

# E-Tender

## For Leasing out the collection right of vehicle entry tax and parking fee beyond barrier and parking fee at bus stand

Issued By  
Cantonment Board Kasauli

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**O/O Chief Executive Officer  
Cantonment Board Kasauli  
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**NOTICE INVITING TENDER**

No: CBK/Tax/14/36

Dated :12-04-2018

**E-TENDER NOTICE (2018)**

E - Tenders are invited through electronic tendering system under two-bid system <http://eprocure.gov.in/eprocure/app> from experienced and eligible Parties/Agencies for getting the collection right of vehicle entry tax and parking fee according to the terms and conditions given in tender. Parties/Agencies have to register their firms in Cantonment Board, Kasauli before applying for E-tender.

Sr. No.	Name of Work	Earnest Money Deposit (In Rs.)	Tender form fee (In Rs.)	Registration Fee (In Rs.)
1.	Leasing out the collection right of vehicle entry tax and parking fee parking fee beyond barrier and parking fee at bus stand	1,00,000/-	1000/-	250/-

**Critical Dates:**

1.	Publishing Date and time of tender documents through E-procurement <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> .	12/04/2018 at 1700 hrs
2.	Start Date and Time for downloading of tender documents	12/04/2018 at 1700 hrs
3.	Last Date and Time for downloading of tender documents	26/04/2018 at 1700hrs
4.	Start date and time of Bid Submission Cover 1 & 2 (Technical Bid & Financial Bid)	12/04/2018 at 1700 hrs
5.	Last date and time for Bid Submission Cover 1 & 2 (Technical Bid & Financial Bid)	26/04/2018 at 1700hrs
6.	Date and time for submission of original application, tender fee in the form of Cash Deposit Receipt (Cantt. 4-B) and earnest money deposit in the form of Demand Draft from any scheduled/ Nationalized Bank in favour of Chief Executive Officer, Kasauli Cantonment Board, in the office of Cantonment Board, Kasauli ( in original). Copy shall be uploaded online and original to be submitted offline as per due dates.	27/04/2018 at 1000hrs to 05/05/2018 at 1700 hrs
7.	Date and time for opening of Technical bids (Cover 1)	07/05/2018 at 1100 hrs
8.	Date and time for opening of Financial bids (Cover 2)	Will be intimated after Technical Evaluation

***The Contractor who has already applied to this tender earlier in this financial year 2017-18 need not to send tender form fee of Rs. 1000 and registration fee of Rs 250 again in the form of DD but the copy of same should be uploaded online and sent with other offline document .***

***Note:-All the documents in original should be received in the office of Cantt Board Kasauli strictly during the date and time slot mentioned at point No. 6 as above . Any copy of original documents received before or after the mentioned date & time slot will be rejected and bids corresponding to that bidder will not be opened.***

The "Tender Document" and other terms and conditions are available at  
<http://eprocure.gov.in/eprocure/app> and [www.cbkasauli.org](http://www.cbkasauli.org)



**CHIEF EXECUTIVE OFFICER, KASAU LI  
(ANUJ GOEL)**

**A. BIDDER'S ELIGIBILITY CRITERIA (BEC):**

1. The The Firm/Supplier should not have been blacklisted by any Govt., Semi-Govt. Deptt., or any other organisation. The bidder or any person associated with the bidding firm/company/sole proprietorship etc in the capacity of proprietor/partner/director has been associated with any firm/company/ sole proprietorship etc in the capacity of proprietor/partner/director, should not have been held defaulter/blacklisted by any Govt., Semi-Govt. Deptt., or any other organisation. An affidavit to that effect on Non-Judicial stamp paper of Rs. 10/- duly notarized should be enclosed with the Technical Bid. Also to note that the applicant is /has not formed/part of any cartel at any time for processing any contract including the present tender.
2. Each **Agency/Party** shall submit only one Tender for the entire scope of work. **Agency/Party** who submits more than one tender or part tender, his tender will be treated as non-responsive & rejected.
3. ***The Contractor must be registered with GST. Documents related to the statutory requirement, such as registration with PAN/TIN/TAN, GST, P. Tax & Service Tax etc. along with proofs must be supplied with tender document.***
4. Agency/Party have to submit offline/online documents within time, failing which Agency/Party can be blacklisted.
5. Agency/Party which does not qualify in Technical Bid Evaluation can be blacklisted for participation of any kind of contract /tender document/EOI/quotations etc in future .
6. ***The Agency/Party have to register themselves with Cantonment Board, Kasauli by submitting a fee of Rs 250 in the form of DD .***

**B. MODE OF SUBMISSION OF TENDER**

The Agency/Party has to submit online bids through procurement webportal <http://eprocure.gov.in/eprocure/app>.viz. Technical bid (Cover 1) and financial bid (Cover 2).

