

INVITATION OF BIDS FOR RATE CONTRACT FOR HIRING OF TRANSPORT

LIMITED TENDER ENQUIRY

M/S

As per approved vendor list on LTE basis

(RFP) No. 10 /ADM/MT/701/19-20 DATED 03 JUN 19

1. Bids in sealed cover are invited for Hiring of Transport listed in Part II of this RFP. Please superscribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below:-

(a) Bids/queries to be addressed to : **The Director General, WESEE
Ministry of Defence, Govt. of
India, West Block –V, Wing-V
RK Puram, New Delhi-110 066**

(b) Postal address for sending the Bids : **Same as at Para 2(a) above**

(c) Name/designation of the contact Personnel : **Cdr Rajendra Kumar,
Establishment Officer**

(d) Telephone no. of the contact personnel : **011-26183158**

(e) Fax number : **011-26101143**

3. This RFP is divided into five parts as follows:

(a) **Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the 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 Requirements (SOR), Technical Specifications, Contract Period, Consignee details etc.

(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. This RFP is being issued with no financial commitment and the User reserves the right to change or vary any part thereof at any stage. Customer also reserves the right to withdraw the RFP, should it become necessary at any stage.

PART I – GENERAL INFORMATION

1. **Last date and time for depositing the Bids.** **10 Jul 19 (1430 Hrs).** The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder. Technical and Commercial bids are to be submitted in two Separate sealed covers for each type of vehicles.
2. **Manner of depositing the Bids.** Sealed Bids should be either dropped in the Tender Box marked as **WESEE Tender Box** 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).
3. **Time and date for opening of Bids.** **10 Jul 19 (1500 Hrs).** 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 User.
4. **Location of the Tender Box.** Tender Box marked as **WESEE Tender Box** is kept near the reception office at main entrance of West Block-V. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
5. **Place of opening of the Bids.** **Office of Logistics Officer, WESEE.** The Bidders may depute their representatives, duly authorized 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. **Type of Tender and Bid.** This is a **Limited Tender Enquiry** and **no unsolicited bids will be accepted/ entertained by this office in accordance with GFR 2017.** This RFP for Hiring of Transport is on **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 User.
7. **Forwarding of Bids.** Bids should be forwarded by Bidders under their original memo/ letter pad inter alia furnishing details like TIN number, GST/CST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.
8. **Clarification regarding contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the User 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.



9. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the User 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 User 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.
10. **Clarification regarding contents of the Bids.** During evaluation and comparison of bids, the User 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.
11. **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.
12. **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.
13. **Validity of Bids.** The bids should remain valid till 120 Days from the last date of submission of the Bids.
14. **Earnest Money Deposit:** Bidders are required to submit earnest money deposit (EMD) ₹ 55,000/- (Rupees Fifty Five Thousand only) by way of demand draft in favour of Director General, WESEE, payable at Delhi. 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 public sector banks or private sector bank authorized to conduct government business as per Form DPM-16 (Available in MoD website and can be provided on request). EMD is to be 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 bidders would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. **However, EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization, National Small Scale Industries Corporation (NSIC) or any department of MoD or MoD itself.** 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.

PART II – ESSENTIAL DETAILS OF SERVICES REQUIRED

1. **Schedule of Requirement:** Details/types of Cars to be hired by the buyer from the service provider against this Rate Contract for 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 each type of car. 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 playing in Delhi / NCR will be as follows: -



Sl. No.	Types of Vehicle	NAME OF VEHICLE	No of Vehicles Per Day
(a)	Mid Size Non AC Cars	1245 CC to 1400 CC	5
(b)	Mid Size AC car	1245 CC to 1400 CC	1

Note: These quantities are only indicative and actual numbers of vehicle hiring may vary on required basis.

(b) **Vehicles.** Every vehicle provided by the service provider has to be in perfect running condition. Following items / services are mandatory: -

(i) **Type.** The vehicle should be registered as commercial vehicle in same state as the service is requested in and preferably of white / silver colour only.

(ii) **Vintage.** The vehicle should not be older than 2 years from date of the service request/ RFP.

