up to 1,80,000 kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier.
- 2.4 In case of Bidder being any service provider other than VM/ VM's authorised network, the service provider shall have an under taking from VM regarding:
 - i.) Authorization certificate.
 - ii.) The unconditional support of the VM technically throughout the execution of Comprehensive Annual Maintenance Contract of these buses up to 1,80,000 kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier.
 - iii.) Supplies of genuine VM/ OEM or their recommended spare parts required for maintenance of these Low Floor Non-AC & AC Buses up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier.
 - iv.) Self-Undertaking for not being black listed by any Government department.

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The service provider shall provide the Experience Certificate as required in clause 2.1.

- 2.5 The prospective bidder should be Proprietorship Firm or a Company registered under the Indian Companies act, 2013 or a Partnership Firm registered under Partnership Act, 1932.
- 2.6 The bidder can be a single entity or a group of entities i.e consortium consisting of only two members. The eligibility criteria of average annual turnover as required in Clause 2.7, can be fulfilled by one member of the Consortium or jointly by both the members of Consortium.

The Lead Member of the consortium shall be Vehicle Manufacturers (VM) and/ or their authorized network/ or any service provider. The lead member of the consortium has to provide the Experience Certificate as required in clause 2.1 and the documents required in Clause 2.2 or Clause 2.3 or Clause 2.4, as applicable. The lead member of the Consortium shall hold at least 51% (fifty one per cent) of the share in Consortium. The nomination of the lead member shall be supported by Power of Attorney signed by other member of the Consortium.

- 2.7 The Average Annual turnover of the Bidder shall not be less than Rs. 20 Crores for the financial years 2019-20 & 2020-2021. Bidders should furnish certificate from the authorized Chartered Accountant as documentary evidence in support of the same.

Note: In case the annual accounts for the last financial year are not audited and therefore the Bidder cannot make it available, the Bidder shall give an undertaking to this effect duly certified by the authorized Chartered Accountant. In such a case, the Bidder shall provide certificate of turnover from the authorized Chartered Accountant for the financial years 2018-19 and 2019-2020.

- 2.8 The technical experience and financial capabilities of any other Group Company or holding company or subsidiary company of any Bidder shall not be considered for evaluation.
- 2.9 The Bidders shall furnish all information on past maintenance services for last two years and their performance in the Proforma A for Techno Commercial Evaluation of Section IX prescribed in the RFP document. Bidders should furnish the copies of contracts & client's certificates for performance for the maintenance of Low Floor CNG Non-AC & AC buses.
- 2.10 In addition to the above, the Bidder, if required by the DTC, shall promptly furnish further information regarding his capacity/ capability, and he would extend all cooperation to the representatives of the DTC for assessing his capacity/ capability by actual visit to his works/ office.
- 2.11 Bids not containing the requisite information are liable to be rejected.
- 2.12 Only eligible Bidders, who meet the eligibility criteria, need apply.

3. COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of Bid and DTC will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

4. CLARIFICATION TO RFP DOCUMENT

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- 4.1 In the event that any Bidder requires any clarification of the RFP document, such Bidders are expected to send their queries to DTC in writing by Post, Courier, e-mail or by facsimile within such date as specified in the Schedule of Bidding Process set forth in Section: III - B at the address given below in order to enable DTC to have adequate notice of the said queries so that the same may be addressed by the date and time of freezing of RFP document:

Dy. Chief General Manager,
Strategic Business Unit,
DTC Hauz Khas Bus Terminal,
Delhi Transport Corporation, New Delhi 110 016,
Email addresses: dcgmsbu@dtc.nic.in

Bidders shall have to post queries by email to dcgmsbu@dtc.nic.in

- 4.2 Nothing in this section shall be taken to mean or read as compelling or requiring DTC to respond to any questions or to provide any clarification to a query. DTC reserves the right to not to respond to the questions it perceives as non-relevant which may be raised by a Bidder or not to provide clarifications if DTC in its sole discretion considers that no reply is necessary. No extension of deadline for Submission of Bids will be granted on the basis or grounds that DTC has not responded to any question or not provided any clarification to a query.

5. PRE-BID CONFERENCE

- 5.1 A Pre-Bid Conference will be held as per the details provided in Section: III - B with the prospective Bidders, for the purpose of holding technical & commercial discussions and providing clarifications by the DTC. In the Pre-Bid Conference, clarifications pertaining to technical, commercial and other issues regarding the maintenance of these Buses that may be required by the prospective Bidders will be provided. The prospective Bidders should on their own cost, attend the said conference on the date and venue.
- 5.2 Details of proposed/ suggested variations/ deviations/ additions from the Bid specifications/ conditions, if any, should be clearly indicated while sending queries before Pre-Bid Conference. No further suggestions for deviations/ variations/ additions will be entertained after the Pre-Bid Conference. Any verbal suggestion/ proposal of variations/ deviations/ additions in the RFP document made during the Pre-Bid Conference should also be given in writing to the DTC latest by 1700 hours on next working day of the Pre-Bid Conference.
- 5.3 The DTC may clarify on variations/ deviations, alternative proposals, which ensure equal or higher quality/ performance to the maintenance aspect during Pre-Bid Conference. However, the decision of the DTC in this regard will be final.
- 5.4 After incorporating the amendments acceptable to the DTC, the RFP Document shall be frozen as per the details provided in Section: III-B through issuance of an Addendum(s) which can be downloaded from the e-procurement portal of GNCTD(<https://govtprocurement.delhi.gov.in>) and website of DTC ([http:// www.dtc.nic.in](http://www.dtc.nic.in)).
- 5.5 Non-attendance at the Pre-Bid Conference will not be a cause for disqualification of a Bidder. However, the terms and conditions of the Addendum(s) will be legally binding on all the Bidders irrespective of their attendance at the Pre-Bid Conference.

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6. LOCAL CONDITIONS

It is imperative that each Bidder fully acquaints himself with all the local conditions and factors, which would have any effect on the performance/ completion of the contract in all respects inter-alia including the cost of the maintenance of these Buses. Bidders would themselves be responsible for compliance with Rules, Regulations, Laws and Acts in force from time to time in India. On such matters, the DTC shall not entertain any request from the Bidders.

7. AMENDMENT OF BID DOCUMENTS

- 7.1. As and when required prior to the freezing of the RFP document, the DTC, for any reason, whether at his own initiative or in response to a clarification or query raised by a prospective Bidder, may modify the RFP document by issuing amendment(s) to the RFP document.
- 7.2. Any Addendum thus issued will only be posted on e-procurement portal of GNCTD. Bidders are advised to visit the website <https://govtprocurement.delhi.gov.in> regularly to keep themselves updated.
- 7.3. The DTC reserves the right at his sole discretion to extend the deadline for submission of Bids.
- 7.4. If any amendment is affected in the RFP document, only the amended RFP document shall be final and determinative.

8. COMPLIANCE WITH TECHNICAL SPECIFICATIONS

- 8.1. The maintenance of Buses is required against this Bid shall conform to the Technical Specifications for the Model nos. TATA LPO 1623/63 RE CNG AT/ AT BG V2 STAR BUS of Non-AC and TATA LPO 1625/63 /1623/63 RE CNG AT/AT BG V2 AC STAR BUS of AC of TATA make, supplied to the Corporation under the RFP document no. DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008.
- 8.2. The Bidder shall obtain itself, at its own expense, all the latest specifications/ procedures required for the maintenance of the Buses in accordance with the Contract terms.
- 8.3. The Bidder shall be required to comply with all the latest provisions of the Central Motor Vehicle Rules 1989 (CMVR), the Motor Vehicle Act 1988 (MVA), the Delhi Motor Vehicle Rules 1993 (DMVR) along with any and all amendments therein and other statutory and legal requirements as applicable during the contract.
- 8.4. In case any critical issue arises, Departmental Committee for Extension of AMC will decide the issue on case to case basis.

9. VARIATIONS / DEVIATIONS

- 9.1. Bidders may note that the DTC will not entertain any deviations to the RFP Document at the time of submission of the Bid or thereafter. The Proposal to be submitted by the Bidders will be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the RFP Document with all its contents.
- 9.2. The Bidder shall submit no deviation statement, from the 'Instruction to Bidders', 'General

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Conditions of Contract' and 'Schedule of requirements' 'Technical Specifications' of the Bid Document in the prescribed Proforma (**Annexure 1**).

- 9.3. Bids found inconsistent with the terms and conditions and/ or specifications of the RFP document are liable for rejection at the threshold. The decision of the DTC in this regard, shall be final and binding.

10. ONLINE SUBMISSION INSTRUCTIONS

- 10.1. Complete bid document can be seen and downloaded from e-procurement Portal of Government of NCT of Delhi (<https://govtprocurement.delhi.gov.in>) free of cost.
- 10.2. Those bidders not registered on the website mentioned above, are required to get registered beforehand.
- 10.3. Bidders are required to upload documents in terms of requirements of the e-procurement Portal of Government of NCT of Delhi (<https://govtprocurement.delhi.gov.in>).
- 10.4. The intending Bidder must have valid class-III digital signature to submit the bid.
- 10.5. The Technical Proposal/Submissions shall be opened first on the date and time as specified in IIIB: Schedule of Bidding Process with Key Details of this RFP Document. The Bidder can login and then has access to view the Proposals online. Bidder, if so desire, can attend the Technical Submissions opening through e-procurement portal (<https://govtprocurement.delhi.gov.in>).
- 10.6. The time and date for opening of Price Proposal of Shortlisted Bidders will be informed later.
- 10.7. Pre-Bid Conference shall be held at the location date & time as mentioned in Section: III-B of this RFP Document to clear the doubts of prospective Bidders, if any.
- 10.8. List of Documents to be scanned and uploaded within the period of Bid Submission of **Techno-Commercial Bid (Bid 1)** shall be in terms of Clause 11 and 20 of the Instruction to Bidders.
- 10.9. **Price Bid (Bid 2)** shall consist of only Price Schedule in the prescribed formats (Annexure A of Section – X) for Non-AC and AC buses and is required to be uploaded as prescribed in Clause 15 & 17 of ITB.
- 10.10. The Proposal submitted shall become invalid if the Bidder doesn't upload all the documents as stipulated above.

11. DOCUMENTS/ ITEMS COMPRISING THE BID

- 11.1 The proposal submitted by the Bidder shall consist of two separate Bids viz. Techno-Commercial Bid and Price Bid for Comprehensive Annual Maintenance Contract (including Accidental repairs) of fully built Non-AC and AC CNG propelled low floor buses of the TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008.
- 11.2 **Techno-Commercial Bid (Bid 1)** shall contain the prescribed Proforma for Submission of Bid (Annexure-2), Bid Security Declaration in lieu of Bid Security (Annexure-3), Proforma-A for 'Techno Commercial Evaluation'- 'Maintenance Capability & Quality Control' of

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Section IX) and all other documents as well as other information required in accordance with the RFP document. Bidder is required to submit details of documents vis-à-vis Check List prescribed in the RFP Document along with bid. Failure to provide the documents prescribed in the check list may result in rejection of the bid.

11.3 **Price Bid (Bid 2)** shall consist of only Price Schedule in the prescribed formats (Annexure A of Section – X).

11.4 Bidders are required to bid for both type of the Non-AC & AC buses mentioned in the 'Schedule of Requirements'.

11.5 Incomplete bids are liable to be rejected.

12. BID SECURITY/ EARNEST MONEY DEPOSIT

12.1 In lieu of Bid Security/ Earnest Money Deposit, bidders are required to sign "Bid Declaration Certificate c" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for six months from the date of committing the breach of tender condition. The "Bid Declaration Certificate In lieu of Bid Security" shall be in accordance to the Annexure-3 and as part of his Bid.

12.2 Any Bid not accompanied with "Bid Declaration Certificate In lieu of Bid Security" in the acceptable form will be liable to be rejected by the DTC as being non-responsive. The decision of DTC in this respect shall be final and binding.

12.3 The Bid shall remain valid and open for acceptance for a period of 120 days from the specified date of opening.

12.4 In exceptional circumstances prior to expiry of the original bid validity period, the DTC may request the Bidder for extension in the period of validity. The request and response there to shall be made in writing by email followed by confirmation copy by post. The Bidder agreeing to the request will not be permitted to modify his Bid.

13. FINANCIAL PROPOSAL & PAYMENT TERMS:

13.1 Financial proposal should contain the 'Price Schedule' in the format prescribed in Annexure A of Section X for Comprehensive Annual Maintenance Contract separately for fully built Non-AC & AC CNG propelled low floor buses of the TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008. All prices should be in Indian Rupees. The financial proposal should be per Kilometer basis mentioned in the Schedule of Requirements (Section VII).

13.2 The price for the maintenance of the buses shall include a complete break-up showing the basic price, GST and other charges if any, shall also be given. Bids not containing the break-up of prices are liable to be rejected. Government levies/ duties/ taxes on the AMC of buses as applicable on the date of opening of price bids will be considered for evaluation. In case there is variation in the statutory levies/ taxes during the currency of the contract, the same will be payable at actual.

13.3 The Bidders should quote their lowest possible prices. The Bidders shall be required to certify/ give an undertaking to the effect that the rates quoted are minimum/ reasonable &

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they have not quoted/ charged lower rates from any other Government Departments/ State Transport Undertaking for Comprehensive Annual Maintenance Contract of fully built Non-AC & AC CNG propelled low floor buses of the TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 conforming to same terms & conditions and specifications. The undertaking be certified & duly stamped by their Chartered Accountants. In case the Contractor offers to maintain the buses conforming to same specifications to any other State or Central Government Departments/ State Transport Undertakings/ Central or State Public Sector Undertakings at rates lower than the rates accepted against the present Contract, such lower rates shall also be made applicable to the present Contract subsequent to the said date of offer of maintenance at the lower rates by the Contractor.

- 13.4 The price quoted for maintenance of buses shall be firm and not subject to any upward variation except for the variation in statutory levies & duties separately quoted by the bidder in its bids.
- 13.5 PAYMENT TERMS: The Bidder must agree to the payment terms as specified in the General Conditions of Contract.

14. FORMAT AND SIGNING OF BID

- 14.1 Bidders shall provide all the information as per this RFP Document and in the specified formats. DTC reserves the right to reject any Proposal that is not in the specified formats.
- 14.2 The original bid /bids shall be typed or written neatly in indelible ink and shall be signed by the Bidder or a person or persons duly authorized by the Bidder to signed the Bid. The Letter of Authorization shall be indicated by written Power-of-Authority accompanying the Bid/ Bids. The person or persons so authorized for signing the bid/ bids shall initial all pages of the Bid/ Bids including printed literature. Each page of the bid/ bids must be numbered at the right hand top corner.
- 14.3 The bid/ bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case, such corrections shall be initialed by the person or persons signing the Bid.
- 14.4 All prices and other information like discount etc. having a bearing on the Price shall be written both in figures and words in the prescribed Bid Form. In case of discrepancy, the price given in words shall be considered.

15. SUBMISSION OF BIDS

- 15.1 The proposal submitted by the Bidder shall consist of two separate Bids viz. Techno-Commercial Bid and Price Bid for Comprehensive Annual Maintenance Contract (including Accidental repairs) of fully built Non-AC and AC CNG propelled low floor buses of the TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008.
- 15.2 All details except for the prices shall be furnished in the Techno-Commercial Bid (Bid 1). Bidder shall quote for all the items mentioned in the 'Schedule of Requirements', 'Technical Specification'. **Techno-Commercial Bid** shall consist of the Proforma of Submission of Bid (Annexure-2), Proforma Of Bid Declaration Certificate In Lieu Of Bid Security (Annexure-3), Proforma 'A' for 'Techno Commercial Evaluation' of Section IX and

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all other documents as well as all technical and commercial information required in accordance with the RFP document. The techno-commercial details shall be provided as per techno-commercial evaluation Proforma 'A' of Section IX. The Bid shall be typed and signed in indelible blue ink by the authorised signatory of the Bidder. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialled by the person(s) signing the Bid.

NOTE: PRICES SHOULD NOT BE MENTIONED ANYWHERE IN TECHNO-COMMERCIAL BID i.e. IN BID - 1.

- 15.3 Bidder shall quote for all the items as specified in the 'General Conditions of Contract' in the **Price Bid (Bid 2)** format as given at Annexure A of Section X for Comprehensive Annual Maintenance Contract for fully built Non-AC & AC CNG propelled low floor buses of the TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008. Price Bid shall contain only the Price Schedule in the prescribed format of the RFP document.
- 15.4 The Bidder shall upload **separately** the scanned copy of Bid 1: Techno-Commercial Bid and Bid 2: Price Bid as defined in clause above on the e-procurement portal of Government of NCT of Delhi (<https://govtprocurement.delhi.gov.in>) (Please refer **"Instructions to Bidders for Online Bid submission"**).
- 15.5 **However, the following Documents have to be submitted in the hard copy:**
 - a) Original "Bid Declaration Certificate In lieu of Bid Security" as per clause 12 of ITB, Section V.
 - b) Hard Bound Print out of uploaded: Techno-Commercial Bid (Bid 1).

All pages of the Bid shall be serially numbered and Bid shall comprise of index mentioning the details of all the appendices and annexures and other documents submitted by the Bidder.

- 15.6 All the envelopes shall clearly bear the following identification:

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 NON-AC AND AC CNG PROPELLED LOW FLOOR BUSES OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008.

"To be opened by Tender Opening Committee only"

and

**"Submitted by
"Name, Address and Contact Phone No. of the Bidder"**

Note: The sealed envelopes shall indicate the name and address of the Bidder to enable the DTC to return the bid documents un-opened in the event the bid is declared "Late/delayed bid".

- 15.7 Bid shall be in accordance with the provisions contained in the RFP document. 'No deviation' declaration undertaking shall be submitted in the Proforma as per **Annexure-1** of the RFP document. Any material deviations/ variations in the terms & conditions in the bids submitted by the Bidders will make their bid liable for rejection.

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15.8 Incomplete bids are liable to be rejected.

16. DEADLINE FOR SUBMISSION OF BIDS

Bids complete in all respects must be uploaded / submitted through e-procurement Portal of Government of NCT of Delhi (<https://govtprocurement.delhi.gov.in>) and at the address given in the 'Bid Invitation Notice', not later than the time & date indicated therein. The DTC may, at his discretion, extend this deadline for the submission of bids by amending the Bid Documents by issuing an Addendum as per Clause 7 of ITB and in that case all rights and obligations of the DTC and the Bidders previously subject to the original deadline shall thereafter be subject to the deadline as extended.

17. LATE/ DELAYED BIDS:

Bids received by the DTC after the prescribed deadline will be returned to the Bidder and shall be deemed disqualified and thus rejected.

18. MODIFICATION AND WITHDRAWAL OF BID

The Bidder may modify or withdraw his bid after submission but before the date and time fixed for submission of the bids, in terms of process set out in e-procurement portal. No Proposal shall be withdrawn by the Bidder after the Proposal Due Date.

19. BID OPENING

- 19.1 The Techno-Commercial Bids (**Bid 1**) of all the Bidders will be opened by the DTC through e-procurement portal of GNCTD at time, date and place indicated in the Bid Documents, in the presence of Bidders or their representatives who wish to attend the Bid opening. The Bidders' representatives, who are present, shall sign a register in evidence of their attendance. In the event of the specified date of bid opening being declared holiday for the DTC, the bids shall be opened at the appointed time and location on the next working day.
- 19.2 The Bidder's name, Bid Amendment/ Withdrawals, if any, the presence or absence of the requisite proforma of bid declaration certificate in lieu of bid security and such other details as the DTC or his authorized representative, at his discretion, may consider appropriate will be announced at the time of Bid opening.
- 19.3 DTC shall intimate Bidders in case of any change in the date or venue of opening of "Bid 1" of the Proposal.

20. PROCESS TO BE CONFIDENTIAL

- 20.1 After the public opening of Bids, information relating to the examination, clarifications, evaluation and comparison of Bids and recommendations concerning the Award of Contract shall be confidential and shall not be disclosed to other persons not officially concerned with such process. Disclosure to any such persons shall be made in confidence and shall extend only so far as it may be deemed necessary for the purposes of such performance.
- 20.2 Any effort by a Bidder to influence the DTC in the process of examination, clarification, evaluation and comparison of Bids and in decisions concerning award of contract, may attract the Clause 29.3 & 33 of ITB.

