



**GOVERNMENT OF INDIA  
MINISTRY OF EXTERNAL AFFAIRS  
PASSPORT OFFICE**

**Website: <http://passport.gov.in>**

**E.mail : [rpo.cbe@mea.gov.in](mailto:rpo.cbe@mea.gov.in)**

**Tel. Nos.: 0422-2306444  
2301415, 2306111, 2305550**

**First Floor,**

**Corporation Commercial Complex,  
Avinashi Road, Coimbatore-641 018.**

**Fax No.: 0422 2306660**

F. No: CBE/551/104/13


Dated the 23rd March 2017

**Tender Notice**

Sealed tenders are invited for auction of OLD RECORDS paper dumped in Passport Office, Coimbatore.

Interested agencies having recycling infrastructure may download tender forms along with details from [www.eprocure.gov.in](http://www.eprocure.gov.in)

Tenders duly completed in all respects are required to be submitted by **04.05.2017 hrs 12.00pm**, which will be opened on **04.05.2017 at 04.00pm**.

  
(S.Sasikumar)  
Regional Passport Officer  
Coimbatore



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Dated the 23rd March 2017

**Tender Notice**

**Sub: Call for Quotation for weeding out of old Records - Reg.,**

This office intends to sell the old papers. You are therefore requested to submit your bid according to the specifications given below:-

**Financial Bid**


S.No	Particulars & Specifications	Quantity (approx)	Basic Cost/Per Quintal	Purchase Tax	Total
01	Old record paper	10 MT			
Amount in words (Rs .....)					

**General Conditions:**

1. The quantities mentioned above are estimated one and can change at any time without any liability to the department.
2. The rate shall be written in figures as well as in words. In case of variation amount in words will be valid. Stamp of the firm should be affixed on the form.
3. As this department is not having VAT registration, the same shall be paid as purchase tax.

4. Please mention our letter No. and date of quotation opening on sealed cover, failure to do so will render your offer invalid;
5. Sealed quotations should be forwarded and should reach this office on **04.05.2017** by 12.00pm. No responsibility will be taken for postal delay or non-delivery/non-receipt of quotation document.
6. Sealed quotations will be opened by a board of officers on due date and time on **04.05.2017** at 4.00pm
7. Old record papers mentioned should be packed in bags of appropriate size in the presence of officials of RPO nominated for this purpose and then taken away for recycling at their premises for Constituted purpose. Since these records are of confidential nature, these records should be properly packed in bags and carried.
8. A certificate that all the records taken away from the office are pulped and recycled should be furnished within 30 days of disposal of records by this office.
9. Payment for the quantity of records shall be made within 7 days of receipt of material.
10. The vendor shall render a certificate to the effect that security/confidentiality of the Govt. paper shall be maintained and shall arrange to grind the papers to destroy the originality of the Govt. paper.
11. Extension of time for dispatch of old record from this office will not be granted except under inescapable situations like civic unrest, natural calamities etc.
12. The papers so auctioned will be weighed in the presence of RPO, Coimbatore or his nominee and Vendor.
13. The vendor shall deposit the auction cost of each lot through Demand Draft in a phased manner i.e. the cost of first lot will be deposited before lifting of the second lot and so on.
14. Quantity of the lot of old record may be increased or decreased to the tune of 25% at any time by the accepting officer.

15. Regional Passport Officer, Coimbatore has the right of accepting / rejecting quotation without assigning any reason thereof.
16. The rate offered will be valid minimum for a period of 60 days unless contrary provisions appear in quotation by the firm.
17. The Vendors will ensure that rates quoted are inclusive of all taxes.
18. No. litigation or arbitration under any circumstances at any stage shall be applicable.
19. RPO, Coimbatore reserves the right not to accept the offer after the stipulated period and cancel the bid.
20. In case of breach of any clause of contract on any account RPO, Coimbatore shall have the right to cancel his bid without assigning reason.
21. All correspondence shall be addressed to RPO, Coimbatore.
22. The condition mentioned in the quotation call letter shall only be applicable. No special conditions attached separately to this call letter will be entertained and quotations will be straightway rejected.
23. Any observation/objections/clarification should be communicated within 7 days of issue of this communication or it will be assumed that there are no objections/observations.
24. Any disputes arise thereafter, the decision of the RPO, Coimbatore will be final and binding.
25. Loading /unloading of the old records shall be done by vendor at his own expense and will be completed within a period of fortnight of placing the order.

  
(S.Sasikumar)  
Regional Passport Officer  
Coimbatore



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COIMBATORE  
Tel:0422-2301415 Fax:0422-2306660

F. No: CBE/551/104/13

Dated the 23<sup>rd</sup> March 2017

**TENDER NOTICE**

Sealed Tenders are invited from agencies for providing One (1) No. of Non-A/c Vehicle in Showroom Condition along with driver and fuel for transportation purpose at Passport Office, Coimbatore.

1.	Tender Notice No.	CBE/551/104/13
2.	Tender Date	03.05.2017
3.	Name of the Work	Providing One (1) No. of Non A/c Vehicle in Showroom Condition along with driver and fuel for 80 kms/8hours or 1760 Kms or 176 hrs per month for transportation purpose at Passport Office, Coimbatore.
4.	Period of Contract	The contract will be for the duration of 1 year from the date of signing of the new contract
5.	Issue and receipt of Tender Document	04.04.2017 to 03.05.2017 between 10 AM and 3 PM.
6.	Last Date and time of submission of tender	Upto 12 PM on 03.05.2017
7.	Opening of Tender	On 03.05.2017 at 4.00PM at Passport Office, Coimbatore.