(iii) **Documents.** The vehicle(s) provided by the service provider shall have valid Registration Certificate, full comprehensive insurance to cover third party and occupants, fitness certificate, PUC, permit etc. and any other relevant permits/licenses essentially required by the RTO and any other statutory bodies for commercial operations, and must be revalidated before the expiry of the date during the tenure of the contract period.

(iv) **Appearance.** The vehicles deployed should be well maintained, cleaned thoroughly both internally and externally.

(v) **Emergency Kit.** All vehicles shall be equipped with an emergency medical kit and a fire extinguisher.

(vi) **Maintenance.** It shall be ensured that all electrical connections including lights (both brake and front), horn, turn indicators, air conditioning (if requested as an add on) and other vehicle systems shall be periodically checked and maintained by service provider to avoid any inconvenience to user departments.

(vii) **Control.** Vehicle should be parked at the place as advised by the sailor in-charge and should be available when not booked. If the vehicle needs to be away for some reasons like re-fuelling, petty repairing etc. it should be with knowledge of the controlling sailor in-charge. Moving away without the knowledge of the controlling sailor in-charge will be considered as non-available and will be liable for penalty.

(viii) **Log Book.** Vehicle should have a Log book and operational odometer.

(ix) **Water.** The vehicle will keep 02 bottles of BIS marked packaged drinking water which may be provided to user on demand on actual or the spot payment basis.

(x) **Interiors.** Upholstery, décor and floor-mats have to be new without any damage and maintained in very neat condition at all times.

(xi) **Seat Cover.** Vehicle should have two sets of white seat covers, a Sun Shades/ Door Visor. Seat covers to be replaced on weekly basis. The seat cover should have pockets/ pouches on back side.



(xii) **Exteriors.** The body has to be free from any dent and scratches. The exterior paint, lights, bumpers, windows, windshields and other accessories have to be maintained in immaculate condition at all times.

(xiii) **Engine, Transmission and Suspension.** The engine, transmission and suspension of the cars should be maintained in excellent condition at all times. The cars should provide smooth ride without jerks or vibration and should have good pickup.

(xiv) **Fuel.** The vehicles have to be running on CNG / Petrol. No diesel engine vehicle will be hired.

(xv) **Additional Fittings.** Every vehicle should have provision for Pendant / Flag and Star Plates

(xvi) Also vehicles should have a music system / FM Radio

(xvii) Vehicle should have a mobile charger and ambient freshener.

(c) **Duration of the Rate Contract.** The period for supply of Vehicles would be for one year or as specified in contract, which will be subject to further extension for a specified period of not more than two years on year basis depending upon the satisfactory services as assessed by the Government before the expiry of the contract on the same terms and conditions.

(c) **Hiring 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 WESEE/ EO. Subsequently, such intimation in writing shall follow. Number of vehicles asked for by WESEE/ EO, 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 up to the contractor to arrange supply, on as required basis, on demand, on a particular day. **Vehicles registered on 01 May 17 or later date and BS IV will be accepted.** The vehicles will be required for use as under:-

S. No.	Types of Vehicle	Description of Vehicle	No of Vehicles (Approx Per day)	Daily Rates in Rs for 11 Hrs/ 100 Kms	Rate in Rs for 6 ½ Hrs /50 Kms	Rate in Rs for Extra Km	Rates in Rs for Extra Hour
(a)	Mid Size Non Ac	1245-1400 cc	05				
(b)	Mid Size Ac Cars	1245 cc and above	01				

4. **Reporting of Vehicles.** The required vehicles will report to **WESEE, West Block V, Wing No.1, RK Puram, New Delhi – 110 066** or as directed on date/time notified to the contractor by WESEE. All vehicles must have sufficient fuel while reporting on duty for full day.

