

**Request for Quotation (RFQ) for Hiring Car Service by
Invest India**

Request for Quotation (RFQ)

28th May 2019

Invest India

Room 225, 1st Floor

Vigyan Bhawan Annexe

Maulana Azad Road, New Delhi- 110011

Invest India is a not for profit joint venture between the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry; State Governments; and Industry Associates. Sealed tenders (in prescribed format) are invited for hiring of vehicles with driver from service providers, for use by Invest India for the duration of 3 year from the date of contract.

Types of vehicle to be hired:

S.No	Type of Vehicle	Term of use	Number of vehicles required
1	Maruti Suzuki Ciaz, Colour: White/Black, AC-Purchased after January 2018	30-31 days a month @ 12Hrs per day, Maximum of 2500Kms (30kms maximum Garage to Garage per day). (Including Saturday/Sunday and other holidays)	30
2	Toyota Innova Crysta 2.7 Automatic, Colour: Black/Grey/White, AC-Purchased after January 2018	30-31 days a month @ 12Hrs per day, Maximum of 2500Kms (30kms maximum Garage to Garage per day). (Including Saturday/Sunday and other holidays)	1
3	Toyota Innova Crysta, Colour: Black/Grey/White, AC-Purchased after January 2018	30-31 days a month @ 12Hrs per day, Maximum of 2500Kms (30kms maximum Garage to Garage per day).	2

	(Including Saturday/Sunday and other holidays)	
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The detailed terms and conditions are given hereunder in para 1.1 and 1.2. Any enquiry/details regarding the work, and terms and conditions can be obtained from Invest India on any working day during office hours on or before 17th June 2019

Last date for submission/receipt of tender(s) is 27th June 2019 at 15:00 Hrs, which will be opened by the Tender Committee in the presence of tenderers or their authorized representatives on the next day i.e. 28th June 2019. at 15:00 Hrs. in the office of Invest India.

Reputed and interested firms may download the bid format from the Invest India website and send in their response to:

Mr Kunal Oberoi

Manager

INVEST INDIA

Vigyan Bhawan Annexe

Maulana Azad Road

New Delhi -110011

Tel: +91-9205480588

Fax: +91-1124190348

E-mail: kunal.oberoi@investindia.org.in

The tenders received after the above said scheduled date and time will not be considered. No tender by FAX or on email will be entertained.

The tenders/quotations received unsigned/incomplete and/or filed after the said due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. Invest India reserves the right to accept or reject any or all tenders without assigning any reason thereof.

1.1 Terms and Condition

1. Separate sealed Technical and Financial Bids in the different envelopes should be kept together in a single sealed envelope and super-scribed with "Tender for Hiring of Vehicle on Monthly Basis" The separate technical and financial bids should be clearly marked "Technical Bid" and "Financial Bid", strictly in the enclosed proforma as the case may be.
2. Tender will be opened on 28th June 2019 at 15:00 hours in the office of Invest India, before the tender committee and tenderers, if available.
3. The contract shall be valid for an initial period starting from date of approval till 3 (Three) years, subject these terms and conditions and extendable up to one year at a time. There will be no increment in cost of the cabs in the subsequent months. Additional cabs may be added to the existing fleet on request by Invest India at the existing rates approved.
4. Unused kms shall be adjusted in the same Month from any other excess utilized vehicle and balance if any to be carry forwarded & adjusted in next Months. Also, the Kms not used during

a particular month (monthly kms slab) shall be carried over to the next month and extra kms if any travelled during next months will be adjusted against these unused kms.

5. There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The maximum Km can be utilized in any manner on monthly basis by Invest India.
 6. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be conversant with all important places in Delhi and NCR.
 7. The Car rental company should comply with all conditions and requirements for commercial hiring and operating the vehicle. Car Rental Company should indemnify Invest India from the same.
 8. As these vehicles are to be used by the Invest India, the firm should ensure that the driver being provided must possess valid driving license in his name with three years' experience. The driver should be in uniform/ well-mannered and courteous and should always carry a mobile phone with them, as it will enable the officer to contact the driver at any time. He should carry all the necessary documents (Registration Certificate, insurance papers, PUC Certificate etc.) with him.
 9. Invest India shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol, diesel, oil, road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc [except GST] and any other incidental expenses. However, toll and parking charges will be reimbursed on monthly basis only on production of bills to Invest India. Reimbursement bills (toll, Parking etc) shall be visible and payable along with month cab bills.
 10. Agreed rate as per agreement will not revise during the agreement period (3 years).
 11. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.
 12. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, Invest India would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport Operator.
 13. Generally, Vehicle should be utilized during the period from 08:30 hours to 20:30 hours; however, the vehicle will be utilized for preventive work or in case beyond 20:30 for urgency, continuously without any time limit. The vehicle must be available at any time on any day or night as desired by the officers of Invest India. The vehicle and the driver should not be changed unless requested by the Invest India.
1. The Transport Operator would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. The driver should be able to communicate and write in English. Driver's Insurance, WC Policy, PF, ESI shall be paid by Transporter
 14. The Transport Operator should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should must carry a mobile phone in working condition, for which no separate payment shall be made. Driver should be familiar with local routes and destinations.

15. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel/repair, the same should be reimbursed by the Transport Operator on production of the bill. The vehicle should be equipped with fire extinguisher.
16. The driver should keep one English newspaper, packaged drinking water, tissue paper, First Aid Kit and air freshener in the vehicle. The cab seat should have decent quality seat covers of sober colour (preferably white)
17. In regard to vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through Invest India.
18. A daily record indicating time and mileage for each vehicle shall be maintained in a logbook and logbook shall be submitted to Invest India regularly for scrutiny.
19. The Transport Operator will deploy a dedicated coordinator/supervisor at the Invest India office for coordinating the allocation of cabs to the users for official use.
20. The cabs should be equipped with GPS for accurate and real time location of cabs and the same may required to be submitted as and when desired by Invest India. If GPS showing less KM than Log Sheet, Invest India discretion as final
21. Log Sheet should be written carefully with user signatures. Any over writings, Invest India decision will be final.
22. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, Invest India would have the right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the Transport Operator.
23. In case of failure of the contractor in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/ compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the contractor's bill without any notice as under.
24. The vehicle should be available/may be used for running in Delhi/NCR as well outside Delhi/NCR as and when Invest India so desires.
25. The meter reading should tally the actual distance of run at any instant and authorised officer shall have full power to check up the meter for its correctness and to take action accordingly.
26. The billing will be done on monthly basis. Bills preferably should be typed and in triplicate and should be submitted to this office in the 1st week of the following month.
27. In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
28. The Transport Operator should approach the officer of Invest India in case of any assistance or difficulty.
29. In case of any dispute of any kind and in any respect whatsoever, the decision of Invest India shall be final and binding on Transport Operator.
30. If any of the terms & conditions (1) to (29) above is not found fulfilled during the period of agreement, Invest India reserve the right to discontinue the contract without assigning any reasons thereof.
31. TDS and other taxes shall be deducted as per statutory compliance.
32. Invest India will do physical verification of vehicles before entering into the contract. Also, Invest India will interact with drivers for general awareness and knowledge about common routes in Delhi/NCR

33. Invest India is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

1.2 Pre-qualification requirements for award of contract for 'Hiring of Vehicles'

The minimum qualification criteria for service provider are as under:

- The Transport Service Provider must be a company. It should be registered with the Registrar of Firms/Registrar of Companies, wherever applicable;
- The Transport Service Provider must be in existence for the last Five years;
- The Transport Service Provider should be an income-tax assesses having filed its income tax return for the last three assessment years, until AY 2018-19;
- The Transport Service Provider should have executed similar assignments for Government/ Multi-National Companies (MNCs)/Large Private Sector Corporates and Business Process Outsourcing organizations (BPO) and should have at least 50 vehicles registered in the name of the business firm
- The company should have a valid S&E registration certificate, Form A under payment of Gratuity Act.
- The company should also have certificate of Registration to work a motors transport undertaking Act 1961 and certificate of renting motors cab.

QUOTATION FORM

* **Important Note:** This Quotation Form must not be separated from this RFQ. If submitting a quotation, you must submit this RFQ in its entirety.

To: **Invest India**

I/We:..... (the **Supplier**)

(insert name, USE BLOCK LETTERS)

hereby offer to supply to Invest India the Goods/services (specified in this RFQ) in accordance with the Conditions of Contract and the following Addenda (if any) issued by Invest India.

Addendum No.

Date and description:

Lump Sum Option:

The price offered is:..... INR excluding tax

(insert offered price)

Schedule of Rates Option:

The price offered is a price calculated in accordance with the following schedule of rates:

S.No	Description	Monthly rate for Maruti Ciaz	Monthly rate for Toyota Innova Crysta	Monthly rate for Toyota Innova Crysta 2.7
1	For 2500KM and 372 hrs per month			
2	Rates for additional Hours beyond 372 hrs			
3	Rates for additional KM beyond 2500 KM			
4	Night Charges from 11:00 PM to 6:00AM			

The rates are exclusive of service taxes, etc

Total amount..... excluding tax

(Notes: The correct extended Amounts and Total will be used to evaluate quotations. Invest India reserves the rights to negotiate further with the supplier selected on the basic of L1 (Lowest 1). All rates and lump sums must exclude taxes.