- Quotation received after the stipulated date and time and incomplete quotations will be rejected.
- The quotation will be opened on the date and time mentioned above by the Passport Officer for which no separate notifications/invitations shall be given.
- The Passport Officer reserves the right to accept or reject any Tender/Quotation in full or part in case of incomplete quotations and also without assigning any reason thereof.
- For further details, Please contact Senior Superintendent (Admn.), Regional Passport Office, Coimbatore-18 between 02.00pm and 04.00pm.
- Hindi version follows

(S. SASIKUMAR)

Regional Passport Officer  
Coimbatore

Date: 23.03.2017

TENDERER

F. No: CBE/551/104/13



GOVERNMENT OF INDIA  
MINISTRY OF EXTERNAL AFFAIRS  
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F. No: CBE/551/104/13

Dated the 23<sup>rd</sup> March 2017

**INSTRUCTIONS TO BIDDERS**

1.	<p>SUBMISSION OF BID: All the pages of the tender document are to be signed with company's seal by the bidders. The rates in the appropriate space in the SCHEDULE OF RATE should be properly filed; both in figures and words. No overwriting, using of correction fluid will be allowed. Any correction may be done by scoring out the incorrect entry and inserting the new entry in a legible manner. Both the correction and the new entry, to be signed and sealed with the company's seal. In the event of any difference between figure and words of the quoted rate (s), the rate in word shall be considered for evaluating the tender.</p> <p>The details of work are available in the tender document which can be downloaded from the website of the Central Public Procurement (CPP) Portal <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> and the bid is to be submitted manually up to last date and time of submission of tender.</p>
	<p><b>The bid documents should contain the following:</b></p>
(a)	<p><b>ELIGIBILITY CRITERIA:</b> Agency's Experience Certificate pertaining to similar nature of job ("Providing of Vehicle Services"). The Agency should enclose relevant documents showing experience in executing similar types of work in past.</p>
(b)	<p><b>INCOME TAX CLEARANCE CERTIFICATION</b></p>
(c)	<p><b>SERVICE TAX REGISTRATION CERTIFICATE</b></p>
(d)	<p>The bidder should submit/quote the Rate for Non-A/c category of vehicle.</p>
2	<p>Conditional tenders shall be straightway rejected and no additional clause will be entertained.</p>
3	<p>Passport Office, Coimbatore reserves the right to accept/reject any or all of the tenders and split the scope of work to more than on agency/agencies without assigning any reason whatsoever. No claim will be entertained on account of this.</p>
4	<p>All duties, taxes, fees and other levies payable under the contract or any other cause shall be included in the quoted rates.</p>
5	<p>Validity of Tender – 90 (NINETY) days from the date of opening of tender or for a further period if mutually accepted.</p>

(S. SASIKUMAR)

Regional Passport Officer

Coimbatore

Date: 23.03.2017

TENDERER

F. No: CBE/551/104/13



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**SPECIAL CONDITIONS OF CONTRACT**

**LOCATION OF THE SITE:**

The site is located at Passport office, First Floor, Corporation Commercial Complex, Avinashi Road, Coimbatore – 641018.

1. The period of Contract shall be for twelve months from the date of execution of agreement with provision to renew further one year subject to satisfactory performance during the first year and other official formalities.
2. The total consideration of the contract per month is 80kms/8hrs per day or 1760kms or 176 hours per month. Rate for extra hour to be separately quoted in the tender quotation.
3. The Agency shall arrange for proper substitute in the absence of the regular driver.
4. The driver is required to be deployed in consultation with the Passport Office, Coimbatore.
5. The Agency shall ensure that the non AC car hired is in proper condition and also see to that all the papers pertaining to the car is properly maintained. The Agency shall also see to that the driver sent has a proper driving license and is valid.
6. The cost of the fuel for the hired non AC car including its maintenance shall be borne by the agency. Also, the Agency shall ensure that the repairs (if any) are done immediately.
7. The Agency shall ensure proper conduct of driver during driving and in the office premises, and enforce prohibition of consumption of alcoholic drinks, pan, smoking etc.
8. The Agency shall maintain an Occurrence Book which will be made available to the Supervisory staff of the office.
9. The Agency shall not appoint any Sub-Agency to carry out any obligation under the contract.
10. The Agency shall prepare bills, in duplicate, pertaining to the concerned month to the Passport Office, Coimbatore for arranging payment.

11. The Agency shall provide identity cards to the driver deployed carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.
12. The Agency shall provide uniform to the driver deployed.
13. The Agency shall ensure that the driver deployed is punctual, alert and vigilant in the performance of their duties.
14. It will be the responsibility of the Agency to meet the transportation, food, medical and any other requirements in respect of the driver deployed in this office and he shall not have any claims of any Master and Servant relationship nor have any principal and agent relationship with or against the Passport Office, Coimbatore.
15. The Passport Office, Coimbatore shall not be responsible for any damages, losses, financial or other injury to the driver deployed by Agency in the course of his performing the duties, or for payment of any compensation for which the Agency shall be fully responsible.
16. The driver deployed by the Agency shall not have claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc regular/ confirmed employees during or after expiry of contract.
17. The Tax Deduction at Source (TDS) shall be deducted from the bill as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the Agency by the Office.
18. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited by Passport Office, Coimbatore besides annulment of the Contract.
19. The contract so awarded can be terminated by either party by giving one month notice, in writing.
20. The courts of Tamil Nadu state only shall have jurisdiction to deal with and decide any legal matters or disputes arising out of this contract.
21. The vehicle must be registered as Taxi or Publi transport vehicle.

(S. Sasikumar)  
Regional Passport Officer  
Coimbatore