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21. CLARIFICATION OF BIDS

- 21.1 To assist in the examination, evaluation and comparison of Bids, the DTC may, if necessary, ask Bidders individually for clarification of their Bids. The request for clarification and the response shall be in writing or by email only and no change in the price or substance of the Bid shall be sought, offered or permitted. The Bidder in such cases would need to provide the requested clarification / documents promptly and within 48 hours or such timeframe as given by DTC on the receipt of request to the satisfaction of the DTC, failing which the Bidder is liable to be disqualified at any stage of the bidding process. No change in the substance of the Bid would be permitted by way of such clarifications.
- 21.2 The DTC reserves the right to inspect/ visit the premises/ offices/ Maintenance facilities of the Bidder to ascertain the Bidder's eligibility & his fulfilling the qualification criteria etc. as and when required during evaluation of bids.

22. DETERMINATION OF RESPONSIVENESS

- 22.1 The DTC will determine whether each Bid is responsive to the requirements of the Bid Documents.
- 22.2 A responsive Bid is one which conforms to all the terms & conditions and specifications of the Bid Documents without any material deviation or reservation. A material deviation or reservation is one which affects in any way the scope, quality, performance or administration of the contract by the Bidder, or which limits in any way, inconsistent with the Bid Documents, the DTC rights or the Bidder's obligations under the contract, and the rectification of which would affect unfairly the competitive position of other Bidders presenting responsive Bids at reasonable prices.
- 22.3 If a Bid is not responsive to the requirements of the Bid Documents it will be liable to be rejected by the DTC.

23. EVALUATION AND COMPARISON OF BIDS

- 23.1 The DTC will evaluate and compare only those Bids determined to be responsive to the requirements of the Bid Document.
- 23.2 The Bidders are required to provide all details, as these are required for evaluation purpose & also for quality assurance during maintenance. Bids received without full & complete detail are liable to be rejected. The DTC will examine the Techno-Commercial Bid to determine whether they are complete, whether the requisite Bid Guarantee has been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- 23.3 The DTC shall go through and evaluate the Techno-Commercial Bids (Bid 1) and inform accordingly only those Bidders whose bids shall be found responsive to the requirements of the Bid Document. Price Bids of only such Bidders will be opened in the presence of their representatives (if they wish to be present) at the time & date to be notified later to individual Bidder and to be uploaded on the e-procurement portal.
- 23.4 The statutory levies i.e. GST or any other tax will also be taken as on the date of opening of Price Bid.

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23.5 The DTC shall evaluate and compare the Price Bids of only those Bidders who have offered the prices complete in all respect as per the RFP document. The DTC will arrive at the all-inclusive total price of a bid after adding following factors:

- i. Total all-inclusive price of maintenance of all category for the both Non-AC & AC Buses separately, for the complete contract for operation of up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier.
- ii. Any other charges quoted by the Bidder and acceptable to the DTC as per RFP document.
- iii. In case, the rate quoted by the lowest acceptable bidder (L1) is not reasonable, then rate may be negotiated with L-1 bidder only as per GFR-2017 & CVC Guideline

23.6 Bid deviations and other factors, which are in excess of the requirements of the Bid Documents or otherwise result in the accrual of unsolicited benefits to the DTC, shall not be taken into account in Bid evaluation.

24. AWARD CRITERIA OF AMC CONTRACT

- (i) Subject to above, the DTC will consider the Bidder whose Bid has been determined to be responsive, complete and in accordance with the RFP Document and whose offer on evaluation has been determined to be the lowest acceptable offer i.e. lowest total contract value (L-1) for award of contract for 100% quantity.
- (ii) The total contract value shall be equal to 3rd slab rate of AMC for Non-AC Buses X 1,80,000 kms X tentative 1840 no. of Non-AC buses to be Allotted + 3rd slab rate of AMC for AC Buses X 1,80,000 kms X tentative 804 no. of AC buses to be Allotted.
- (iii) In case the total contract value of the two lowest bidders are same then the 100% of the total tendered quantity of the buses shall be offered to the bidder with the lowest initial slabs price.
- (iv) DTC's decision in this regard shall be final.

25. DTC RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The DTC reserves the right to accept or reject any Bid and to annul the Bid Process and reject all Bids without assigning any reason.

26. NOTIFICATION OF AWARD

26.1 Prior to the expiry of the period of Bid validity, the DTC will notify the successful Bidder through e-mail or to be confirmed in writing by Registered/ Speed Post that his Bid has been accepted. This letter (hereinafter and in the General Conditions of Contract called 'Letter of Acceptance') shall mention the Rate per Kilometer for Comprehensive Annual Maintenance Contract for Non-AC & AC Buses of the TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008.

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- 26.2 The Letter of Acceptance (LOA) dispatched through 'Speed Post/ Registered Post/e-mail/ by hand shall constitute the formation of the Contract.

27. SIGNING AND ACCEPTANCE OF LETTER OF ACCEPTANCE

- 27.1 Upon receipt of the 'Letter of Acceptance', the successful Bidder shall return two copies of the Letter of Acceptance duly signed and stamped by his authorized signatory within 3 Days from the date of receipt of Letter of Acceptance. However, the Contract shall be deemed to be concluded on the date of dispatch of the 'Letter of Acceptance' by the DTC.
- 27.2 Upon return of 'Letter of Acceptance' from the successful Bidder, Contract in accordance with the form of agreement prescribed with the RFP Document, would be signed by both the parties. The successful Bidder shall get the correct amount of Stamp Duty adjudicated, at Delhi in accordance with the applicable law, and submit the same in two copies duly stamped and executed within 30 days from the date of dispatch of 'Letter of Acceptance'. DTC will return one copy duly signed and sealed as a token of acceptance of contract agreement. Stamp Duty will be paid by the successful Bidder.
- 27.3 At the time of signing the Contract, the successful Bidder shall be required to give an undertaking in the form of AFFIDAVIT on Non-judicial Stamp Paper of appropriate value NOTORISED in conformity with the requirement of Clause- 29.3 & 33 of ITB in the format (**Annexure-'5'** of Section XI), to the affect that they have not given any commission to any official of DTC/ Delhi Government or any other agencies engaged with the Comprehensive Annual Maintenance Contract process or indulged in any other corrupt or fraudulent practice in securing the Contract.

28. PERFORMANCE SECURITY

The Performance Bank Guarantee shall be furnished @ 3% of the Entire Contract value. The Performance Bank Guarantee shall be furnished for the entire contract period with validity period of 6 months beyond the date of completion of Contract as per the following detail:

Performance Security = 3% of Entire Contract value = 3% of (3rd slab rate of AMC for Non-AC Buses X 1,80,000 kms X tentative 1840 no. of Non-AC buses to be Allotted + 3rd slab rate of AMC for AC Buses X 1,80,000 kms X tentative 804 no. of AC buses to be Allotted).

29. GENERAL CLIMATIC CONDITIONS OF THE DELHI/ NEW DELHI (INDIA)

- 29.1 The work site area is mostly plain terrain and lies in latitudes between 28° x 23' and 28° x 53' North and longitudes 76° x 50' and 77° x 21' East. Bulk quantity of buses will be operated in Delhi. However, some buses will be operated in NCR also.
- 29.2 The temperature during the year in Delhi varies from approximately 0°C to 50.0°C.
- 29.3 Summer season is from April to June and winter season is from November to March, in summer months dust storms are also frequent.
- 29.4 Average annual rainfall in the area is of the order of 660 mm, major portion of which is concentrated in the months of July, August and September.

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29.5 The road conditions in Delhi are generally plain but also having flyovers, underpass and speed breakers. During heavy rainfall, there is possibility of water logging in certain areas and potholes may also impact the road surface.

29.6 As such adverse operating conditions shall not affect the Contractual obligations and parameters of performance of the Contractor under the Contract. Wear and tear of the bus due to bad road conditions, rains, flooding of roads, heavy traffic etc. will not be a defense on the part of the Contractor for not fulfilling his Contractual obligations as per the Contract.

30. SEISMIC ZONE

Delhi falls under Seismic Zone IV; Earthquake of maximum magnitude of 7 on Richter's scale has been experienced in the past in the region.

31. CORRUPT PRACTICES

31.1 Bidders are expected not to indulge in any corrupt and fraudulent practice. They are expected to observe the highest standard of ethics during the procurement and execution of the Contract. In pursuance of this policy, following definitions are relevant:

- a. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and
- b. "Fraudulent Practices" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the DTC and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid Prices at artificial non-competitive levels and to deprive the DTC of the benefits of free and open competition;

31.2 If it is found that Bidder(s) had engaged in corrupt/ fraudulent practice in securing and executing the Contract, the DTC reserves the right:

- (a) not to award Contract to such Bidder,
- (b) to cancel the Contract, if already awarded. In case of cancellation, the DTC shall be entitled to recover from the Bidder/ Contractor the amount of any loss arising from such cancellation in accordance with the provisions of the RFP Document. The DTC shall also have the right to forfeit the Performance Bank Guarantee of such Bidder, and
- (c) to ban the business dealing with the Bidder who engaged in such practices either indefinitely or for a specified period of time.

31.3 The Bidder is required to sign the Integrity Pact as per format in **Annexure-20**.

32. Conflict of Interest:

32.1 The Vendor shall disclose to DTC in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Service(s) as soon as

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practical after it becomes aware of that conflict.

32.2 For purposes of this tender, the conflict of interest would be reflected in terms of the undertaking being given in the form of a Near Relative Certificate as elaborated in this Bid document as **Annexure-22**.

32.2.1 Near Relative Certificate: The Bidder should give a certificate that none of his/her near relative is working in the DTC. This must be issued under signature of the Authorized Signatory. Due to any breach of these conditions by the company or firm or any other person of the Firm/Company Bid of the Bidder will be cancelled at any stage whenever it is noticed and DTC will not pay any damage to the Bidder including action as per "Bid Declaration Certificate In lieu of Bid Security"/forfeiture of Performance security. The Bidder will also be debarred for further participation in the concerned unit. The near relatives for this purpose are defined as: -

32.2.1.1 Members of Hindu undivided family.

32.2.1.2 They are husband and wife.

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

32.2.2 That any of the employees/CONSULTINGs of DTC involved in tender making / evaluation plans joins the Bidder or its subsidiary within a period of three years from the date of award of Contract.

33. CHECK LIST

An indicative Check List has been included at **Annexure 23** of this RFP Document. This has been designed to help the Bidders in submitting the bids complete in all respect. An incomplete Bid is liable to be rejected. The Bidders must fill this Check List and submit along with their bid in their own interest. Any other documents required as per any other clause of the Tender Documents have to be submitted along with the Bid even if not indicated in the aforesaid Check List.

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SECTION VI: GENERAL CONDITIONS OF CONTRACT (GCC)

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SECTION VI: GENERAL CONDITIONS OF CONTRACT (GCC)

1. INTERPRETATIONS

In the contract, unless the context otherwise requires:

- 1.1. Words in the singular include the plural and vice-versa.
- 1.2. Words importing the masculine gender shall be taken to include the feminine gender and words importing persons shall include any company or association or body of individuals, whether incorporated or not.
- 1.3. The heading of these conditions shall not affect the interpretation or construction thereof of the Clause.
- 1.4. Terms and expression not herein defined shall have the meanings assigned to them in the Indian Sale of Goods Act, 1930 (as amended) or the Indian Contract Act, 1872 (as amended) or the General Clauses Act, 1897 (as amended) as the case may be.
- 1.5. Wherever Date & Period are specified in the RFP Document for completing some formalities/ tasks/ documentations etc, the commencement of the period prescribed for the said completion shall be reckoned from the date of dispatch of the communication by the DTC, even if mentioned otherwise anywhere else.

2. PARTIES TO THE CONTRACT AND THEIR OBLIGATIONS

- 2.1. The parties to the contract are the Contractor and the DTC, as defined in Section IV of RFP Document.
- 2.2. A person signing the bid or any other document in respect of the contract on behalf of the Contractor without disclosing his authority to do so, shall be deemed to have the authority to bind the Contractor to fulfill his obligations as mentioned in such bid or document. If it is discovered at any time that the person so signing has no authority to do so, the DTC may, without prejudice to any other right or remedy of the DTC, cancel the contract and make or authorize the making of a purchase of the buses at the risk and cost of such person and hold such person liable to the DTC for all costs and damages arising from the cancellation of the contract including any loss which the DTC may sustain on account of such purchase.
- 2.3. Any approval that may be given by the DTC or Inspecting Officer on behalf of DTC shall only be deemed to be the approval in principle. Notwithstanding such approval, the Contractor shall be fully and totally responsible for the satisfactory performance and compliance with contract specifications, terms & conditions.
- 2.4. In case of any inter-se conflict between any provisions/ stipulations in the Bid Document or in the Contract Document, the decision of the DTC for interpretation/ application would be final and binding on the Contractor.
- 2.5. The Contractor shall be absolutely liable for the Comprehensive Maintenance of the Non-AC & AC buses as per the Terms & Conditions and technical specifications of the RFP

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document. It shall not be open to the Contractor to contend at a later stage that a particular change/ deviation in the Terms & Conditions is not compatible with the maintenance of the bus or affects performance. Any losses, whatsoever, which are occasioned on account of the maintenance / technical failure of the bus, shall be borne by the Contractor.

3. CONTRACT

The contract shall be for further Comprehensive Annual Maintenance Contract (including Accidental repairs) of fully built 1840 Non-AC (Model nos. TATA LPO 1623/63 RE CNG AT/ AT BG V2 STAR BUS) & 804 AC (Model nos. TATA LPO 1625/63 RE CNG AT/AT BG V2 STAR BUS) CNG propelled Low Floor Buses after completion of 7,50,000 Kms and above with the description, technical specifications and in the quantities set forth in the contract on the date or dates specified therein. The Buses shall be maintained of the best quality and workmanship to the satisfaction of the Inspecting officer and DTC.

- 3.1. The Contractor shall also be required to carry out accidental repairs of buses attributable to the Contractor or to the DTC or due to natural calamities etc. The cost of repairs i.e. cost of spare parts & labour charges on account of the accidental buses attributable to the DTC bus crew or due to war, civil commotions, strikes, floods, earthquake, explosion etc. and not attributable to defects/ mechanical failures/ fire, shall be borne by the DTC. Repairs due to accidents because of the reasons attributable to the defects/ mechanical failure/ fire in the bus shall be the responsibility of the Contractor. DTC's decision regarding whether the accident is because of defects/ mechanical failure/ fire or otherwise shall be final and binding.
- 3.2. The whole contract is to be executed in the approved, substantial and workmanlike manner, to the entire satisfaction of the DTC, who both personally and by its any person acting through or under DTC, shall have full power, at every stage of progress, to inspect the Buses with respect to maintenance at such times as he may deem fit and to reject any of the maintenance activity in the Bus/ item, which he may disapprove, and his decision thereon, and on any question of the true intent and meaning of the specifications/work shall be final and conclusive.
- 3.3. After the award of the Contract, the DTC reserves its right to not to respond to any query/ clarifications sought by the Contractor in respect of the Contract or not to provide clarifications, if the DTC in its sole discretion considers that no reply is necessary.

4. PERFORMANCE SECURITY

- 4.1 The Contractor shall furnish Performance Security encashable at Delhi in the form of Account Payee Demand Draft/ Fixed Deposit Receipt or in the shape of a Bank Guarantee in the Proforma prescribed in the RFP document (Annexure- 6) within 30 days from the date of dispatch of the 'Letter of Acceptance' of the bid by the DTC, for an amount equivalent to 3 (Three) % of the Entire Contract value* calculated for all the allotted buses. The Performance securities shall be furnished on issuance of LOA with validity period of 6 months beyond the date of completion of Contract. The Bank Guarantee/ Fixed Deposit Receipt should be from any Scheduled Commercial Bank (licensed by RBI) or confirmed by any Indian nationalized bank. The Bank Guarantee/ Fixed Deposit Receipt should be drawn in favour of "Chairman-cum-Managing Director, Delhi Transport Corporation", payable at Delhi.

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*The Entire Contract value shall be worked out as under:

3rd slab rate of AMC for Non-AC Buses X 1,80,000 kms X tentative 1840 no. of Non-AC buses to be Allotted + 3rd slab rate of AMC for AC Buses X 1,80,000 kms X tentative 804 no. of AC buses to be Allotted.

- 4.2 If the Bidder, having been called upon by the DTC to furnish Performance Security, fails to furnish the same, it shall be lawful for the DTC:
- to recover from the Contractor the amount of Performance Security by deducting the amount from the pending bills of the Contractor under any contract with the DTC or the Government or,
 - to suspend the bidders for six month as per Bid Security Declaration Certificate and cancel the contract or any part thereof and to get it maintained or authorize the maintenance of the buses at the risk and cost of the Contractor and in that event the provisions of sub-clause 8.2 of GCC shall apply as far as applicable.
- 4.3. The DTC shall be entitled and it shall be lawful on his part to forfeit the amount of the Performance Security in whole or in part in the event of any default, failure or neglect on the part of the Contractor in the fulfillment or performance in any manner whatsoever of the contract under reference or any other contract with the DTC or any part thereof to the satisfaction of the DTC. The DTC shall also be entitled to deduct from the amount of the Performance Security any loss or damage which the DTC may suffer or be put to by reason of or due to any act or other default, recoverable by the DTC from the Contractor in respect of the contract under reference or any other contract and in either of the events aforesaid to call upon the Contractor to maintain the amount of the performance security at its original limit by furnishing fresh Bank Guarantee of additional amount, provided further that the DTC shall be entitled to recover any such claim from any sum then due or which at any time thereafter may become due to the Contractor under this or any other Contracts with the DTC
- 4.4. The Bank Guarantee shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfillment in all respects of the contract i.e. Comprehensive Maintenance for the 2644 (Non-AC & AC) buses of the TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier. The Bank Guarantee shall be valid for at least six months beyond completion of contract period. On the satisfactorily performance and completion of the contract in all respects the Bank Guarantee will be returned to the Contractor without any interest and upon submission of no claim certificate.
- 4.5. As and when, an amendment is issued to the contract, having an impact on amount and validity of Performance Security, the Contractor shall, within fifteen days of the receipt of such an amendment furnish to the DTC an amendment to the Bank Guarantee rendering the same valid for the contract as amended.
- 4.6. The Bank Guarantee and/ or any amendment thereto shall be executed on a stamp paper of requisite money value in accordance with the laws applicable in India by the party competent to do so.

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- 4.7. Fresh Performance Security in the event of the encashment of the Performance Security by DTC pursuant to an Encashment Notice issued, the Contractor shall within 30 (thirty) days of the Encashment Notice furnish to DTC Fresh Performance Security. The provisions set forth in above shall apply mutatis mutandis to such fresh Performance Security.

5. ALLOTMENT SCHEDULE

ALLOTMENT SCHEDULE: Out of total 2644 Non-AC & AC buses, tentative 840 buses (801 Non-AC & 39 AC) shall be allotted on issuance of LoA for this Maintenance Contract for further operation of up to 1,80,000 Kms after completion of their present covered kilometers as on date of LoA or upto 15 years from the date of registration of the bus whichever is earlier for complete bus system.

Among the balance 1039 Non-AC & 765 AC Buses, as soon as the bus covers 7,50,000 Kms, the same Bus will come under this Maintenance Contract for further operation of up to 1,80,000Kms after completion of 7,50,000 Kms or upto 15 years from the date of registration of the bus whichever is earlier for complete bus system.

6. CONTRACTOR'S OBLIGATIONS

- 6.1 MAINTENANCE TO BE EFFECTED WITHOUT TIME OVER-RUN:** The contractor shall be responsible for maintenance of the buses immediately under contract as per allotment schedule Clause 5 of GCC above...
- 6.2** The Contractor shall allow reasonable facilities and free access to the maintenance works and records to the Depot Authority/the Inspecting Officer or such other Officer as may be nominated & deputed by the DTC for the purpose of ascertaining the maintenance works under the contract.
- 6.3** In case of a failure for non-compliance of the contractual conditions by the Contractor in the performance of his obligations for maintenance/repair of buses, the DTC at his discretion may take the following actions:
- i.) Imposition of pre-estimated damages towards failure to make available 88% buses for operation as per clause 7& 19 of GCC.
 - ii.) Forfeit the Performance Guarantee; and/ or
 - iii.) Effect the maintenance/repair at the Bidder's risk and cost for entering into fresh contract as per clause 8.2 hereinafter; and/ or.
 - iv.) Terminate the contract for non-compliance of the contract.
- 6.4** The Contractor shall notify the DTC, in writing, of all sub-contracts, awarded under the contract, if not already mentioned in the bid. Such notification in the original bid or later shall not release the Contractor from any liabilities or obligations under the contract.
- 6.5** The Contractor is expected to maintain all the assemblies/subassemblies/items/parts etc. for proper functioning of the Bus in accordance with the technical specifications for the Model nos. TATA LPO 1623/63 RE CNG AT/ AT BG V2 STAR BUS of Non-AC and TATA LPO 1625/63/1623/63 RE CNG AT/AT BG V2 AC STAR BUS of AC of M/s Tata Motors Ltd., supplied to the Corporation under the RFP document no. DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 and recommendations of the VM/OEMs with respect to preventive

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maintenance services and dockings including for consumables.

