

Tele: 23010149

INS India
Dara Shukoh Road
New Delhi – 110 011

436/45/TPT-Tender/Buses

27 Jun 18

The Chief of the Naval Staff
(for Oi/C IR & FC)
'A' Block Hutments
Dara Shukoh Road
New Delhi – 110 011

PUBLICATION OF ADVERTISEMENT

It is requested that the enclosed tender notice pertaining to rate contract for hiring of staff cars for the offices of INS India for Navy be uploaded on website www.Indiannavy.nic.in between 29 Jun to 04 Jul 18.

(PA Hussain)
Commander
Motor Transport Officer
for Commanding Officer

Encl:- As above

Copy to:-

The Chief of the Naval Staff
(for DAO)
Ministry of Defence (Navy)
Det of Administration
'A' Block Hutments
Dara Shukoh Road
New Delhi – 110 011

COMMANDING OFFICER, INS INDIA
DARA SHUKOH ROAD, NEW DELHI-110011

TENDER ENQUIRY

Sealed quotations under two bid system (Technical & Commercial Bids) are hereby invited from Delhi Area established firms for hiring of AC and Non AC Cars for the offices of INS India on annual rate contract basis for plying in Delhi/NCR for a period of three years with effect from **01 Sep 18** or the date of signing of contract. Detailed tender document can be obtained from the office of Motor Transport Officer, INS India at the above address. The same can also be downloaded from website given below. Other details of tender enquiry are as follows:-

Duration for sale of hard copy of tenders	Last date for submission of tender	Date of tender opening (Technical bid)	Tender Fee (Non-Transferable)	EMD
29Jun 18 to 04Jul 18	10Jul 18 by 1000hrs	10Jul 18 at 1100 hrs	Rs. 100/- by Demand Draft/Pay Order	Rs. 75,000/- by Demand Draft/Pay Order/FDR/BG

The Demand Draft/Pay Orders are to be drawn in favour of **"The Commanding Officer, INS India"**. The vendors downloading the tenders have to deposit Tender Fee in form of DD/Pay Order along with Technical Bids. **Non deposition of Tender Fee money will lead to technical disqualification.**

Pre Bid Conference: Pre bid conference will be held on 05Jul18 at 1430 hrs in the conference hall, INS India at the above address and all participating firms are to attend.

On the last date of submission of tenders, only one representative from each firm will be permitted to enter through main gate of INS India for dropping the tender in tender box kept near Quarter Master at Main Gate, INS India and to attend the opening of technical bid. Entry will be restricted to representative who produces the photocopy of EMD/ exemption of EMD letter enclosed in the Technical Bid.

The Tender Notice is being issued with no financial commitment and the CFA reserve the right to change or vary any part thereof or cancel this tender notice at any stage.

CO, INS India

Please visit following sites for more details:-

www.eprocure.gov.in/eprocure/app

27 Jun 18

To,

INVITATION OF QUOTATIONS FOR HIRING OF AC AND NON AC CARS
INS INDIA, DARA SHUKOH ROAD NEW DELHI

Invitation of Bid for **HIRING OF AC AND NON AC CARS – INS INDIA**

Request for proposal (RFP) No.MT/436/Hiring of Car dated 27Jun18.

Tender closes at **1000 Hrs on 10Jul18**, and the technical bids will be opened at **1100 hrs on 10Jul 18**.

1. Bids in sealed cover are invited by The Commanding Officer, INS India for and on behalf of President of India from Delhi Area based suppliers satisfying terms and conditions of this tender for supply of AC and Non AC Cars for INS India on rate contract basis under **two bid system i.e Technical & Commercial bid and are to be submitted separately in separate envelopes duly sealed**. Tenders can be viewed and downloaded from **Irfc-nausena.nic.in/Indiannavy.nic.in**

2. The address and contract numbers for sending bid or seeking clarification regarding RFP are given below:-

(a) Bid/ queries to be addressed to: **The Commanding Officer, INS India**

(b) Address for Communication: **-The Commanding Officer, INS India, Dara Sukhoh Road, New Delhi – 110011. Tel No. 23010149**

(c) Name/ designation of the contact personnel: -Cdr PA Hussain, MTO.

(d) Telephone No. Of the contact personnel: 011-23010149.

(e) E mail of contact personnel/ Mob No. : parvezahmedh@yahoo.in/9958793313.

(f) Fax Number 011-23011566.

3. This RFP is divided into five parts:-

(a) Part I – Contains general information and instructions for the bidder about the RFP such as time, place of submission and opening of tenders, validity period of tenders etc.

(b) Part II – Contains essential details of the items/ services required such as the schedule of the requirements (SOR), Technical Specification, Delivery Period, Mode of Delivery and consignee details.

(c) Part III – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) Part V – Contains Evaluation Criteria and Format for Price Bids.

4. The E-Tender Notice is being issued with no financial commitment and the CFA reserve the right to change or vary any part thereof or cancel this tender notice at any stage.

5. This RFP contains pages from **1 to 15 and Appendix A to G**, please check carefully and if any page missing than please contact undersigned.

6. **Authorization Certificate / ID card for representative deputed by firm / vendor mandatory for identification at the time of Tender Opening.**

7. **Acceptance of Terms & Conditions:**The tenderer shall clearly mention the following in their offer letter:-

WE ACCEPT ALL THE TERMS AND CONDITIONS MENTIONED IN TENDER ENQUIRY NO. MT/436/Hiring of Car dated 27 Jun 18.

