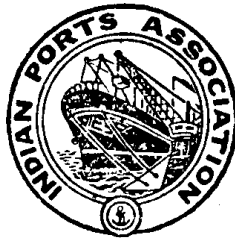


**e-RFP FOR  
SUPPLY OF CARS ON  
HIRING BASIS TO**

**INDIAN PORTS ASSOCIATION (IPA) NEW DELHI**

**Tender No. IPA/Tender/Hiring Cars/01/2021**

**Last date of Submission of bid: 29.07.2021**



**INDIAN PORTS ASSOCIATION**

**1<sup>ST</sup> Floor, South Tower, NBCC Place Bhisham  
Pitamah Marg, Lodhi Road,  
New Delhi – 110 003.**

**Phone no: 011-24369061/63; Fax No. 011-24365866**

**Email: tender.ipa@nic.in**

**(INR 1000/-)**

**INDIAN PORTS ASSOCIATION**

**1<sup>ST</sup> Floor, South Tower, NBCC Place, Bhisma Pitamah Marg, Lodhi  
Road, New Delhi – 110 003.**

**Tender No. IPA/Tender/Hiring Cars/01/2021**

**Date: 07.07.2021**

**TENDER NOTICE**

Sealed Tenders under two bid system in the prescribed proforma are invited for “Supply of cars on hiring basis” to Indian Ports Association, regd. in Delhi under the Societies Reg. Act, 1860. The estimated cost of the tender is around Rs. 38 lac per annum.

Tender document is available on the website [www.ipa.nic.in](http://www.ipa.nic.in) and [http://www.eprocure.gov.in/e-publish \(CPPP\)](http://www.eprocure.gov.in/e-publish). The tender document may be downloaded from IPA website as well as CPP Portal. At the time of submission, the duly filled in tender document is to be accompanied by ₹ 1000/- (one thousand rupees only) in the form of DD/Pay Order in favour of “Indian Ports Association” payable at New Delhi. A pre-bid meeting is to be held for all prospective tenderers on **12.07.2021** at **1400 hrs** in the Conference Room of IPA/Video Conference to clarify doubts, if any, before they submit their tender.

The last date for submission of tender is **29.07.2021** upto **1500 Hrs.**

(Rajeev Puri)  
CHIEF ADMINISTRATIVE OFFICER

Signature of tenderer with seal

## **Section 1**

### **(Instructions to Bidders)**

For the purpose of the Tender, the words and expressions used in the documents shall have the following meanings unless the context otherwise requires:

- a) “**Employer**” or “**Lessee**” means the Indian Ports Association, New Delhi (IPA) who has invited the bids for ‘Hiring of Cars’ and with which the selected Contractor signs the Contract of Supply of Cars on hiring basis as per the terms and conditions of the Tender documents.
- b) “**Tenderer/Bidder**” means any interested Firm/Company/Agency who submits his proposal against this tender for “Supply of Cars on hiring basis to Indian Ports Association, New Delhi.’
- c) “**Lessor**” means any interested firm/Company/Contractor who gives his/her vehicle on ‘Wet lease’ to Employer or Lessee.
- d) “**Contractor**” means any interested Firms/Company/Agency who submits his proposal against this tender for ‘Supply of Cars on hiring basis to Indian Ports Association, New Delhi and got Technically and Financially selected by Indian Ports Association to provide the Services under the Contract.
- e) “**Contract**” means the Contract signed by the IPA and the Contractor to execute as per the terms and conditions stipulated in the tender documents.
- f) “**Day**” means a calendar day with 24 hours in a day starting from 0000 hrs.
- g) **Wet Lease:** A **Wet Lease** is a Contractual Agreement between the Lessor (Owner of the vehicle) and the Lessee (Intent to hire the vehicle) wherein, a Lessor provides the services of vehicle to the Lessee with driver & Fuel.
- h) **Maintenance of Hired Vehicle on Wet lease basis** means, entire maintenance of hired vehicle i.e. Salary to Driver, Tax, Road Permits, PUC, Fuel, Maintenance of hired vehicle and insurance has to be borne by Lessor however, it would also be the responsibility of the Lessor to make all the statutory charges up to date of the supplied vehicle.