7. PRE ESTIMATED DAMAGES

- 7.1 However, the Contractor shall ensure that no bus shall be held up beyond 15 days continuously. The amount of pre-estimated damages will be recovered from AMC Bills/ outstanding payments of the Contractor or from the performance security. The Contractor agrees that the pre-estimated damage are fair and genuine pre-estimates and shall not dispute the same in any manner.
- 7.2 The Contractor agrees that pre-estimated damages mentioned in the RFP are fair and genuine pre-estimates and not by way of penalty. The Contractor also agrees that he shall not dispute the same in any manner.

8. TERMINATION FOR DEFAULT

- 8.1 The DTC may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Contractor, terminate the contract in whole or in part:
- if the Contractor fails to maintain any or all of the buses specified in the contract pursuant to clause 7& 19 and/ or
 - if the Contractor fails to perform any other obligation(s) under the contract.
- 8.2 In the event the DTC terminates the contract in whole or in part, pursuant to sub-clause 8.1 above, the DTC may enter into fresh contract with any other Contractor for completing the unfulfilled portion of the contract and the Contractor (whose Contract is terminated) shall be liable to the DTC for any excess costs for further maintenance of such buses up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier.

9 FORCE MAJEURE

- 9.1 For purposes of this contract, Force Majeure means an event beyond the control of the parties to the contract and not involving either party's fault or negligence and not foreseeable.
- 9.2 If, at any time during the existence of the contract, either party is unable to perform in whole or in part any obligation under this contract because of an event rendering performance of obligations impossible which include acts of God, war, revolutions, hostility, civil commotions, strikes, floods, earthquake, epidemics, quarantine restrictions, freight embargoes or explosions, then the date of fulfillment of contract shall be postponed during the period when such circumstances are operative.
- 9.3 The party which is unable to perform its obligations under the present contract shall, within seven (07) days of occurrence of the Force Majeure event, inform the other party with suitable documentary evidence. Non-availability of any component etc or any price escalation or change in any duty, tax, levy, charge etc shall not be an excuse for the Contractor for not performing his obligations under this clause/ contract.
- 9.4 If such inability on account of force majeure to perform continues for a period of more than three (3) months, each party shall have the right to be released from further performance

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of the contract, in which case, neither party shall have the right to claim damages from the other. All prior performance shall be subject to contract terms.

- 9.5 Notwithstanding the provision of clauses 6, 7 and 8 the Contractor shall not be liable for forfeiture of his performance security, pre-estimated damages or termination if and to the extent that delay in performance or other failure to perform its obligations under the contract is the result of Force Majeure.

10. INDEMNITY

The Contractor should indemnify and keep the DTC indemnified and harmless against all actions, suits, claims, demands, costs, charges or expenses arising in connection with any accident, death or injury, sustained by any person or persons within the premises of DTC and any loss or damage to property of DTC sustained due to the acts or omissions of the Contractor irrespective of whether such liability arises under the Workman's Compensation Act or the Fatal Accidents Act or any other statute in force from time to time.

11. SAFETY MEASURES

- 11.1 The Contractor should take all precautionary measures in order to ensure the protection of his own personnel/ any other personnel moving about or working on the premises of the DTC i.e. Delhi Transport Corporation. The Contractor shall develop safety procedures for the Project and shall implement the safety procedures throughout the Contract Period.
- 11.2 The Contractor should abide by and conform to all the rules and regulations of DTC in force from time to time and ensure that the same are followed by his representatives, agents, sub-Contractor or workmen working in the premises of DTC. The Contractor shall, after prior consultation with the DTC, implement all alterations to the Bus Maintenance Services which are required by any Applicable Laws which comes into force after the Effective Date relating to safety. The Contractor shall comply and his Sub-Contractors shall comply with the requirements of all relevant Government Authorities.
- 11.3 The Contractor shall be responsible for all safety matters related to the performance of the Project and shall manage on behalf of the DTC all safety requirements related to the Bus maintenance in accordance with all Applicable Laws.
- 11.4 The Contractor should ensure that while working in the premises of DTC, unauthorized, careless or inadvertent operation of installed equipment/ buses which may result in accident to staff and/ or damage to equipment/ buses, does not occur.
- 11.5 Without prejudice to the Contractor's obligation to ensure the safety of the Bus Service, the Contractor shall
- comply with Applicable Laws.
 - provide all appropriate measures in the providing Bus Maintenance Services and maintenance of the Project Facilities to ensure, so far as reasonably practicable, the safety of all passengers, contractors, staff and the general public;
 - consult with DTC and adopt the requirements of the emergency services;

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- d. have due regard for the safety of third parties, in particular pedestrians and other road users, in maintenance of Project Facilities.
- 11.6 The Contractor shall participate in any safety and emergency planning forum together with relevant third parties, which shall include, as a minimum, the DTC and the emergency services. This forum will consider and agree the safety matters and safety risks presented by the Project, consult relevant internal and external stakeholders and examine these risks in a thorough manner and plan the appropriate contingencies.
- 11.7 **Response to Emergencies:**
- i. The Contractor shall react safely and quickly to emergencies in all aspects of the Project.
 - ii. The Contractor shall co-operate with relevant Fire Services, Police, and any other Government Instrumentalities wherever necessary.
 - iii. The Contractor shall develop an Emergency Management Plan that sets out its predetermined actions to providing a response to a major crisis or emergency occurring at Maintenance Depots ("Emergency Management Plan").
 - iv. In developing the Emergency Management Plan, the Contractor shall consult with all relevant Government Instrumentalities, emergency services and local authorities.
 - v. All personnel designated to carry out specific responsibilities under the Emergency Management Plan are expected to know and understand the policies and procedures outlined in the Plan. The response to any major crisis or disturbance shall always be conducted within the framework of the Plan.
 - vi. The Contractor shall ensure that all staff are given clear instructions in line with the Emergency Management Plan, including training to deliver the required instructions to the staff.
- 11.8 The Contractor shall comply with all Applicable Laws relating to the reporting of accidents, incidents, fatalities, injuries, and dangerous occurrences. The Contractor shall liaise with the DTC in relation to the reporting of any incident and the future measures to be taken to prevent the recurrence thereof.
- 11.9 The Contractor should indemnify and keep the DTC indemnified and harmless against all actions, suits, claims, demands, costs, charges or expenses arising in connection with any accident, death or injury, sustained by any person or persons within/outside the premises of DTC and any loss or damage to property of DTC sustained due to the acts or omissions of the Contractor irrespective of whether such liability arises under the Workman's Compensation Act or the Fatal Accidents Act or any other statute in force from time to time.

12. INSOLVENCY AND BREACH OF CONTRACT

- 12.1 The DTC may at any time, by notice in writing summarily determine the contract without compensation to the Bidder/ Contractor in any of the following events, that is to say: -
- a. if the Bidder/ Contractor being an individual or if a firm, any partner thereof, shall at any time, be adjudged insolvent or shall have a receiving order or order for

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administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any conveyance or assignment of his effects or enter into any assignment or composition with his creditors or suspend payment or if the firm be dissolved under the Partnership Act, or

- b. if the Bidder/ Contractor being a company is wound up voluntarily or by the order of a Court or a Receiver, Liquidator, or Manager on behalf of the Debenture holders is appointed, or circumstances shall have arisen which entitle the Court or Debenture holders to appoint a Receiver, Liquidator or Manager, or
- c. if the Contractor commits any breach of the contract not herein specifically provided for. Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the DTC and provided also the Contractor shall be liable to pay to the DTC any extra expenditure he is thereby put to and the Bidder/ Contractor shall, under no circumstances, be entitled to any gain on repurchase.

13. LAWS GOVERNING THE CONTRACT

- 13.1 This contract shall be governed and interpreted in accordance with the laws of India.
- 13.2 Irrespective of the place of delivery and the place of payment under the contract, the contract shall be deemed to have been made in Delhi (India) from where the 'Letter of Acceptance' of the bid has been issued and where the contract is to be performed by supply and commissioning of the buses.
- 13.3 JURISDICTION OF COURTS: The Courts of Delhi (India), the place from where the 'Letter of Acceptance' of the bid has been issued (Delhi) and where the contract is to be performed by supply and commissioning of the buses, alone shall have exclusive jurisdiction to decide any dispute arising out of or in respect of the contract.

14. SETTLEMENT OF DISPUTE AND ARBITRATION

14.1 Amicable Resolution

- (a) Save where expressly stated otherwise in this Contract, any dispute, difference or controversy of whatever nature howsoever arising under, out of or in relation to this Contract between the Parties and so notified in writing by either Party to the other (the "Dispute") in the first instance shall be attempted to be resolved amicably by the Parties and failing such resolution of the same, in accordance with the procedure set forth in sub-clause (b) below.
- (b) Either Party may require the Dispute to be referred to Managing Director, DTC for amicable settlement. Upon such reference, both the Parties and the Chairman-cum-Managing Director, DTC or his nominee (who can be an employee of DTC dealing with the Contract or otherwise) shall meet at the earliest mutual convenience and in any event within 15 (fifteen) days of such reference to discuss and attempt to amicably resolve the Dispute. If the Dispute is not amicably resolved within 15 (fifteen) days of such meeting, either Party may refer the Dispute to arbitration in accordance with the provisions given in clause-14.2 below.

14.2 ARBITRATION

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(a) **Arbitrators**

Any Dispute which is not resolved amicably as provided in Clause 20.1(a) shall be finally settled by binding arbitration under the Arbitration and Conciliation Act, 1996. The arbitration shall be by a Sole Arbitrator, to be appointed by the Chairman-cum-Managing Director, DTC. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and any amendments thereto. The arbitrator shall issue a reasoned Award.

(b) **Place of Arbitration**

The place of arbitration shall be New Delhi, India.

(c) **Language**

The request for arbitration, the answer to the request, the terms of reference, any written submissions, any orders and rulings shall be in English and, if oral hearings take place, English shall be the language to be used in the hearings.

(d) **Procedure**

The procedure to be followed in the arbitration by the **Sole Arbitrator** shall be in accordance with the Arbitration & Conciliation Act, 1996 and as may be decided by the **Sole Arbitrator**.

(e) **Enforcement of Award**

Any decision or award resulting from arbitration shall be final and binding upon the Parties. The Parties hereto hereby waive, to the extent permitted by law, any rights to appeal or to review of such award by any Court or Tribunal. The Parties hereto agree that the arbitral award may be enforced against the Parties to the arbitration proceedings or their assets wherever they may be found and that a judgment upon the arbitral award may be entered in any Court having jurisdiction thereof.

(f) **Fees and Expenses**

The fees and expenses of the **Sole Arbitrator** and all other expenses of the arbitration shall be initially borne and paid by respective Parties equally subject to determination by the **Sole Arbitrator**. The **Sole Arbitrator** may provide in the arbitral award for the reimbursement to the prevailing party of its costs and expenses in bringing or defending the arbitration claim, including legal fees and expenses incurred by the said Party.

(g) **Performance during Arbitration**

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

15. SECRECY

15.1 Any information obtained in the course of the execution of the contract by the Contractor, his servants or agents or any person so employed, as to any matter whatsoever, which would or might be directly or indirectly, of use to any enemy of India, must be treated secret and shall not at any time be communicated to any person.

15.2 Any breach of the aforesaid conditions shall entitle the DTC to cancel the contract and to

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get them maintained or authorize for the maintenance of the buses at the risk and cost of the Contractor in accordance with Clause- 6 and 8 thereof as applicable.

16. CONTRACTOR'S RESPONSIBILITY

- 16.1 The Contractor shall be entirely responsible for the execution of the contract strictly in accordance with the Technical Specification, General Terms & Conditions of Contract, Instruction to the Bidders and other conditions of contract.
- 16.2 Any approval that may be given by the DTC or Inspecting Officer or any agency on behalf of the DTC (Delhi Transport Corporation) shall only be deemed to be the approval in principle. Notwithstanding such approval, the Contractor shall be fully and totally responsible for the satisfactory performance and compliance with the contract specifications and Terms & conditions.
- 16.3 The Contractor shall be responsible for taking all the necessary approvals and permissions from the Government of India and from the Government of National Capital Territory of Delhi as the case may be.
- 16.4 The Contractor shall ensure for 'No CNG Leakage' in the Bus System while offering of buses for roadworthiness in addition to meeting other requirements as specified in the contract.

17. PAYMENT TERMS

- 17.1 Payment for AMC will be made on monthly basis. After every month, the Contractor will submit the bill and DTC will provide the actual/ total Kms and total availability of buses to the contractor each month latest by 07th day. The taxes shall be shown by the contractor separately in the invoice. The actual/ total Kms for the purpose shall mean the total Kms run by the buses including for MVI, CNG Leakage, PUCC etc. as per driver memo and DTC's control room. However, the kilometres as per driver memo shall not be considered for payment in case for the failure of the bus in MVI, CNG Leakage or PUCC. The kilometrage recorded by the bus in the duty memos shall be regularly transferred to the log book of the bus for record and for calculating payment of AMC charges. DTC will arrange the payment within 30 days of receipt of bill subject to any recoveries towards pre-estimated damages as per Clause 19.3 & 19.7 below or any other charges recoverable as per Terms and Conditions of the Contract. TDS & GST-TDS will be deducted at source from the payment of Contractor as per applicable law. The pre estimated damages will be calculated as per **Annexure-11** and recovered on six monthly basis during financial year i.e. July to December and January to June. However, the cap of Pre-estimated damages is to be levied will be 1% of the total billed amount.
- 17.2 The Contractor shall not claim any interest on any overdue/ or unadjudicated payments under the contract.

18. AMENDMENTS

The DTC, without prejudice, can make amendments, and/ or modifications in the Contract in writing subject to prior discussions and consent of the contractor for proposed amendments in the contract.

19. SAILIENT TERMS & CONDITIONS OF COMPREHENSIVE AMC

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- 19.1 The Contractor shall be required to submit their comprehensive AMC offer for Non-AC & AC buses separately for maintenance of buses up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier for complete bus system inclusive of consumables, spare parts, replacement of assemblies/ subassemblies, systems etc. taking into account preventive/docking maintenance, normal wear & tear, major repairs/ over-hauling and break downs as well as accidental repairs (mechanical fault), tyre damage etc. inclusive of labour cost to ensure 88% availability during the AMC period. Only CNG fuel shall be provided by the DTC during AMC period for operations of the buses..
- 19.2 The buses are expected to be operated in one or more shifts basis daily. 88% availability of the buses shall be calculated using shift wise availability of the buses on six monthly basis. A bus made available for morning out shedding latest by 9 AM shall be considered available for the morning shift. Similarly a bus made available for evening out shedding latest by 6 PM shall be considered available for the evening shift. It implies that each bus should be available for 88% of the shifts taken on six monthly basis. If the bus fails to go on scheduled duty because of some maintenance defects/ breakdown but leaves the depot after 9 AM/ 6 PM i.e. late, it will not be considered available for that shift. Besides, if the bus breaks down enroute after leaving the depot on shift duty and could not complete the scheduled kilometers, a pre-estimated damage shall be recovered amount equal to missed kms. multiply by prevailing Basic AMC rate of that bus at that time. For every Bus, record will be maintained by the DTC. The Contractor can also inspect the records, if he desires.
- 19.3 Drivers are instructed to lodge a complaint, if any, at the end of each shift to enable contractor to rectify the defects. If a complaint is made by the driver just before the out shedding of the bus in the respective shifts the contractor shall be given sufficient reasonable time as required for rectification thereof as per **Annexure-9** starting from the time the complaint is received. Such bus will not be considered as not available or late outshedded if the contractor rectifies the complaint within that reasonable time period and makes it available for out shedding, be it beyond the 9 AM/ 6PM.
- 19.4 In case buses do not operate in any particular shift(s) because of natural disaster, riots or such other reasons beyond the control of Contractor, this period shall be excluded while calculating the availability of the buses on six monthly basis. Similarly, where the bus cannot operate because of being impounded in police/ judicial custody or for such other reason not attributable to Contractor, this period shall be excluded for calculating the availability of the bus provided the non-availability of the bus is not due to an event caused by improper maintenance or negligence on the part of the Contractor. Whether the Contractor was responsible for the event or not, the decision of the DTC shall be final in this regard.
- 19.5 These buses shall be attended at DTC Depots as well as for minor repairs on line to minimize down time. The maximum response time for breakdown complaint on line, during annual maintenance period (i.e. time required for suppliers' maintenance engineers to report to the site after a request call/ email is made) shall not exceed 4 hours within Delhi or in immediate vicinity of Delhi. Any delay beyond 4 hours on line, a fine of an amount equivalent to 50% of the missed kilometre multiplied by the prevailing Basic AMC rate of that bus at that time shall be imposed on the Contractor each time. During Annual Maintenance Contract Period, the Contractor would provide his well-trained resident engineers/ Technicians/ trained staff etc to attend to the maintenance and servicing/ dockings of bus(es) to ensure quality assurance/control etc. as per the recommendations

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of the Tata Motors Ltd.. and for carrying out checking prior to the schedule of departure of each bus daily, preventive maintenance/ servicing/ various dockings schedules as per **Annexure- 18** regularly.