8. The cost of tender is **Rs.100/- (Rupees One Hundred Only)** (non-refundable). The payment will be accepted by Demand Draft/Pay Order in favour of the Commanding Officer, INS India payable at New Delhi only. (Cash will not be accepted)

9. This RFP is being issued with no financial commitments and the CFA reserves the right to change or vary any part thereof at any stage. CFA also reserves the right to withdraw the RFP AND REJECT ANY TENDER, should it becomes necessary at any stage.

10. On the last date of submission of tenders, only one representative from each firm will be permitted to enter through main gate of INS India for dropping the tender EMD and connected documents in the Tender Box kept near Quarter Master at main gate and to attend the opening of technical bid. Entry will be restricted to representatives who produce the photocopy of EMD enclosed in the Technical bid.

(PA Hussain)
Commander
Motor Transport Officer
for Commanding Officer

Part I – General Information

1. **Last date and time for depositing the Bids: 1000 Hrs on 10Jul 18.** The sealed Bids (both Technical and Commercial) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box marked as "HIRING OF AC AND Non AC CARS" or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency). The sealed Bids to be submitted in the following manner:-

- (a) **Technical Bid.** The original of following documents shall be **submitted physically** in the sealed tenderbox on or before **10Jul 18 till 1000 hrs** prior to bid submission closing date and time: -

Cover 1. Cover 1 will contain the Technical Bids consisting of following documents:-

- (i) EMD, if applicable or proof of exemption.
- (ii) DD of tender fee if applicable. The demand draft should be payable in favour of The Commanding Officer, INS India.
- (iii) Project Plan if any.
- (iv) The firm should have valid PAN Card/GST in its name or in the name of the proprietor, in case of a proprietary firm; a copy of PAN Card along with copy of last financial year ITR filed should be attached.
- (v) Bank certificate of credit worthiness.
- (vi) Copy of EMD documents, if applicable or the exemption certificate along with BG certificate.
- (vii) Copy of DD of tender fee / exemption proof.
- (viii) Compliance of specification certificate along with special note if any mentioned in Appendix **A, to G** of RFP as per given format. The certificate duly signed be scanned and uploaded. In case of any deviation, the bid shall be rejected. If the certificate is signed by legally authorised signatory, a copy of the authorization letter to be uploaded.
- (ix) Copies of audited Balance Sheet for the last 03 preceding Financial Years should be attached with the technical bid.
- (x) The bidders shall have to furnish attested or notarised legible copies of the Registration Certificate for a minimum of 02 (Two) AC Car & 04 (Four) Non AC Cars owned by the Company with valid fitness certificate from concerned RTO and meeting the basic specifications, terms & conditions of this tender, in the name of firm/Proprietor. (In case vehicles are registered on proprietors name then proprietorship certificate is to be enclosed).

(xi) The firm shall have a minimum annual turnover of **Rs. 25,00,000/- (Rupees Twenty Five lakh Only)** from hiring of cars in each of the last preceding three(03) financial years.

(x) The firm should have minimum 03years experience of supplying hired cars to any origination of Defence/State/Central Government. Copy of job order/contract agreement along with satisfactory completion report from the concerned organization should be attached with the technical bid.

(xi) **Appendix 'F'** of RFP, Certificate of Fall Clause.

(b) **Cover – II. Commercial bid** will be submitted as per format (**Appendix 'A'**).

3. **Time and date for opening of Technical Bid:** 1100 Hrs on 10 Jun 18. (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the CFA).

4. **Location of the Tender Box:** Main Gate INS India, Dara Shukoh Road, New Delhi-110011. Only those **Technical Bids as mentioned in RFP Part-I, Para 2(a)** that is found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

(a) The physical receipt of specified documents shall be mandatory prior to **Bid submission end date & time** mentioned at Para 1 above.

(b) The non-receipt of the physical documents shall result in rejection of bid.

(c) Only those documents specified in the tender documents and found in the tender box will be opened.

(d) Physical documents as specified in case dropped in the wrong tender box will be rendered invalid.

(e) The envelope containing the requisite physical documents should be addressed to The commanding Officer, INS India. On the envelop, it must be written '**Tender for hiring of AC and Non AC Cars for INS India**'. The requisite physical documents may be sent by hand / post / speed post, courier. However, it is the sole responsibility of the tenderer to ensure requisite physical documents are received in the buyer's office prior to bid submission end date & time. The buyer by no means will be responsible for any delay in receipt of requisite documents.

(f) No post bid clarification on the initiative of the bidder will be entertained.

5. **Place of opening & verification of the Bids:** INS India Conference Hall, Dara Shukoh Road, New Delhi – 110 011. The Bidders may depute their representatives, duly authorised in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/ technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. **Opening of Two-Bid system:** In case of the Two-bid system, only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical Evaluation is done by the Contracting Authority.

7. **Forwarding of bids:** Bids should be forwarded by bidders under their original memo/ letter pad inter alia furnishing details like GST registration no, Bank address with NEFT Account etc and complete postal & e-mail address of their office (Appendix 'E').

