

**NO. AN/V/5040/HIRING OF VEHICLES**

**REQUEST FOR PROPOSAL (RFP)**

**RFP FOR HIRING OF VEHICLES FOR THE OFFICE OF THE CGDA, ULAN BATAR ROAD, PALAM, DELHI CANTT.**

INSTRUCTIONS TO BIDDERS FOR CONTRACT FOR HIRING OF VEHICLES (FOR THE OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS, ULAN BATAR ROAD, PALAM, DELHI CANTT.

1. Quotations in sealed cover are invited for Hiring of **PETROL/DIESEL** driven Vehicles (Tata Indigo/ Swift Dzire/Sx-4/TATA Indica/Maruti Wagon-R/Innova) on monthly as well as on day to day basis for official use in the building of the office of the Controller General of Defence Accounts (CGDA), ULAN BATAR ROAD, PALAM, DELHI CANTT as per the work package listed in enclosed Schedule of Requirements (SOR).

2. General information about the tender:-

- |   |   |   |
|---|---|---|
| (a) Tender reference no.                        | - | AN/V/5040/Hiring of Vehicles  |
| (b) Commencement of Sale of tenders             | - | <b>14.07.2014</b>   |
| (c) Last date and time for receipt of tenders - |   | <b>04.08.2014 at 3.00 PM</b>  |
| (d) Time and date for opening of tenders        |   |   |
| (α) Technical Bid:                              |   | <b>05.08.2014 at 11.00 AM</b>   |
| (β) Commercial Bid:                             |   | <b>05.08.2014 at 3.00 PM</b>  |
| (e) Place of opening of Tenders                 |   | -Conference Room of the<br>Office of the CGDA, Ulan Batar<br>Road, Palam, Delhi Cantt -110010 |
| (f) Address for Communication                   |   | -Office of the CGDA, Ulan Batar<br>Road Palam, Delhi Cantt -110010                            |
| (g) Contact Person                              | - | Shri P.K.Bohra, AO (AN),<br>Ph. 011-25674795, 25665567  |

3. The tender shall be submitted in **two bid system, Technical & Commercial bid**. The following enclosures are forwarded along with this enquiry to assist you in preparing your Bid:

- |  |   |                 |
|--|---|-----------------|
| a) Schedule of Requirements (SOR)                | - | Enclosure - I   |
| b) Standard Conditions of Contract(SCOC)         | - | Enclosure - II  |
| c) Guidelines for preparation of Technical bid - |   | Enclosure – III |
| d) Guidelines for preparation of Commercial bid  | - | Enclosure – IV  |

4. Quotations shall remain valid up to 45 days from the date of opening of the Bid. **(Note: Bid Validity period may be increased/decreased with the approval of CFA).**

**Submission/Opening of Tenders**

5. PLEASE QUOTE OUR TENDER REFERENCE NO. DATE OF TENDER OPENING ON SEALED COVER. FAILURE TO DO SO WILL RENDER YOUR OFFER INVALID.
6. The bids are to be submitted in sealed and separate envelopes, duly marked as “Technical & Commercial Bid for RFP No. AN/V/5040/Hiring of vehicles/2014-15 dated: 10.07.2014”. The quotes are to be super-scribed with your firm’s name, address and official seal and ink signed by an authorized representative of the Tenderer. Sealed Bids addressed to the Dy.CGDA (AN), Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt, and should be dropped in tender box marked as “TENDER BOX NO. 01” located at Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt -110010, or to be sent by Speed Post/Registered post so as to reach this office by due date and time. No responsibility will be taken for postal delay or non-delivery/non-receipt of tender documents.
7. Sealed quotations will be opened by a committee on due date and time. Your authorized representative duly carrying an authorization letter from the Company can attend the tender opening. If due to any exigency, the due date of opening of tenders is declared as closed holiday, in such cases, the tenders will be opened on next working day at the same time.
8. Tenders sent by FAX will not be considered. To avoid any complications with regard to Late Receipt/Non-Receipt of Tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach this office before due date. Late quotes will be rejected out.
9. In case your firm is not willing to quote due to any reasons, your regret should be sent well before the due date, failing which your firm can be de-listed from the Contractor’s list.
10. Commercial offers will be considered only of those firms, whose qualifying bids have been found suitable after evaluation.
11. **Earnest Money Deposit.** The bidders are to furnish EMD for a sum of ₹.2 50,000/= (Rupees Two Lakhs Fifty Thousand only), with a validity of 45 days beyond the final bid validity period. In the form of an Account Payee Demand Draft or Fixed Deposit Receipt or Banker’s Cheque or Bank guarantee from any of the Public Sector banks. The format enclosed may be adopted.