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## Section 2

### **TERMS AND CONDITIONS**

#### **1. Eligibility Criteria :**

The invitation of tenders is open to all registered transporters/vehicle suppliers on hire basis Delhi/NCR for supply of cars on hiring basis (Wet lease basis) for use in New Delhi/NCR as and when required basis. Eligibility Criteria for the subject tender is as under:-

- a. Tenderers should have provided cars to Govt. Departments / Public Sector Undertakings, Registered Societies and/or Public Limited Companies during last 3 financial years i.e. during 2017-18, 2018-19 and 2019-20. Documentary proof in this regard from such users should be submitted along with Technical Bid.
- b. Tenderers should own at least 10 Sedan category vehicles namely, Honda City, Ford Icon, Ciaz, Toyota Yaris, Hyundai Verna & Swift Dezire cars (Petrol/Diesel) of 2016 and above models. As per Annexure 'C' only to be tendered for supply to IPA and such cars (Petrol/Diesel) should be registered in the name of tenderer only. Documentary evidence in this regard shall be submitted along with **Annexure 'A'**.
- c. The tenderer must also indicate the list of vehicles (Petrol/Diesel) proposed to be supplied on hire basis to IPA in **Annexure-B**.
- d. Tenderer must submit the Earnest Money deposit for an amount of Rs. 25,000/- (twenty five thousand rupees only) in the form of Demand Draft/Pay Order as prescribed in the tender document.
- e. Tenderer must have an average annual turnover of more than Rs. 15 lakhs during last 3 financial years i.e. during 2017-18, 2018-19 and 2019-20. Documentary proof in this regard shall be provided along with Technical Bid.
- f. The firm / bidder must have back office arrangement to serve IPA on round the clock basis. The bidder must provide / furnish declaration / proof to this effect.

Note: Bids which do not fulfil the above **ELIGIBILITY CRITERIA** shall be summarily rejected.

#### **2. Cost of Tender document**

The tender document may be downloaded from IPA website & CPP Portal. At the time of submission, the duly filled in tender document is to be accompanied by ₹ **1000/-** in the form of DD/Pay Order in favour of "Indian Ports Association" payable at New Delhi.

### 3. Tender Procedure:

The tendering procedure and contract terms as prescribed in the tender document includes the following:-

- a) The duly filled Annexure – ‘A’, Annexure – ‘B’ should be submitted in one envelope along with requisite documents. Tender fee for ₹ 1000/- & EMD for ₹ 25,000/- as mentioned at point (d) below. The Cover shall be super scribed as **Technical – Bid**.
- b) The duly filled in Financial Proposal as per Annexure-‘C’ shall be submitted in another envelope as per the Price Schedule given in Financial Proposal. The Cover shall be super scribed as **Financial –Bid**.
- c) Both the envelopes must be submitted in a third envelope and shall be super scribed as ‘Tender No. IPA/Tender/Hiring Cars/01/2021’ and to be submitted as defined in Clause No. 4.
- d) Documentary evidence must be accompanied with the tender document under Annexure “A” establishing that the tenderer is eligible to submit their tender document.
- e) The tenderer must sign on all pages of the tender document before submitting his tender duly affixing official seal.
- f) The Tender fee & Earnest Money Deposit (EMD) for ₹ 1,000/- & ₹ 25,000/- respectively by way of demand draft/Pay Order from any Nationalised or Scheduled Bank drawn in favour of “Indian Ports Association” payable at New Delhi must be attached to the tender document (Technical Bid).
- g) The Earnest Money Deposit (EMD) of all unsuccessful tenderers will be released within 30 days from the date of expiry of the validity period of the tenders, without any interest thereof.
- h) The Earnest Money Deposit of all unsuccessful tenderers will be released within 30 days from the date of expiry of the validity period of the tender, without any interest thereof. EMD of successful bidder will be converted in to Performance Bank Guarantee which would be returned after of successful completion of contract without any interest thereof.
- i) The Earnest Money Deposit shall be forfeited :
  - If a tenderer withdraw his offer during the period of tender validity.
  - In case of successful tenderer, if the firm fails to start the work and perform the work.
- j) The period of validity of the tender shall be 180 days from the date of opening of tender (Price Offer).
- k) GST shall be payable to the tenderers as against their bills on submission of a copy of valid GST registration certificate.
- l) Any canvassing in connection with the tender is strictly prohibited and if any tenderer is found involved in canvassing shall be liable for rejection.
- m) The tenderer shall bear all the costs associated with the preparation and delivery of its tender to IPA. IPA will not be responsible or liable for such costs.

#### **4. Submission of Tenders**

The tenderers shall seal the tender document, i.e. Technical & Price Bid separately and to put in a third cover quoting Tender No. **IPA/Tender/Hiring Cars/01/2021**. The completed tender should reach the Chief Administrative Officer, Indian Ports Association, 1<sup>st</sup> Floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodhi Road, New Delhi – 110 003 not later than prescribed time and date

#### **5. Last date & Time for submission of tenders**

The tender document must reach Indian Ports Association, 1<sup>st</sup> Floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodhi Road, New Delhi – 110 003 not later than **1500 hours**. on **29.07.2021** and the opening of tender is **1530 Hrs** on **29.07.2021**.