8. **Pre-Bid Meeting:**Pre bid conference will be held on **05Jul 18 at 1430** hrs in the conference hall, INS India, Dara Shukoh Road, New Delhi – 110011. The firms are requested to assemble at conference hall for pre-bid meeting prior submission of their bids. The bids of the firms not attending the meeting will not be entertained.
9. **Clarification regarding contents of the REP:**A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the CFA in writing about the clarifications sought not later than 14 (Fourteen) days prior to the date of opening of the bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
10. **Modification and withdrawal of Bids:**A bidder may modify or withdrawn his bid after submission provided that the written notice of modification or withdrawal is received by the Contracting Authority prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the CFA not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in bidder's forfeiture of bid security.
11. **Clarification regarding contents of the bids:**During evaluation and comparison of bids, the CFA may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
12. **Rejection of bids:**Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
13. **Unwillingness to quote:**Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
14. **Validity of Bids:** The bids should remain valid till 180 days from the last date of submission of the Bids.
15. **Earnest money deposit:** Bidders are required to submit **Earnest Money deposit (EMD)** for a amount of **Rs. 75, 000/- (Rupees Seventy FiveThousandonly)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or private sector bank authorized to conduct government business EMD is to be drawn in favour of the Commanding Officer INS India and remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The bid security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender. (EMD of unsuccessful bidders will be returned after conclusion of the contract. EMD of successful bidders will be returned on submission of Performance Bank Guarantee.)

Part II- Essential Details of Items/Services required

1. **Schedule of Requirement:** Details/ types of Cars to be hired by the Buyer from the Seller against this Rate Contract plying in Delhi/ New Delhi and NCR (NOIDA, Greater NOIDA, Ghaziabad, Faridabad & Gurgaon) is given below. Approximate daily requirement of hired cars is also indicated against the type of cars. However, these quantities are only indicative and actual number of hiring may vary on as required basis.

(a) **Approximate Daily Requirement.** The approximate daily requirement of Staff cars for plying in Delhi/ NCR will be between **1 to 5**Cars.

(b) **Duration of the Rate Contract.** The Rate Contract for supply of cars for INS India, New Delhi will cover the period of Three years **w.e.f 01 Sep 18** or from the date of signing of contract.

(c) **Requirement of Vehicles:** The contractor will provide required number of vehicles which have current valid permit from concerned competent authority, on as required basis. Intimation regarding the daily requirement of vehicles shall be conveyed telephonically at or before 2000 hrs on the previous day by MTO, INS India. Subsequently, such intimation in writing shall follow. Number of vehicles asked for by the MTO, INS India on day to day basis are to be supplied by the contractor irrespective of the limitations, if any, specified by any civil authorities at Delhi/New Delhi. It is upto the contractor to arrange supply, on as required basis, on demand, on a particular day. ***Vehicles of upto Model 2015 EURO III onwards vintage will only be accepted.*** The vehicles will be required for use as under:-

(i) **Cars 1245CC & above, equivalent (AC)**
For duty requirements 100 km/11 hrs.&50 km/6 ½ hrs for full day and half day respectively on as & when required basis.

(ii) **Cars 1245 CC to 1400 CC & equivalent (Non AC)**
For duty requirements 100 km/11 hrs.&50 km/6 ½ hrs for full day and half day respectively on as & when required basis.

2. **Technical Specification Eligibility Criteria:** In order to establishment the eligibility, the bidders will have to furnish the following documentary evidence.

(a) The bidders shall have a minimum of **02 (Two) in number AC Car and 04 (Four) in number Non AC Cars** valid fitness certificate from concerned RTO and meeting the basic specifications, terms & conditions of this tender, in the name of firm/Proprietor. (In case vehicles are registered on proprietors name then proprietorship certificate is to be enclosed).

(b) **Appearance/ condition of vehicles:** The contractor will provide all the vehicles in perfect running condition. The colour of the hired cars must be of white colour. Upholstery, decor, matting, paint, lights and all other accessories of the vehicles provided are to be in excellent condition at all times. The upholstery for Cars should be of white colour. The decision of the Commanding Officer, INS India, Ministry of Defence (Navy), Government of India, New Delhi, shall be final and binding on the contractor in this regard and the contractor shall maintain the vehicle in the desired condition. In case of rejection of vehicles due to dull appearance/condition of the vehicles, action as per Para 09 of Part-IV of RFP shall be initiated.

(c) **Breakdown:** In case of breakdown of the vehicle, the contractor shall provide a suitable replacement within one hour of receipt of information. In case replacement is not provided by the contractor within reasonable period of time, the MTO/user will be free to make alternate arrangement and expenditure incurred shall be borne by the contractor.

(d) **Papers of the vehicle:** The papers of the vehicle should be complete e.g. Registration, Permit, Tax, Insurance, Pollution Check and fitness Certificate at the owners' cost. No extra charge will be permissible in such cases. Driver will carry original Driving Licence while on duty. No photocopy is permitted. The cars which would be produced for inspection of TEC shall meet the basic specifications and terms and conditions of this tender.

(e) **Scope of Rate Contract:** The proposed Rate Contract (RC) will be an agreement between the buyer and seller to supply the hired Car included in this tender at specified price, terms & conditions during the period of the contract. RC will be in the nature of a standing offer and neither any quantity nor any anticipated drawl is guaranteed. As the RC is a standing offer, either party (seller/buyer) can revoke it at any time after giving a reasonable notice (at least 30 days in advance) and opportunity. However, once a supply order is placed on the supplier for supply of a definite quantity in terms of the rate contract during the validity period of the rate contract that supply order becomes a valid and binding contract and the supplier will be bound to supply the ordered quantity.