- 19.6 The bus-wise maintenance shall be on regular basis to ensure at least 88% availability during AMC period. In case of failure to arrange for an immediate repair/ maintenance to keep 88% bus wise availability, the contractor shall be liable for fixed pre-estimated damages of Rs 2000/- per bus per shift on six monthly basis for first slab of 60,000 Kms, Rs. 2200/- per bus for second slab of 60,000 Kms., Rs. 2420/- per bus for third slab of 60,000 Kms and Rs. 2660/- per bus for fourth slab of 60,000 Kms However, the cap of Pre-estimated is to be levied will be 1% of the total AMC billed amount.
- 19.7 The rates per kilometer for AMC are inclusive of spares, consumables, replacement of assemblies/ subassemblies, servicing, maintenance, labour, etc.
- 19.8 The damage due to accident/s as noted by Contractor in the Accident Intimation Report (AIR) shall constitute the work order by DTC for repairs. The contractor shall submit the AIR to the Foreman/ Supervisor of DTC, who shall get the same processed as a work order thereafter. As it may not be possible to detect the damage on under body and roof at the time of in-shedding of buses at entry gate. The same, if any, may be detected on the pit inspection and brought into the notice of DTC shift incharge Foreman immediately for filling up of AIR Proforma. The AIR shall be prepared as per **Annexure-13, 14 & 15**. The time frame (shift loss) for repeated accidental vehicles repairs shall be as per **Annexure-12**.
- 19.9 The repair shall be undertaken by contractor only after receiving the signed AIR/ work order and approval on cost estimate from DTC. The repair shall be accomplished by the contractor within time stipulated as per the on-going contract. After completion of accident repairs, the satisfactory certificate/note as per **Annexure-16** will be issued by DTC after inspection; the contractor shall raise the final invoice reflecting the cost of spare parts & labour cost including applicable Taxes. The labour rates are at present Rs. 219/- hour which are being revised annually. The payment towards the accident repair shall be made by DTC within 30 days of receipt of the bill. Whenever any deduction will be made by DTC from the final invoice of the accidental repair bill, a proper show-cause notice clearly reflecting the deductions will be issued to Contractor before making final deductions. However, in case of tyre damage due to negligence on the part of DTC driver the payment of damage tyre will be made as per the NSD formula as per **Annexure-17**.
- 19.10 DTC shall give work order along with the approval to cost estimate within the period as mentioned below:

S. No.	Cost Estimate	Time for submitting Cost Estimate by Contractor	Work Order and Approval by Cost Estimate by DTC
1.	Repairs upto 75,000/-	01 day from the date of AIR	05 days from the cost of estimate
2.	Repairs upto 75,000/- to 5,00,000/-	03 day from the date of AIR	10 days from the cost of estimate
3.	Repairs above 5,00,000/-	07 day from the date of AIR	30 days from the cost of estimate

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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- 19.11 In case, there is an inordinate delay beyond 30 days in approval/ issuance of work order by DTC, the contractor shall not be responsible to carry out the repair. However, if DTC raises a fresh request for repair, the contractor shall undertake a fresh inspection and submit a revised cost estimate which will be valid only for another 30 days. The contractor shall not be responsible for any loss to DTC occasioned by the delay in issuing the work order.
- 19.12 The prices of spare parts to be used for accidental repair shall be as per the latest approved price list of the ongoing contract.
- 19.13 All supplies of spares for the purpose of AMC shall be arranged by the contractor on its own. All spares, consumables, lubricants, etc. supplied have to be of OEM/ Tata Motors Ltd. or as recommended by the Tata Motors Ltd./ OEM.
- 19.14 DTC shall ensure adequate supply of electricity & water at its depots for the contractor to enable it carry out the AMC operations smoothly. However, the cost towards electricity & water so consumed in AMC operations shall be paid by the contractor to DTC on production of actual bills. Contractor shall have the right to access the actual bills of electricity as provided by the respective Government Agencies to DTC. Separate sub-meters for electricity shall be installed by DTC at its respective depots, exclusively for recording the consumption in contractor's AMC operations. The units as shown in the sub-meters shall be the only decisive factor for assessing the actual cost of electricity to be borne by the contractor. DTC shall have the right to deduct the actual cost towards consumption of electricity & water in AMC operations from the periodic AMC bills of the contractor if the same has not been paid by the contractor. The Electricity and water charges will be recovered from the AMC bills as per **Annexure-10**.
- 19.15 The contractor shall be required to make its own arrangement for the necessary Plant & Machinery, Tools, Jigs & Fixtures, etc. for the purpose of carrying out smooth AMC operations.
- 19.16 In each depot, DTC shall ensure adequate light through high mast towers. Repair/replacement/maintenance of these high mast light will continue to remain in DTC's scope. DTC will continue to make payment towards electricity consumption of these high mast lights.
- 19.17 The Civil Engineering Department of DTC shall ensure that the depot infrastructure is maintained in proper condition during the entire period of AMC. Periodic maintenance/renovation of the civil and electrical works shall be carried out by DTC.
- 19.18 The contractor will maintain the buses on line for minor repairs. All repairs/inspection of the buses can be undertaken by contractor at DTC's depot. The towing of buses from the place of failure to the place of repairs shall be the responsibility of the contractor. No extra cost shall be paid by the DTC for towing of vehicles. However, the contractor shall not be responsible to tow the vehicle in case of any reason not attributable to the mechanical/ technical failure in the vehicle including accident, CNG finish cases enroute.
- 19.19 In case Contractor does not perform the AMC Contract satisfactorily, DTC may terminate the Contract after giving three months prior notice to the Contractor, forfeit the performance guarantee. The decision of DTC in this regard shall be final. In such case, the Contractor shall have no claim on the DTC and remove his manpower and all machines/equipment from the site and vacate the site within three months of receipt of such notice of cancellation of AMC.

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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However, if the contractor wants to exit the AMC agreement, it can do so after serving a 90 days' notice in writing without giving any reason for doing so.

- 19.20 The contractor shall be responsible for taking Fitness Certificate, Pollution under Control certificate and such other statutory certificates as are required to be taken from time to time at his own cost during the entire AMC period. At present PUC Certificate of the buses are being issued after every fifteen days as per the directions of NGT & if there is further increase in periodicity of PUC certification the cost of said difference will be borne by DTC. However, if there is any increase in cost of PUC certification, the same will have to be borne by Contractor. No extra time shall be given for maintenance services and other jobs viz getting pollution certificate, fitness certificate etc. Any extra time taken by the contractor for such works will be taken as down time & shall be so taken for the purpose of calculating 88% bus wise availability.
- 19.21 It shall be the responsibility of the contractor to comply with all the laws as applicable from time to time during the period of Annual Maintenance Contract including Employees State Insurance/ Labour/ Provident fund and/or any other statutory requirement for the contractor's personnel. The contractor may be asked by the DTC to submit proof of making statutory payment. Further the contractor will keep the DTC indemnified against the payment of any statutory duties, payment of which is the responsibility of the contractor.
- 19.22 DTC reserves its right to install value added services such as CCTV, Cameras/ phone/Two way communication system, entertainment and information equipment etc. and other gadgets/ equipments such as Automatic Vehicle Tracking System, Global Positioning System, Automatic Ticketing Machine etc. for any reason including to enhance safety, for commuter convenience, for better quality of service, to meet statutory requirements, etc. The Contractor will not claim any share in the revenue, which may accrue to the DTC due to the aforementioned services/ equipments/ gadgets. The Contractor will also not increase or hike the AMC charges under the contract because of the above. Nor should the quality/parameters of the AMC services provided by the Contractor get impaired due to such installations/ equipments. The DTC may have a separate maintenance contract for these additional equipments/ installations and the Contractor will have no objection for the same and the said third party contractor alone shall be responsible for maintenance thereof and Contractor shall not be held responsible for any loss or damage to the said value added service. However, if it is proved jointly that there is any loss / damage to the value added service during the maintenance activities, the same will be borne by Contractor.
- 19.23 DTC reserves its right to advertise in or use for publicity the interiors and exteriors of the bus, in any form and manner as deemed fit, during the currency of the Contract. The Contractor will not claim any share in the revenue arising out of this advertisement/publicity. Further, the Contractor will not claim any extra cost of maintenance on this account. The Contractor will take due care of the advertisement/publicity materials while carrying out the maintenance activities. Nor should the quality/parameters of the AMC services provided by the Contractor get impaired due to such advertisements/publicity.
- 19.24 Subcontracting of the AMC shall not be permissible. This means that the Contractor shall not sub-let the Contract to any other firm/entity. However, in case of VM, execution of Contract through its authorized network shall be permitted subject to the conditions that the Contractor shall be solely and fully responsible for the AMC of the buses during the Contract period.

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- 19.25 The contractor shall be responsible for all upkeep and maintenance including exterior and interior cleanliness and presentability of the buses. No bus shall leave for shift operations unless or until it is properly maintained. All the unserviceable/ defective parts/ items/used lubricants etc. replaced by the Contractor from the Buses shall be the property of the Contractor. In case of replacement of metallic parts/ components/ spares/ items/ material, rebate @ 5% of the list price shall be given by the Contractor to the DTC towards retaining the unserviceable/ defective parts/ items by the Contractor in lieu of scrap.
- 19.26 While the AMC requirement in the above clauses has been stated for the morning and evening shift of the buses, the requirement will also be mutatis mutandis be applicable for night shift with the provision that only upto 20% availability of buses will be asked for by the DTC for the night shift. Further the buses for the night shift would be made available by the contractor latest by 11:30 PM. Subject to the above; the precise number of buses required by the DTC for the night shift would be informed in advance to the contractor.
- 19.27 The Contractor will be responsible for meeting the cost and consequences, whether civil or/and criminal, of any Challan/ fine/ prosecution etc. owing to any act or negligence on the part of the Contractor under the Contract.
- 19.28 The buses in the DTC's depot will be driven/ handled by the authorised personnel of the Contractor having valid heavy-duty Driving License under intimation to the Depot Authority for the purpose of repair/ maintenance work within the depot premises. The bus shall be driven by the DTC Driver for fuel filling, refurbishment works, MVI, PUCC passing, on the schedule routes or for other statutory compliances.
- 19.29 The Contractor will be responsible to keep the workshop area in tidy and hygienic condition including proper disposal of washing plant sledge. The overall housekeeping of depot (Yard cleaning, drainage cleaning, garbage disposal etc.) shall be ensured by DTC.
- 19.30 The parties shall jointly carry out the route survey as and when required to establish the Kms in a particular route and also the condition of roads. Based on the joint report, necessary corrections in the route Kms shall be carried out by DTC.
- During this fresh extended contract, the quality assurance for the spares and performance of assemblies/ subassemblies fitted in the bus will be maintained by the Contractor as per the technical requirement for both type of Non-AC (Model nos. TATA LPO 1623/63 RE CNG AT/ AT BG V2 STAR BUS) & AC (Model nos. TATA LPO 1625/63/1623/63 RE CNG AT/AT BG V2 AC STAR BUS) supplied to the Corporation under RFP no. DCGM (MS-I)/C&BP/820 /2006 & CGM/SBU/845/2008 as per the ongoing contract.
- 19.31 DTC reserves the right to increase/ decrease the number of schedules sanctioned as well as inter unit transfer buses only in the existing depots maintained by Tata Motors Ltd. as and when required.
- 19.32 DTC will carry out inspection of the maintenance & repair work done by the Contractor, as per the standards/ norms of Vehicle.
- 19.33 Prescribed Speed Control limits of buses will have to be maintained & checked time to time by the Contractor.
- 19.34 The Contractor shall fulfill all the provision of rules and regulation of the prevailing laws like labour laws, industrial dispute act, workman compensation act, factory act, motor vehicle act etc. Any dispute arising out of the prevailing laws the Contractor shall be liable and responsible for the same.

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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- 19.35 The Contractor shall obtain necessary license/ permit under the prevailing law and also the fulfill the provision of labour laws and industrial disputes act for which any issue arising out of these provision of law, the DTC will not be liable and responsible for the same.
- 19.36 In case of any inter-se conflict between any provisions / stipulations in the Bid Document or in the Contract Document, the decision of the DTC for interpretation / application would be final and binding.
- 19.37 The Bidder shall be required to comply with all the latest provisions of the Central Motor Vehicle Rules 1989 (CMVR), the Motor Vehicle Act 1988 (MVA), the Delhi Motor Vehicle Rules 1993 (DMVR) along with any and all amendments therein and other statutory and legal requirements as applicable for the maintenance of buses during the contract period.
- 19.38 The Contractor shall be required to make available CNG Leakage Tester at his works & the roadworthiness of buses shall be subject to 'No CNG Leakage' in the Bus System. The certificate in this regard is to be given in the Fleet status report prepared in both shift for daily road worthiness & held up buses as per **Annexure-8**.
- 19.39 As such adverse operating conditions shall not affect the Contractual obligations and parameters of performance of the Contractor under the Contract. Wear and tear of the bus due to bad road conditions, rains, flooding of roads, heavy traffic etc. will not be a defense on the part of the Contractor for not fulfilling his Contractual obligations as per the Contract

20. DTC ADDRESS

- 20.1 The list of addresses to which correspondence/ notices and documents relating to the Contract should be sent is as under:
- a.) For all Policy, Contractual and Commercial matters:
- i) Prior to the award of the Contract: Managing Director, Delhi Transport Corporation, IP Estate, New Delhi -110 002. (Fax No. 011-23370877), Email address: cmd@dtc.nic.in.
- ii) After the award of the Contract: Dy.Chief General Manager (SBU), DTC HauzKhas Bus Terminal, Delhi Transport Corporation, New Delhi 110 016, INDIA, Email address: dcgmsbu@dtc.nic.in

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SECTION VII: SCHEDULE OF REQUIREMENTS (SOR)

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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SECTION VII: SCHEDULE OF REQUIREMENTS (SOR)

BID No. DCGM/SBU/944/2021 to be opened on __.06.2021 at 15.30 hours (IST)

Item No.	Description of Work	Period of Contract	Tendered Quantity (Nos.)	Bid Security
1	Comprehensive Annual Maintenance Contract (including Accidental repairs) of fully built 1840 Non-AC(Model nos. TATA LPO 1623/63 RE CNG AT/AT BG V2 STAR BUS) & 804 AC (Model nos. TATA LPO 1625/63/1623/63 RE CNG AT/AT BG V2 AC STAR BUS) CNG propelled Low Floor Buses after completion of 7,50,000 kms and above of the TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008	Further Maintenance of Non-AC & AC Buses upto 1,80,000 Kms after completion of 7,50,000 kms, and above or upto 15 years from the date of registration of the bus whichever is earlier	Total 2644 Buses	Bidders are required to sign a Bid Security Declaration in lieu of Bid Security

NOTES:

1. THE BID SHALL BE UPLOADED AND SUBMITTED IN TWO BIDS SYSTEM [TECHNO-COMMERCIAL BID (BID 1) AND PRICE BID(BID 2) SEPARATELY] ON THE E-PROCUREMENT PORTAL OF GOVERNMENT OF NCT OF DELHI (<https://govtprocurement.delhi.gov.in>) UP TO THE TIME AND DATE MENTIONED IN BID INVITATION NOTICE.
2. ATTENTION OF THE BIDDERS IS INVITED TO THE CLAUSE-12 OF "INSTRUCTIONS TO BIDDERS" REGARDING BID DECLARATION CERTIFICATE IN LIEU OF BID SECURITY. ANY BID NOT ACCOMPANIED WITH BID DECLARATION CERTIFICATE IN LIEU OF BID SECURITY IN ONE OF THE APPROVED MODES SHALL BE SUMMARILY REJECTED.
3. BIDDERS SHALL QUOTE THE PRICE AS PER THE FORMAT AS GIVEN AT ANNEXURE A OF SECTION-X OF RFP DOCUMENT FOR THE COMPREHENSIVE ANNUAL MAINTENANCE SERVICES FOR 1840 NON-AC & 804 AC BUSES OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008.
4. THE BIDDERS SHALL QUOTE ON THE BASIS OF "INSTRUCTIONS TO BIDDERS", "GENERAL CONDITIONS OF CONTRACT", "SCHEDULE OF REQUIREMENTS" AND "TECHNICAL SPECIFICATIONS" GIVEN IN THE RFP DOCUMENT. NO DEVIATION STATEMENT IN THE COMMERCIAL TERMS IS REQUIRED TO BE SUBMITTED AS PER **ANNEXURE-1**.
5. IN CASE, THE LAST DATE OF BID SUBMISSION/ OPENING FALLS ON A GAZETTED

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HOLIDAY OR THE SAID DATE IS SUBSEQUENTLY DECLARED A HOLIDAY AFTER THE DATE OF PUBLICATION OF RFP/ TENDER DOCUMENT, THE LAST DATE FOR SUBMISSION/ OPENING OF THE BIDS SHALL BE THE NEXT WORKING DAY AT THE APPOINTED TIME.

6. BIDS FROM TRADERS, AGENTS, BROKERS AND MIDDLEMEN WILL NOT BE ACCEPTED. BIDS FROM AGENTS, BROKERS AND MIDDLEMEN SHALL BE SUMMARILY REJECTED.
7. FOR THE BIDDERS' GUIDANCE IN SUBMITTING COMPLETE BID, A **CHECK LIST [ANNEXURE 23]** HAS BEEN ENCLOSED WITH RFP DOCUMENT, WHICH MUST BE FILLED IN AND FURNISHED WITH THE BID.
8. ALL PAGES OF THE BID SHALL BE SERIALY NUMBERED AND BID SHALL COMPRISE OF INDEX MENTIONING THE DETAILS OF ALL THE APPENDICES AND ANNEXURES AND OTHER DOCUMENTS SUBMITTED BY THE BIDDER.
9. BIDS SENT THROUGH FAX AND/ OR OTHERWISE INCOMPLETE BIDS SHALL BE SUMMARILY IGNORED.
9. THE BIDDERS SHALL BE REQUIRED TO CERTIFY/ GIVE A SELF-UNDERTAKING AS PER **ANNEXURE 21** TO THE EFFECT THAT THE RATES QUOTED ARE MINIMUM/ REASONABLE & THEY HAVE NOT QUOTED/ CHARGED LOWER RATES FROM ANY OTHER GOVERNMENT DEPARTMENTS/ STATE TRANSPORT UNDERTAKINGS OF INDIA FOR COMPREHENSIVE ANNUAL MAINTENANCE OF FULLY BUILT NON-AC& AC CNG PROPELLED LOW FLOOR BUSES OF THE ALL MAKE, SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 CONFORMING TO THE SAME SPECIFICATIONS AND TERMS & CONDITION.

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**SECTION VIII:
TECHNICAL SPECIFICATIONS FOR MAINTENANCE OF FULLY BUILT
NON-AC & AC CNG PROPELLED LOW FLOOR BUSES OF THE TATA
MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER:
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SECTION VIII: TECHNICAL SPECIFICATIONS FOR MAINTENANCE OF FULLY BUILT NON-AC& AC CNG PROPELLED LOW FLOOR BUSES OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008

1. SCOPE

- 1.1. The specification covers for maintenance of Fully Built Non-AC (Model nos. TATA LPO 1623/63 RE CNG AT/AT BG V2 STAR BUS) & AC (Model nos. TATA LPO 1625/63 /1623/63 RE CNG AT/AT BG V2 AC STAR BUS) Compressed Natural Gas (CNG) Propelled Bus of Low Floor Height of the TML make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 for operation on Delhi roads. The bus has been designed as energy efficient, environmentally friendly, safe and secured for transportation of passengers besides the following main attributes amongst others:
 - i) Passenger comfort
 - ii) Ergonomically designed driver's work area
 - iii) Ease of repair and maintenance
 - iv) Aesthetically designed interiors and exteriors
 - v) Ease of boarding and alighting for all passengers
 - vi) Ease of accessibility to persons with disabilities
 - vii) Safety, reliability & durability
 - viii) Fuel Efficient
- 1.2. The Bidder shall comply with all applicable Central, State and local laws (including Acts, Rules & Regulations). These shall include, but not be limited to, the Disability Act 1995 as well as state and local accessibility, safety and security requirements.
- 1.3. The word "Bus" wherever it has been used in the specification (Section VIII) means the "Compressed Natural Gas (CNG) Bus" Model nos. TATA LPO 1623/63 RE CNG AT/AT BG V2 STAR BUS of Non-AC and TATA LPO 1625/63/ 1623/63 RE CNG AT/AT BG V2 AC STAR BUS of AC manufactured and supplied by M/s Tata Motors Ltd. to the Corporation under RFP document no. DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008.

2. GENERAL MAINTENANCE FEATURES

- 2.1 The fully built buses shall be maintained for the complete bus system as per the technical specifications of the Non-AC (Model nos. TATA LPO 1623/63 RE CNG AT/AT BG V2 STAR BUS) & AC (Model nos. TATA LPO 1625/63/ 1623/63 RE CNG AT/AT BG V2 AC STAR BUS) of TATA Motors Make supplied to the Corporation under RFP document no. DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 and also to meet all applicable Central Motor Vehicles Rules (CMVR) of India, AIS:052: 'Code of Practice for Bus Body Design and Approval' & amended time to time, statutory Norms for Safety & Emission and other applicable norms.
- 2.2 The material to be used in the maintenance of buses shall be as per the technical specification of the all different aggregates/assemblies/ subassemblies/parts/items/spares etc. used for manufacturing of these buses by the respective Vehicle Manufacturer (VM). The different preventive maintenance, servicing & Dockings as per Annexure-18 shall be followed which are as per the recommendations of respective VM & OEM inclusive for consumables like filter, lubricants, coolant etc. The technical service manuals of VM shall be followed.

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- 2.3 Wherever the specifications of any item have not been specified the same shall be followed in the order of Bureau of Indian Standards (BIS)/ Automotive Industry Standards (AIS) specifications/ Association of State Road Transport Undertakings (ASRTU) specifications. Wherever Indian standards are not available, internationally acceptable standards may be referred/ followed. Specifications standards shall be conforming to the Specification Standards as amended up to date/ or latest.
- 2.4 **FIRE SAFETY:** The bus shall be maintaining with all applicable fire safety regulations under CMVR/ Bus Code for safety of CNG buses including the maintenance of piping location and layout, location of rubber hose, location of exhaust, sealing from CNG gas entering passenger compartment in case of leakage, catalytic converter location, prescribed upholstery material, fire retardant cable, connectors etc. The maintenance shall also include the use of fire-retardant material, proper maintenance of CNG leakage detection system, fire detection system, escape of gases in case of any leakage, fire walls and facility for passenger evacuation [doors, windows and escape hatches] etc. as per statutory requirements besides Bus Code. The Flammability requirements shall comply with IS 15061 as specified in CMVR. The detail list of the items (if fitted in the supplied bus) has been annexed as Annexure-19 for which the Flammability test standard requirement has been specified.
- 2.5 **Speed Limiting Device:** Maximum speed of bus will be maintained at 40km/hr or as prescribed in the city of Delhi through engine management system during the Comprehensive Annual Maintenance contract by the Contractor. Any amendment thereto should only be possible by the contractor as per the statutory instructions of the Transport Department of Delhi. The contractor will have to give an undertaking that he shall not pass on the software instructions for amending the speed to anybody and shall keep it confidential.
- 2.6 The contractor shall ensure the availability of two multipurpose dry powder type (Stored pressure) as supplied in the bus, duly filled fire extinguishers with valid date while offering the roadworthy bus for operation.
- 2.7 Wherever dimensions are indicated the same shall be subject to standard tolerances as applicable.