***No Manual Bid will be accepted.***

The technical bid (Cover 1) must be accompanied with the following documents:-

1. **(Cover 1) TECHNICAL BID, UPLOAD THE FOLLOWING DOCUMENTS IN THE TECHNICAL BID:-**
  - a) Scanned copy of DD in favour of CEO Cantt Board Kasauli(non refundable)against payment of Tender Document downloaded from the CPP portal. As per **F-1**
  - b) Scanned copy of DD/FDR on account of Earnest Money Deposit (EMD) as per **F-1**
  - c) Scanned copy of DD against payment of registration fee for registration of the firm with Cantonment Board Kasauli (Non refundable). As per **F-1**
  - d) BID Form **F-2** duly signed and stamped by the authorized signatory .
  - e) Bidder's General Information **F-3** along with the documentary proof.

- f) Bidder's Eligibility Criteria **F-4** along with the documentary proof.
- g) No Deviation Confirmation as per **F-5**.
- h) Documents related to the statutory requirement, such as registration with PAN/TIN/TAN, GST No. , P. Tax & Service Tax etc. along with proofs

*Note:All the documents in original should be received in the office of Cantt Board Kasauli strictly during the date and time slot i.e 27/04/2018 at 1000hrs to 05/05/2018 at 1700 hrs. Any copy of original documents received before or after the mentioned date & time slot will be rejected and bids corresponding to that bidder will not be opened.*

## **II. (COVER 2) FINANCIAL / PRICE BID**

- a) Schedule of Financial/Prince bid in the form of BOQ.pdf.Do not tamper / change the BOQ sheet otherwise bid will be rejected. Only mention the rates in Blank columns as asked therein.

## **C. OFFLINE SUBMISSION OF ORIGINAL DOCUMENTS UPLOADED AT CPP PORTAL IN THE OFFICE OF CANTONMENT BOARD KASAULI:**

1. *All the documents in original should be received in the office of Cantt Board Kasauli strictly during the date and time slot i.e27/04/2018 at 1000hrs to 05/05/2018 at 1700 hrs. Any copy of original documents received before or after the mentioned date & time slot will be rejected and bids corresponding to that bidder will not be opened.*
2. The cover 1 must be sealed and addressed to the Chief Executive Officer, KasauliCantt.
3. The envelope must contain the name, address and contact details of business of the person or persons submitting the BID and must be **signed and sealed by the Bidder with his signature on every document of the BID.**
4. BID by a partnership firm/consortium of firms must furnish names of all partners and be signed in the partnership name, followed by signatures and designations of authorized partners or other authorized representatives. The copy of partnership deed/consortium agreement should also be furnished.
5. The Bidder's name stated in the BID shall be exact legal name of the firm/company/corporation etc. as registered or incorporated.
6. All changes/alteration/corrections in the BID shall be signed with date in full by the person or persons signing the bid.
7. **No erasing and/or overwriting are allowed.**
8. **(Cover 2)Financial Bid document need not be sent offline.**

**D. SELECTION CRITERIA**

**1. I. Technical bid (Cover 1):** Technical bid submitted online will be opened in the Office of the Cantonment Board, Kasauli in the presence of Chief Executive Officer/tender opening committee (Bid openers). Technical bid will be opened online first to verify its contents as per requirements. If the various documents contained do not meet the requirements of the Cantonment Board Kasauli Cantt, the contractor's financial bid will not be considered for further action. Agency/Party which does not qualify in Technical Bid Evaluation can be blacklisted for participation of any kind of contract /tender document/EOI/quotations etc in future.

**II. Financial bid (Cover 2):** Financial bid of only those Contractor who qualifies in the technical bid (Cover 1) and original documents submitted in the office , will be opened on the date and time declared in tender notice. If the financial bid i.e. BOQ could not be opened due to "Document Decryption Failed" reason and if minimum **three financial bids** i.e. BOQ opened successfully then the tender will succeed for further action. The failed bid/bids shall be considered to be rejected.

Cantonment Board, kasauli is not responsible for any postal delay or delay due to link failure/internet problem etc. in respect of submission/receipt of any documents or in submission of e-bid. It is the responsibility of the Bidder to make sure that the required documents/ e-bid shall be submitted in time.

Tender Opening committee constituted by the **Cantonment Board Kasauli** will examine the entire proposal on the basis of technical Bid and the financial Bid of only those **Bidder/Agencies** will be opened who qualifies in the technical bid evaluation.

**E. INSTRUCTIONS TO BIDDER**

1. Technical bid and financial/price bid will be submitted concurrently, duly digitally signed in the website portal [www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp). The tender document may be downloaded from website & submission of technical bid / financial bid as per Tender time schedule.
2. Tenders are to be submitted online through the website stated above. All the documents uploaded by the Tender inviting Authority form an integral part of contract & Agency/Party are required to upload all the Cover-1 documents mentioned on page 5 along with the other documents/proof, as asked for in the tender, through the above website within stipulated date and time as given in the Tender Notice
3. The Agency/Party shall carefully go through the documents and prepare the required documents, and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated location of Technical Bid. He needs to fill up the % age rates, downloaded for  
The financial Bid in the designated cell and upload the same in designated location of financial bid.
4. The documents uploaded must be virus scanned and digitally signed using the Digital Signature Certificate (DSC) by the authorized signatory.
5. For submission of e-tender, bidders are requested to get themselves registered with [www.eprocure.gov.in](http://www.eprocure.gov.in) website along with class-II/III Digital Signature Certificate (DSC) issued by authorized issuing authority under IT Act 2003.
6. For complete details, refer website [www.eprocure.gov.in](http://www.eprocure.gov.in) at CPP portal.