### **Evaluation Criteria**

12. **Loading of Cost for items “Not Quoted”.** The bidder is to quote for all the sub-sections of a section mentioned in the SOR. Any omission to quote for an item in the sub-section of SOR shall result in the tender being rejected.

### **Finalising of L1 Firm.**

13. The L1 firm will be decided on the rates quoted for hiring of vehicles on monthly basis/Daily hiring basis. The L1 will be determined on Total cost basis. In case L1 doesn't supply the requisite quantity of vehicles, CGDA has the right to place order on L2, L3 and so on as per the balance required quantity at L1 rates.
14. Payment Terms. The Payment Terms for the Contract Price shall be after the end of every month within a period of seven (7) working days and will be paid as per clause 5 of SCOC.

### **Standard Conditions of Contract (SCOC)**

15. Firm shall be required to accept the SCOC. A Contract will be signed between the Contract Operating Authority (COA) and Office of the CGDA, Delhi Cantt incorporating the SCOC at Enclosure III & IV (a) & IV (b) & IV(c) of this RFP, which will form an integral part of the Contract.

### **Pre – Bid Conference**

16. The SOR (Enclosure I) and SCOC (Enclosure II) should be carefully considered while preparing the bids. Interested Tenderers may resolve all clarifications by visiting the location i.e. Office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt before tendering. Any other additional requirement to be quoted may be given in additional annexure.

### **Conditions under which this RFP is issued.**

17. This RFP is being issued with no financial commitment and Office of the CGDA, Delhi Cantt reserves the right to change or vary any part thereof at any stage. The Office of the CGDA, Delhi Cantt reserves the right to reject any or all of the offers without assigning any reason whatsoever. The Office of the CGDA also reserves the right to withdraw the RFP, should it be so necessary at any stage.
18. Please acknowledge receipt.

Thanking you

Your faithfully

  
(P.K. Rai)

By. CGDA (AN)



**Enclosure I of RFP**

**SCHEDULE OF REQUIREMENT (SOR)**

**(A) Area of Responsibility and Services Required**

The firms would have to provide well- furnished cars with registration Nos. which will have to be intimated to this office. The cars should be in good mechanical conditions and conform to the relevant rules besides being roadworthy. Cars should be fully upholstered and provided with all other necessary comforts and facilities and should not be earlier than 2012 model.

**(B) Requirement of Manpower for the services**

The vehicles, in general, will be normally required for six days a week (Monday to Saturday) excluding Gazetted Holidays. The vehicles, however, must also be provided on holidays (i.e., Sunday or Gazetted Holidays) on demand /in exigencies.

**(C) Types/Number of (Petrol/Diesel) Vehicles Required**

**(a) Monthly Hiring:**

SL.NO.	Vehicle	No of Vehicles
1	TATA Indigo/Swift Dzire/Sx-4	10-12
2	Tata Indica/Wagon-R	4-6

**(b) Daily Basis Hiring: As and when required**

SL.No	Vehicle	No of vehicles
1	TATA Indigo/Swift Dzire/ SX-4	As per Requirement
2	TATA Indica/Wagon-R	--
3	Innova	--

**(D) Number of Vehicles required – an average of 15-20 vehicles, daily.**

**Enclosure II of RFP**

**STANDARD CONDITIONS OF CONTRACT (SCOC)**

**1. ELIGIBILITY**

- i) The firms should be a registered company, having been registered at least six months before the date of submission of bids. It should have a good and satisfactory experience in the Tours & Travel business and possess more than 20 vehicles. Copy of RC of the 20 vehicles needs to be submitted at the time of tender opening. The firms should also ensure that the vehicles are available at any point of time or any day as desired by the office of the CGDA.
- ii) The firms would have to provide well- furnished cars with registration Nos. which will have to be intimated to this office. The cars should be in good mechanical conditions and conform to the relevant rules besides being roadworthy. Cars should be fully upholstered and provided with all other necessary comforts and facilities and should not be earlier than 2012 model.
- iii) As these vehicles are to be used by the senior officers of the department and/or on official exigencies by its staff, the firm should also ensure that all the requisite documents [viz. Registration Certificate, Insurance Papers, PUC, etc] are in personal custody of the licensed drivers. The names, addresses and mobile numbers of the drivers, who will attend to the duties, are to be furnished along with the quotations to be required at any point of time.
- iv) The tenderer shall designate the official mailing address, place, e-mail and telephone number to which all correspondence shall be sent by the CGDA.
- v) Antecedents of drivers/police verifications will be provided by the firm.
- vi) The owner/firm should be available round-the-clock on his direct telephones (office/residence/cellular) for any emergency.
- vii) Attested copies of PAN/TAN Number and Income Tax Return of the last 3 years.
- viii) Each Tender document is required to be signed by the persons submitting the tender, clearly indicating the name and designation of the person signing.
- ix) The tender submitted on behalf of the firm. Company shall be signed by all the partners of the Firm or by all the partners or by a partner who has the necessary authority on behalf of firm to enter into the contract.