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SECTION IX: TECHNO-COMMERCIAL EVALUATION PROFORMAS

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SECTION IX: PROFORMA-A

TECHNO COMMERCIAL EVALUATION

MAINTENANCE CAPABILITY AND QUALITY CONTROL

Sl. No.	Details	To be filled in by the Bidder	Documents to be Submitted by the Bidder.
1	Name of the Firm		
2	Vehicle Manufacturer (VM) / Authorised network of VM/Any Other Service provider/ Bidder as Consortium		
3	Name of VM for Authorised network/ service provider		Authorization Certificate of VM
4	Address for Registered Office		
5	Telephone, mobile no.		
6	e-mail address		
7	Experience for maintenance of Low Floor Non-AC & AC CNG Buses (In Number of Years)		In case of Authorised network of VM/ any other service provider, Certificate issued by Vehicle Manufacturer. In case of Bidder as consortium experience certificate as per clause 2.6 of Section V, of ITB.
8	Maintenance Experience for Low Floor Non-AC & AC CNG Buses. (Numbers of Buses)		In case of Authorised network of VM/ any other service provider, Certificate issued by Vehicle Manufacturer. In case of Bidder as consortium experience certificate as per clause 2.6 of Section V, of ITB.
9	Black listing by any Government department (Yes/No)		If no, Self-Undertaking on stamp paper of Rs. 100/- duly attested by notary for not being black listed by any Government department.

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Sl. No.	Details	To be filled in by the Bidder	Documents to be Submitted by the Bidder.
10	In case of Authorised network of VM		
(i.)	Black listing(Yes/No)		If no, Certificate from VM for not being black listed.
(ii.)	Authorization by VM to ensure for supplies of genuine VM/ OEM or their recommended spare parts for maintenance of these Low Floor Non-AC & AC Buses up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier. (Yes/No)		If yes, Authorization by VM to ensure for supplies of genuine VM/ OEM or their recommended spare parts for maintenance of these Low Floor Non-AC & AC Buses up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier.
11	In case of any service provider		
(i)	Certificate from VM for the unconditional support of the VM technically throughout the execution of Comprehensive Annual Maintenance Contract for the useful life of the system. (Yes/No)		
(ii)	Black listing (Yes/No)		If no, Self-Undertaking on stamp paper of Rs. 100/- duly attested by notary for not being black listed by any Government department/VM.
12	In case of Bidder as Consortium:-		
(i.)	The Lead Member of the consortium - Vehicle Manufacturers (VM) / the authorized network of VM/ any service provider.		
(ii.)	Documents from the lead member of the consortium has to provide the documents		Documents from the lead member of the consortium has to provide the documents required in Clause 2.2 or

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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Sl. No.	Details	To be filled in by the Bidder			Documents to be Submitted by the Bidder.
	required in Clause 2.2 or Clause 2,3 or Clause 2.4, as applicable.				Clause 2,3 or Clause 2.4, as applicable.
(iii.)	Nomination of the Lead Member				The nomination of the lead member shall be supported by Power of Attorney signed by other member of the Consortium
(iv.)	Equity share certificate of the Lead Member				The lead member of the Consortium shall hold at least 51% (fifty one per cent) of the share in Consortium.
(v.)	Total Number of Members including Lead Member				
13	Factory/ Work place				Registration Certificate of the Factory/Work place and License.
(a)	Address				
(b)	Telephone, mobile no.				
(c)	e-mail address				
14	Status of the Firm				
(a)	Proprietary/ Partnership/ Company/ Corporation.				Proprietorship Certificate, Partnership Deed/ Company Certificate
15(a)	Name & Address of Proprietors / Partners/ Directors (Separate Sheet may be added, if required).				(Separate Sheet may be added, if required)
15(b)	Name of the person authorized to sign the Tender Document:				Certificate for authorized person.
16	*Annual Turnover and Income Tax paid for the last two years. (Rs. In Millions)	Year	Turnover	Income Tax Paid	Certificates from Authorized Chartered Accountant.
		2019-20			
		2020-21			

***Note: In case the annual accounts for the last financial year are not audited and therefore the Bidder cannot make it available, the Bidder shall give an undertaking**

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to this effect duly certified by the authorized Chartered Accountant. In such a case, the Bidder shall provide certificate of turnover from the authorized Chartered Accountant for the financial years 2018-19 and 2019-20.

- 17) Details of Non-AC & AC Low floor CNG Buses maintained under the Comprehensive Annual Maintenance Contract by the Bidder during at least preceding 2 years ending on 31st March'2021:

S. No.	Contract placed by (full Address of DTC)	Contract No. & Date	Description and Quantity of Non-AC & AC Buses Maintained			
			Non-AC Low Floor CNG Buses	AC Low Floor CNG Buses	Total	Value and period of Contract
1	2	3	4	5	6	7
1.						
2.						

N.B.: Please note that misrepresentation of facts/ falsification of information on the part of the Bidder is liable to for action as per the "Bid Declaration Certificate In lieu of Bid Security" by the DTC, besides any other action as deemed fit.

Name: _____
Address: _____

Telephone No: _____
e-mail address: _____

Signature with Date & Name of Authorized Person signing
(NAME OF THE FIRM & SEAL)

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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List of Documents/ Items required along with Proforma-A for Techno Commercial Evaluation
(Documents shall be enclosed duly signed attested by the authorized person of the firm)

1. Registration Certificates of the Factory/ work place.
2. Proprietorship Certificate/ Partnership Deed/ Company Registration Certificate)
3. Certificates of Turn over & Income Tax from Authorized Chartered Accountant for the last two years.
4. Self-Undertaking for not being black listed by any Government department.
5. Certificate of Authorization for the Person to sign the RFP Document.
6. In case of VM, Required Experience certificate for maintenance of Low Floor CNG Buses.
7. Self-Certificate of VM for not being black listed.
8. In case Bidder being authorized network of VM, additional requirement of---
 - a.) Authorization certificate from Vehicle Manufacturer.
 - b.) Experience Certificates issued by Vehicle Manufacturer.
 - c.) Self-Undertaking for not being black listed by any Government department.
 - d.) Authorization by VM to ensure supplies of genuine VM/ OEM or their recommended spare parts for maintenance of these Low Floor Non-AC & AC Buses up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier.
9. In case of Bidder being any service provider other than VM/ VM's authorised network, the additional requirement of an under taking from VM regarding:
 - i.) Authorization certificate.
 - ii.) The unconditional support of the VM technically throughout the execution of Comprehensive Annual Maintenance Contract up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier.
 - iii.) Supplies of genuine VM/ OEM or their recommended spare parts required for maintenance of these Low Floor Non-AC & AC Buses up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier.
 - v.) Self-Undertaking for not being black listed by any Government department.
 - vi.) Experience certificate
10. In case of Bidder being consortium, the requirement shall be in accordance to the clause 2.6 of section V, ITB.

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SECTION X: PRICE SCHEDULES

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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SECTION X: PRICE SCHEDULES

ANNEXURE A

PRICE SCHEDULE FOR MAINTENANCE OF FULLY BUILT 2644 (NON-AC & AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008

Refer Financial Proposal Format (*Part II of RFP Document*)

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**SECTION XI:
BID FORM, ANNEXURES AND OTHER FORMATS**

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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ANNEXURE 1: PROFORMA FOR DECLARATION OF “NO DEVIATIONS”

[TERMS & CONDITIONS STIPULATED IN INSTRUCTIONS TO BIDDERS, GENERAL CONDITIONS OF CONTRACT, SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS (Section V, VI, VII & VIII)]

Reference: Bid No. DCGM/SBU/944/2021

Date of Opening:

We undertake that there is no deviation, in the submitted bid, from the terms and conditions stipulated in the Instructions to Bidders, General Conditions of Contract, Schedule of Requirements & Technical Specifications (Section V, VI, VII and VIII).

We accept in full all the Clauses of Instructions to Bidders, General Conditions of Contract, Schedule of Requirements & Technical Specifications (Section V, VI, VII and VIII) of the RFP Document without any Deviation.

Signature and Seal of the Bidder

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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ANNEXURE 2: PROFORMA FOR SUBMISSION OF BID

(Note: This Annexure forms part of the Bid)

Bidders are required to fill up all the blank spaces in this Bid Proforma and its enclosures.

Reference: Bid No. DCGM/SBU/944 /2021

Date of Opening:

The Chairman-cum-Managing Director,
Delhi Transport Corporation,
I.P. Estate, New Delhi-110 002.

1. Having examined the 'Instructions to Bidders', 'General Conditions of Contract', 'Technical Specifications', 'Schedule of Requirements' and the Proformas/ Annexures (Section IX to XI) for the above Bid, we, the undersigned (Complete address as given in **Annexure 7**), offer to Comprehensive Annual Maintenance of the Non-AC (Model nos. TATA LPO 1623/63 RE CNG AT/AT BG V2 STAR BUS) & AC (TATA LPO 1625/63/ 1623/63 RE CNG AT/AT BG V2 AC STAR BUS) Low Floor CNG Buses of the TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 the whole of the said Scope of Work in conformity with the said Conditions of Contract and Technical Specifications for the sum mentioned in the Price Bid (**Bid 2**) of the Bid submitted separately or such other sum as may be ascertained in accordance with the conditions. The details Offer of Comprehensive Annual Maintenance of the 1840 Non-AC & 804 AC Low Floor CNG Buses of the TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 as well the quantity of the buses offered for the same are given in the **Annexure 7**. The details of the Maintenance Services for which we have submitted our Bid and for which we have quoted the rates in our Price Schedules are given in Format as per **Annexure A** of Section X for Comprehensive Annual Maintenance Services for the 1840 Non-AC & 804 AC Low Floor CNG Buses of the TATA make supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008.
2. We acknowledge that this Annexure forms an integral part of the Bid. We also confirm acceptance of Proformas / Annexure given in Section IX to XI of the RFP Document.
3. We undertake, if our Bid is accepted, we shall commence the maintenance of Buses after completion of/completed 7,50,000 Kms of operation and above under the previous contract and to guarantee satisfactory maintenance of each bus further up to 1,80,000 Kms after completion of 7,50,000 kms and above or upto 15 years from the date of registration of the bus whichever is earlier with fulfilling our obligations as per RFP Document.
4. If our Bid is accepted, we will furnish a Bank Guarantee for Performance as Security for the due performance of the Contract. The amount and form of such guarantee will be in accordance with 'General Conditions of Contract'.
5. We have independently considered the amount shown in 'General Conditions of Contract' as pre-estimated damages/ damages and agree that they represent a fair estimate of the damages likely to be suffered by the DTC in the event of the work not carried out as per the terms & conditions, technical specifications etc. of the RFP.
6. We agree to abide by this Bid for a minimum period of **120 days** from the date of opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period or any extended period mutually agreed to.

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7. This bid, together with any further clarification/ confirmation given by us and your written acceptance thereof, shall constitute a binding contract between us.
8. We understand that you are not bound to accept the lowest or any offer you may receive against this bid. We also agree that you may change/ modify the evaluation criteria as specified in the RFP document.
9. If our Bid is accepted, we understand that we are to be held solely responsible for the due performance of the Contract.

Dated _____ day of _____

Signature & Name: _____ in the capacity of
 _____ duly authorised to sign Tenders for and on behalf of

Address _____

Witness:

Signature: _____

Name: _____

Address: _____

Occupation: _____

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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ANNEXURE 3: PROFORMA OF BID DECLARATION CERTIFICATE IN LIEU OF BID SECURITY

(ON BIDDER'S LETTERHEAD WITH STAMP)

To,

The Chairman-cum-Managing Director
Delhi Transport Corporation,
IP Estate, New Delhi-110 002.

Reference: Bid No. DCGM/SBU/944/2021

Date of Opening:

I / We, the authorized signatory of M/sparticipating in the subject tender No.for the item / job of,do hereby declare:

That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

That in the event we withdraw/ modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I / we fail to submit a Performance Security within the given timeline or I / we commit any breach of Tender Conditions / Contract which attracts the action and I / we will be suspended from being eligible for bidding / for a period of Six Months from the date of committing the breach of tender condition.

Signature and Seal of Authorised Signatory of bidder

Name of Authorized Signatory
Company Name.....

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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ANNEXURE 4: PROFORMA OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT is made on the <date> between Delhi Transport Corporation having principle place of business at Strategic Business Unit, Hauz Khas Bus Terminal, Delhi Transport Corporation, New Delhi-110 016 hereinafter called "the DTC" of the one part and M/s. <Name of the Contractor> having its principle place of business at hereinafter called "the Contractor" of the other part.

WHEREAS the DTC is desirous for carrying out the Comprehensive Annual Maintenance of Fully Built 1840 Non-AC (Model nos. TATA LPO 1623/63 RE CNG AT/AT BG V2 STAR BUS) & 804 AC (Model nos. TATA LPO 1625/63/ 1623/23 RE CNG AT/AT BG V2 AC STAR BUS) of the TATA Make CNG Propelled Low Floor Buses supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008, for the satisfactory operation of each bus up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier with fulfilling the obligations as per RFP Document and has accepted the Bid submitted by the Contractor for Comprehensive Annual Maintenance Services.

NOW

THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents of DTC's RFP No. DCGM/SBU/944/2021 as amended by Amendment No. DCGM/SBU/___/2021___ dated _____ & the Contractor's Bid No. _____ Dated _____ shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Instructions to Bidders
 - b. General Conditions of Contract
 - c. Technical Specifications
 - d. Prices Schedules as submitted by Contractor/ Bidder along with their Bid
 - e. Contractor Bid No. dated submitted in Proforma' Section-IX of RFP Document with Annexures & subsequent letters.
 - f. Letter of Acceptance (LOA) bearing No. DCGM/SBU/944/2021 dated _____ and terms and conditions.
 - g. Amendments in the Contract, if any.
 - h. Other conditions agreed to and documented as listed below:
 - i. Bid's Commercial Terms
 - ii. Salient Terms & Conditions of Comprehensive AMC
 - iii. Any other conditions as applicable
3. In consideration of the payments to be made by the DTC to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the DTC to provide services and guarantees the same to be in conformity in all respects with the provisions of the Contract.
4. The DTC hereby covenants to pay the Contractor in consideration of the provision of services and guarantee of the same, the Contract Price at the times and in manner prescribed by the Contract.

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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5. The Contractor agrees that the essence of Contract and other contractual obligation shall become effective from the date of Letter of Acceptance i.e. LOA. The Contractor further agrees that pre-estimated damages mentioned in RFP Document, are fair and genuine pre-estimate and not by way of penalty. The Contractor shall not dispute the same in future in any manner.

IN WITNESS WHEREOF the parties here have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

SIGNED, SEALED AND DELIVERED

By the said

Name

On behalf of the DTC

In the presence of

Witness

Name

Address.....

By the said

Name.....

On behalf of the Contractor

In the presence of

Witness

Name

Address.....

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ANNEXURE 5: AFFIDAVIT PROFORMA

(On Non-Judicial Stamp Paper of appropriate value Notarized)

An agreement has been entered between Delhi Transport Corporation, Govt. of NCT of Delhi (herein after called as 'DTC') and M/s _____ (complete address) (herein after called as 'Contractor') vide LOA No. _____ dated _____ for carrying out Comprehensive Annual Maintenance of Fully Built 1840 Non-AC (Model nos. TATA LPO 1623/23 RE CNG AT/AT BG V2 STAR BUS) & 804 AC (Model nos. TATA LPO 1625/63/ 1623/23 RE CNG AT/AT BG V2 AC STAR BUS) of the TATA Make CNG Propelled Low Floor Buses supplied to the Corporation under RFP number: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008, for the satisfactory operation of each bus up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier.

WHERE AS Clause 29.3 of 'Instructions to Bidders' require for an undertaking in conformity with the requirement of Clause-33 of 'Instructions to Bidders', to the affect that the Contractor has not given any commission to any official of the DTC/ Delhi Government or any other agencies engaged with the procurement process indulged in any other corrupt or fraudulent practice in securing the Contract.

NOW, THEREFORE, the Contractor Solemnly affirm and declare on oath that we have not given any commission to any official of the DTC/ Delhi Government or any other agencies engaged with the procurement process or indulged in any other corrupt or fraudulent practice in securing the Contract in conformity with the requirement of Clause-33 of 'Instructions to Bidders' of the RFP Document of above LOA.

AND THEREFORE, verified at Delhi on this date of _____ 2021 that the contents of my affidavit are true, no part of it is false and nothing material has been kept concealed, which is given duly signed and sealed unconditionally and without any demur or reservation or protest.

SIGNATURE AND SEAL OF THE CONTRACTOR

WITNESS

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ANNEXURE 6: PROFORMA OF BANK GUARANTEE FOR 3 % OF ENTIRE CONTRACT VALUE TOWARDS PERFORMANCE GUARANTY/ SECURITY

The Chairman-cum-Managing Director,
Delhi Transport Corporation,
IP Estate, New Delhi - 110 002.

Contract No. Date

1. This Deed of Guarantee made this day of _____ between Bank of _____ (hereinafter called the "Bank") on the one part, and Chairman-cum-Managing Director, Delhi Transport Corporation (hereinafter called "the DTC") of the other part.
2. Whereas Chairman-cum-Managing Director, Delhi Transport Corporation (DTC) has awarded the Contract for (-----Description of Item-----) (hereinafter called the Contract) to:

(Name of Contractor)
(hereinafter called the Contractor).
3. AND WHEREAS the Contractor is bound by the said Contract to submit to the DTC a Performance Security for a total amount of Rs.
_____ (Amount in Figures and words).
4. NOW, WE THE UNDERSIGNED _____ (Name of Bank) _____ do hereby unconditionally and irrevocably undertake to pay to the DTC an amount not _____ exceeding _____ Rs. _____ (Rupees _____ only) without any demur, merely on a demand in writing from the DTC stating that the amount claimed is due and payable by the Contractor. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. We, the Bank, further undertake to pay to the DTC (DTC) any money so demanded notwithstanding any dispute raised by the Contractor in any manner whatsoever and our liability under these presents is absolute, unconditional, unequivocal and irrevocable.
5. We, the Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement.
6. This Guarantee is valid for a period of _____ (Duration in calendar months in figures and words) from the date of signing. The period for which this Guarantee will be valid for at least Six (06) months beyond the completion of the contract as stated in the 'General Conditions of Contract'. We undertake not to revoke this guarantee during its currency without the written consent of the DTC.
7. At any time during the period in which this Guarantee is still valid, if the DTC agrees to grant a time extension to the Contractor if the Contractor fails to complete the works within the time of completion as stated in the Contract, or fails to discharge itself of the liability or damages or debts as stated under Para 5,

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above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the DTC and at the cost of the Contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Contractor.
9. The neglect or for bearance of the DTC in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the DTC for the payment hereof shall in no way relieve the Bank of their liability under this deed.
10. We, the Bank, undertake not to revoke this Guarantee except with the previous consent of the DTC in writing. This Guarantee shall be valid up to _____ and we undertake to renew/extend this Guarantee from time to time till the completion of performance by the Contractor of its obligations under the Contract and/or as demanded by the DTC.
11. The expressions "the DTC", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assignees.

In witness whereof I/We of the Bank have signed and sealed this guarantee on the _____ day of _____ 2021 _____ being herewith duly authorised.

For and on behalf of the _____ Bank

Signature of Authorised Bank official
Name:
Designation:
Stamp/Seal of the Bank:

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of :

Witness 1
Signature
Name
Address

Witness 2
Signature
Name
Address

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ANNEXURE 7: PROFORMA FOR DETAILS OF BIDDERS AND ITEMS QUOTED

The Chairman-cum-Managing Director,
Delhi Transport Corporation,
I.P. Estate, New Delhi-110 002.