7. The Cantt. Board may issue amendment / errata to the tender documents before due date of submission of tender. The Agency/Party are required to read the tender documents in conjunction with amendments, if any, issued by the Cantt. Board. The Agency/Party is not supposed to incorporate any amendment / errata in the body of tender documents either in ink or pencil. In case the Agency/Party on the body of tender incorporates amendments/errata issued, they shall not be considered and the amendment / errata issued by the Cantt. Board shall only hold good. The amendments/errata issued to these documents if any would be uploaded on web site of <http://eprocure.gov.in/eprocure/app>. and will also be uploaded on Cantonment Board web site [www.cbkasauli.org](http://www.cbkasauli.org). The contractors shall visit these sites from time to time to see these amendments/errata's.
8. The bidders are required to upload the completed documents only after satisfying each and every condition laid down in the tender documents.
9. Cantonment Board Kasauli / CEO reserves the right to postpone and / or extend the date of receipt of opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such cases, the bidders shall not be entitled to any form of compensation from the Cantonment Board.
10. Transfer of Tender document purchased by one Bidder to another is not permissible. Similarly, transfer of BID submitted by one Bidder to another is also not permissible. No Alteration in the essence of BID, once submitted shall be permissible. In case the Bidder transfers the BID or modifies/withdraws during the period of validity, his EMD shall be forfeited.

**F. SPECIAL INSTRUCTIONS TO THE BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH THIS EPROCUREMENT PORTAL**

1. Bidder should do Online Enrolment in the Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhra CA/GNFC/IDRBT/MtnlTrustline /SafeScript/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.



8. If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online on the portal or on <http://eprocure.gov.in/eprocure/app.or www.cbkasauli.org>.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats.
10. Bidder should arrange for the EMD and tender fee as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder should read the terms and conditions and accepts the same to proceed further to submit the bids
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, **the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids, Which are not Frozen, are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
15. The Contract provides for Offline payments, the details of the Earnest Money Deposit (EMD) in the form of Demand Draft/FDR from the Scheduled bank drawn in favour of Chief Executive Officer, Kasauli Cantonment Board, tender fee in the form of DD and Registration fee of firm with Cantt. Board in the form of DD be submitted by post in an envelope **superscribed Tender id and Tender name :FDR /DD**”to the Cantt. Board and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.

- 21 The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (**as per Server System Clock**).

**G. GENERAL TERMS & CONDITIONS**

1. *All the documents in original should be received in the office of Cantt Board Kasauli strictly during the date and time slot i.e 27/04/2018 at 1000hrs to 05/05/2018 at 1700 hrs. Any copy of original documents received before or after the mentioned date & time slot will be rejected and bids corresponding to that bidder will not be opened.*
2. Tenderer has to clear all Cantt dues and taxes before tendering of Tender form failing which tender will be rejected.
3. The vehicle entry tax and parking fee shall be collected in accordance with rates published under vehicle tax Notification, published in the Gazette of India Part-II and Section 4,SRO No.9239 dated 30.3.1924, as subsequently amended vide SRO No.CBK/Act/1-786, dated 20.9.2003 and parking fee levied by the Cantt Board vide CBR No.101 dated 27.1.2016. The rates of vehicle tax/parking fee are given in Schedule 'A' & 'B'.
4. The contractor shall not charge any parking fee from Cantt Board vehicles
5. The contractor shall use the parking place for parking of vehicles only.
6. The contractor shall not carried out any construction activity at parking place. Tin shed installed by Cantt Board will be used by the contractor as parking booth. The contractor shall deposit an amount of Rs.1000/- only on account of rent of the said booth.
7. The contractor shall not sublet the parking place to any other person.
8. Trucks/Tippers are not allowed at bus stand for parking other than loading unloading and turning purpose.
9. Successful bidder has to undertake that proportionate increase in bid amount shall be paid if the rates of vehicle entry tax and parking fee are revised by the Board during the currency of the contract. The increase will be based upon the proportionate increase in rates and density as well flow of vehicles within the Cantt limits.
10. Amount shall be worked out in accordance with above and will be communicated to the successful bidder for representation if any. Board will consider the proposed increase and representation if so received from the contractor and its decision shall be final.
11. In case, contractor does not agrees to pay the revised charges, Board shall have the right to terminate the contract by giving one month notice and initiate fresh tender action for auction at the revised rates.
12. The lease of collection rights of vehicle tax and parking fee beyond Barrier is being auctioned under Section 92 of the Cantonments Act,2006. The tenderer shall be bound to comply with the requirements specified in the said section and follow the order/guidance issued by the Board from time to time. The right of collection of vehicle entry tax and parking fee will be assigned after approval of the Board.
13. The tenderer will have to deposit a sum of Rs. **One Lacs** in cash as earnest money in the form of FDR/DD and shall be submitted with all DD's by postin an envelope **super scribed Tender id and Tender name :FDR /DD**", failing which tender form will be

rejected. No other form of payment will be accepted. The earnest money will be refunded to tenderers after the approval of the Board.