## **2. PROCEDURE OF SUBMISSION OF BIDS:**

- i) Prices quoted would not be subject to any upward modifications on any account whatsoever. The rates quoted would be valid for a period of 12 months or such extended period as may be mutually agreed upon.
- ii) The rates should be quoted inclusive of all expenses such as POL, Diesel/Petrol/CNG, and Maintenance, repair and servicing, driver food and mobile phone bills of the drivers.
- iii) All additions and alterations in the Tender documents must be duly authenticated with initials and date by the person authorized to sign the tender documents. Overwriting of Figures in tender documents is not permitted.
- iv) The earnest money (EMD) of ₹. 2,50,000/- (Rupees Two Lakhs Fifty Thousand Only) through crossed Demand Draft/Pay Order drawn in favour of Dy.CGDA(AN), CGDA, Delhi Cantt must accompany the quotations. If the bid is received without EMD, it would not be considered and would be rejected summarily.
- v) The said earnest money will not bear any interest and will be refundable only after the successful completion of the contract subject to the adjustment of dues against the contractor, if any. The earnest money of unsuccessful tender would be returned without any interest after finalization of the contract.
- vi) The Office has the right to forfeit the security deposit in full or in part in the event of failure on the part of the contracting firm to fulfill the terms and conditions of the contract.
- vii) However, the amount of security deposit by the firm shall be allowed to be withdrawn by it on the expiry of the contract. The contract, so awarded, can be terminated by the CGDA, at any time without any notice or conveying any reason therefore. No compensation will be payable to the contractor on this account. The contractor shall not have the right to terminate the contract at any stage till the contract expires. The decision of the CGDA in the matter will be final and binding.

**3(a). TERMS AND CONDITIONS:**

- (i) The contractor will not allow or permit the employees to participate in any trade union activities in the premise of the owner.
- (ii) Any theft or damage caused by the contractors personnel shall be borne by the contractor.
- (iii) All personnel and their bags and baggage connected with the contract shall be liable for physical check at the time of entry and exit.
- (iv) The office of the CGDA will not be responsible for any injury or loss if any of the contractor's personnel that may take place while on duty. Any compensation or expenditure towards treatment for such injury or loss shall be sole responsibility if the contractor.
- (v) The office will pay parking charge wherever applicable for use of authorized parking premises when the vehicle is on official duty on production of parking receipt.
- (vi) No additional charge will be paid by the CGDA in case vehicles have to move outside Delhi limits (NCR Region).
- (vii) The firm shall bear the cost of stamp paper and execution of this agreement. All suits on a matter arising out of this agreement shall be within the jurisdiction of the Delhi Courts.
- (viii) In case of any dispute of any kind and in any respect whatsoever, the decision of the competent authority of this Office shall be final and binding.
- (ix) The CGDA will determine to its satisfaction whether the tender selected as having submitted the best evaluated responsive bid is qualified to satisfactorily perform the contract. The determination will take into account the tender's capabilities. It will be based upon an examination of the documentary evidence submitted by the tenderer as part of the bid as well as such other information as the purchaser deems necessary and appropriate.
- (x) The firm will insure the vehicle. In case of any accident, the firm will meet all the claims arising out of it. The CGDA will not be liable in any manner whatsoever.
- (xi) In case the hired vehicle is involved in an accident resulting in loss or damage to property or life in respect to the vehicle, driver, passenger, or any third party, the responsibility for any legal or financial implications shall solely rest with the contractor. The CGDA or the GoI shall have no liability, whatsoever, in this regard.
- (xii) Each driver will provided with a log book in respect of each vehicle. The driver will make necessary entries in the log Book on daily basis. The log book will be scrutinized by the office of the CGDA, especially while processing the bills for payment.

