

**REQUEST FOR PROPOSAL**  
**(ELECTRONICS CORPORATION OF INDIA)**

**INVITATION OF BIDS FOR HIRING OF VEHICLE**

Request for proposal (RFP) No. ECIL:NZ:2013-14 dated April 2014.

- 1) Bids in sealed cover are invited for hiring of vehicles as per the tender document attached. Please superscribe the above mentioned title, RFP No. and date of opening of the bids on the sealed cover to avoid the bid being declared invalid.
- 2) The address and contact no. for sending bids or seeking clarification regarding this RFP are given below:

a) Bid / Queries to be addressed to	:	STO(PURCHASE)
b) Postal address for sending Bids	:	ECIL, B-2, DDA,LSC, Ring Road, Naraina, New Delhi-110028
c) Name /designation of the contact person	:	STO(PURCHASE)
d) Telephone number of the contact person	:	011-25774675
e) Email ID	:	psgnz@ecil.co.in
f) Last date for submission of the bids	:	10.06.2014 upto 1500 hrs.
- 3) This RFP is divided in to eight parts as follows:
  - a) **Part A-** Scope of work and general instruction for tenders.
  - b) **Part B-** Terms and Conditions.
  - c) **Part C-** Penalty Clause.
  - d) **Part D-** Technical bid qualification criteria.
  - e) **Part E-** Proforma for Technical Bid.
  - f) **Part F-** Details of major contracts.
  - g) **Part G-** Proforma for Financial Bid
  - h) **Part H-** Summary of record of movement of Vehicles.

**Note:- All the parts of this RFP should be returned by supplier duly signed & stamp (with office seal)**

- 4) This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserve the right to withdraw the RFP, should it become necessary at any stage.

GENERAL MANAGER(NZ)  
For Electronics Corporation of India Limited

## **A.SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERS**

1. ECIL, New Delhi requires the services of reputed well established and financially sound taxi service providers (hereinafter referred to as "Services Providers") to provide rental commercial taxi services for Delhi & NCR.
2. The Contract shall be initially for a period of one year from the date of letter awarding the contract. During this period rates should be firm. However, the contract may be extended subsequently, on mutual consent, for a further period of one year at a time (upto a maximum of two years) as may be decided by the competent authority, after review of Performance. Changes in the fuel prices will be considered only on extension of the contract.
3. The tender shall be accepted under Two Bid system. Interested service providers have to submit the Technical and Financial Bids at the address: ECIL, B-2, A Block, DDA Local Shopping Complex, Ring Road, Naraina, New Delhi. Tender sent by any other mode will not be considered and the same will be rejected summarily. Both the technical & financial bid are to be put in separate envelopes. Both these envelopes are to be sealed properly and then put into a common envelope. All the envelopes are to be labeled properly with the name, address of the bidder, tender no. and the due date for submission.
4. The Earnest Money Deposit (EMD) of Rs.30,000 (Rupees Thirty Thousand only) in the form of Account Payee Demand Draft/Bankers cheque drawn in favour of ECIL has to be submitted along with the technical bid. Bid should be addressed to STO (Purchase). ECIL, B-2, A Block , DDA Local Shopping Complex, Ring Road, Naraina, New Delhi. If the bid is received without EMD, it would not be considered and would be rejected summarily.
5. The said Earnest Money Deposit will not bear any interest and the earnest money of unsuccessful tenderer would be returned without any interest after finalization of the contract.
6. The successful tenderer will have to deposit Performance Security Deposit (PFD) of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Fixed Deposit Receipt (FDR) made in the name of the agency and hypothecated to ECIL, New Delhi ,covering the entire period of the contract. The Performance Security Deposit should remain valid for a period of ninety days' beyond the stipulated date for cessation of the contract for initial one year. In case the contract is further extended beyond the initial period, the Performance Security Deposit will have to be accordingly renewed by the successful tenderer.
7. Conditional bids shall not be considered and will be rejected summarily. **Bids shall be valid for a minimum period of 90 days from the date of opening of price bid.**

8. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be enclosed. No correction either in the Technical Bids or Financial Bids is permitted. In no case should there be any change in the format of the Financial Bid. The bids submitted in the proforma other than the proforma provided for the purpose, will be rejected. **The quoted rates should be indicated both in figures and in words. In case of disagreement, the rate indicated in words only will be considered for the purpose of evaluation.**
9. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamp paper duly sworn in and affirmed by all the partners admitting the execution of the partnership agreement or the general power of attorney, which may be enclosed alongwith the tender documents. The attested copy of the certificate of registration of firm and the name of authorized partner to interact with the ECIL should also be enclosed alongwith the tender documents.
10. The Technical Bid shall opened on the scheduled date and time at last date, time +00:30 hrs.
11. The Financial Bids of only those bidders who qualify in the technical bid will be opened by the Tender Evaluation Committee (TEC). The date of opening of the same will be informed through telephone.
12. The bidding firm has to give a self certificate to the effect that it has not been blacklisted by any Central Ministry/Department, PSUs or Banks etc. The Certificate has to be enclosed along with the tender documents. If it is subsequently established or found suppressed facts or manipulated the documents, etc. the earnest money deposit or the performance security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefore.
13. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. if any firm intends to withdraw after opening of Technical Bids its EMD will be forfeited.
14. If after award of the contract, the successful bidder (L1) fails to provide required number of vehicles/taxies, the contract is liable to be cancelled alongwith forfeiture of performance security deposit and other consequential action such as blacklisting of the firm etc.
15. L1 firm will be decided on sum total of service, material, applicable taxes, duties (including exemption sought/granted). The L1 will be determined on total cost basis. In case L1 cannot supply the requisite quantity of vehicles as per the terms and the conditions, ECIL has the right to place order L2,L3 and so on as per the balance required quantity at L1 rates.

## **B. TERMS AND CONDITIONS**

1. The contract can be terminated at any time on account of unsatisfactory services upon review of performance by the competent authority in the ECIL. The unsatisfactory service shall mean and include non-compliance and non-fulfillment of any of the contractual obligation by the service provider or poor performance or violation of any of the terms and condition of the tender/contract and failure on its part to correct the discrepancies/shortcomings, brought to its notice in writing by the ECIL (through STO /Purchase)
2. By virtue of this agreement, no relationship of employees and employer will be created between the drivers deployed and ECIL. It will be the sole responsibility of the service provider to pay salary and other perks to its drivers and no complaints by any of its drivers in this regard will be entertained by ECIL.
3. The agreement can be terminated earlier by giving one month's written notice by ECIL and three months notice by the Service Provider without assigning any reason and the decision of the competent authority shall be binding on the service provider. No claims for compensation of loss of revenue due to such decision shall be entertained.
4. All the vehicles to be provided by the successful bidder should be of (2012 or later) and should be mechanically sound and also have well maintained interiors with other necessary accessories.
5. The quoted rates should be inclusive of all taxes & duties, Car Hire Charges, Driver Charges etc & also Toll Tax, if any, to be paid from Garage to the first point of pick up and last point of drop (provided the first pick up is within Delhi).The parking charges & toll charges, if any, during the actual uses by ECIL will be paid at actual subject to production of original receipts.
6. Night charges will be payable from 2300 hrs to 5.00 hrs. (excluding Garage timing)
7. The mileage for the purpose of "vehicle run" and "hours of duty" shall be reckoned from ECIL, official in Delhi.
8. No mileage will be allowed to drivers for lunch/breakfast or for filling of petrol/diesel etc.
9. The average running of vehicle and duty hours may at times exceed the prescribed limit of hours and kilometers in a day/month.