14. The lessee/Contractor shall pay the tendered amount in six equal instalments as under, failing which the Board will have the right to take over the barrier immediately and security deposited will be forfeited:-
  - (i) 1<sup>st</sup> installment at the start of contract before assignment over the right of collection.
  - (ii) 2<sup>nd</sup> installment before 15 days at the end of first two months.
  - (iii) 3<sup>rd</sup> installment before 15 days at the end of second two months
  - (iv) 4<sup>th</sup> installment before 15 days at the end of third two months
  - (v) 5<sup>th</sup> installment before 15 days at the end of fourth two months
  - (vi) 6<sup>th</sup> installment before 15 days at the end of fifth two months.
15. The successful tenderer shall have to deposit 15% amount of the tender rate after approval of the tender by the Board. If the successful tenderer fails to comply with the conditions, Earnest money shall stand forfeited. Successful tenderer shall also have to submit a non-judicial stamp paper of required value within 03 days from the date of communication in this regard to draw an agreement for the purpose.
16. The contractor/lessee shall furnish to the Chief Executive Officer in writing the name, full particulars with photographs and specimen signatures of all agents/servants employed by him for collection of vehicle entry tax, parking fee and traffic and parking management at specified place. He shall not employ any servant/agent unless verification by the local police. Also the copy of police verification report is to be submitted in the Cantt Board office.
17. The lessee/contractor shall be responsible for observation of rules made and to be made from time to time by the Cantt Board, Kasauli during the terms of lease. He will follow all subsequent amendments including rates etc. for which proposal for amendment of Cantonment Bye-Laws is under the consideration of higher authorities.
18. Contractor shall be responsible for handling entry of vehicles at the barrier as well as managing the parking and movement of vehicles within the cantonment.
19. Parking within the cantonment shall be allowed only in the Parking Zone.
20. It shall be the responsibility of the contractor to ensure that vehicles are parked in a systematic way in the Parking Zone.
21. Parking rates will be charged as fixed by the Cantonment Board and mentioned in Schedule B.
22. Trucks and Buses shall be allowed beyond Barrier only for a maximum duration of 2 hours that too just for loading/unloading or pick/drop service.
23. In reference to point no. 16, contractor shall ensure that while loading/unloading or pick/drop service, free flow of traffic is not affected in any way.
24. **Regarding penalty for the vehicle parked in the 'No Parking' area, Rs. 200/- shall be paid as a penalty by the Contractor for each challan of wrong parking. This amount shall be over and above the challan paid by the vehicle owner for the wrong parking.**

25. **After every 2 months a list of challans made by the Cantonment Board for the wrong parking along with the total amount payable by the Contractor as the penalty as per the preceding point shall be sent to the contractor. The contractor has to deposit this penalty amount along with the next due installment of the tendered amount.**
26. **Points no 18 and 19 shall be valid only for challans made beyond the barrier.**
27. Once the parking on Lower Mall road is full then the Contractor shall close the Lower Mall road for 4 wheelers proceeding for parking, by putting the '**Parking Full**' Board at the Church Chowk. Similarly contractor shall put '**Parking Full**' board in front of other Parking Zones as well once they are full. Contractor shall be responsible for managing this strictly.
28. However, preceding point shall not be applicable to four wheelers with Kasauli resident pass, govt vehicles, army vehicles, air force vehicles, emergency vehicles and any vehicle proceeding for stay at some hotel on lower mall. Also Taxi operators possessing yearly pass will be allowed under the condition that they shall just provide Pick and Drop facility and shall not park their vehicle anywhere on the Lower Mall.
29. The Entry cum Parking pass issued for the vehicle passing the barrier shall be valid for entering the Cantonment beyond the barrier and for Parking in the Parking Zone only. Getting the entry cum parking pass doesn't confer the right to park vehicle anywhere inside the cantonment except the Parking Zone.
30. Entry cum Parking pass shall be valid for single time entry only but for multiple times parking on the date of issue of Pass. After the first entry only the vehicle entry tax is to be paid for every subsequent entry on the date of issuing the pass.
31. Contractor's employee stationed near the Dedicated Resident's Car Parking Zone shall check the local resident pass & sticker on Car for each local resident's car vehicle before allowing it to be parked in the Dedicated Resident's Car Parking Zone.
32. Contractor shall ensure that vehicles are parked in a systematic and efficient manner in the parking zone.
33. For aiding free flow of vehicles in the parking Zone, Contractor may use the system of Valet Parking.
- 33-A The contractor will have to give an undertaking in the form of affidavit that he shall deployed sufficient staff regularly in all the designated parking during the contract period whether the traffic flow take place or not?
34. It will be the responsibility of the Contractor not to allow the vehicles to cross the barrier and enter the Cantonment once the parking beyond the barrier is full by putting up the Parking Full board at the Barrier. (Doesn't apply to vehicles with Kasauli Resident Pass, govt. Vehicles, Army vehicles, emergency vehicles, Airforce vehicles and taxis licensed by the Cantt Board, Kasauli under the condition that these taxis shall just provide pick and drop service and shall not be parked anywhere). Any violation in this regard will result in termination of the contract and forfeiture of security amount.
35. Contractor shall be responsible for managing the traffic flow near the barrier and Parking Zone so as to avoid any traffic congestion.
36. Before the barrier (but within the cantonment boundary) as well Contractor shall manage the parking of vehicles at dedicated Parking Zones only. The parking rates for this are different as decided by the board and mentioned in Schedule B.