5. **Documents to be Submitted.** The bidder should submit following documents along with the technical bid:-



- (a) Experience certificates or work completion certificate for supplying cars to Govt. /Govt. Undertaking for a period of at least 3 years.
- (b) The vehicle provided by service provider should have valid registration certificate, full comprehensive insurance to covered third party and occupants, fitment certificate, PUC, Road Tax, Permit etc and any other relevant permit licenses essentially required by the RTO and any other statutory bodies for the operations of the vehicles and must be validated before the expiry of the due date during the tenure of the contract period.
- (c) Copy of relevant registration documents certifying its entity as a proprietorship / partnership/ company.
- (d) The documents pertaining to the number of cars owned and the RC copies of the cars which will be put into operations at WESEE. The registration year of the vehicles to be supplied shall be of 01 May 17 or later date.
- (d) Certificates from the ESI & the EPF for employee of the company/firm (if applicable for the firm).
- (e) Certificates of Sales Tax Clearance, Income Tax Clearance. PAN document.
- (f) Audited Balance Sheets for the last 3 years. Annual Turnover of the firm should be minimum ₹ **50,00,000/-** (Rupees **Fifty Lakhs** only) or above.
- (g) Vehicle should be registered for commercial use. License Copy to be submitted.

6. In order to establish the eligibility, the bidders will have to furnish the following documentary evidence along with the bid:-

- (a) The bidder shall have a minimum of 06 cars (Non AC/ AC) of model not later than 01 May 17 and BS IV in their **own name** or in the **name of the Firm**. The bidders shall have to furnish attested or notarized legible copies of the Registration Certificates with the bids for the cars owned by the firm. **The bidder will have to parade the Six cars plus 02 standby cars during T-bid evaluations.**
- (b) The firm shall have a minimum annual turnover of **Fifty Lakhs** for the last three financial years. Copies of audited Balance Sheet for the last three FY's should be attached with the technical bid.
- (c) The firm should have experience of supplying at least 10 cars per day to any organization in last three years. Copy of current supply/ work order along with satisfactory completion report from the concerned organization should be attached with the technical bid.
- (d) The firm should have valid PAN Card 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 ITR filed should be attached.
- (e) The firm should have valid GST/ Service Tax Registration. Copies of registration certificate(s) along with copies of last premium paid should be attached.
- (f) The Contractor must have an office in Delhi Area and round the clock contact telephone number for keeping easy contact.
- (g) Journey within Delhi/ NCR area will be treated as local journey.
- (h) The maintenance cost, charge of fuel (petrol/diesel/CNG), road tax, permit fee, passenger Tax, Border Tax, challans, salary of the driver, the overtime and mobile phone charges of driver etc. are the responsibility of the contractor and should be paid by the Contractor.



(j) The vehicle should have valid commercial permit for NCR operation. Copy of license to be submitted.

7. **Break downs.** In the event of any break breakdown, servicing and repairs of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar class of vehicle for which agreement is entered into, within one hour of receipt of information. Failure to do so will evoke penalty clause.

8. **Scope of Rate Contract.** The proposed Rate Contract will be an agreement between the purchaser and lowest bidder(s) (supplier) to supply the hired cars included in this tender at specified prices, 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 (Service Provider / buyer) can revoke it any time after giving a reasonable notice (at least 60 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 bound to supply the ordered quantity.

9. **Delivery Period.** The successful bidder/contractor will require signing an agreement with the buyer within 30 days from the date of written intimation to this effect. Supply order / job order will be issued against the contract agreement for hiring of cars 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 WESEE. 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.

10. **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 owner's cost. The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all passengers also. No extra charge will be permissible in such cases.

11. **Driver/ Staff Deployed.** The service provider shall be responsible for the acts and deeds of the vehicles including following:-

(a) The driver in no case shall report to duty in an inebriated state consume alcohol while on duty.

(b) Following may be construed as "Misbehaviour and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.

(i) Denial of duty during contract period, or during hours as notified by user departments.

(ii) Use of abusive language.

(c) Driver must be provided a working mobile phone and contract number be provided to user department.

(d) In an event that for any reasons the driver changes his contract number during the tenure of the contract then service provider will immediately notify the user department of the above change.

(e) The driver shall be reachable at all times during duty hours.



- (f) Only drivers that possess a valid commercial driving license shall be deployed by service provider.
- (g) Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per Buyer's requirement.
- (h) The driver shall not report for duty in an inebriated state. In such an even user department shall have full rights to terminate the contract with immediate effect.
- (j) Any complaint from the users/staff of the user department with respect to their behaviour/ uniform will be viewed seriously and it will be brought to the notice of the service provider, who shall take suitable action.
- (k) Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
- (l) As soon as the driver is advised to attend any guest by the administration, the driver should call/ sms the guest giving his mobile and vehicle details. Charges of calls/ SMSs will be on contractor's account.
- (m) Vehicle and driver should not be changed frequently. Any Such changes should be informed by the contractor to the authority well in advance for permission.