10. The firm will ensure that the fuel tank of vehicle provided is completely filled up before deputing the vehicle for duty.
11. Compensation from Garage to first pick up will be at actual subject to maximum limit of 10 kms & 30 minutes & similarly, from last point to garage. However, in case of Airport pick up & drop, the corresponding compensation will be limited to 20km & 1 hr.
12. The firm will ensure that all drivers have live mobile phone connection so that they can be contacted, whenever required.
13. The drivers provided by the firm should be well mannered courteous and polite to the officers with whom they are attached along with vehicle. They should be well acquainted with Delhi/NCR area, punctual, with valid driving license and should have neat and clean uniform with name badge. The drivers should not smoke or drink while on duty and should not play cards, etc. during waiting time.
14. Out of the vehicle supplied by the firm to the ECIL, at least two vehicles should have all necessary permits for operating in NCR area i.e. Faridabad, NOIDA, Greater NOIDA, Ghaziabad, and Gurgaon etc. A detailed map book of NCR area should be kept in the vehicle/car.
15. During periodical maintenance of the vehicle, contractor/service provider shall provide standby vehicle of same make & year.
16. Vehicle shall always carry first aid box and mandatory spares, viz tool kit, fuses, spark plugs, belts, fire extinguisher, torch, Clean seat covers, Tissue paper box, Seat Belts (Front & Rear) etc.
17. The contractor/service provider shall be responsible for complying with obligations under Income Tax, ESI, PF, Contract Labour (Regulation and Abolition) Act, Wages Act, Labour Laws etc. and damages to third party arising due to accident etc.
18. The contractor/service provider shall be responsible for all litigations arising out of the non-payment of road tax, service tax etc. and other dues to the appropriate authorities and also for the payment of due compensation to the driver and any other parties involved in the event of death/injuries/damages arising out of accidents and due to various other causes etc.
19. It will be the responsibility of the service provider to comply with all statutory obligations on his part arising out of this contract.

20. Bills for supply of vehicle for any month along with duly signed duty slips (Sample attached) and/or proper records of movement,(as per the format attached at Annexure H),of vehicle by the users shall be submitted in the first week of the following month to the assigned officer in ECIL.Payment will be released through cheque within one month from the date of submission/acceptance of bill.
- 21.In case any officer desires, the firm shall provide roof carriers on their vehicles/cars.
- 22.The vehicle should be commercial & registered in the name of firm/company and should have minimum fleet of 20 vehicles. Out of these at least 5 vehicles should be A/C luxury cars. Approximate quantity of vehicles will be as follows :

S.No.	Vehicle Type	REQUIREMENT	
		MONTHLY	OCCASIONAL DAYS IN A MONTH
1)	Non A/C Indica and equivalent	08	05
2)	A/C Indica and equivalent	0	15-20
3)	Luxury	0	5

However, there may be a change in demand to the extent of 30% in a month.

- 23.In case of dispute of any kind, the firm shall abide by the decision of the competent authority in the ECIL. In case the dispute is required to be referred to Arbitration, it shall be referred to the sole arbitrator under Arbitration and Conciliation Act, 1996. The place of settlement of dispute shall be Delhi. In case the settlement of dispute is sought through the Courts, it will be in the jurisdiction of the Courts at Delhi.
- 24.The service provider shall be responsible for keeping the vehicle insured in compliance with the provision of Motor Vehicle Act.
- 25.The service provider shall also be responsible for compliance with the legal provision in respect of the vehicle and shall indemnify the ECIL from any loss on this account.
- 26.The firm should have sufficient number of drivers having experience of driving in Delhi and in NCR.
- 27.A declaration on the printed letter-head of the firm stating, inter-alia, that the driver provided are of good character, duly verified by the Delhi Police from security angle having valid driving licenses and also well conversant with the roads of Delhi and NCR. This declaration should be provided along with bid/at the time of awarding contract to L1 bidder