- (xiii) While the office has a regular requirement of hiring of vehicles, it shall have the right not to utilize the services at all or at any time for any period without giving any notice. The number of vehicles may also be increased or decreased depending on requirement of this office.
- (xiv) In the event of revelation of any concealment of vital information on the part of the firm found to be detrimental to CGDA, it will, ipso facto, render the contract annulled.
- (xv) In case condition of a vehicle is not found to be satisfactory, it shall be returned for immediate replacement. No payment will be made for cars found in bad state/condition. The firm shall be liable for any prosecution in the event of any accident or challan/injuries and shall bear all the costs and consequences of prosecution of any type resulting from the violation of the Rules/Law of the Motor Vehicle Act in force. The firm will bear all the financial implications due to accident to the vehicle, driver and passenger.

**3 (b). GENERAL SPECIFICATION**

- (i) Speedometer of all vehicles provided to us, to be scaled and should be in working conditions at all times.
- (ii) The firm will provided well behaved and uniformed drivers, having thorough knowledge of Delhi/New Delhi/NCR.
- (iii) The time & Distance in respect of hired vehicles will commence and terminate from Point to Point (from CGDA Office, Ulan Batar Road, Delhi Cantt-10) in respect to Monthly hired vehicles. For daily hired vehicles time and distance will be calculated from Garage to Garage.



#### **4. OBLIGATION OF CGDA**

The Office will pay parking charges wherever applicable for use of authorized parking premises when the vehicle is on official duty on production of parking receipt.

#### **5. TERMS OF PAYMENT**

(a) The contractor will be paid by the office of the CGDA for the services listed in SOR after the end of every month within a period of Seven (7) working days after receipt of pre-receipted bill from the contractor after verification that satisfactory services have been provided during the month and feedback from duly signed by the user.

(b) Payment will be made in favour of the Company/Firm by crossed cheque payable at Delhi.

(c) If the scope of services increases and/ or the time of 12 months is to be extended at the same terms and conditions then it has to be mutually agreed and any agreement fees/legal charges shall be payable by the contractor.

#### **6. SECURITY DEPOSIT**

The contractor shall submit a Bank Guarantee Bond for 10% of total cost of per annum in favour of The Controller General of Defence Accounts, Delhi Cantt towards Security Deposit, which will also serve as Performance Bank Guarantee to be valid till period of agreement. The security Deposit so lodged with the CGDA will be released after 60 days of expiry of agreement period. If the performance of the contract is not upto the mark, CGDA reserves the right to terminate the contract and encash the bank guarantee.

#### **7. TERMINATION OF CONTRACT**

If the services of the contractors are not found satisfactory and any complaint is received from the user, CGDA has the right to terminate the contract immediately, without giving any notice.

#### **8. COMPLAINTS**

The contractor shall keep a suggestion book to be provided by CGDA to record any suggestion, on performance of service, by the visitors and produce to the Dy.CGDA (AN) or it's representative(s) immediately to ensure that prompt action has been taken on such complaints and measures taken to avoid their recurrence. The contractor shall attend to all the complaints and complete as early as possible to the satisfaction of the Dy.CGDA (AN)

#### **9. MISBEHAVIOUR OF EMPLOYEES**

The Contractor/employees of the contractor shall maintain strict discipline and not use any of violent, obscene or offensive language. In case of the misbehavior, Dy.CGDA (AN) has the right to terminate the contract immediately.

**10. PENALTIES:**

<b>SLNo</b>	<b>NATURE OF ERRORS</b>	<b>MINIMUM PENALTY</b>
1	For not providing vehicle in time	Rs. 200/- (Two Hundred Only) per Hour
2	Faulty functioning of vehicle or fail to provide good quality of vehicle	Rs. 500/- (Five Hundred Only) per Day
3	Non supply of vehicle	Rs. 2000/- (Two Thousand Only) per vehicle / Day
4	For not providing substitute vehicle	Rs. 2000/- (Rs. Two Thousand Only) per vehicle/Day

**Enclosure III of RFP**

**A. GUIDELINES FOR PREPARATION OF TECHNICAL BID**

<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
Sl. No.	Description	Compliance	Enclosed Documents
1.	Indicate acceptance of entire scope of work	Y/N	
2.	Indicate EMD has been attached & Cost of Form enclosed	Y/N	
3.	Acceptance of Standard Conditions of Contract	Y/N	
4.	Turnover of the Company/Firm (Min. Turnover should be 1 Crores) of which at least 50% should be from Govt organization/ PSU	Y/N	
5.	Income-Tax Return of the Company for the last 3 years attached	Y/N	
6.	Service Tax Certificate for last 2 years attached	Y/N	
7.	TAN/PAN No of the firm	Y/N	
8.	Whether the company complies with statutory obligation i.e. Minimum Wages Act and other related Labour Laws. (attach undertaking)	Y/N	
9.	Police verification and screening of Employees of Company to be done for 100% employees	Y/N	
10.	List of Govt. Organizations/PSU where you are providing Services attached	Y/N	
11.	Copy of Registration Certificate of minimum of 20 vehicles	Y/N	

