



NOTICE INVITING QUOTATION FOR HIRING OF VEHICLE FOR INVEST INDIA

Invest India is a not-for-profit joint venture between the Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce & Industry; state governments; and the Federation of Indian Chambers of Commerce and Industry (FICCI). Sealed tenders (in prescribed format) are invited for hiring of vehicles with driver from service providers, for use by Invest India for the duration of one year from the date of contract.

Types of vehicle to be hired:

S.No.	Type of Vehicle	Term of use	Number of vehicle required
1	Maruti Suzuki Ciaz, color-Black, AC-Purchased after January-2015	30-31 days a month @ 12 Hrs per day, Maximum of 2500 Kms. (Including Saturday/Sundays and other holidays)	01
2	Suzuki SX4, color-Black, AC-Purchased after January-2015	30-31 days a month @ 12 Hrs per day, Maximum of 2500 Kms. (Including Saturday/Sundays and other holidays)	03

The detailed terms and conditions is given hereunder in para 1.1 and 1.2. Any enquiry/details regarding the work, and terms and conditions can be obtained from Invest India on any working day during office hours on or before 1st December 2015.

Last date for submission/receipt of tender(s) is 7th December 2015 at 15:00 Hrs., which will be opened by the Tender Committee in the presence of tenderers or their authorized representatives on the next day i.e. 8th December 2015 at 15:30 Hrs. in the office of Invest India.

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

Mr Divay Pranav
Manager
INVEST INDIA
Federation House, Tansen Marg,
New Delhi - 110 001
Tel: 0091-11-23487486
Fax: 0091-11-23320714
E-mail : divay.pranav@investindia.org.in

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

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

1.1 Terms and Condition

1. Separate sealed Technical and Financial Bids in the different envelopes should be kept together in a single sealed envelope and super-scribed with "Tender for Hiring of Vehicle on Monthly Basis". The separate technical and financial bids should be clearly marked "Technical Bid" and "Financial Bid", strictly in the enclosed proforma as the case may be.
2. Tender will be opened on 8th December 2015 at 15:30 hours in the office of Invest India, before the tender committee and tenderers, if available.
3. The contract shall be valid for an initial period starting from date of approval till one year, subject to clause (22) of these terms and conditions and extendable up to one year at a time.
4. There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The maximum Km can be utilized in any manner on monthly basis by Invest India.

5. Invest India, shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol, diesel, oil, road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc [except Service tax] and any other incidental expenses. However, toll and parking charges will be reimbursed on monthly basis on production of bills to Invest India.
6. Agreed rate as per agreement will not revise during the agreement period.
7. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.
8. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, Invest India would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport Operator.
9. Generally, Vehicle should be utilized during the period from 09:00 hours to 21:00 hours; however, the vehicle will be utilized for preventive work or in case of urgency, continuously without any time limit. The vehicle must be available at any time on any day as desired by the officers of Invest India. The vehicle and the driver should not be changed unless requested by the Invest India.
10. The Transport Operator would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. The driver should be able to communicate and write in English.
11. The Transport Operator should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should must carry a mobile phone in working condition, for which no separate payment shall be made. Driver should be familiar with local routes and destinations.
12. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel/repair, the same should be reimbursed by the Transport Operator on production of the bill. The vehicle should be equipped with fire extinguisher. The driver should keep one English newspaper/package drinking water/tissue paper in the vehicle.
13. As regard vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the Invest India.

14. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to Invest India regularly for scrutiny.
15. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, Invest India would have the right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the Transport Operator.
16. In case of failure of the contractor in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the contractor's bill without any notice as under.
17. The vehicle should be available/may be used for running in Delhi/NCR as well outside Delhi/NCR as and when Invest India so desires.
18. The billing will be done on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to this office in the 1st week of the following month.
19. In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
20. The Transport Operator should approach the officer of Invest India in case of any assistance or difficulty.
21. In case of any dispute of any kind and in any respect whatsoever, the decision of Invest India shall be final and binding on Transport Operator.
22. If any of the terms & conditions (1) to (21) above is not found fulfilled during the period of agreement, Invest India reserve the right to discontinue the contract without assigning any reasons thereof.
23. TDS and other taxes shall be deducted as per statutory compliance.
24. Invest India will do physical verification of vehicles before entering into the contract. Also, Invest India will interact with drivers for general awareness and knowledge about common routes in Delhi/NCR.
25. Invest India is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

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

The minimum qualification criteria for service provider are as under:

1. The Transport Service Provider must be a sole proprietary concern, a partnership concern or a company. It should be registered with the Registrar of Firms/Registrar of Companies, wherever applicable;
2. The Transport Service Provider must be in existence for the last three years;
3. The Transport Service Provider should be an income-tax assessee having filed its income-tax return for the last three assessment years, until AY 2015-16;
4. The Transport Service Provider should have executed similar assignments for Government/ Multi-National Companies (MNCs)/Large Private Sector Corporates and Business Process Outsourcing organizations (BPO) and should have at least 50 vehicles registered in the name of the business firm.

(TECHNICAL BID)**To be submitted in a separate sealed envelope subscribing "Technical Bid"**

1	Name of the Organization/ Firms with full address with pin code, Phone No, Fax No, email etc.	
2	Name of all the Proprietor / Partners / Directors (Attach Certificate of Incorporation)	
3	PAN, VAT, CST Numbers and Service Tax registration copies	
4	Income tax return for last three years	
5	List of organizations where the Service Provider is currently providing services. (Please attach the job order/service certificate for at least 5 firms)	
6	List of vehicles registered in the name of the business firm (list minimum 50 pool vehicles)	
5	Copies of vehicle Registration Certificate/Insurance cover as per Motor Vehicles Act and any other permit and relevant documentation needed to operate Private Service Vehicles in Delhi/NCR (Specifically for the vehicles to be provided to Invest India)	
6	Name of the proposed drivers with copy of driving license and recent passport size photograph (Specifically those driver deployed to Invest India)	
7	Any other information to be considered	

Undertaking on the cover letter of the firm/agency

1. I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in para 1.1 and 1.2 and understood the parameters of the proposed work and shall abide by them.
2. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorized person with date

Name & full address with Telephone No:

Office:

Fax No:

Email:

(FINANCIAL BID)
PROFORMA FOR QUOTING RATES

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

S.No.	Category	Rates (in Rs.) per month with Driver	Extra Km charges in Rs./Km
1	Maruti Suzuki Ciaz, color-Black, AC (for a month subject to a maximum of 2500Km)		
2	Suzuki SX4, color-Black, AC (for a month subject to a maximum of 2500Km)		
	Service Tax as applicable		
3	Any other information to be considered		

Signature of Authorized person with date: _____

Name & full address: _____

Telephone No: Office: Fax No: _____

Email: _____

Seal: _____