28. The firm should have an adequate number of telephones for contact round the clock and the number of the same should be given to assigned officer dealing with the Staff Cars in the ECIL as well as to the officers with whom the respective vehicle have been provided.
29. The firm should have a provision to take booking 24X7.
30. The agency shall ensure that the odometer of the vehicle/cars supplied is properly sealed so that no tampering could be done with a view to inflate the distance travelled. The firm should provide self certificate in this regard in case of odometer found to be running fast in that case ECIL officers will decide the actual Km. run.
31. The authorized officer of ECIL may conduct a surprise checking of the odometers of the cars/vehicle supplied from any workshop and the cost thereof will be borne by the agency.
32. Necessary and required documents in original pertaining to taxi & driver should be shown to ECIL authorized official and a self attested copy should also be submitted.
33. In case the performance is not satisfactory for specifically some particular vehicle, ECIL reserves the right to remove that vehicle and award the work for hiring of the vehicle to individual car owner at L1 prices.

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### C. PENALTY CLAUSE

Penalty will be levied for the violation of terms & conditions of the contract in the following manner:

(Amount in Rs.)

S.No.	Violation	Penal Amount per month per car			Amount deducted per day per car	Remarks
		First Instance	Second Instance	Third & Subsequent Instance		
1	Non functioning of AC in a car/vehicle	-----	-----	-----	300/-	-----
2	Failure to provide alternative arrangement within one hour of vehicle breakdown	300/-	500/-	800/-	-----	Rental charges for the day will also not be paid
3	tampering with meters of vehicles	500/-	1000/-	2000/-	-----	Competent authority has the discretion to terminate the contract alongwith forfeiture of performance security/blacklisting of firm
4	Changes of driver without prior intimation to the concerned official at ECIL & the officers with whom the vehicle is attached	500/-	-----	-----	-----	On each occasion
5	Delay(more than 30 minutes) in reporting for duty by Driver	300/-	500/-	800/-	-----	-----
6	Non-Reporting of vehicle	400/-	600/-	900/-	---	---
7	non-compliance of any other terms & conditions	300/-	500/-	800/-	-----	For each violation per vehicle



#### **D. TECHNICAL BID QUALIFICATION CRITERIA**

The Tendering Agency/Firm must fulfill the following technical specifications in order to be eligible for clearing the technical evaluation of the bid described in detail in Section D & E :

- A. The office of the service providers should be located in New Delhi/NCR. **The proof of address should be attached with the bid document.**
- B. In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney (GPA) duly attested by a Notary Public, should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The attested copy of the certificate of registration of firm should also be furnished along with the tender. The said documents are to be enclosed with Bid documents.
- C. The service providers must have a minimum of two years experience in supplying taxis to Government Ministries/Departments/Public Sector Companies, Nationalised Banks or reputed companies. Proof of at least one contract relating to supplying of taxi services to Ministries/departments of Central Government/State Government, PSUs, Nationalised banks or reputed companies in last two years along with attested copies of the supply order should be furnished.
- D. The service providers should have a minimum annual turnover (Billing Amount) of Rs. Twenty Five Lacs each during the last two financial years i.e. 2011-12 and 2012-13. A copy of turnover statement duly certified by the Chartered Accountant is to be furnished with the tender document and copy of Income Tax Return for the last two years i.e. 2011-12 & 2012-13 should also be submitted
- E. The service providers should have their own Bank Account. The certified copy of the account maintained for the last two years issued by the Bank shall be enclosed with Bid document.
- F. Self attested copy of the PAN Card of the bidding firms shall be enclosed with bid document.
- G. The service providers agency (not individual) should be registered with Service Tax departments. Certified copy of the registration shall be enclosed with the bid document.
- H. Self Certificates that the firm has not been blacklisted by any Central Government/Departments/Ministries/PSUs/Banks etc should be enclosed with the bid documents
- I. If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/Performance Security will be forfeited.
- J. Photocopies of Registration Certificates of at least 5 vehicles in the firm name have to be furnished.