(f) **Delivery Period:** Supply order/ Job order will be issued against the contract agreement for hiring of car on as required basis. Intimation regarding the daily requirement of vehicles shall be conveyed telephonically at or before 2000 hrs on the previous day by MTO, INS India Subsequently, such intimation in writing shall follow. Please note that Contract can be cancelled unilaterally by the buyer in case contracted items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

3. **Two Bid System:** In respect of two bid system, Bidders are required to furnish clause compliance of specifications bringing out clearly the deviations from specification, if any. The Bidders are advised to submit the compliance statement in the following format (**Appendix 'F & G'**) along with Technical Bid (**Appendix 'E'**).

Para of RFP specifications item-wise	Specification of item offered	Compliance to RFP specification- whether Yes/ No	In case of non-compliance deviation from RFP to be specified in unambiguous terms

4. **Reporting of Vehicles:** The required vehicles will report to user as specified on date & time notified to the Contractor by Motor Transport Officer, INS India. All vehicles must have sufficient fuel prior reporting for duty. The requirement of vehicles for the next day will be conveyed telephonically/ in writing latest be 1700 hrs every day.

5. **Recording of milometer:** The starting and closing Km reading and time of the cars deployed for duties will be recorded from the delivery place only.

6. **Consignee details:** The Commanding Officer
INS India
Dara Shukoh Road
New Delhi-110011
7. **Delivery place:** INS India (MT Pool)
Dara Shukoh Road OR ChanakyaBagh,
New Delhi-110011 Chanakypuri

Part III - Standard Condition of Contract

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract:** The contract shall come into effect from 01 Sep 18 or the dated of signing of the contract agreement and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).
4. **Penalty for use of undue influence.** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present contract or any other contract with the Government on India for showing or forbearing to show favour or disfavour to any person in relation to the present contract or any other contract with the Government of India. Any breach of the aforesaid undertaking by the seller or any one employed by him or acting on his behalf (Whether with or without the knowledge of the seller) or the commission or any offers by the seller or anyone employed by him or acting on his behalf, as defined in chapter IX of the Indian penal code, 1860 or the prevention of corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer/ employee of the Buyer for showing any favour in relation to his or any other contract, shall render the seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
5. **Agents/ Agency Commission:** The seller confirms and declares to the Buyer that the seller is the original manufacturer of the store/provider of the services referred to in this contract and has not engaged any individual of firm, whether Indian or foreign whatsoever, to intercede, facilitate or

in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the seller; nor has any amount been paid promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer. The seller will also be debarred from entering into any supply contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the contract either wholly or in part without any entitlement or compensation to the seller who Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the contract along with interest at the rate of 10% per annum. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the government of India.

6. **Access to books of Accounts:** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/ Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/ information.

7. **Non-disclosure of Contract Documents:** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, plan design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages:** In the event of the Contract's failure to submit the Bonds, Guarantees and Documents, supply of the vehicles as specified in this contract, the Buyer may at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/ undelivered vehicles mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed vehicles.

9. **Termination of Contract:** The Buyer shall have the right to terminate this contract in part or in full in any of the following cases:-

- (a) Upon the buyer's discretion within a notice period of 30 days.
- (b) Unilaterally, if services are not found to be satisfactory or breach of any contract clauses with 30 days notice.
- (c) The Seller is declared bankrupt or becomes insolvent or in the event of dissolving the firm.
- (d) The Buyer has noticed that the Seller has utilised the services of any agent in getting this contract and paid any commission to such individual/company etc.
- (e) Misbehaviour with any official of this office by him or his employees.
- (f) Non submission of PBG within the stipulated time period.
- (g) Breach of Security in Security Zone.
- (h) As per decision of the Arbitration Tribunal.

10. **Notices:** Any notices required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered prepaid mail/ airmail, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. **Patents and other Industrial property Rights:**N/A

13. **Amendments:** No provision of present Contract shall be changed or Modified in any way (including this provision) either in whole or in part except Present Contract, by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present contract.

14. **Taxes and Duties:**

(a) The bidders are required to quote the prices on 'All inclusive' basis i.e. he quoted prices shall be inclusive of all Govt. taxes & levies applicable. In case, the Govt. taxes & levies applicable not mentioned specifically/separately in the quote, it will be, considered 'All' inclusive and the seller/contractor shall have no right to claim for the same.

(b) Any change in any duty/tax upward/downward as a result of any statutory variation in any duty/tax taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier, Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

Part IV – Special Conditions of Contract Agreement

1. **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorised to conduct government business (ICICI Bank Ltd, Axis Bank Ltd or HDFC Bank Ltd) for a sum equal to **10%** of the estimated annual contract value within 30 days of signing of the contract. Performance Bank Guarantee will be valid up to 60 days beyond the date of warranty. The specimen of PBG is given in Form DPM-15, (Available in MoD website and can be provided on request).

2. **Tolerance Clause:** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, CFA reserves the right to **50% increase or decrease** the quantity of the required goods up to that limit without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered can be increased or decreased by the CFA within this tolerance limit.

3. **Repeat Order Clause:** This contract has a Repeat Order Clause, wherein the Buyer can exercise an option to hire an additional **50%** quantity of the items/services under the present contract within six months from the successful completion of this contract, cost, terms & conditions remaining the same. **It will be entirely the discretion of the Buyer to place the Repeat order or not.**

4. **Payment terms.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is at Form DPM-11 (Available in MoD website and can be given on request). The payment will be made as per the following terms, on production of the requisite documents.