37. Before the barrier contractor shall not allow any heavy vehicle to be parked in any parking zone or any road side parking.
38. It will be the duty of the Contractor to ensure that no traffic congestion takes place even before the barrier, especially near the points where the vehicles are parked.
39. The lessee/contractor shall have no right to assign, transfer or sublet the collection right of vehicle entry tax, parking fee and management of traffic and parking without approval of the Board.
40. The lessee/contractor shall print vehicle entry pass/parking pass books (in a serially numbered manner) and other documents for collection of vehicle entry tax at Barrier and parking fee at Parking Zone at his own cost duly approved by the CEO and issue receipts to tax payers and maintain proper record of vehicle receipts, list of vehicle entered etc. as prescribed by the CEO.
41. Contractor shall ensure that the instructions mentioned in Schedule 'C' are clearly printed on the entry cum parking passes.
42. Barrier Post maintained by the Cantt Board shall have to be used by the Contractor and rent would be charged from him as fixed by the Board in addition to bid amount. Only the contractor, Agent/servants would be allowed to use the barrier post. No outsider shall be allowed by the Contractor to use the barrier post.
43. The premises of Barrier post shall not be used for any other purpose except for collection of vehicle entry tax from incoming vehicles. The contractor shall provide water/electricity etc. in the building at his own cost and be responsible for keeping the premises neat and clean and in good condition.
44. Vehicle entry tax shall not be charged from vehicles exempted under the provision of Traffic Bye-Laws of Kasauli Cantt and other prevailing rules which are in force:-
  - (i) All Military/Air Force vehicles
  - (ii) Vehicles belonging to Cantt Board or required for Cantt Board purposes
  - (iii) Vehicles belonging to the Govt. of India/State Govt.
  - (iv) Vehicle of Military officers who are allotted garages beyond the Barrier
  - (v) Personal vehicle of Station Commander, President, Cantt Board, Senior Executive Medical Officer, and Director CRI.
  - (vi) Vehicle of Chief Executive Officer.
  - (vii) Emergency Vehicles like Ambulance, Fire fighting Vehicles etc.
45. Veh Entry Tax will also not be charged from the Vehicle of Legal Advisor/Member of the Cantt Board, Kasauli, and Cantt Board employees which is restricted for one vehicle only subject to the condition that the RC of Vehicle should be in the name of the individual concerned.
46. For compliance of point no. 43, 44 the Contractor shall properly check the ID card/pass etc before exempting the vehicle.
47. The lessee/contractor will have to give an undertaking in the form of affidavit that he shall deploy engage sufficient staff regularly in all designated parking during the contract period whether the traffic flow or not and their pay and allowances shall be paid by him from his

own sources. The staff so engaged by the Contractor to run the barrier/parking post should be in proper uniform during duty hours. The uniform should be of grey colour and badges in respect of parking agents should be displayed over the uniform of each parking agents to be engaged at designated parking sites. No expenditure of any kind shall be borne/shared by the Board. He will follow all labour laws and rules (prevailing in the State).

48. The Contractor shall be responsible to maintain proper discipline and good behavior with the public by the Staff of contractor and Cantt Board shall not be responsible for breach of any act contrary to Cantonments Act, of any other law of the land and Traffic Bye-Laws framed by the Cantt Board, Kasauli.
49. The lessee/Contractor shall be responsible for the safety/precautions at the time of stopping the vehicles for payment of vehicle entry tax with due care and safety and be responsible for payment of compensation what so-ever happening due to negligence and the Board shall not be responsible in any way legally or other wise in that regard.
50. The Board shall not be responsible for the safety of the employees working at Barrier except as per provisions of the Cantonment Act,2006.
51. The Barrier post shall remain open and operative 24 hours for the 365 days of the year.
52. In case any amount which is not released from security deposit shall liable to be recovered as per provisions laid down under Section 324 of Cantonment Act,2006.
53. On expiry of the contract the lessee shall hand over vacant possession of the premises to the Board peacefully. Otherwise security money shall be liable to be forfeited in addition to eviction process under the law shall initiated.
54. The Board shall not responsible for any loss sustained by the lessee due to strike, natural calamities etc. or otherwise.
55. The Cantt Board reserves the right to accept or reject all or any tender without assigning any reason thereof.
56. The vehicle tax/parking fee shall be recovered strictly in accordance with the vehicle tax notification and Traffic Bye-Laws what so ever in existence and subsequent amendment thereof. The yearly or quarterly passes to employees of Central/State Govt. or Central of State Govt. undertakings posted in Kasauli will be issued by the lessee/contractor on the recommendation of the Chief Executive Officer at the following rates:-
  - (i) **Two wheelers : Rs.100/-PA or Rs.30/- per quarter or parte thereof.**
  - (ii) **Three & four wheelers: Rs.200/-PA or Rs.60/- per quarter or part thereof**