E. **PROFORMA FOR TECHNICAL BID**

	<b><u>Criteria</u></b>	
1	Name of Agency	
2	Nature of concern : (i.e.Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organisation)	
3	Full address of Reg. Office Telephone No.(Landline/Mobile) FAX No. E-Mail Address	
4	Full address of Operating/Branch Office in Delhi (i) Telephone No.(Landline/Mobile) (ii) FAX No. (iii) E-Mail Address	
5.	Banker of Agency with full address(Attach Bankers certificate of account maintenance for the last two years) Telephone No. of Banker	
6	Registration No. of the Agency/Firm	
7	PAN No.	
8	Service Tax Registration No.	
9	Service Tax paid during <b>financial years: 2011-12 and 2012-13</b>	
10	Financial turnover and I.T>Returns of the Agency for <b><u>Financial Years 2011-12 and 2012-13</u></b>	
11	Number of Vehicles registered with the Agency	
12	Details of major contracts handled in last two years	
13	Certificate of satisfactory performance from the organization to whom the service was provided	
14	Certificate-Not blacklisted etc	

Signature of Authorised Person

Date :

Name :

Place :

Seal :

### **DECLARATION**

1. I, \_\_\_\_\_ son/daughter/wife of Shri \_\_\_\_\_  
Proprietor/Director/Authorised Signatory of the Agency mentioned above, is competent to sign  
this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake  
to abide by them;
3. The information/documents furnished along with the above application are true and authentic  
to the best of my knowledge and belief. I/we/am/are well aware of the fact that furnishing of  
any false information / fabricated document would lead to rejection of my/our tender at any  
stage besides liabilities towards prosecution under appropriate law and forfeiture of EMD and  
Performance Guarantee.

Date :

Place :

Signature of authorized person

Full Name :

Seal

F. Details of major contracts with Central Government/State Government/PSUs/Nationalised Banks/ Reputed Private Firms handled by the tendering Agency for providing hiring of taxi services during the last two years in the following format (attested copies of the last two years work award may be enclosed) :

S.No.	Details of client along with address, telephone and Fax numbers	Amount of Contract (Rs. Lacs per year)/Amount of Billing	Duration of Contract	
			From	To
1				
2				
3				

G. **PROFORMA FOR FINANCIAL BID**

( Tender Enquiry No.

To,

Sir,

With reference to your tender enquiry No.

dated \_\_\_\_\_, we quote our rates towards

supply of DLY Taxis on hire basis :-

S.No.	DESCRIPTION	AMOUNT(Rs.) for Non-AC Cars.In figures and in words (e.g.Indica, Santro, Ecco etc)	AMOUNT(Rs.) for AC Cars.In figures and in words (e.g.Indica,Santro, Ecco etc)	AMOUNT(Rs.) for AC sedan cars.In figures and in words(e.g.Indigo, Etios etc)	AMOUNT(Rs.) for AC Large Sedan Cars. In Figures & in words (e.g. Honda City,Toyota Corolla, Innova etc)
1.	Monthly charges for vehicle engaged on monthly basis(2400 km/270 hrs)				
2.	Daily (80 km & 9 hrs.)				
3.	Extra Charges per hour in excess of 9 hrs.(Daily Vehicles) & 270 hrs.(Monthly Vehicles)				
4.	Extra charges per km in excess of 80 km(Daily Vehicles)& 2400 km(Monthly Vehicles)				
5.	Night Charges within NCR				
6.	Half Day Charges(40 km & 5 hrs)				
7.	Out station charges : 1) KM 2) Hrs. 3) Min.km for which charges to be paid per day 4) Driver charges per day				

Note : Taxes & Duties, if any, has to be clearly indicated separately.

Also the Gross Total amount should be shown for evaluation.

I/We accept the terms and conditions stipulated in your above quoted tender enquiry and agree to abide by the same.

Date

Name of Taxi Agency/firm

Address and office stamp/seal

(with telephone number)

## H. SUMMARY OF RECORD OF MOVEMENT OF VEHICLES

[illegible]