12. **Inspection of Vehicles.** All vehicles will be inspected by staff of WESEE on daily basis. If a vehicle/driver is found unsuitable, the contractor shall provide a suitable replacement within one hour of receipt of information. In case replacement is not provided by the contractor within less than one hour, the user will be free to make alternate arrangement and expenditure incurred shall be borne by the contractor.

13. **Pre-bid Conference.** In order to clarify various Technical and commercial aspects of the RFP, a pre-bid conference is scheduled to be held at **WESEE, West Block V, Wing No.1, RK Puram, New Delhi – 110 066** at 1500 hrs on **03 Jul 19**. All prospective contractors are required to attend the pre-bid conference.

14. **Accidents.** In circumstances, when the hired vehicle is involved in an accident resulting in loss or damage to property or life with respect to the vehicle, driver, passenger or any third party, the responsibility for any legal or financial implication shall rest solely with the contractor. The **DG, WESEE**, or the Indian Navy or the Government of India shall have no liability, whatsoever in this regard. The Service Provider shall be solely responsible for any claims by any third party and/ or employees of User department.

15. **Violation of Traffic Rules.** The User department will no way be responsible for violation of traffic rules and/ or infringement of any other law for the time being in force either by the driver of the vehicle or by the Service Provider. The driver as well as Service Provider shall comply with relevant rules and regulation of Motor Vehicle Act and rules applicable at present and may be enforced time to time for which user department would not be liable/ responsible in any manner whatsoever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the service provider only and user/ user departments will not be liable in any manner.

16. **Compliance of Labour Laws.** The Service Provider shall be responsible for insuring compliance with the provisions related to Labour Law (Central/ State) and specially Minimum

Wages Act, Payment of Wages Act, PF, ESI Act, payment of bonus act, contract labour (R & A) Act, Workmen Compensation Act etc as applicable time to time. The employees of the Service Provider shall not be deemed to be employees of the User department hence the compliance of the applicable Acts, Laws will be the sole responsibility of the Service Provider.

17. **Duty Slips.** Contractor is to ensure that duty slips are signed by user on the same day and submitted to MT Section, WESEE every week for comparison with sanction. Separate space of additional Km is to be provided and to be signed by user where applicable. In case of loss of the said LOG- Book of Duty slip, the controlling Officer's decision regarding payment will be final. Sample duty slips is placed at Annexure-I to this contract agreement.

18. **Consignee details / Reporting of Vehicles.** The required vehicles will report to WESEE on date/time notified. The vehicle sent to WESEE must have all relevant documents like registration Book / Driving licence/ Insurance / Road Tax Receipt / Permit fee / pollution certificates/ Passenger Tax/ Border Tax/ mobile phone etc. The vehicle should be licensed and shall conform to all Govt. rules and regulation being in force from time to time. If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, the vehicle may be rejected and sent back. No payment shall be made on account of car so rejected. All vehicles must have sufficient fuel while reporting on duty for full day.

PART III – STANDARD CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Service Provider in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

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 on the date of signatures of both the parties on the contract (Effective Date) 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 Service Provider 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 for bearing 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 of 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 Service Provider or any one employed by him or acting on his



behalf (whether with or without the knowledge of the Service Provider) or the commission of any offers by the Service Provider 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 Service Provider and recover from the Service Provider 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 Service Provider. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Service Provider towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Service Provider 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 Service Provider confirms and declares to the User that the service provider/contractor is the original owner of the vehicles/provider of the services referred to in this Contract and has not engaged any individual or 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 Service Provider; 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 contractor agrees that if it is established at any time to the satisfaction of the User that the present declaration is in any way incorrect or if at a later stage it is discovered by the User that the Service Provider 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 Service Provider will be liable to refund that amount to the Buyer. The contractor 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 Service Provider 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 2% per annum above LIBOR rate. 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 User that the Service Provider has engaged an Agent or paid commission or influenced any person to obtain the Supply Order as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Service Provider, 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/ Service Provider, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

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



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) The delivery of the vehicles is delayed for causes not attributable to Force Majeure for more than (01 hr) after the scheduled date/time of requirement/ reporting.
- (b) The Service Provider is declared bankrupt or becomes insolvent.
- (c) The delivery of vehicle is delayed due to causes of Force Majeure by more than (01 hr) provided Force Majeure clause is included in contract.
- (d) The Buyer has noticed that the Service Provider has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.