**But employees holding these passes shall park their vehicle within their office campus only. Parking in the dedicated Parking Zones shall be allowed only on the payment of usual parking fee.**

57. The Monthly/Yearly passes as approved by the Board vide CBR No.101 dated 27.1.2016 to residents of Kasauli Cantt and Taxi operators will be issued by the lessee/contractor on the recommendation of the Chief Executive Officer at the following rates:-

**FOR LOCAL RESIDENTS:**

	<b><u>Rate of monthly passes</u></b>	<b><u>Rate of yearly passes</u></b>
(i) For two wheelers	Rs. 30/-P.M.	Rs. 100/-P.A.
(ii) For Car	Rs. 100/-P.M.	Rs. 300/-P.A.
(iii) For light Commercial Veh.	Rs. 150/-P.M.	Rs. 1000/-P.A.

Outside Taxi Operators ( who are carrying their trade in Kasauli Cantt and having license and taxi permits on their on name) Rs.3000/-P.A.

- The owner of local vehicle be provided stickers of different colours
- The rate of sticker is fixed Rs.20/-each

Local Resident's Car & light Commercial Vehicles possessing monthly/yearly pass & appropriate sticker on vehicle shall be allowed to be parked only at Designated Local Resident's Parking Zone. For parking in any other parking zone they shall pay usual parking fee.

58. Light commercial vehicles which are issued passes as per the point no. 56 & 57 shall not be allowed to use the monthly/yearly pass for the purpose of carrying any type material for construction. For carrying any type of construction material beyond barrier a written permission from CEO shall be taken and usual charges for entry cum parking pass shall be applicable.

59. The trucks carrying building material beyond barrier will be allowed only on written permission of the Chief Executive Officer, Kasauli. Any contravention of this condition may be liable even for termination of contract.

60. The Board reserves the right to cancel the contract or to forfeit the security money or any other amount already paid in case the lessee ignores or acts contrary to the conditions to the tender and agreement or collect charges over and above the prescribed rates after giving due notice.

61. The lessee in the event of any breach of the terms of agreement by himself, his agents, employees and for which no special penalty has been provided shall be liable to pay a penalty as fixed by the Board for each breach at the discretion of the Board and also will be blacklisted from Cantt Board, Kasauli for any participation of tenders.

62. In the event of any dispute between the parties to the contract, President, Cantt Board, Kasauli will appoint an Arbitrator for settling of the dispute whose decision shall be final and binding upon the parties.

63. The lessee/contractor shall have to submit details of his immovable property/Bank Account Nos. Etc. To Cantt Board. He has to give details of local guarantor of Kasauli also.

64. The Taxi operators who have been issued yearly passes will park their vehicles at Bus- Stand parking failing which the parking passes will be cancelled.



65. The Contractor shall submit his permanent and temporary residential address alongwith necessary proof.
66. The taxes on entry of vehicle carrying goods for consumption, Use or sale will be exempted but the parking fee will remain unchanged.
67. Bids of those tenderer/contractor will also be rejected who have been declared as defaulter or who have been blacklisted as on the date fixed for opening of the bid.
68. In case successful tenderer/contractor fails to deposit the requisite amount within the stipulated time period, the tender will be awarded to 2<sup>nd</sup> highest bidder i.e. H2.
69. Entire tendered amount shall have to be deposited by the bidder/contractor. No deduction whatsoever will be allowed from the tendered amount.
70. All statutory requirements such as GST, Income Tax, Service Tax and any other taxes, cesses, levies and charges etc will be paid by the bidder/contractor.
71. If any bidder or any person associated with the bidding firm/company/sole proprietorship etc in the capacity of proprietor/partner/director has been associated with any firm/company/ sole proprietorship etc in the capacity of proprietor/partner/director, held defaulter/blacklisted same will not be entitled to participate in tender process.
72. The Contractor shall submit two blank cheques in favour of Cantonment Board.
73. The CEO reserves the right to order temporary closure of the Barrier in case of excess traffic at the Upper/Lower Mall in order to effectively manage the traffic in Kasauli Cantonment.

The Above terms and conditions will form the part of agreement.