- (a) Payment will be made on post monthly basis after successful execution of supply/job orders issued against the RC during this period.
- (b) Amount of LD/Risk Expense etc., if any, will be deducted from the billing amount.
- (c) Payment will be made by DCDA (N), RK Puram, New Delhi within 45 day after submission of bill.

5. **Paying authority:**

(a) **Jt. Controller of Defence Accounts (Navy), Project Sea Bird, West Block-V, R.K. Puram, New Delhi-110066.** The payment of bills will be made on submission of the following documents, whichever applicable, by the Contractor to the Paying Authority along with the bill:

- (i) Ink-signed copy of contingent bill & Contractor's bill.
- (ii) Ink-signed copy of Summary of bills.
- (iii) Copy of Contract with U.O. number and date of IFA's concurrence, where required under delegation of powers.
- (iv) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code MICR code (if these details are not incorporated in contract)
- (v) Original duty slips (Appendix 'E')
- (vi) Photocopy of PBG.

(b) **No advance payment will be made.**

6. **Fall Clause.** The following Fall Clause will form part of the contract placed on successful Bidder-

(a) The price charged for services under the contract by the Seller in no event exceed the lowest prices at which the Seller sells the services or offer to sell stores of identical description to any persons/ Organisation including the purchaser or any department of Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all supply Orders placed during the currency of the rate contract is completed.

(b) If at any time, during the said period the Seller reduces the price, sells or offer to sell such services to any person/ organization including the CFA or any dept, of central Govt. or any Department of the State Government or any statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer sale to the Director general of supplies & Disposals and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.

7. **Risk & Expense Clause:**In the event of the failure of the contractor to supply the vehicle as requisitioned under the contract, the Commanding Officer, INS India/user shall hire similar type of vehicles at his discretion from other sources at the risk and expenses of the contractor on the prevailing market rates. Such hiring from alternative sources shall be binding on the contractor. Due to shortage of time, no prior information can be given to the contractor of such hiring. Expenses incurred on risk and expenses hiring, shall be debited from the security deposit of the contractor.

8. **Drivers:**Drivers reporting to Naval Duties should be in possession of valid licence and badges as applicable. **The contractor shall ensure that the antecedents of the drivers are verified by the police and they are in possession of the same while on duty. The drivers of the vehicle should be well turned out in white/Khaki/blue uniform and properly shaved.** The driver should be of good character. The contractor shall be responsible for discipline and behaviours of drivers deployed by them. It is to be brought to the notice of all drivers that they are not authorized to make any entry or permitted to carry out any amendment on the duty work sheet. The drivers may carry their packed meals. The drivers are not to leave their place of duty, unless permitted to do so by a bonafide user. No mileage will be allowed for any lunch/tea break. Drivers should be well conversant with Delhi roads localities and should be consistent and punctual on their duties and should be in **possession of latest Road Map of Delhi/New Delhi/NCR.**

9. **Police Verification:****At all times, the contractor will be responsible to ensure that workers engaged by you are security cleared by police station of workers residing area. Police verification is to be submitted at least 10 days prior to commencement of the contract. The contractor will also ensure that no person employed by him for the services has been/is involved in any activity against the interest of state.**

10. **Penalty Clause.**In case the vehicles provided by the firm are not found as per terms of this contract on inspection by the contract operating authority, Customer may impose a penalty for the deficiencies. The amounts of penalty for following deficiencies are indicated against each:-

(a)	Vehicle not clean	-	Rs. 500.00
(b)	Vehicle breakdown	-	Rs. 500.00
(c)	Driver not in assigned uniform	-	Rs. 200.00
(d)	Driver's uniform not clean	-	Rs. 200.00
(e)	Bad odour in car	-	Rs. 500.00
(f)	Dirty Upholstery/Seat Covers	-	Rs. 500.00
(g)	Unsatisfactory Services	-	Rs. 500.00
(h)	Late reporting	-	Rs. 500.00
(j)	Any deficiency in specifications/	-	Rs 200.00 on each itemprovisions as

laid down in para 2 of Part-II.

The above penalties will be deducted from the bill. These penalties will be imposed in addition to other clauses like Risk & Expense, Short Closure of Contract and Termination of Contract etc. On indicating of the deficiencies as brought out above, the contractor will be required to replace the car with another one for future hiring so as to meet the requirement.

11. **Appearance and Condition of Vehicles:**The contractor will provide all the vehicles in perfect running condition. Upholstery, decor, lights and all other accessories of the vehicles provided are to be in excellent condition at all times. The decision of the Commanding Officer, INS India shall be final and binding on the contractor in this regard and the contractors shall maintain the vehicle in the desired condition. In case of rejection of vehicles due to dull appearance/ condition of the vehicles, no payment for that day will be made.