10. **Notices.** Any notice 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 pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting.** The Service Provider 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. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except 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.

13. **Statutory Rules Compliance.**

- (a) The hiring charges will be inclusive of fuel cost, lubricants, spare parts, maintenance, and salary of the drivers/staff, payment of insurance/Road tax etc required for operation of vehicle in a state here service is required. However, state taxes required for operation in other states shall be provided by User.
- (b) The service provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department requirement. User shall not be liable for any damages whatsoever to public property and/ or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
- (c) The service provider shall be solely responsible for any claims by any third party and/or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
- (d) The user department will in no way be responsible for violation of traffic rules and/ or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as service provider shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner what-so-ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the service provider only and user/ user departments will not be liable in any manner.
- (e) The service provider shall be responsible for ensuring compliance with provisions



related to Labour Law (Central/State) and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the service provider shall not be deemed to the employees of the user department hence the compliance of the applicable acts laws will be the sole responsibility of the service provider.

(f) The service provider shall be personally responsible for any theft, misconduct and / or disobedience on the part of drivers so provided by him.

(g) During the contract period, if the vehicle is seized or detained requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Service provider without any extra charges.

(h) The cars deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department. The service provider has to ensure the safety of passengers by avoiding negligent driving by their drivers such as over speeding, rash driving and driving vehicle without brakes/defective brakes.

(j) The service provider shall provide at his own cost proper uniform and badges as per **State Motor Vehicles Rules** (amended up to date) and photo identity cards to the drivers.

(k) At the option of the Govt. user Service provider shall provide vehicle tracking system and will submit the record/ data of journey including pickup time and drop time along with mileage. The mileage count will start from the location of pickup and no extra kilometres from garage to the pickup point will be provided.

(l) Payment shall be effected by credit into the bank account of the service provider through ECS/RTGS by PCDA (Navy/CG Office) RK Puram. User department shall pay the vendor all amounts on an invoice that are not the subject of a bonafide dispute with 10 days after department's receipt of a valid invoice that complies in all material respects in terms of this Agreement: the payment shall be subject to any deductions such as penalties, statutory deduction etc.

14. Taxes and Duties

(a) If Bidder desires to ask for GST/ extra the same must be specifically stated and SAC code must be mentioned in every invoice/ bills. In the absence of the any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

(b) If reimbursement of any Duty/Tax 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 duty/tax will be entertained after the opening of tenders.

(c) If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

(d) Any change in any duty/tax upward/downward as a result of any statutory variation in



excise 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 user by the Service Provider. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Service Provider.

PART IV – SPECIAL CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Service Provider in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

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 authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should 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. **Option Clause.** The contract will have an Option Clause, wherein the Buyer can exercise an option to procure an additional 50% of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.
3. **Repeat Order Clause.** The contract will have a Repeat Order Clause, wherein the Buyer can order upto 50% quantity of the items under the present contract within six months from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of the Buyer to place the Repeat order or not.
4. **Tolerance Clause.** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Buyer reserves the right to 50% plus/minus increase or decrease the requirement of the vehicles upto that limit without any change in the terms & conditions and prices quoted by the Service Provider. While awarding the contract, the no. of vehicles ordered can be increased or decreased by the Buyer with this tolerance limit.
5. **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 post monthly basis after successful execution of supply/job orders issued against the RC during the period.
 - (b) Amount of LD . Risk Expense etc., if any, will be deducted from the billing amount.



6. **Advance Payments.** No advance payment(s) will be made.

7. **Paying Authority.**

(a) The CDA (Navy/CG), 1st floor, West Block-V, RK Puram, New Delhi-110066.