**CHIEF EXECUTIVE OFFICER, KASAUJI  
(ANUJ GOEL)**

**SCHEDULE-'A'**

**RATE OF VEHICLE TAX:**

- (1) On Scooter, Motor Cycles and other two wheelers proceeding beyond barrier at the rate of Rs.5/- per vehicle on each occasion.
- (2) On Motor Cars and other light vehicles upto ½ ton proceeding beyond the barrier at the rate of Rs.15/- per vehicle on each occasion.
- (3) On Motor Buses/Lorries trucks or other heavy vehicles proceeding beyond the barrier at the rate of Rs.30/- on each occasion.

**SCHEDULE-'B'****RATE OF PARKING FEE BEYOND BARRIER**

<b><u>CATEGORY OF VEHICLE</u></b>	<b><u>PARKING FEE</u></b>
<b>Scooter/Motor Cycle</b>	Rs. 25/-
<b>Car/Jeep/Light Vehicle</b>	Rs. 85/-
<b>Truck/Buses</b>	Rs.100/- (just for loading and unloading or pick and drop service )*
<b>Trucks carrying material for outside the Cantt limits</b>	Rs.600/-

**RATE OF PARKING FEE BEFORE BARRIER(within cantonment boundary)**

<b><u>CATEGORY OF VEHICLE</u></b>	<b><u>PARKING FEE</u></b>
<b>Car/Jeep/Light Vehicle</b>	Rs. 20/-

**RATE OF PARKING FEE AT BUS STAND(within cantonment boundary)**

<b><u>CATEGORY OF VEHICLE</u></b>	<b><u>PARKING FEE</u></b>
<b>Bus/Truck/Jeep/Van/Car</b>	Rs. 30/- per date
<b>Motor Cycle/Scooter</b>	Rs. 05/- per date
<b>Tourist Bus</b>	Rs. 100/- per date

**SCHEDULE- 'C'**

**Instructions to be printed on Entry cum Parking Pass**  
**(For all vehicles except trucks/buses)**

- 1) Retain this pass until you cross the barrier while leaving the cantonment.
- 2) This pass is valid for one time entry on the date of issue only.
- 3) After receiving the Parking Pass please ensure that correct date has been mentioned on the Pass by the contractor.
- 4) This pass is for entry of vehicle in the cantonment and shall not confer on you the right to park your vehicle anywhere beyond the barrier except the Parking Zones.
- 5) Parking of vehicle in No Parking Zone shall result in a penalty of Rs. 1000/-.

By Order:-  
CEO  
Cantt Board Kasauli

**SCHEDULE- 'C' CONTINUED**

**Instructions to be printed on Entry cum Parking Pass**  
**(For only Trucks/Buses)**

- 1) Retain this pass until you cross the barrier while leaving the cantonment.
- 2) This pass is valid for single entry on the date of issue only.
- 3) After receiving the Parking Pass please ensure that correct entry date has been mentioned on the Pass by the contractor.
- 4) This pass is for entry of vehicle in the cantonment and just for loading/unloading or pick/drop service.
- 5) This pass shall not confer on you the right to park your vehicle anywhere beyond the barrier.
- 6) Parking of vehicle in no parking zone/hindering the movement of traffic in anyway shall result in a penalty of Rs.1000/-.

By order:-  
CEO  
Cantt Board Kasauli

**SCHEDULE- 'C' CONTINUED**

**Instructions to be printed on Parking Pass (Before Barrier)**

- 1) Retain this pass until you exit the parking zone.
- 2) After receiving the Parking Pass please ensure that correct entry date has been mentioned on the Pass by the contractor.
- 3) Parking of vehicle in No Parking Zone shall result in a penalty of Rs. 1000/-.

By Order:-  
CEO  
Cantt Board Kasauli

**COVER I****F-1****DETAILS OF REG. FEE/TENDER DOCUMENT FEE AND EARNEST MONEY DEPOSIT**

1. DD NO. ( non-refundable ) against payment of Tender Document Fee downloaded from the CPP portal	:	
2. DD NO. ( non-refundable ) against payment of registration fee for registration of the firm with Cantonment Board Kasauli (Not refundable).	:	
3. Earnest Money Deposit	:	
i) Name of The Bank	:	
ii) Demand Draft No.:	:	
or	:	
FDR No:	:	
iii) Dated:	:	
iv) Amount:	:	

Dated:-

**Signature of the Bidder or  
His /Her authorized signatory  
With Seal of the Agency/Party**

Note: - Scanned signed copies must be uploaded online and original to be sent offline in (Cover 1) Technical Bid by due date.