**Enclosure IV (a) of RFP**

**GUIDELINES FOR PREPARATION OF COMMERCIAL BID (Monthly Hiring)**

**i) TATA Indigo/Swift Dzire/Sx-4**

<b>Sl. No</b>	<b>Rate Types</b>	<b>AC</b>
1.	Monthly Hiring (2500 Kms /300 Hours)	
2.	Extra Kms beyond 2500 Kms	
3.	Extra Hours beyond 300 Hours	

**ii) TATA Indica/Wagon-R/Swift**

<b>Sl. No</b>	<b>Rate Types</b>	<b>AC</b>
1.	Monthly Hiring (2500 Kms /300 Hours)	
2.	Extra Kms beyond 2500 Kms	
3.	Extra Hours beyond 300 Hours	

**Note 1:** Service Tax will be payable extra as per Central Govt. notification No. 30/2012-Service Tax dated 20<sup>th</sup> June 2012 and as amended from time to time.

**Note 2:** Calculation for determination of L1 has shown in IV(C).

**Enclosure IV (b) of RFP**

**GUIDELINES FOR PREPARATION OF COMMERCIAL BID (Daily Hiring)**

**i) TATA Indigo/Swift Dzire/SX-4**

<b>Sl. No</b>	<b>Rate Types</b>	<b>AC</b>
1.	Daily Hiring ( 200 Kms/11 Hours)	
2.	Extra Kms beyond 200 Kms	
3.	Extra Hours beyond 11 Hours	
4.	Half Day ( 100 Kms/ 6 Hours)	

**ii) TATA Indica/Wagon-R**

<b>Sl. No</b>	<b>Rate Types</b>	<b>AC</b>
1.	Daily Hiring (200 Kms/11 Hours)	
2.	Extra Kms beyond 200 Kms	
3.	Extra Hours beyond 11 Hours	
4.	Half Day ( 100 Kms/ 6 Hours)	

**iii) Innova/XYLO**

<b>Sl. No</b>	<b>Rate Types</b>	<b>AC</b>
1.	Daily Hiring (200 Kms/11 Hours)	
2.	Extra Kms beyond 200 Kms	
3.	Extra Hours beyond 11 Hours	
4.	Half Day ( 100 Kms/ 6 Hours)	

**Note 1: Service Tax will be payable extra as per Central Govt. notification No. 30/2012 Service Tax dated 20<sup>th</sup> June 2012 and as amended from time to time.**

**Note 2: Calculation for determination of L1 has been stated in details at Enclosure IV(C)**

Enclosure IV(C) of RFP

**Calculation for determination of L1**

Vehicle hired by the office during last contract period from 01.07.2013 to 30.06.2014.

(A)	Monthly Basis vehicle for one year	Indigo Type	Indica Type	Innova
		96	48	--
(B)	Daily Basis vehicle for one year	Indigo Type	Indica Type	Innova
		1200	200	30

$$\text{L1 (A) for Monthly Hiring Basis} = \frac{\text{No. of Indigo vehicles hired on monthly basis} \times \text{Rate} + \text{No. of Indica vehicles hired on monthly basis} \times \text{Rate}}{\text{No. of Indigo vehicles hired Monthly (Approx)} + \text{No. of Indica Vehicles hired Monthly (Approx)}}$$

$$\text{L1 (B) for Daily Hiring Basis} = \frac{\text{No. of Vehicles hired on Daily Basis during the year (Indigo} \times \text{Rate} + \text{Indica} \times \text{Rate} + \text{Innova} \times \text{Rate)}}{\text{No. of Vehicles hired for daily Basis during the year (Indigo} + \text{Indica} + \text{Innova)}}$$

**NOTE: The consolidated lowest amount from the above calculation will be considered as**

$$\text{L1} = \text{L1 (A)} + \text{L1 (B)}$$

**NOTE: Above requirement is based on last three years average pattern. Actual requirement may vary in current year. L1 will be determined based on minimum cash out go in a year for desired qualitative Output.**