(b) The payment of bills will be made on submission of the following documents by the Service Provider to the Paying Authority along with the bill:-

- (i) Ink-signed copy of contingent bill / Service Provider's bill.
 - (ii) Ink-signed copy of Commercial invoice / Service Provider's bill.
 - (iii) Copy of Supply Order/Contract
 - (iii) Duty slip duly signed by the user
 - (iv) Claim for statutory and other levies to be supported with requisite documents / proof of payment such as Excise duty challan, Customs duty clearance certificate, Octroi receipt, proof of payment for EPF/ESIC contribution with nominal roll of beneficiaries, etc as applicable.
 - (v) Bank guarantee for advance, if any.
 - (vii) Guarantee / Warranty certificate.
 - (viii) Performance Bank guarantee / Indemnity bond where applicable.
 - (ix) DP extension letter with CFA's sanction, where required under delegation of powers, indicating whether extension is with or without LD.
 - (x) 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 supply order/contract).
 - (xi) Any other document / certificate that may be provided for in the Supply Order / Contract.
 - (xii) User Acceptance.
 - (xiii) Xerox copy of PBG.
- (Note – From the above list, the documents that may be required depending upon the peculiarities of the procurement being undertaken, may be included in RFP)

8. **Payment of Bills.** Monthly bills for bonafide use of vehicles are to be submitted by the contractor latest by 10th day of the subsequent month to WESEE along with the requisition issued. Calculation of Kilometres run will be logged by MT Section, WESEE. Kilometres logged from the contractor's premises to WESEE/place assigned for reporting on duty and from WESEE to the contractors premises are not payable under these hiring arrangements. However, a maximum of 5 KMs Each way will be allowed from contractor's premises/garage to WESEE /designated duty place and back. Payment will be made through CDA (Navy/CG), New Delhi, subject to timely submission of bills by the contractor.

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

(a) The price quoted for the vehicle supplied under the contract by the Service Provider shall in no event exceed the lowest prices at which the Service Provider supplies vehicles of identical description to any persons/ Organization or any department of the 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 Service Provider reduces the quoted price, sells or offer to supply such vehicles to any person/organization including the Buyer or any



Deptt, 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 of 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.

(c) The Contractor shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate contract – "We certify that there has been no reduction in quoted price of the vehicle of description identical to the vehicle supplied to the Government under the contract herein and such vehicles have not been offered/supplies by me/us to any person/organization 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 currency of the Rate Contract at price lower than the price charged to the government under the contract except for quantity of stores categories under sub-clauses (a),(b) and (c) of sub-Para (ii).

10. **Risk and Expenses.** In the event of the failure of the contractor to supply the vehicle as requisitioned under the contract, WESEE shall hire similar type of vehicles 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 or such hiring. Expenses incurred on risk and expenses hiring, shall be debited from the security deposit of the contractor.

10. **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) The vehicle used for the purpose shall not be driven by a driver who:-
- (i) Has less than five years experience of driving cars.
 - (ii) 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.
 - (iii) 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).

12. **Force Majeure Clause.**

(a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.



(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

13. **Earliest Acceptable Year of Manufacture.** Vehicles should after or on 01 May 17 or later date and BS IV Standards.

14. **Quality.** The quality of the services delivered according to the present Contract shall correspond to the technical conditions and standards valid for the deliveries of the same stores for in Seller's country or specifications enumerated as per RFP and shall also include therein modification to the stores suggested by the Buyer. Such modifications will be mutually agreed to. The Seller confirms that the services to be supplied under this Contract shall be new i.e. not manufactured before (Year of Contract), and shall incorporate all the latest improvements and modifications thereto and spares of improved and modified equipment are backward integrated and interchangeable with same equipment supplied by the Seller in the past if any. The Seller shall supply an interchangeability certificate along with the changed part numbers wherein it should be mentioned that item would provide as much life as the original item.

15. **Inspection Authority.** The Inspection of vehicles will be carried out by EO Office at WESEE. The mode of Inspection will be Departmental Inspection / User Inspection / Joint Inspection / Self-certification.