**F-2**

**BID Form**

To

THE CHIEF EXECUTIVE OFFICER,  
CANTONEMNT BOARD KASAULI,  
DISTT. SOLAN, HP 173204

**SUBJECT: BID FOR COLLECTION OF VEHICLE ENTRY TAX AND PARKING FEE**

- 1) Having carefully examined all the BID Documents attached to your invitation to Tender ref No. CBK/- dated \_\_\_\_\_, we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We enclose herewith Rs.1,00,000 /- (Rupees One Lakh Only) as Earnest Money Deposit in form of Demand Draft /FDR No. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ in favour of **CHIEF EXECUTIVE OFFICER, CANTONEMNT BOARD KASAULI.**
- 3) We certify that we have carefully read each and every condition and the scope of work given in the Tender document and having understood the same we confirm our acceptance in it without any condition or deviation.
- 4) We agree to keep the BID valid for 90 (Ninety) days from the date of opening of the BID/Tender and the period shall remain binding.
- 5) We hereby submit our offer and upload **“Quotation” for Financial Bid in cover 2.**

Witnesses:

For and behalf of:

\_\_\_\_\_  
\_\_\_\_\_

(Signature) (Signature and Seal)

Name \_\_\_\_\_

Address in full \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**F-3**

**BIDDER'S GENERAL INFORMATION**

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Agency/Party :
2. Number of Years in Operation :
3. Registered address :
1. Operational Address if different from above:
2. Telephone No. (Landline) :
3. Telefax No. :
4. Mobile No. :
5. Email Address :
6. Name & Address of Branch, if any :
  
7. Type of Organization (whether private limited/LLP/ partnership/sole proprietorship) as per attached proof:
8. Name of Proprietor/ Partners/Designated Partners/Directors of the Organization/Firm:
9. ISO Certification, if any {If yes, please furnish details }

(SIGNATURE OF BIDDER WITH SEAL)

**F-4****BIDDER'S ELIGIBILITY CRITERIA**

<b>S. No.</b>	<b>Description</b>	<b>Confirmation (Yes/ No)</b>	<b>Proof attached at Page No</b>
1	Whether the Earnest Money in the form of Bankers Demand Draft/ FDR are enclosed?		
2	Have you completed /submitted other required Information / documents, as mentioned in the Tender Document?		
3	Have you attached the affidavit stating that you/your firm has not been blacklisted by any govt,semi-govtdeptt or any other organization?		
4	Have you filled the registration form F-3 and attached DD of Rs 250/- for registration (original in offline/scanned in online)		

Date:

**Signature and Seal of Bidder**

Note: - Enclose copies of the relevant documents.

**F-5**

**NO DEVIATION CONFIRMATION**

To

THE CHIEF EXECUTIVE OFFICER,  
CANTONEMNT BOARD KASAULI,  
DISTT. SOLAN, HP 173204

Dear Sir,

I/We understand that any deviation/exception in any form may result in rejection of BID. I/We, therefore, certify that we have not taken any exceptions/deviations anywhere in the BID and I/ we agree that if any deviation/exception is mentioned or noticed, our BID may be rejected.

**(SEAL AND SIGNATURE OF BIDDER)**

**HOW TO REGISTER FIRM WITH CANTONMENT BOARD BEFORE  
APPLYING FOR E-TENDER**

The Agency/Party must register themselves by paying a Registration fee of Rs. 250/- (Rupees one Hundred only) in the form of DD with other DD's and FDR. Following documents must be attached in original to be sent offline and attach scanned copies online:-

1. Agency/Party's General Information **F-3** along with the documentary proof.
2. An affidavit to the effect that the Agency/Party should not have been blacklisted by any Govt., Semi-Govt. Deptt., or any other organization .
3. Additional documents/proofs mentioned in F-3 and other also, if any

**CRITICAL DATES**

1.	Publishing Date and time of tender documents through E-procurement <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> .	12/04/2018 at 1700 hrs
2.	Start Date and Time for downloading of tender documents	12/04/2018 at 1700 hrs
3.	Last Date and Time for downloading of tender documents	26/04/2018 at 1700hrs
4.	Start date and time of Bid Submission Cover 1 & 2 (Technical Bid & Financial Bid)	12/04/2018 at 1700 hrs
5.	Last date and time for Bid Submission Cover 1 & 2 (Technical Bid & Financial Bid)	26/04/2018 at 1700hrs
6.	Date and time for submission of original application, tender fee in the form of Cash Deposit Receipt (Cantt. 4-B) and earnest money deposit in the form of Demand Draft from any scheduled/ Nationalized Bank in favour of Chief Executive Officer, Kasauli Cantonment Board, in the office of Cantonment Board, Kasauli ( in original). Copy shall be uploaded online and original to be submitted offline as per due dates.	27/04/2018 at 1000hrs to 05/05/2018 at 1700 hrs
7.	Date and time for opening of Technical bids (Cover 1)	07/05/2018 at 1100 hrs
8.	Date and time for opening of Financial bids (Cover 2)	Will be intimated after Technical Evaluation

**FINANCIAL BID (Cover 2)**  
**for Leasing out the collection right of vehicle entry tax and parking fee**

Amount offered for collection of Vehicle Entry Tax and Parking fee for 01 year from the date of  
Handing Over Rs in figure : Rs  Per annum.

In words :Rs

**Dated:**

**(SEAL AND SIGNATURE OF BIDDER/CONTRACTOR)**