Bid No. DCGM/SBU/944/2021

Date of Opening: -----

1. Bidder: -

- I. Name:
- II. Address:
- III. Telephone No.:
- IV. Fax No.:
- V. e-mail address:
- VI. Contact Person:

2. Offer of Comprehensive Annual Maintenance for the satisfactory operation of each Fully Built TATA Make Non-AC (Model nos. TATA LPO 1623/23 RE CNG AT/AT BG V2 STAR BUS) & AC (Model nos. TATA LPO 1625/63/ 1623/23 RE CNG AT/AT BG V2 AC STAR BUS) Buses up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier:-

Yes/No.....

3. Quantity of Buses offered for Comprehensive Annual Maintenance: -

- a. **Non-AC (Model nos. TATA LPO 1623/23 RE CNG AT/AT BG V2 STAR BUS) Buses: _____**
- b. **AC (Model nos. TATA LPO 1625/63/ 1623/23 RE CNG AT/AT BG V2 AC STAR BUS) Buses: - _____**

Date: Name & Signature of Authorised Signatory on behalf of Bidder

Place:

Address:

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ANNEXURE-8

PROFORMA FOR FLEET STATUS REPORT AFTER FINAL MORNING /EVENING OUTSHEDDING

Date:____

Time :- Morning /Evening

Details				
S.No.	Bus Registration No.		Status	Description
S.No.	Summary		Details	
1	Total Fleet			
2	Buses held up in workshop			
3	Buses held up for Docking			
4	Buses held up for MVI passing			
5	Buses held up for CNG passing			
6	Buses held up for CNG Cylinder testing			
7	Buses Fail on Line			
8	Buses held up for accident repairs			
9	Buses under Police Custody.			
10	Buses under Court Decision.			
11	Buses held up for other reason (DTC account)			
12	Buses OK (Spare)			
13	Total Buses Roadworthy			
14	Total Buses Outshedded			
All the outshedded buses has been checked for CNG Leakage & found ok				
Details of Buses Held up in Workshop				
S.No.	Bus No.	Type	Bus Held up in reason	Bus Held up date

In charge Service Provider, if any

Contractor Shift In charge

DTC Duty Officer(D.O.)

DTC Duty Foreman

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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ANNEXURE 9

PROFORMA FOR TIME REQUIRED ATTENDING THE DRIVER COMPLAINTS FOR VARIOUS DEFECTS

Sr. No	Driver Complaint	Reasonable time (in hours) to rectify the complaints.
1.	Horn Defect	00:30
2.	Air Pressure Leak	02:00
3.	Load not pulling	01:00
4.	Starting Trouble	02:00
5.	Head light defect	00:30
6.	Wiper blade defect	00:30
7.	Destination board defect	00:45
8.	Air pressure not build up	03:00
9.	AC defect	00:30
10.	AC defect- AC compressor/AC clutch defect	02:00
11.	Engine oil leak	02:00
12.	Radiator/ inter cooler leak	02:00
13.	Steering oil leak (stg pipe/ stg box replacement)	04:00
14.	Steering oil leak from reservoir	00:45
15.	Break defect	00:40
16.	Air suspension Bellow replacement (Front/ Rear)	01:30
17.	Leveling valve/ QRV/ dual brake valve defect	00:45
18.	Rear Axle Hub packing/ seal leak	00:45
19.	Antiroll bar/ bush replacement	01:00
20.	Seat frame replacement	02:00
21.	Tyre change (Front/ Rear)	00:40
22.	Wiper motor/ mechanism defect	01:00
23.	Coolant leakage	01:30

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24.	Gear Defect- wiring harness problem	00:45
25.	Rear light defect	00:30
26.	Air intake pipe leak	00:40
27.	Fan support noisy/water pump noisy	00:45
28.	Driver door defect	01:00
29.	Passenger door defect	01:30
30.	Turbocharger defect	01:00
31.	Front/ Rear Bumper loose	01:00

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ANNEXURE 10

FORMULA FOR RECOVERY OF ELECTRICITY AND WATER CHARGES FROM CONTRACTOR

(A) Electricity charges: -

Regarding electricity charges the exiting formula of recovery from the service provider is based on the following formula.

Rate Per unit of main electricity meter-

Total bill amount of energy meter + (Departmental / Contingency charges 5 %) total unit consumed (Kvah).

The electricity charges is based on the electricity bills received from DISCOMS including fix charges + electricity consumption + meter rent + contingency charges @ 5 %.

(B) Water Supply through tube well

i. Cost of pump operator (semi-skilled) for two shifts @ Rs.629/-
(as per minimum wages based on the latest circular issued by Delhi Govt. @Rs.629 x 2
= 1258.00

ii. Electricity consumption for operation of 5 H.P submersible pump for 12 hrs @
46.88 per hrs. (3.75 KW X Rs. 12.50 per units) X 12 hrs = Rs. 562.50
Total (i) + (ii) = Rs. 1258.00 + 562.50
= Rs. 1820.50

Gross amount to be recovered per month
Rs.1820.50 X 30 days =Rs. 54615.00
Contingency charges @5% = Rs. 2730.75
Grand Total = Rs 57347.75
Round off Grand Total = Rs. 57348.00

50% share of the above said amount i.e 28674.00 per month shall be recovered from service providers remaining 50% shall be owned by DTC per month.

iii. Water supply through DJB/Tankers.

Direct supply of DJB/through tankers expenditure should be recovered on the basis of 50 % + 5 % contingencies charges.

iv. STP water supply through DJB

STP water supply through DJD expenditure should be recovered on the basis of 100 % + 5 % contingencies charges.

Besides the above. the minimum wages of semi skilled labour may be applicable on the basis of circular issued by Govt. of GNCTD from time to time while recoveries of water charges in case of Tube well.

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ANNEXURE 12

TIME FRAME (SHIFT LOSS) FOR REPEATED ACCIDENTAL VEHICLES REPAIRS

S. No.	Type of accident	Shifts
1.	Front Wind Shield broken	2
2.	Front Wind Shield crack	2
3.	Rear Wind Screen glass broken	2
4.	Front/Rear Bumper-Centre/ Corner replacement	0.5
5.	Passenger door glass replacement (single)	1
6.	Passenger door damage/ replacement (single)	2
7.	Body side window glass LH/ RH (Only glass)	1
8.	Window top sliding glass (only glass) LH/RH broken/ replacement	1
9.	Driver door glass- sliding glass / movement glass replacement	1
10.	Body side window assembly (single) LH/ RH	2
11.	Skirt panel replacement (each)	1.5
12.	Window safety guard damage/ replacement-3 pipes with bracket	1
13.	Rear view mirror LH/ RH replacement	Running repair in depot premises
14.	Rear view mirror bracket replacement	Running repair in depot premises
15.	Top window fixed glass broken (Above driver door/ Side destination board)/ side fixed black glass	2
16.	CNG Cylinder Cover damage	3
17.	LHS/ RHS body wheel arch rubber damaged	1
18.	Tail light damage	Running repair in depot premises
19.	Tail light damage with dent to body	1
20.	Engine Flap Replacement	3
21.	Outside dent and paint repair-per square feet	2
22.	Passenger Front Gate Pillar damage from one side	8
23.	Radiator/ Air Filter Flap damage/ replacement	2

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24.	Battery flap replacement	2
25.	Head light damage	Running repair in depot premises
26.	Wiper arm damaged LH/ RH	Running repair in depot premises
27.	Fog lamp damaged	1
28.	Triangular hazard reflector	Running repair in depot premises
29.	Front face dent damage-one side	6
30.	Rear face dent repair-one side LH/RH	6
31.	Body side indicator lamp damaged	Running repair in depot premises
32.	License plate lamp damage	Running repair in depot premises
33.	Door Ramp Damage	2
34.	Driver door lock damage	Running repair in depot premises
35.	Front face repair/ replace	12
36.	Rear face repair/ replace	9

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ANNEXURE 13

ACCIDENT INTIMATION REPORT

[In case of Cost of Repair up to Rs.75,000/-]

DTC DEPOT NAME:-			
AIR Serial No:-		AIR Date	
Format for AIR Serial No: xxx/yy/mm/001 with xxx = depot initials and 001 = continuous number			
1	It is herewith intimated that the vehicle with Registration No.....has been reported damaged at Milometer/ Speedometer reading.....by Driver..... with Driver Badge No.....		
	Date of Accident		Time of Accident
	Place of Accident		Route of Accident Bus
2	Brief description of accident		
3	Details of damaged parts		
contractor [Date &Signature]	DTC Duty Officer/ Control Room [Date &Signature]	DTC Foreman/ Mechanic [Date &Signature]	DTC Driver &Signature] [Date
4	The Cost Estimate for the accident repair job will be prepared and submitted to DTC within 01 day.		
5	It has been mutually agreed between contractor / his authorized Representative and DTC Depot Manager/ his authorized Representative that the repair job shall be completed within Shifts after DTC's approval of the Cost Estimate.		

WORK ORDER

1. The Work Order is hereby being given on the basis of AIR and approved cost estimate.
2. The Contractor is directed to start the repair work immediately on receipt of the Work Order.

DM [Date &Signature]	Dy. Manager-(A/Cs) [Date &Signature]	Manager-(Mech) [Date &Signature]

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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ANNEXURE 14

ACCIDENT INTIMATION REPORT

[In case of Cost of Repair up to Rs.5,00,000/-]

DTC DEPOT NAME:-			
AIR Serial No:-		AIR Date	
Format for AIR Serial No: xxx/yy/mm/001 with xxx = depot initials and 001 = continuous number			
1	It is herewith intimated that the vehicle with Registration No.....has been reported damaged at Milometer / Speedometer reading.....by Driver..... with Driver Badge No.....		
	Date of Accident		Time of Accident
	Place of Accident		Route of Accident Bus
2	Brief description of accident		
3	Details of damaged parts		
	contractor [Date &Signature]	DTC Duty Officer/ Control Room [Date &Signature]	DTC Foreman/ Mechanic [Date &Signature]
			DTC Driver [Date &Signature]
4	The Cost Estimate for the accident repair job will be prepared and submitted to DTC within 03 days.		
5	It has been mutually agreed between contractor / his authorized Representative and DTC Depot Manager/ his authorized Representative that the repair job shall be completed within Shifts after DTC's approval of the Cost Estimate.		

WORK ORDER

1. The Work Order is hereby being given on the basis of AIR and approved cost estimate.
2. The Contractor is directed to start the repair work immediately on receipt of the Work Order.

RM [Date &Signature]	DM [Date &Signature]	Dy. Manager-(A/Cs) [Date &Signature]	Manager-(Mech) [Date &Signature]
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DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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ANNEXURE 15

ACCIDENT INTIMATION REPORT

[In case of Cost of Repair above Rs.5,00,000/-]

DTC DEPOT NAME:-			
AIR Serial No:-		AIR Date	
Format for AIR Serial No: xxx/yy/mm/001 with xxx = depot initials and 001 = continuous number			
1	It is herewith intimated that the vehicle with Registration No.....has been reported damaged at Milometer / Speedometer reading.....by Driver..... with Driver Badge No.....		
	Date of Accident		Time of Accident
	Place of Accident		Route of Accident Bus
2	Brief description of accident		
3	Details of damaged parts		
contractor [Date &Signature]		DTC Duty Officer/ Control Room [Date &Signature]	DTC Foreman/ Mechanic [Date &Signature]
		DTC Driver [Date &Signature]	
4	The Cost Estimate for the accident repair job will be prepared and submitted to DTC within 03 days.		
5	It has been mutually agreed between contractor / his authorized Representative and DTC Depot Manager/ his authorized Representative that the repair job shall be completed within Shifts after DTC's approval of the Cost Estimate.		

WORK ORDER

1. The Work Order is hereby being given on the basis of AIR and approved cost estimate.
2. The Contractor is directed to start the repair work immediately on receipt of the Work Order.

CGM-(Tech.) [Date &Signature]	Dy. CGM-(M) HQ [Date &Signature]	Dy. CGM-(SBU) [Date &Signature]	RM [Date &Signature]	DM [Date &Signature]

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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ANNEXURE 16

DTC STAISFACTION REPORT FOR ACCIDENT REPAIR JOB

.....Depot

Date.....

The accident repair job for the following bus has been completing to DTC's satisfaction. All defects have been removed and the bus can therefore be put into service again.

Accident Intimation Report Serial No.:

Vehicle Registration No.:

Vehicle Chassis No.:

Estimate Job Card No. & Date:

Date of Completion of Repair Job:

Date & Signature

DTC Representative

Date & Signature

Contractor Representative

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 2644 (1840 Non-AC and 804 AC) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008
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ANNEXURE 17

Tyre damage formula

Tyre Damage Formula:-

- a) To adopt the NSD formula for calculation of cost of damage of original/ re-treaded Tyre.
- b) Only claim cases of tyre with side wall damage due to sharp object/angle iron/ hit with pavement /central verge on account of negligent driving on the part of driver shall be considered.
- c) VM will submit the bills of the first retreading and second retreading as applicable in the case of claim of damaged tyre due to negligence on the part of driver along with the copy of the Tyre Card with proper entries of first & second retreading, whatever the case may be, duly signed/ authenticated by the VMs Engineer.
- d) The damaged tyre will be physically inspected jointly by the Inspecting team comprising of Foreman-(I/c) of DTC Depot. ALL Engineer & Dy. Manager-A/cs) / Accountant of the Depot before setting the claim of the damaged tyre due to negligence of the driver.
- e) The tyre depth gauge of standard quality for ascertaining the NSD of similar new /retreaded tyre vis-à-vis damaged tyre shall be arranged by VM at his cost.
- f) The tyre damaged due to bad road conditions, improper wheel alignment, over/ under Inflation, brake binding or lack of maintenance will not be considered for the purpose of claim.
- g) Regarding claim of old tyre damaged cases, only claim of damaged tyre cases with side wall damage due to negligence of driver will be considered subject to the physical Inspection of the damaged tyres by the inspecting team as brought out above.
- h) Tyre cost as per the approved Price Lists of VMs which is on the lower side will be considered for new tyres and for retreading, VM will be required to provide copy of the Invoice for retreading of tyres.
- i) The copy of Approved Tyre Damaged Formula is enclosed. The tyre damaged formula will be revised as and when there is change in the cost of new tyre and cost of retreading of the tyre in the approved Price List.

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FORMULA FOR TYRE DAMAGE CASES IN LOW FLOOR BUSES								
S. No.	Tyre	NSD/ Thread depth of new tyre	NSD/ Thread depth of 1st retread tyre	NSD/ Thread depth of 2nd retread tyre	Total NSD	% age Remaining tyre life	Costing formula- Net payable by DTC (Excluding taxes)	Remark
A	B	C	D	E	F	G	H	I
1	Retread Tyre (2nd retread)			1	1	2.30	286	$I = G \times L/100$
2				2	2	4.60	571	$I = G \times L/100$
3				3	3	6.90	857	$I = G \times L/100$
4				4	4	9.20	1,142	$I = G \times L/100$
5				5	5	11.49	1,426	$I = G \times L/100$
6				6	6	13.79	1,712	$I = G \times L/100$
7				7	7	16.09	1,997	$I = G \times L/100$
8				8	8	18.39	2,283	$I = G \times L/100$
9				9	9	20.69	2,568	$I = G \times L/100$
10				10	10	22.99	2,854	$I = G \times L/100$
11				11	11	25.29	3,140	$I = G \times L/100$
12				12	12	27.59	3,425	$I = G \times L/100$
13				13	13	29.89	3,711	$I = G \times L/100$
14				14	14	32.18	3,995	$I = G \times L/100$
15	Retread Tyre (1st retread)		1	15	15	34.48	4,280	$I = G \times L/100$

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26		11		25	57.47	11,638	$I = G \times K/100$
27		12		26	59.77	12,104	$I = G \times K/100$
28		13		27	62.07	12,570	$I = G \times K/100$
29		14		28	64.37	13,036	$I = G \times K/100$
30	New Tyre	1	15	29	66.67	13,501	$I = G \times K/100$
31		2	16	30	68.97	13,967	$I = G \times K/100$
32							Cost of tyre in last slot+ retreading cost= 15,751+4500= 20,251/- (K)
33		3		31	71.26	15,751	$I = G \times J/100$
34		4		32	73.56	16,259	$I = G \times J/100$
35		5		33	75.86	16,767	$I = G \times J/100$
36		6		34	78.16	17,276	$I = G \times J/100$
37		7		35	80.46	17,784	$I = G \times J/100$
38		7.5		35.5	81.61	18,038	$I = G \times J/100$
39		8		36	82.76	18,292	$I = G \times J/100$
40		9		37	85.06	18,801	$I = G \times J/100$
41		10		38	87.36	19,309	$I = G \times J/100$
42		11		39	89.66	19,818	$I = G \times J/100$
43		12		40	91.95	20,324	$I = G \times J/100$
44		13		41	94.25	20,832	$I = G \times J/100$
45		13.5		41.5	95.40	21,086	$I = G \times J/100</$

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ANNEXURE 18

Scheduled Maintenance for Non-AC bus (Model nos. TATA LPO 1623/23 RE CNG AT/AT BG V2 AC STAR BUS) & AC (Model nos. TATA LPO 1625/63/ 1623/23 RE CNG AT/AT BG V2 AC STAR BUS) CNG PROPELLED LOW FLOOR BUSES OF THE TATA MAKE

Daily Checklist:		
Date	Registration No.	Mechanic/Electrician:
DAILY VEHICLE ROADWORTHY CHECK SHEET FOR TML LF BUSES		
Sr. No	Activity Description	OK/NOT OK
1	Check engine oil and coolant level in cold condition and top-up if necessary. Ensure Radiator cap & oil filler cap condition.	
2	Start the engine and check for, oil, coolant, air leakages and Pollution, Check steering pipe condition/routing and leakages.	
3	Door coupling and door functioning. Sealing of door cabinet, speed governor, fuse box.	
4	Check functioning of all lights, gauges, indicators in instrument panels. Parking brake, buzzer and low pressure indicator. Service brake functioning	
5	Engine compartment on/off switch and lamp.	
6	HT cable condition and it proper fitment	
7	CNG receptacle valve & its cap. Check the availability and pressure of the Gas.	
8	Condition of CNG Hoses and CNG leakage.	
9	Check Daily 1/3 fleet tyres Air pressure. Maintain 125 PSI pressure and keep record. Remaining vehicle's Tyres condition to be checked daily by hammering.	
10	Check all belt conditions, engine on / off switch and service indicator for red band and rectify if necessary	
11	Check availability of fire extinguisher, hammer and emergency door handle cover	
12	Daily 33% buses to be washed. Remaining buses wiping of body and glass cleaning to be done. All buses in side broom cleaning /Vacuum cleaning and wiping to be done	

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TEN DAYS/2000KMs MAINTENANCE CHECKLIST (Pit Inspection)		
Date	Registration No.	Mechanic/Electrician:
Sr. No.	Activity Description	Done(Y/N)
1	Check and correct the levels of - Engine Oil - Steering oil - Transmission oil - Rear axle oil - Coolant - Ensure proper fitment of radiator and oil filler caps - Start the engine and check oil, coolant leakages and rectify, if required.	
2	HT lead condition and proper routing, Replace if found damaged.	
3	Check for proper alternator connection condition & routing of wire (No looseness)	
4	Check the proper Self Starter connections condition & routing of wire (No Looseness) Check for self-starting of engine and alternator charging voltage.	
5	Check proper all Earthing connections at - Engine - Self Starter	
6	Check proper tightness & yellow mark on Rear Suspension all (8)-V-Rod Bolts (Torque 350 Nm.)	
7	Check and replace if found defective - Check all belt conditions - Engine on/off switch and lamp - Service indicator for red band and rectify, if necessary	
8	Check for - Air pressure leakage - Parking brake low pressure buzzer - Low pressure indicator	
9	Build air pressure to 8 bar in all 3 pressure gauges - Note down pressure build up time. Should not be more than 3 min. - Check for cut out pressure.	
10	Drain water and sediments from all 5 air tanks and replace if drain valve found defective/damage.	
11	Check for any leakage in air system components like relay valve, QRV, Brake actuators, system protection valve and Dual brake valve and functioning of air drier & concept unit	
12	Check brake actuator, slack adjuster and "S" cam operation and check the liner gap Readjust the brake if required.	