16. **Penalty Clause.** In case the vehicle provided by the firm is not found as per terms and conditions of the contract on inspection by the contract operating authority, user may impose a penalty for the deficiencies. Penalties will be levied on the service provider for the violation of service level agreement of the contract as mentioned below: -

(a) **Major Penalties.** Following incidents will be considered as major penalties and will attract immediate termination of the services for their non compliance: -

- (i) No valid registration paper of the vehicle
- (ii) No valid comprehensive insurance
- (iii) No valid pollution control (PUC) certificate
- (iv) Odometer tampering and odometer not working
- (v) Tampering with log book

(b) **Other penalties:**



S. No.	Service level agreement	Penalties for non -Compliance		
(a)	Back up vehicle – to be provided within 1 hr	In case of default transporter must reimburse taxi charges claimed by the employee		
		1 st Offence (in Rs.)	2 nd Offence (in Rs.)	3 rd Offence (in Rs.)
(b)	Fire extinguisher missing	100/-	200/-	500/-
(c)	First aid box missing	100/-	200/-	500/-
(d)	Tool kit missing	100/-	200/-	500/-
(e)	Mobile with driver missing / not functioning	200/-	400/-	1000/-
(f)	Vehicle missing without information	500/-	1000/-	Contract terminated
(g)	Driver without license	200/-	500/-	Driver terminated
(h)	Vehicle without proper document	200/-	500/-	
(j)	Exterior and interior, including seat covers, floor mattresses, dash board windows not clean	100/-	200/-	500/-
(k)	Re-fuelling while pick up /drop	250/-	500/-	1000/-
(l)	Late reporting on duty	200/-	500/-	Driver terminated
(m)	Driver's misbehavior with staff	1000/-	-	Driver terminated
(n)	AC not working (if AC vehicle)	500/-	1000/-	2000/-
(p)	Driver found under influence of Alcohol or any other intoxication substance.	500/-	Driver terminated	

17. The above penalties will be deducted from the bill. These penalties will be imposed in addition to other clauses like Risk & Expenses, Short closure of contract, 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.

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

1. **Evaluation Criteria.** The broad guidelines 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, both technically and commercially.

(b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the equipment as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.

(c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at **Appendix – 'B'** to this tender enquiry/RFP. The



price-bids for 'Mid Size Cars (Non Ac 1245-1400 cc) and Mid Size Cars (Ac 1245-1400 cc and above) shall be submitted in a sealed envelope clearly marked as 'Price-bid for 'Mid Size Cars (Non Ac 1245-1400 cc) and Mid Size Cars (Ac 1245-1400 cc and above)'. The price-bid shall comply with the technical-bid and terms & conditions of the contract. The consideration of taxes and duties in evaluation process will be as follows:

(i) All taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the Buyer would be the deciding factor for ranking of Bids.

(ii) Bidders are required to quote all inclusive rates for the items included in the proposed Rate Contract. The quoted rates, once accepted, shall remain valid till completion of Rate Contract.

(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.

2. Instruction for Filling up Price-Bid:

(a) The tenderer should satisfy him 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.

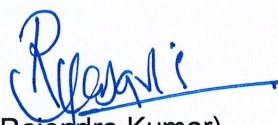
(c) The tender form must be filled in English and all entries must be made by hand & written in ink. All numerical be written in words and figures. If any of the documents is mission or unsigned, the tender will be liable to be rejected.

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

(e) The tender submitted on behalf of a Partnership firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter the proposed contract. Otherwise, the tender is liable to be rejected.

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




(Rajendra Kumar)
Commander
Establishment Officer
for Director General

TECHNICAL BID FOR NON AC AND AC CARS
(To be submitted in a separate sealed envelop)

HIRING OF TRANSPORT ON RATE CONTRACT BASIS 2019-20
FOR DELHI / NEW DELHI / NCR REGION

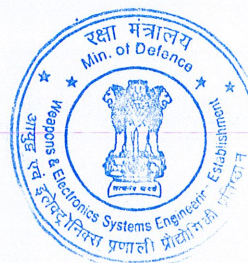
NOTE: ONLY TECHNICAL SPECIFICATIONS TO BE ENTERED IN THIS FORM BID. NOTHING TO BE ATTACHED TO THIS FORM.