12. **Papers of the vehicles:** The papers of the vehicles should be complete and correct e.g. registration, Permit, Tax, Insurance, Pollution Check and fitness Certificate at the owner's cost. No extra charge will be permissible in such cases.
13. **Break Downs:** In case of breakdown of the vehicle, the contractor shall provide a suitable replacement within 30 minutes of receipt of information and if replacement is not provided by the contractor within this time frame, the user will be free to make alternate arrangement and expenditure incurred shall be borne by the contractor. In addition, penalty of Rs 1000/- on each such occasion will be imposed on the contractor and the amount will be deducted from the PBG/ EMD deposited by the contractor.
14. **Compliance of Labour Laws:** The contractor shall fulfil all obligations under various labour laws in force regarding deployment of contract workers in respect of the services provided under this contract.
15. **Accidents:** In circumstances, when the hired vehicle is involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party, the responsibility for any legal or financial implication shall rest solely with the contractor. The Commanding Officer, INS India or the Indian Navy or Government of India shall have no liability whatsoever in this regard.
16. **Safety Guidelines.**
- (a) Every vehicle shall carry a current valid permit from concerned competent authority and it shall be in possession of the driver.
 - (b) (i) The vehicle used for the purpose shall not be driven by a driver who
 - (aa) Has less than five years' experience of driving cars.
 - (ab) Has been challaned **more than twice in a calendar year** on account of violation of stop line, or violating the restriction in respect of overtaking, or jumping red (stop) lights or violating parking regulations or allowing unauthorized person to drive.
 - (ii) Has been challaned or charged with the offence of over speeding, drunken driving or driving dangerously or for the offences under sections 279 (rash driving or riding on a public way; 337 (causing hurt by act endangering life or personal safety of others); 338 (causing grievous hurt by act of endangering life or personal safety of others); or 304 (culpable homicide not amounting to murder) of the Indian Penal Code 1860 (45 of 1860).
17. **Duty Slip:** Contractor is to ensure that duty slips are signed by user on the same day and submitted every week for comparison with sanction. Separate space of additional Km is to be provided and to be signed by user where applicable. Sample duty slip is placed at **Annexure-'B'**.
18. **Details of Cars being Hired on Daily Basis.** The contractor, if awarded the contract, shall furnish the details of cars being provided by them under the contract on day to day basis. The details shall be furnished to MTO, INS India on each working day latest by 1000 hrs. As per performa given at **Annexure-'C'**.

19. **Rise/Fall of fuel Rates.** During the 06 months of the contract the rates will remain fixed even there is increase/decrease in fuel rates. Revision of rates on account of increase/decrease in fuel rates shall be applicable at the end of the second and third year of the contract. Revision of rates will be undertaken once a year after submission of documentary evidence, calculation of rates will be as follow:-

- (a) The Increase/Decrease in fuel rates as per existing Government gazette notification will be applicable and will be incorporated in the same month's bill.
- (b) Increase/Decrease Rates as on the date of contract will be calculated as per following norms:-
- (c) Increase/ decrease of Rs. 1/- per Lts : No revision of rates.
- (d) Increase/ decrease of aboveRs1/-per Lts.
 - (i) Rate of fuel consumption for Non-AC Car- 12 Kms per Ltr.
 - (ii) Rate of fuel consumption for AC Car- 10 Kms per Ltr
 - (iii) Monthly hiring for 2500 Kms. Hence monthly fuel consumption works out:-
Non AC Cars -208.33 ltrs
AC Cars -250.00 Ltrs
- (iv) Let Rate increase/decrease be Z
Therefore, increase, decrease in rate
= ZX208.33 Ltrs for Non AC Cars
= ZX250.00 Ltrs for AC Cars

Revised Rate = Existing Rate+/- increase/decrease due to fuel cost variation.

Part V- Other details

1. **Evaluation Criteria:**The broad guideline for evaluation of Bids will be as follows:

- (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.
- (b) The Lowest Bid will be decided upon the lowest price quoted by the Particular Bidder as per the Price Format given at Appendix 'A'. The consideration of taxes and duties in evaluation process will be as follows:
- (c) The Bidders are required to spell out the rates of GST OR other taxes etc. in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of Customs Duty/ Excise Duty/ GST is intended as extra, over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entrained after the opening of tenders. If a Bidder chooses to quote a price inclusive of any duty and does not confirm inclusive of such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of excise duty included in the price. Failure to do so may result in ignoring of such offers summarily. If a Bidder is exempted

from payment of Customs duty/ Excise duty/ GST duty up to any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption which they may have. If any concession is available in regards to rate/quantum of Customs duty/ Excise duty/GST, it should be brought out clearly. Stipulations like, excise duty was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that excise duty will not be charged by him even if the same becomes Applicable later on. In respect of the Bidders who fail to comply with this Requirement, their quoted prices shall be loaded with the quantum of excise duty which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders. The same logic applies to Customs duty and GST also.

(d) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(e) Determination of Lowest Bidder(s): Individual lowest bidder(s) will be determined for different categories of vehicles i.e. AC cars and Non AC Cars. The Lowest Acceptable Bid will be considered further for placement of contract/ Supply Order after complete clarification and price negotiations as decided by the CFA. The CFA will have the right to award contracts to different Bidders for being lowest in particular category of vehicles. The CFA also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

2. The rates quoted by the tenderer shall be all inclusive except taxes and levies imposed by the Govt. like GST, toll tax, parking charges which will be reimbursed on actual on submission of exclusively for the kilometres covered by the vehicle.

3. **Instruction for Filling up Price-Bid:**

(a) The tender should satisfy himself with the terms and conditions of the contract. No claim on grounds of lack of knowledge, in any respect, shall be entertained.

(b) All additions and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either or both these conditions shall render the tender void.