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13	Check front brake pad thickness. Check condition of brake disc. Check the brake pad wear indicator.	
14	Check for tyre condition and inflate to 125 PSI.	
15	Check wheel nut for its tightness with torque wrench	
16	Check for - Condition of CNG hoses - Receptacle valve and cap - Vent cap	
17	Check the door operation for - Proper opening and closing. Sensitivity, Emergency buttons and interlocking.	
18	Check door cabinet, fuse box, speed governor sealing	
19	Check air bellows condition	
20	Check driver door hinges and lock	
21	Check towing hook conditions and its foundation bolts	
22	Check accelerator and speed limiter connections	
23	Check engine idling RPM and high speed RPM	
24	Greasing of following points - Drag link ball joints - Tie rod - Propeller shaft sliding joints and "U" Joint Cross - "S" Cam and slack adjuster bush - Fan idler Pulley & front axle king pin	
25	Under chassis cleaning by brush and cloth wherever required	
26	Remove looked stones from tyres	
27	Check the condition of exhaust pipe, cat con, silencer and tail pipe for any gas leakages and its proper mounting.	
28	Inspect for any loose or hanging wires and correct if required	
29	Check all fuses and relays for proper fitment and its correct ratings. Check for extra load tapping from un-authorised point.	
30	Check the condition and tightness of earthing points.	
31	Check condition of safety and instruction stickers.	
32	Check floor out cuts fasteners for its tightness.	
33	Check fire extinguisher proper fitment and its expiry date. Check gas pressure.	
34	Check battery cable, steering pipe and transmission pipes condition and routing, Presence of Battery cable terminal caps at starter and battery end. Ensure Battery cable lug at starter motor should be vertical to avoid fouling.	
35	Clean battery with air, Check battery electrolyte level and top up if necessary. Check battery clamping and tray free movement and locking.	
36	Check battery cut off switch both manual and electrical functioning and replace if required.	
37	Condition and working of horn.	

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38	Check working of switches, gauges, warning lamps, all lights, alternator voltage, buzzer (including CNG leak detection buzzer near dash board), CNG leak detection LED and all electrical and pneumatic controls for the driver. Check working of destination board and sensors.	
39	Check for retarder condition and its proper connections.	
40	Check for gear box mounting bolts propeller shaft bolts. Check for shock absorber fitment and leakage rectify if required.	
41	Checks for smooth sliding of windows ensure windows locks and catcher in good condition.	
42	a) Check for wind shield washer a water level. If required, correct it. b) Check kneeling function	
43	For AC Buses - Clean air filter mats at return air intake. Replace damaged filter mats. - Put on AC Check saloon temperature after 15 min and record. - Check saloon fans operation.	

9 x 1000 kms Docking/ MAINTENANCE CHECKLIST

Date	Registration No.	Mechanic/Electrician:
Sr no	Activity Description	Done(Y/N)
1	Rear Side and Underneath the vehicle Check and correct for any leakages and levels of - Engine oil - Steering oil - Transmission oil - Rear axle oil - Coolant-radiator cleaning thoroughly including fins - Ensure proper fitment of radiator and oil filler caps	
2	-Change engine oil and oil filter. - Clean engine breather	
3	Check spark plug gap	
4	RILL HT lead condition and proper routing	
5	Drain engine fuel filter (LP filter) in gas circuit and HP fuel filter	
6	Check functioning of viscous fan	
7	Check proper sealing of air intake system by checking hose & pipe condition / proper tightness of clamps	

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8		Check for any CNG leakage with gas leakage detector / snoop solution and correct if found	
9		Calibrate CNG leakage detector system	
10	RR	Check - Check all belt conditions - engine on / off switch and lamp rectify if required - service indicator for red band and rectify if necessary	
11	RR and RL	Check for - Air pressure leakage - Parking brake low pressure buzzer - Low pressure indicator	
12	Driver Seat	Check for tyre condition and inflate to 125 PSI & rotate the tyres.	
13		Check for - Condition of CNG hoses - Receptacle valve and cap - Vent cap- rectify wherever necessary	
14		Check for any leakage in air system components like relay valve, QRV, Brake actuators, system protection valve and Dual brake valve and functioning of air drier and concept unit.	
15		Check brake actuator, slack adjuster and 'S' cam operation and check the liner gap. Readjust the brake if required. Check the tightness of brake chamber mounting bolts. Blow compressed air on brake liner and drums. Rotate the tyres, check for break drum condition and change if required	
16		Check air bellows condition, static height and leveling valve function	
17		Check accelerator and speed limiter connections	
18		Check engine low and high idle speed	
19		Check front brake pad thickness. Check condition of brake disc. Rotate the tyres and check the caliper rubber boot condition and wear adjuster cap condition	
20		Cleaning of under chassis by brush and wat cloth	
21		Check anti roll bar bushes and replace if required	
22		Check and adjust brake pedal free play and parking brake operation	
23		Check the condition of exhaust pipe, cat con, silencer and tail pipe for any gas leakages and its proper mounting	
24		Drain water from Silencer muffler and catalytic convertor wherever applicable	
25		Clean rear axle and transmission breather	
26		Check crown wheel thrust pad and adjust, if necessary.	
27		Check tyres condition. If abnormal wear noticed, check wheel alignment and adjust as required .	
28		Check the air filter for door system. Check the oil level and top up if required.	
29		Check the condition of exhaust pipe, cat con, silencer and tail pipe for any gas leakages and its proper mounting. Check Catalyst Housing Exterior for burn marks/damage	

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30		Check driver door hinges and lock and passenger doors guide rollers. Check the door operation for - Proper opening and closing, Sensitivity, Emergency buttons and interlocking	
31		Check proper ladder position and its condition.	
32		Carry out roof inspection and correct if any defects	
33		Check and attend safety belts replace if damage	
34		Check tightness of fasteners of: Gas circuit : 3 way valve / CNG pressure transducer / receptacle / HP filter LP filter / HP regulator / HP solenoid valve / Gas cylinder mountings.	
		Engine compartment: engine mounting & accessories mountings, clamps	
		Driveline : Gearbox mounting / propeller shaft coupling flange / rear axle carrier housing mounting	
		Steering : Steering box, Bevel gear box mounting /drag link/ pitman arm/Tie rod	
		Suspension: Anti roll bar mounting / air bellow mounting / shock absorber mounting / 'U' bolt rear suspension , top & bottom link rods of rear suspension	
		Wheels & tyres : wheel mounting nuts (also after 100 kms of any wheel replacement)	
		Brakes : Torque plate mounting , disc brake caliper mounting , brake chambers mounting , all brake valves mounting	
		Bus Body : Seats / Stanchions / grab rails / floor cutouts / pneumatic door rollers, guides, brackets / fasteners & clamps underneath the bus , fasteners & clamps on the rooftop / destination board mounting / RVM mounting / roof hatch	
		General : Apart from above pl check visually any other fasteners for loosening	
35		Check battery cable, steering pipe and transmission pipes condition and routing. Presence of Battery cable terminal caps at starter and battery end. Ensure Battery cable lug at starter motor should be vertical to avoid fouling.	
36		Check for self-starting of engine and alternator charging voltage	
37		Check battery cut off switch both manual and electrical functioning and replace if required	
38		Check working of switches, gauges, warning lamps, all lights, buzzers including CNG leak detection buzzer near dash board) , CNG leak detection LED and all electrical and pneumatic controls for the driver. Check working of destination board and horn	
39		Check head lamp focusing. Adjust if necessary. Additionally, to be done after every bulb change).	
40		Check tightness of Electricals : Starter motor / wiper motor / alternator / switches & gauges / tail lamp / head lamp / blinker lamp replace wherever necessary	
41		Check battery mountings, Clean battery posts and terminals. Tighten terminals & apply petroleum jelly. Check battery condition like voltage / specific gravity / electrolyte level. Check with indicator on battery replace wherever necessary	

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42		Ensure proper lubrication/greasing of Brake system, propeller shaft, steering system, wiper mechanism, gate mechanism and wherever need. Check and ensure proper functioning of Central lubrication system.	
43		Ensure proper functioning of Fire detection system(FDS) Ensure validity & gas pressure of fire cylinders.	
18 x 1000 kms DOCKING/MAINTENANCE CHECK LIST(Pit Inspection)			
1		Overhaul rear both wheel hubs, check the condition of bearing, brake liners, cam bushes replace wherever necessary. Check condition of slack adjuster and brake drum and change if required.	
2		Check presentability of vehicles for following and rectify / replace (a) Front and rear bumper (b) Inside side outside bus body parts (c) Passenger seats and mounting (d) Condition of bus painting (e) Functioning (f) Wiper blades condition and working (g) Roof checking mounting of CNG cylinder and condition of compartment (h) Condition of roof vent holes covers	
36 x 1000 kms DOCKING/MAINTENANCE CHECK LIST(Pit Inspection)			
1		Check following for free rotation/damage: (a) Water pump , (b) Water pump tensioner pulley , (c) Idler pulley , (d) Fan bearing tensioner , (e) Fan pulley (f) AC belt tensioner (g) alternator pulley	
2	RR	Check cylinder head valve clearance and adjust, if necessary. After valve setting, check HT lead condition and fit properly.	Check for Buses consuming more than 1 Ltr
			Check Radiator filler neck cap
			Do not remove radiator hot cap from Engine
3		Replace engine LP fuel filter (Fleet Guard) in gas circuit and drain oil from HP filter	Check Catalyst Housing Exterior for burn marks/damage
4		Calibrate CNG leakage detector system	
5		Replace spark plug	
54 x 1000 kms DOCKING/MAINTENANCE CHECK LIST(Pit Inspection)			
1		Replace HP fuel Filter Element	
2	Inside BUS	Clean HP solenoid valve inlet filter	
3		Check driver door hinges and lock and passenger doors guide rollers. Check the door operation for - Proper opening and closing, Sensitivity, Emergency buttons and interlocking Masat: Change oil from the pneumatic door filter (add oil up to half of filter bowl). Check sealing of Air cylinder, solenoids Valve, emergency switch valves, sensors Humin: Clean/Replace Filter cartridge, Check sealing of Air cylinder, solenoids Valve, emergency switch valves, sensors	
72 x 1000 kms DOCKING/MAINTENANCE CHECK LIST(Pit Inspection)			
1	RR	Change HT lead and fit properly.	Check for Buses consuming more than 1 Ltr
			Check Radiator filler
			Do not remove radiator hot

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				neck cap	cap from Engine		
2		Check vibration damper and replace, if necessary.	Check Catalyst Housing Exterior for burn marks/damage				
3		Replace rubber hoses of engine lubrication / coolant. Change air filter	Check Catalyst Housing Exterior for burn marks/damage				
4		Check end play of turbocharger shaft and radial clearance between turbine wheel & housing.	Check Catalyst Housing Exterior for burn marks/damage				
5		Replace HP solenoid valve inlet filter	Check Catalyst Housing Exterior for burn marks/damage				
6	RR	Change oil in rear axle, drain while hot, clean drain plug and breather.	Check Catalyst Housing Exterior for burn marks/damage	Check and attend to engine oil sump bolt tightness	Ensure the condition of Engine oil neck cap, dipstick and attend	Ensure that there are no leakages in the system.	
7	RL	Replace steering oil and filter cartridge. Purge out air from the system.	Check Catalyst Housing Exterior for burn marks/damage				
8	RL	Check air suspension bushes. Replace if required	Check Catalyst Housing Exterior for burn marks/damage				
9	RR	Overhaul concept unit and air drier unit.	Check Catalyst Housing Exterior for burn marks/damage				
10		Replace CNG hose					
11		Overhaul air compressor and clean air pipes					
12		Clean radiator by flushing and change radiator rubber hoses					
13		Change air filter					
117 x 1000kms DOCKING/MAINTENANCE CHECK LIST(Pit Inspection)							
1		Change transmission main and auxiliary filters					
144 x 1000kms DOCKING/MAINTENANCE CHECK LIST(Pit Inspection)							
1		Replace rubber hoses of engine lubrication / coolant	Check Catalyst Housing Exterior for burn marks/damage				
2		Change Air drier desiccant cartridge					
3		Replace CNG leakage detection system sensors					
4		Drain cooling system - reverse flush. Check thermostat for proper operation. Refill system with fresh coolant with recommended ratio.	Check Catalyst Housing Exterior for burn marks/damage				
5		Replace CNG low pressure hoses	Check Catalyst Housing Exterior for burn marks/damage				
6		Replace receptacle valve 'O' ring	Check Catalyst Housing Exterior for burn marks/damage				
7		Carry out Front hub overhaul.					

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8		1st time after 2 years (144000 Kms vehicles to be prepared for MVI. Complete denting painting of bus body work to be done. Overhauling of passenger seats suspension, Electricals items. Free CNG certificate to be preserved and 4th certificate during MVI, PUC certificate to be obtain)	
9		Further hereafter 72000Kms (one year) MVI passing required	
10		Radiator core to be change. Battery to be replace	
11		Change transmission oil and both main and auxiliary filters	

DOCKING/MAINTENANCE CHECK LIST FOR AC BUSES

1		<u>For A/C Buses:</u> <u>Weekly</u> - Clean air filter mats at return air intake. Replace damaged filter mats. - Put on A/C, Check saloon temperature after 15 min and record - Check saloon fans operation <u>36000 kms</u> - Check evaporator drain tubes for dirt or restriction. - Check for proper functioning of evaporator & blower fans. - Check refrigerant level sight glass for sufficient quantity of refrigerant. <u>216000 Kms / 3 Years whichever earlier</u> - Replace AC compressor oil	
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Seasonal Check
Summer Season:

S.No	AC Buses	Non AC Buses
a	Cleaning of air filter mats regularly	Not applicable
b	Regular checking of coolant level top-up if required	Regular checking of coolant level top-up if required
c	AC gas pressure be maintained	Not applicable
d	Correct operation of fans	Not applicable
e	Air vents blockage be rectified/cleaned regularly	Not applicable
f	Fire detector sensors to be fitted/to function properly	Fire detector sensors to be fitted/to function properly
g	Operation of air curtains be in good condition	Not applicable

Rainy Season:

S.No	AC Buses	Non AC Buses
a	Proper illumination of fog lamps	Proper illumination of fog lamps
b	Proper functioning of wiper machine	Proper functioning of wiper machine
c	Battery posts & terminals be cleaned time to time, tighten terminals & apply petroleum jelly to avoid excessive sulphation	Battery posts & terminals be cleaned time to time, tighten terminals & apply petroleum jelly to avoid excessive sulphation

Winter Season:

S.No	AC Buses	Non AC Buses
a	Proper illumination of fog lamps	Proper illumination of fog lamps
b	Proper functioning of wiper machine	Proper functioning of wiper machine
C	Battery posts & terminals be cleaned time to time, tighten terminals & apply peteroleum jelly to avoid excessive sulphation	Battery posts & terminals be cleaned time to time, tighten terminals & apply peteroleum jelly to avoid excessive sulphation
d	Proper fitment of door rubbers/sensors	Proper fitment of door rubbers/sensors
e	Proper operation of blower fans	Not applicable

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ANNEXURE 19

LIST OF ITEMS FOR FLAMMABILITY TEST

Sr. No.	Item	Testing Standard
1	ABS Sheet	IS:15061
2	ABS Escape hatch	IS:15061
3	Adhesive tape used in paneling etc.	IS:15061
4	Anti-skid Silicon grain (Grey)	IS:15061
5	Anti-skid Silicon grain (Yellow)	IS:15061
6	Ceiling light lens	IS:15061
7	Corrugated sleeve use for battery cable	IS:15061
8	Door closing indicator	IS:15061
9	Driver Seat & passenger Seat	IS:15061
10	Engine insulation	IS:15061
11	FRP (Invertor cover, Dash board/Driver area, bottom panel)	IS:15061
12	Glass wool	IS:15061
13	Honey comb insulation	IS:15061
14	PVC sleeve for wiring	IS:15061
15	PVC beading for joining ABS Sheet	IS:15061
16	Roof hand hold strap assly.	IS:15061
17	Roof inner cover	IS:15061
18	Seat belt 3 point (Driver Seat/Wheel Chair)	IS:15061
19	Seat belt 2 point (Passenger seat/Wheel chair locking)	IS:15061
20	Safety belt red (Wheel chair area)	IS:15061
21	Sunvisor (Driver window & wind screen)	IS:15061
22	Wheel chair back rest/Lazy back of wheel chair area	IS:15061
23	Yellow PVC strip for foot step edge	IS:15061
24	Yellow sleeve for grab rail & stanchion pipe	IS:15061
25	PVC Black film for partition glass	IS:15061
26	Marine board	IS:5509
27	LT wire	IS:2465
28	AC Louvers	IS:15061

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ANNEXURE 20

INTEGRITY PACT

This Pact made this [●] day of [●] between Delhi Transport Corporation having its office at I P Estate, New Delhi hereinafter called the DTC (which term shall unless excluded by or is repugnant to the context, be deemed to include its officers, and shall also include its successors and assigns) of the one part

AND

[●] represented by [●] of the other part, hereinafter called the “Bidder/Contractor “(which term shall unless excluded by or is repugnant to the context be deemed to include its heirs, representatives, successors and assigns of the Bidder/ Contractor)

WHEREAS the DTC intends to award, under laid down organizational procedures, tender/ contract for [●].The DTC, while discharging its functions on business principles, values proper compliance with all relevant laws and regulations, and the principles of natural justice, ethics, equity, fairness and transparency in its relations with the Bidders/ Contractors.

WHEREAS the DTC is desirous to make its business mechanism more transparent, thus to ensure strict adherence of the aforesaid objectives/goals, the DTC hereby adopts the instrument developed by the renowned international non-governmental organization “ Transparency International” (T I) headquartered in Berlin (Germany).The DTC will appoint an Independent External Monitors (IE) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

AND WHEREAS the Bidder is submitting a tender to the DTC for [●]. In response to the NIT (Notice Inviting Tender) dated [●] Contractor is signing the contract for execution of [●]

NOW, therefore,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to

Enabling the DTC to obtain the desired said stores/equipment/execution of works at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling DTC to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the DTC will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

1. Commitments of the DTC;

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- 1.1 The DTC undertakes that no official of the DTC, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 1.2 The DTC will, during the pre-contact stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3 All the officials of the DTC will report to the appropriate authority office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the DTC with full and verifiable facts and the same is prima facie found to be correct by the DTC, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the DTC and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the DTC the proceedings under the contract would not be stalled.

3. **Commitments of Bidders/Contractor.**

The Bidder/Contractor commits itself to take all measures necessary to prevent corrupt practice, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following: -

- 3.1 The Bidder/Contractor will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the DTC, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 3.2 (i) The Bidder/Contractor further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the DTC or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the DTC for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the DTC.
- 3.2 (ii) The Bidder /Contractor has not entered and will not enter with other bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in

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particular to prices, specification, certifications, subsidiary contracts, submission or non-submission of bids or any actions to restrict competitiveness or to introduce cartelization in the bidding process.

- 3.3 The Bidder/Contractor shall, when presenting his bid, disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
- 3.4 The Bidder/Contractor shall when presenting his bid disclose any and all the payments he has made or, is committed to or intends to make to agents/brokers or any other intermediary, in connection with this bid/contract.
- 3.5 The Bidder/Contractor further confirms and declares to the DTC that the BIDDER is the original manufacturer/integrator/ authorized government sponsored export entity of the stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the DTC or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 3.6 The Bidder/Contractor, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the DTC or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.7 The Bidder/Contractor will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.8 The Bidder/Contractor will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9 The Bidder / Contractor shall not use improperly, for purposes of competition or personal gain ,or pass on to others, any information provided by the DTC as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Bidder / Contractor also undertake to exercise due and adequate care lest any such information is divulged.
- 3.10 The Bidder/Contractor will inform to the Independent External Monitors. i) If he receives demand for an illegal/undue payment/benefit. ii) If he comes to know of any unethical or illegal payment/benefit. iii) If he makes any payment to any DTC's associate(s)
- 3.11 The Bidder/Contractor commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.12 The Bidder/Contractor shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

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- 3.13 If the Bidder/Contractor or any employee of the Bidder/Contractor or any person acting on behalf of the Bidder/ Contractor, either directly or indirectly, is a relative of any of the officers of the DTC, or alternatively, if any relative of an officer of the DTC has financial interest/stake in the Bidder's/Contractor's firm, the same shall be disclosed by the Bidder/Contractor at the time filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 3.14 The Bidder/Contractor shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the DTC.
- 3.15 That if the Bidder/ Contractor, during tender process or before the award of the contract or during execution of the contract/work has committed a transgression in violation of section 2 or in any other form such as to put his reliability or credibility as Bidder/Contractor into question, the DTC is entitled to disqualify him from the tender process or to terminate the contract for such reason and to debar the BIDDER from participating in future bidding processes.
- 4. Previous Transgression**
- 4.1 The Bidder/Contractor declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify Bidders' exclusion from the tender process.
- 4.2 The Bidder/Contractor agrees that if it makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason and he may be considered for debarment for future tender/contract processes.
- 4.3 That the Bidder/Contractor undertakes to get this Pact signed by the subcontractor(s) and associate(s) whose value of the work contribution exceeds Rs 0.5 crore.(Rupees zero point five crore) and to submit the same to the DTC along-with the tender document/ contract before contract signing.
- 4.4 That sub-contractor(s)/ associate(s) engaged by the Contractor, with the approval of the DTC after signing of the contract, and whose value of the work contribution exceeds Rs 0.5 Crs. (Rupees Zero point five crore) will be required to sign this Pact by the Contractor, and the same will be submitted to the DTC before doing/ performing any act/ function by such subcontractor(s)/ associate(s) in relation to the contract/ work.
- 4.5 That the DTC will disqualify from the tender process all Bidder(s) who do not sign this Pact or violate its provisions or fails to get this Pact signed in terms of section 4.3 or 4.4 above.
- 4.6 That if the Contractor(s) does/ do not sign this Pact or violate its provisions or fails to get this Pact signed in terms of Section 4.3 or 4.4 above. DTC will terminate the contract and initiate appropriate action against such Contractor(s).