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

FOR DELHI & NCR

3. We have read carefully the RFP /Tender Enquiry and understood all the terms and conditions etc. mentioned in the RFP bearing No. Adm/MT/701/19-20 dated 03 Jun 19 and we accept all the stipulations of the RFP/TE. Documentary proof of all terms and conditions are enclosed with our technical bid.

<u>S. No.</u>	<u>Specification / Mandatory Requirements</u>	<u>YES/ NO</u>
(a)	Whether bidder has a minimum of 06 cars (Non AC/ AC) of model not later than 01 May 17 and BS IV in their own name or in the name of the Firm ?	
(b)	Whether all cars registered as commercial vehicles?	
(c)	Whether all cars have valid commercial permit for NCR operation?	
(d)	Whether cars have valid documents Registration Certificate, full comprehensive insurance to cover third party and occupants, fitness certificate, PUC, permit etc.	
(e)	Whether firm has experience of supplying at least 10 cars per day to any Govt organization / PSU in last five years?	
(f)	Whether firm has a minimum annual turnover of Fifty Lakhs for the last three financial years?	
(g)	Whether all cars have two sets of white colour seat cover with pockets/ pouches on back side?	
(h)	Whether all the cars would replace seat covers every week?	
(j)	Whether all cars have new upholstery, décor and floor-mats without any damage and maintained in very neat condition at all times?	
(k)	Whether all vehicles are in possession of Emergency Medical Kit and Fire Extinguisher?	
(l)	Whether all vehicles have Air Purifier?	
(m)	Whether all vehicles have Sun Shades/ Door Visor?	



(n)	Whether all vehicles in white/ silver colour?	
(p)	Whether all cars are registered on 01 May 17 or later date?	
(q)	Whether all vehicles will provide 02 Bottles (500 ml each) BIS marked packaged drinking water?	
(r)	Whether all the cars have provision for Flag and Star Plates ?	
(s)	Whether all the cars free from any dent and scratches?	
(t)	Whether engine, transmission and suspension of all the cars will be maintained in excellent condition all the times?	
(u)	Whether firm is having valid PAN/TAN?	
(v)	Whether Firm has valid GST/ Sales Tax/Service Tax Registration?	
(w)	Whether contractor has an office in Delhi Area and with land line Telephone /Fax facility for easy contact	
(x)	Whether all drivers are have minimum 5 years driving experience and valid driving licence?	
(y)	Whether driver will be in neat and clean uniform daily?	
(z)	Whether all the drivers are conversant with Delhi, NCR roads and localities?	
(aa)	Whether Payment terms are acceptable as per RFP?	
(ab)	Whether vehicle has music system / FM Radio functional	
(ac)	Whether all penalty clauses are acceptable?	

Firm's Seal and Date

Signature of Authorised
Signatory of the Firm



COMMERCIAL BID FOR AC AND NON AC CARS
(To be submitted in a separate sealed envelope)

HIRING OF CARS ON RATE CONTRACT BASIS 2019-20
FOR DELHI / NEW DELHI / NCR REGION

NOTE: ONLY RATES ARE TO BE ENTERED ON THIS BID FORM. NOTHING TO BE ATTACHED TO THIS FORM. THIS FORM IN RESPECT OF THOSE FIRMS QUALIFYING IN THE TECHNICAL BID ONLY WILL BE OPENED

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

RATE QUOTATION

(Over writing not permitted, Amendments be signed by the tenderer)

Further, we have read carefully the Tender Enquiry and all the terms and conditions etc. mentioned in the Tender Enquiry bearing No. Adm/MT/701/19-20 dated 03 Jun 19 and we accept all the stipulations.

S. No.	Types of Vehicle	Description of Vehicle	No of Vehicles (Approx Per year)	Daily Rates in Rs for 11 Hrs/ 100 Kms	Rate in Rs for 6 ½ Hrs /50 Kms	Rate in Rs for Extra Km	Rates in Rs for Extra Hour
(a)	Mid Size Non Ac	1245-1400 cc	1440				
(b)	Mid Size Ac Cars	1245 cc and above	300				

3. Payment terms acceptable as per RFP

Firm's Seal and Date

Signature of Authorised
Signatory of the Firm