(c) The tender form must be filled in English and all entries must be made by hand & written in ink. All numerical be written in words and figures. If any of the documents is missing or unsigned, the tender will be liable to be rejected.

(d) Each page of the tender document submitted is required to be signed by the bidder submitting the tender.

(e) The CFA does not bind himself to accept the lowest, or any, or all the tenders and reserves to himself, the right to accept to reject any, or all the tenders, either in whole or in part without assigning any reasons for doing so. Credibility, good services and vehicles in good operational conditions etc will also be considered for award of contract.

5. **Price Bid Format:**The Price Bid Format is given at **Appendix 'A'** and Bidders are required to submit it accordingly.

COMMERCIAL-BID FORMAT

**TENDER FOR HIRING OF AC & NON AC CARS
ON RATE CONTRACT BASIS FOR DELHI/NCR**

Note : **ONLY RATES FOR HIRING OF AC & NON AC CARS TO BE ENTERED IN THIS FORM**

NOTHING IS TO BE ATTACHED TO THIS FORM

1. Name of firm : _____
2. Address of the firm : _____

RATE QUOTATION

(Over writing is not permitted. Amendments, if any, be signed by the tenderer)

FOR DELHI & NCR:-

A Type of Vehicle	B (Rate in Rs.) (figure and words)	
	11 hrs/ 100 Kms	6 ½ hrs/50 kms
Cars 1245 CC and above, equivalent (AC) For duty requirements 100 km/11 hrs. & 50 km/6 ½ hrs for full day and half day respectively on as & when required basis.	Rs. _____ Rupees. _____ _____ _____	Rs. _____ Rupees. _____ _____ _____
Cars 1245 CC to 1400 CC & equivalent (Non AC) For duty requirements 100 km/11 hrs. & 50 km/6 ½ hrs for full day and half day respectively on as & when required basis.	Rs. _____ Rupees. _____ _____ _____	Rs. _____ Rupees. _____ _____ _____

The above rates should be excluding taxes/levies applicable on hiring of cars, toll tax & parking charges imposed by Govt. These will be reimbursed on actual on production of documentary evidence by the contractor.

Firm's Seal & Date

Authorised Signatory of the firm

Duty Slips

(To be printed on Company's Letter Head)

Billing Credit/ Cash

DUTY SLIP

No.....

Name of User:

Billing Instructions:

Vehicle No.

AC/Non- AC

Type of Vehicle (CNG/Petrol/Diesel)

Make

Local

Outstation

Driver's Name

Customer's Name & Address

User's Reference, if any

Phone No.

Name of the Booking Counter/ Dte

Vehicle	Day	Month	Year	Time	Meter Reading
In Shedding					
Out Shedding					

Total Hrs.		Total Kms.	
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User's Signature

Stamp

Extra Hrs.		Extra Kms.	
------------	--	------------	--

User's Signature

Stamp

Billing Particulars	Rate		Amount	
	Rs.	P.	Rs.	P.
Package Hrs. Kms.				
Extra Kms.				
Extra Hrs.				
Road Tax				
TOTAL				

Note: Full Day Hiring- 11 Hrs. & 100 Kms. and Half Day Hiring- 6 ½ Hrs.

CERTIFICATE OF FALL CLAUSE

(It is mandatory to submit this certificate, failing which the bids will be rejected)

“We certify that there has been no reduction in hiring price of the AC & Non cars of description identical to the cars supplied to Government under the contract herein and such cars have not been offered / hired by me / us to any person / organisation including the purchaser or any department of Central Government or any Department of a state Government or any Statutory Undertaking of the Central or state Government as the case may be upto the date of bill / the date of completion of supplies against all supply orders placed during the Rate Contract at price lower than the price charged to the government under the contract.

Office Stamp

Signature of Bidder

TECHNICAL BID

**TENDER FOR HIRING OF CARS (AC & NON AC)
ON RATE CONTRACT BASIS FOR DELHI/ NCR FOR SCHOOL DUTIES**

WARNING: IF ANY COLUMN IS NOT FILLED OR ANSWERED IN NEGATIVE. BID OF THE FIRM MAY BE SUMMARILY REJECTED.

1. Name of the firm : _____
2. Registered address of the firm : _____
3. Communication address of the firm: _____
4. Office telephone No. & Fax : _____
5. Representative's Name & Mobile No.: _____
6. Type of vehicle being supplied by the firm: _____
7. Questionnaire : _____
 - (a) Status of the firm : _____

(Proprietary/Pvt Ltd/any other (attach copy of deed/Article of Association/Memorandum of Association, whichever, is applicable)

- (b) Is the firm registered as per (a) above : Yes/No
- (c) Is the office of the firm registered under Shops & Establishments Act? : Yes/No
- (d) Registration No. with date & validity under Shops & Establishments Act (Attach Copy of registration certificate). : Yes/ No
- (e) If answer to above is yes then give the following details of vehicles (Attach copy of RC for each vehicle). Only RCs registered in the name of firm, MD, Directors, proprietor will be accepted.
- (f) Bank certificate of credit worthiness. : Yes/ No
- (g) Copy of EMD documents, if applicable or the exemption certificate along with BG certificate. : Yes/ No
- (h) Copy of DD of tender fee / exemption proof. : Yes/ No
- (j) Appendix 'F' of RFP, Certificate of Fall Clause. : Yes/ No