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5. “Bid Declaration Certificate In lieu of Bid Security”, Security Deposit, Bank guarantee, Draft, Pay order or any other mode and its validity i/c Warranty Period, Performance guarantee/Bond.

While submitting bid, the BIDDER shall deposit an EMD/ Declaration certificate in lieu of Bid Security/SD/BG/DRAFT/PAY ORDER ETC I/C WARRANTY PERIOD, PG/BOND, VALIDITY ETC., which is as per terms and conditions and details given in NIT / tender documents sold to the Bidders.

6. Sanctions for Violations/Disqualification from tender process and exclusion from future Contacts.

- 6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the DTC to take all or any one of the following actions, wherever required: -

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iii) If the DTC has disqualified / debarred the Bidder from the tender process prior to the award under section 2 or 3 or 4, the DTC is entitled to take action.
- (iv) To recover all sums already paid by the DTC, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the DTC in connection with any other contract or any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- (v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the DTC resulting from such cancellation/rescission and the DTC shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vii) To debar the BIDDER from participating in future bidding processes for a minimum period of three years, which may be further extended at the discretion of the DTC.
- (viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (ix) In case where irrevocable Letters of Credit have been received in respect of any contract signed by the DTC with the BIDDER, the same shall not be opened.
- (x) Forfeiture of Performance Security and Subsidy Bank Guarantee in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

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- (xi) That if the DTC have terminated the contract under section 2 or 3 or 4 or if the DTC is entitled to terminate the contract under section 2 or 3 or 4, the DTC shall be entitled to demand and recover from the contractor damages equivalent to 5% of the contract value or the amount equivalent to security deposit or performance bank guarantee, whichever is higher.
- (xii) That the Bidder / Contractor agrees and undertakes to pay the said amount without protest or demur subject only to condition that if the Bidder/Contractor can prove and establish to the satisfaction of the DTC that the disqualification / debarment of the bidder from the tender process or the termination of the contract after award of the contract has caused no damage to the DTC.
- 6.2 The DTC will be entitled to take all or any of the actions mentioned at para 6.1(i) to (xii) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 6.3 That if the Bidder/Contractor applies to the DTC for premature revocation of the debarment and proves to the satisfaction of the DTC that he has installed a suitable and effective corruption prevention system and also restored/recouped the damage, if any, caused by him, the DTC may, if thinks fit, revoke the debarment prematurely considering the facts and circumstances of the case, and the documents/evidence adduced by the Bidder/Contractor for first time default.
- 6.4 That a transgression is considered to have occurred if the DTC is fully satisfied with the available documents and evidence submitted along with Independent External Monitor's recommendations/suggestions that no reasonable doubt is possible in the matter.
- 6.5 The decision of the DTC to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent External Monitor(s) appointed for the purpose of this Pact.
- 7. Allegations against Bidders/Contractors/ Sub-Contractors/ Associates:**
- That if the DTC receives any information of conduct of a Bidder/ Contractor or Sub-Contractor or of an employee or a representative or an Associates of a Bidder, Contractor or Sub- Contractor which constitute corruption, or if the DTC has substantive suspicion in this regard, the DTC will inform the Vigilance Department for appropriate action.
- 8. Independent External Monitors (s),**
- 8.1 That DTC has appointed Sh. Jagdeep Kumar Ghai, P&TA and FS(Retd.), R/o 101, Shubhangam, NS Rd. No. 2, JVPD Scheme, Vile Parle West, Mumbai-400056. (E-Mail: jkghai@gmail.com; Mobile No. 9869422244) & Sh. Radhakrishan Kini, IPS (Retd.), R/o B-91, Vishrantika CGHS, Plot-5A, Sector-3, Dwarka, New Delhi-110078 (E-Mail: arvkini2004@yahoo.co.in; Mobile No. 9971722727) as Independent External Monitors for this Pact.

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- 8.2 The task of the Independent External Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact. He will also enquire into any complaint alleging transgression of any provision of this Pact made by the Bidder, Contractor or DTC.
- 8.3 That the Independent External Monitor is not subject to any instructions by the representatives of the parties and would perform his functions neutrally and independently. He will report to the Managing Director of the DTC.
- 8.4 That the Bidder / Contractor accepts that the Independent External Monitor has the right to access without restriction to all project documentation of the DTC including that provided by the Bidder/Contractor. The Bidder/Contractor will also grant the Independent External Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation including minutes of meeting. The same is applicable to Sub - Contractors and Associates. The Independent External Monitor is under obligation to treat the information and documents of the DTC and Bidder/ Contractor / Sub- Contractors/ Associates with confidentiality.
- 8.5 That as soon as the Independent External Monitor notices, or believes to notice, a violation of this Pact, he will so inform the management of the DTC and request the management to discontinue or heal the violation, or to take other relevant action. The Independent External Monitor can in this regard submit his recommendations/ suggestions. Beyond this, the Independent External Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- 8.6 That the DTC will provide to the Independent External Monitor sufficient information about all meetings among the parties related to the project provided such meetings could have an impact on the contractual relations between the DTC and the Contractor / Bidder. The parties offer to the Independent External Monitor the option to participate in such meetings.
- 8.7 That the Independent External Monitor will submit a written report to the Managing Director of the DTC within 2 weeks from the date of reference or intimation to him by the DTC and, should the occasion arise, submit proposals for correcting problematic situations.
- 8.8 That if the Independent External Monitor has reported to the Managing Director a substantiated suspicion of an offence under relevant Anti- Corruption Laws of India and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Department, the Independent External Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
- 8.9 The word 'Independent External Monitor' would include singular and plural.

9. **Facilitation of Investigation.**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the DTC or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary

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information and documents in English and shall extend all possible help for the purpose of such Examination.

10. Law and Place of Jurisdiction.

That this Pact is subject to Indian Law. The place of performance and jurisdiction is the Corporate Headquarter /the Regional Headquarter / office of the DTC, as applicable.

11. Other Legal Actions

11.1 That the changes and supplements as well as termination notices need to be made in writing.

11.2 That if the Bidder / Contractor is a partnership or a consortium, this Pact must be signed by all the partners and consortium members or their authorized representatives.

12. Pact duration (Validity)

12.1 That this Pact comes into force when both the parties have signed it. It expires for the Developer 12 months after the initial/extended term. It expires for the Contractor/sub-contractor 12 months after the final payment under the respective contract, and for all other Bidders 3 months after the contract is awarded.

12.2 That if any claim is made / lodged during this period, the same shall be binding and continue to be valid despite the lapse of this Pact as specified herein before, unless it is discharged/determined by Chairman of the DTC.

12.3 That should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. Company Code of Conduct

Bidders are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behavior) and a compliance program for the implementation of the code of conduct throughout the company.

14. The parties hereby sign this Integrity Pact at _____ on _____

DTC (Buyer)	BIDDER
Name of the Officer	CHIEF EXECUTIVE OFFICER
Designation	Witness
DTC	1. _____
Witness	2. _____
1. _____	
2. _____	

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ANNEXURE 21: PROFORMA FOR DECLARATION FOR OFFERING LOWEST RATE

[Schedule of Requirements (Section VII) Clause no. 9]

Reference: Bid No. DCGM/SBU/944/2021

Date of Opening: __.__.2021

We undertake that the rates quoted are minimum/ reasonable & we have not quoted/ charged lower rates from any other Government Departments/ State Transport Undertakings of India for Comprehensive Annual Maintenance services for fully built 1840 NON-AC (Model nos. TATA LPO 1623/23 RE CNG AT/AT BG V2 STAR BUS) & 804 AC (Model nos. TATA LPO 1625/23/ 1623/23 RE CNG AT/AT BG V2 STAR AC BUS) CNG propelled Low Floor Buses after completion of 7,50,000 kms and above or upto 15 years from the date of registration of the bus whichever is earlier of the TATA make supplied to the Corporation under RFP NUMBER: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 conforming to the same specifications and terms & conditions.

Signature and Seal of the Bidder

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ANNEXURE 22

Near Relation Certificate

Reference: Bid No. DCGM/SBU/944/2021

Date of Opening:

(ON THE LETTER HEAD OF THE BIDDER/LEAD MEMBER OF CONSORTIUM)

The Chairman-cum-Managing Director,
Delhi Transport Corporation,
I.P. Estate, New Delhi-110 002.

Sub: Near Relations Certificate

Ref: TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR FULLY BUILT 1840 NON-AC (MODEL NOS. TATA LPO 1623/23 RE CNG AT/AT BG V2 STAR BUS) & 804 AC (MODEL NOS. TATA LPO 1625/23/ 1623/23 RE CNG AT/AT BG V2 STAR AC BUS) CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE ABOVE OR UPTO 15 YEARS FROM THE DATE OF REGISTRATION OF THE BUS WHICHEVER IS EARLIER OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: DCGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008

Sir,

I..... working in the capacity of with M/s hereby certify that none of my company / consortium directors "relative(s)" as defined in the Tender Document is/are employed in DTC unit as per details given in Tender Document. In case at any stage, it is found that the information given by us is false / incorrect, DTC shall have the absolute right to take any action as deemed fit/without any prior intimation to us.

(Signature of the Authorized Signatory of the Bidding Organization)

Name :
Designation :
Seal :

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ANNEXURE 23

CHECK LIST

(MUST BE SUBMITTED ALONGWITH TECHNO COMMERCIAL BID)

1. The following Check List is intended to help the Bidders in submitting Bid which are complete. Incomplete Bid is liable to be rejected. Bidders are advised to go through the list carefully and submit Bids complete in all respect.
2. The Bidder shall upload **separately** the scanned copy of Bid 1: Techno-Commercial Bid and Bid 2: Price Bid as defined in RFP on the e-procurement portal of Government of NCT of Delhi (<https://govtprocurement.delhi.gov.in>). However, the Original Bid Declaration Certificate in lieu of Bid Security as per clause 12 of ITB and Hard Bound Print out of uploaded: Techno-Commercial Bid (Bid 1) shall be submitted as per clause 17 of ITB, section V.
3. Documents shall be enclosed duly signed attested by the authorized person of the firm.
4. The Bid shall be typed and signed in indelible blue ink by the authorised signatory of the Bidder. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialled by the person(s) signing the Bid
5. All pages of the Bid shall be serially numbered and Bid shall comprise of index mentioning the details of all the appendices and annexures and other documents submitted by the Bidder.
6. Bidders are also required to submit the Check List, duly marked, along with their Bid.
7. All details except for the prices shall be furnished in the Techno-Commercial Bid(Bid 1).
8. The bidders shall quote on the basis of "Instructions to Bidders", "General Conditions Of Contract", "Schedule Of Requirements" and "Technical Specifications" given in the RFP document.
9. Each Bid shall include the following:

Sr. No.	Description	Yes/No
1	Techno-Commercial Bid (Bid-1)consisting of the Proforma of Submission of Bid (Annexure-2), "Bid Declaration Certificate In lieu of Bid Security" (Annexure-3), Proforma-A for 'Techno Commercial Evaluation' of Section IX and all other documents as well as all technical and commercial information required in accordance with the RFP document.	
2	Price Bid (BID-2)as per Format as given at Annexure-A of Section X (PRICES SHOULD NOT BE MENTIONED ANYWHERE IN TECHNO-COMMERCIAL BID i.e. IN BID – 1)	
	Techno-Commercial Bid:	
3	'Maintenance Capability and Quality Control' as per Proforma A of Section IX	
	<u>List of Documents/ Items required along with Proforma A of Section IX</u>	
4	Registration Certificates of the Factory/ work place.	
5	Proprietorship Certificate/ Partnership Deed/ Company Registration Certificate).	
6	Certificates of Turn over & Income Tax from Authorized Chartered Accountant for the last two years.	
7	Self-Undertaking for not being black listed by any Government department.	
8	Certificate of Authorization for the Person to sign the RFP Document.	
9	In case of VM,Required Experience certificate for maintenance	

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	of Low Floor CNG Buses.	
10	In case of VM, Self-Certificate for not being black listed.	
	In case Bidder being authorized network of VM, additional requirement of :--	
11	Authorization letter from Vehicle Manufacturer.	
12	Experience Certificate issued by Vehicle Manufacturer.	
13	Certificate from VM for not being black listed.	
14	Undertaking by VM to ensure supplies of genuine VM/ OEM or their recommended spare parts for maintenance of these Low Floor Non-AC & AC buses up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier.	
	In case of Bidder being any service provider other than VM/ VM's authorized network, the additional requirement of an under taking from VM regarding:-	
15	Authorization certificate.	
16	The unconditional support of the VM technically throughout the execution of Comprehensive Annual Maintenance Contract up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier.	
17	Supplies of genuine VM/ OEM or their recommended spare parts required for maintenance of these Low Floor Non-AC & AC Buses up to 1,80,000 Kms after completion of 7,50,000 Kms and above or upto 15 years from the date of registration of the bus whichever is earlier .	
18	Self-Undertaking for not being black listed by any Government department.	
	In case of Bidder being Consortium:-	
19	The requirement shall be in accordance to the clause 2.6 of section V, ITB.	
Other detail, Proformas and Annexures		
20	Proforma for No Deviation from Commercial Terms & Conditions and Technical Specifications Attached (Annexure-1)	
21	Proforma for submission of Bid attached (Annexure-2)	
22	Bid Declaration Certificate in lieu of Bid Security attached (Annexure-3)	
23	Annexure-5: Affidavit	
24	Proforma For Details Of Bidders Including Their Collaborators (Annexure-7)	
25	Letter of Authority (Power of Attorney) enclosed	
26	Signed and stamped each page of the RFP document by Authorised Person to be enclosed.	
27	Integrity Pact :(Annexure 20)	
28	Proforma For Declaration For Offering Lowest Rate(Annexure-21)	
29	Annexure-22 Near Relation Certificate	
Price Bid		
30	<u>Price Bid</u> in Format A of Section X	
31	Quoted Price in figures & words	
32	Checked Rates in Unit per KMs & Total	



DRAFT “REQUEST FOR PROPOSAL”

Through e-procurement Portal of Government of NCT of Delhi
(<https://govtprocurement.delhi.gov.in>)

FOR

ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT -
2644 (1840 NON-AC AND 804 AC) CNG PROPELLED
LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000
KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO
THE CORPORATION UNDER RFP NUMBER: CGM
(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008

RFP NUMBER: DCGM/SBU/944/2021

Part I	Request for Proposal (“RFP”)
Part II	Financial Proposal Format

Issued By



DELHI TRANSPORT CORPORATION

(Government of NCT of Delhi)

Tender Cell, Room No. 207, IP Estate,
New Delhi – 110 002, India
Phone: 91 (11) 26511700, 26511638, 26511699
e-mail: dcgmsbu@dtc.nic.in
Website: [https:// www.dtc.nic.in](https://www.dtc.nic.in)

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 1000 Non-AC and AC CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS OF THE ASHOK LEYLAND MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM/SBU/845/2008
(Government of NCT of Delhi)	

SECTION X: PRICE SCHEDULES

ANNEXURE A

PRICE SCHEDULE FOR MAINTENANCE OF FULLY BUILT 2644 NON-AC & AC CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS AND ABOVE OF THE TATA MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM (MS-I)/C&BP/820/2006 & CGM/SBU/845/2008

The Chairman-cum-Managing Director
Delhi Transport Corporation,
IP Estate, New Delhi - 110 002.

Reference: Bid No. DCGM/SBU/944/2021

Date of Opening:

We, M/s (Name of the Bidder/ Firm) hereby certify that we shall maintain the NON-AC & AC CNG Propelled Low Floor buses of the make supplied by M/s Tata Motors Ltd. under RFP number: CGM(MS-I)/C&BP/820/2006 & CGM/SBU/845/2008 fitted with modern equipment strictly as per the terms & conditions of the Bid No. DCGM/SBU/944/2021.

The maintenance procedure/methods, quality control and testing shall be open to inspection by the representative of the Purchaser during the entire period of Contract. We hereby offer to maintain the Buses at the price indicated below: -

COMPREHENSIVE AMC SLAB WISE CHARGES PER BUS PER KM. FOR MAINTENANCE OF 2644 Non-AC & AC BUSES [IN INDIAN RUPEES (INR)]

DESCRIPTION	Kilometerage	Basic AMC Charges per Kilometre excluding of taxes. (INR)	Tax/(es) on AMC Charges, if any. (in Percent)	Total AMC Charges payable per Kilometre including Tax/(es). (INR)	
For operation of Buses till 1,80,000 Kms or 15 Years whichever is earlier				In Figure	In Words
A	B	C	D	E	
Non-AC BUS					
1-60,000 Kms	60,000 Kms				
60001 – 1,20,000 Kms	60,000 Kms				
1,20,001-1,80,000 Kms	60,000 Kms				
Total	1,80,000				
AC BUS					
1-60,000 Kms	60,000 Kms				
60001 – 1,20,000 Kms	60,000 Kms				
1,20,001-1,80,000 Kms	60,000 Kms				
Total	1,80,000				

DELHI TRANSPORT CORPORATION	REQUEST FOR PROPOSAL DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF FULLY BUILT 1000 Non-AC and AC CNG PROPELLED LOW FLOOR BUSES AFTER COMPLETION OF 7,50,000 KMS OF THE ASHOK LEYLAND MAKE SUPPLIED TO THE CORPORATION UNDER RFP NUMBER: CGM/SBU/845/2008
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A.) Total maintenance price in INR for 1840 Non-AC buses for entire Contract. in figures in words.....

B.) Total maintenance price in INR for 804 AC buses for entire Contract. in figures in words.....

1. It is hereby certified that we have understood the Instructions to Bidders, General Conditions of Contract, Technical Specifications, Schedule of Requirements and all other terms and conditions given in the RFP Document and have thoroughly examined the Specification referred in the RFP Document. We are fully aware of the type of maintenance required in these buses and our offer is to maintain the Buses strictly in accordance with the requirements and according to the terms of RFP Document. We agree to abide by the conditions of the RFP Document.
2. We hereby offer to maintain the buses as detailed above or such portion thereof as the Purchaser may specify in the Letter of Acceptance/ Contract at the price quoted and agree to hold this offer open for acceptance for a period of 120 days from the Date of Opening of Tender.

IMPORTANT NOTES:

- (i) In case of discrepancy between Unit Price and Total Price, the Price as favourable to the Purchaser shall prevail.
- (ii) In case of difference between the Price in figures & words, the Price quoted in words will prevail.
- (iii) Instructions contained in the 'Instructions to Bidders', 'General Conditions of Contract', 'Technical Specification' & 'Schedule of Requirements' may be carefully studied before filling up this 'Price Schedule'.
- (iv) The Bidder shall clearly indicate breakup of prices in their bids in respect of Comprehensive Maintenance Price including government taxes/ levies etc. as applicable at the time of filling their bids.
- (v) All Government levies to be paid as per actual during the Contract period.

SIGNATURE AND SEAL
OF THE BIDDER