(k) Does the firm have required number of vehicles as advertised to meet this contract? : Yes/ No
(Indicate the No. of Vehicles owned by firm) : _____

Sl. No.	Make & Model	Commercial Vehicle No.	Registered in the name of	Status of the firm {Refer 7 (a)}	RC attached (Yes/No)
01	AC Car				
02	AC Car				
03	Non AC Car				
04	Non AC Car				
05	Non AC Car				
06	Non AC Car				

(l) Firm's Income tax PAN No. : _____
(Attach photocopy of PAN Card)

(m) GST Registration No. : _____
(Attached photocopies)

(n) Attach audited copies of balance sheets of last preceding 03 financial years. : Yes/ No

(o) Attached copies of Income Tax Returns of last preceding 03 financial years. : Yes/ No

(p) Attach Bank account with NEFT Details along with Bank Address. : Yes/ No

(r) Attach copy of job orders/contract agreement: for supplying AC & Non AC cars to any Defence /State/Central Govt. offices. : Yes/ No

(s) The vintage of Ac & Non AC cars for duties will not be more than 04 years old at any time during the contract period. : Yes/ No

8. I/We declare that the information given above is true and correct to the best of my/our knowledge. I/We fully understand that in case information proven to be otherwise at any point of time in future, then any award given in the firm's favour with respect to this tender shall be liable to be cancelled.

Seal of the firm with date

Authorised signatory for the firm

COMPLIANCE STATEMENT BY THE VENDOR**(It is mandatory to submit this compliance matrix, failing which the Contracting Authority reserves the right to reject the bid submitted)**

SL NO.	PARA OF RFP SPECIFICATIONS ITEM-WISE	SPECIFICATIONS OF ITEM OFFERED	COMPLIANCE TO RFP SPECIFICATION-WHETHER YES/NO	IN CASE OF NON-COMPLIANCE DEVIATION FROM RFP TO BE SPECIFIED IN UNAMBIGUOUS TERMS
1.	Para 7 of covering letter	Certificate of Terms and Conditions of the RFP		
2.	Para 2 of Part-I of RFP	Covering letter on Original Memo/ letter pad		
		GST number		
		Bank Address		
		NEFT Account		
		Complete postal & e-mail address of office		
3.	Para 15 of Part-I of RFP	EMD of Rs. 75,000/- (Rupees Seventy Five Thousand only) (Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/ Bank Guarantee)		
		EMD from Public/ private sector bank		
4.	Eligibility Criteria as per Para-1 & 2 of Part-II of RFP	Minimum 2 AC & 04 Non AC cars or above		
		Vehicle Registered copy		
		Roadworthiness certificate from RTO		
		Vehicle in own name (firm, MD, Directors, proprietor)		
5.	Eligibility Criteria as per Para 2 (b) of Part-II of RFP	Attested/ notarized copies of the registration certificate for the mandatory number of vehicles owned by the company attached		

6.	Eligibility Criteria as per Para-2 (d) of Part-II of RFP	Annual turnover of Rs. 25,00,000/- (Rupees TwentyFive Lakh only) for last 03years		
7.	Eligibility Criteria as per Para-2(e) of Part-II of RFP	Attach certificate for 03years experience of supplying cars to any school of Defence/State/ Central Government.		
8.	Eligibility Criteria as per Para-2(f) of Part-II of RFP	Copy of Income Tax returns of the firm for the last 03 years		
9.	Appendix 'B' of RFP	Reply on format for Vendor Evaluation Compliance Matrix.		
10.	Appendix 'A' of RFP (Questionnaire) "if any column is not filled or answered in negative, bid of the firm will be summarily rejected".	Status of the firm (Proprietary/ Pvt. Ltd./ any other) Attach copy of Deed/ Article of Association/ Memorandum of Association)		
		Copy of Registration certificate for the firm showing date and validity.		
		Attach photocopy of PAN of firm/ proprietor.		
		Attach copy of GST registration No.		
		Attach copies of balance sheets of last 03 financial years.		

CHECK OFF LIST FOR CARS OFFERED

SL NO.	RFP REFERENCE	CRITERIA	COMPLIANCE STATUS (YES/NO)	IF VEHICLE IS NOT MEETING THE CRITERIA GIVE THE TIME FRAME FOR IMPLEMENTATION OF THE SAME
1.	Para 11 of Part-IV	Appearance		
2.	Para 12 of Part-IV	Registration Paper		
		Fitness certificate		
		Insurance Paper		
		Vehicle Permit		
		Road Tax Paper		
		Pollution check certificate		
3.	Para 14 of Part-IV	Driving licence		
		Bus badge		
		Antecedents of driver		
		Uniform of drivers		
4.	Para 16 (j) (i) of Part-IV	First Aid Box		
5.	Para 16 (j) (ii) of Part-IV	Fire Extinguisher		
6.	Para 16(h) (i)	Driver must have minimum 5 years of experience of driving heavy vehicles.		
7.	Para 16 (k) (i)	Valid Permit.		
8.	Para 16 (k) (ii)	Insurance of car & Passengers.		
9.	Para 16 (k) (iii)	Medical and eye test of driver		
10.	Para 16 (k) (iv)	Driver not challaned more than twice in a year.		
11.	Para 16 (k) (v)	Driver not Challaned under POSCO Act etc.		
12.	Para 16 (k) (xiv)	Driver not to use mobile while driving.		

Signatory of the firm