#### **6. Pre-Bid/Pre-Tender meeting, Tender opening and evaluations**

- a. A pre-bid/pre-tender meeting will be held on **12.07.2021** at **1400 Hrs** in order to clarify doubts, if any, before the tenderers submit their tender on the prescribed date and time.
- b. A Committee shall open the Tender and its Technical bid along with Tender fee and EMD on **29.07.2021** at **1530 Hrs.** in the presence of tenderer(s) or their representative(s) in the office of the Indian Ports Association as per the address mentioned above.
- c. The Technical bid furnished as per prescribed format at Annexure-A & B along with Application/Tender fee & EMD shall be evaluated first to determine whether the firm/bidder's offer is responsive, firm is eligible and have adequate experience as laid down in the tender document. Based on fulfillment of eligibility criteria & other criteria, the offers of firms/bidders shall be ascertained as technically qualified/ Non qualified bidder
- d. Price bids of only technically qualified tenderers shall be opened at a later date. An intimation/notice will be issued to the technically qualified tenderers in this regard.

#### **7. Right to accept any tender and to reject any or all tenders**

IPA reserves the right to accept or reject any tender and to amend the tendering process and reject all tenders at any time prior to award without incurring any liability to the affected tenderers or any obligation to inform the affected tender on the grounds for such action.

#### **8. Award of Contract**

- a. IPA may award the contract to the successful bidder whose price is the lowest. However, IPA reserves the right to split the tender for engaging more than one contractor, if required on the lowest rates, terms and conditions.
- b. Work order and signed tender document by the successful tenderer shall form part of the contract.

- c. Within 15 days of receipt of work order the successful tenderer shall sign an agreement and return the same to IPA.
- d. EMD/PBG of successful tenderers shall be refunded after 30 days of completion of the contract, without any interest thereof.
- e. The term of contract shall be for 2 (two years) which may be extended at the same rates and conditions on mutual consent.
- f. Placement of work order shall be on lowest rate quoted for the respective category (ies).

## **9. Taxes and Duties**

Deduction shall be made from payment to the contractor's bill towards Income Tax, and any other tax as per law and rules to the Government in force at the time of payment. The contractor shall be entirely responsible for all taxes, stamp duties and other levies arising out of this contract.

## **10. Indemnification**

The contractor shall indemnify IPA and keep indemnified against all or any claims, notices, cases or proceedings of any nature whatsoever arising out of or in relation to their contract. This clause shall be deemed to include claim for third parties, drivers etc. and all types and/or nature of claims valid and subsisting insurance covering all types of claims should be maintained/continued during the entire contract period or extended period.

## **11. Terms of Payment**

No advance payment shall be made for supply of cars on hire basis. IPA shall make fortnightly payment within 14 days on submission of bills vehicles hired on Wet lease basis relating to the previous fortnight enclosing duty slips duly signed by the user(s). A format of duty slip is enclosed at Annexure-D.

## **12. Fuel Escalation Clause**

The rates agreed is subject to adjustment on account of increase/decrease in fuel price (**Petrol/Diesel**) from the date of its increase / decrease and the rates will be worked out on per km basis for actual mileage as per following formula.  $B = A + \{0.5 \times A (Y-X)\} / X$

B = Revised rate

A = Accepted rate at the time of placement of order.

X = Rate of fuel / litre at the time of placement of order.

Y = Revised rate of fuel / litre at the time of payment of bill.

### 13. General Terms & Conditions

- a) Firm/Bidder shall arrange high security number plates (s) and stickers of the vehicle as per the requirement under Motor Vehicle Act & or any State/statutory authority within the time limit prescribed under such Rules/Law/Authority.
- b) If the vehicle provided by the Contractor is found not according to requisite specifications or not in good condition or without proper documents, the vehicle may be rejected and sent back to the Contractor. No payment shall be made on account of car so rejected.
- c) The contractor shall forward the details of driver's name, his mobile No. & Car No. of hired vehicle over SMS to IPA Guest House's mobile No. positively – for every hiring/instructions from IPA.
- d) The Tenderer shall maintain the duty slip as per Proforma attached (Annexure-D) for each duty. The duty slip should be got signed from the user, which would indicate the opening and the closing meter reading with time and date from and to IPA. It should be ensured that there is no overwriting in the duty slips. All duty slips signed by users shall be got countersigned by AM (RH)/In-charge (RH).
- e) In case of break down while on duty, the contractor shall provide alternate vehicle of same Make and Model or equivalent model at the earliest but not later than one hour failing which vehicle shall be hired from any other source(s) at the risk and cost of the Contractor.
- f) In case of non-reporting/refusing to provide the requisite car, the same may be hired by IPA from any other source(s) at the risk and cost of the Contractor besides any other penal action, which may be even termination of contract.
- g) In case of Lease of Car, the maintenance cost, charges of petrol, road tax, permit fee, passenger Tax, Border Tax, challans, salary of the driver, overtime of driver Insurance and any other Statutory charges applicable on compliance of Motor Vehicle Act as applicable from time to time etc. will be the responsibility of the Contractor and should be paid by the Contractor.
- h) IPA reserves the right to get the meter of hired vehicle calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted besides any other penal action which may even lead to termination of Contract/Forfeiture of EMD/PBG.
- i) Insurance: The vehicle on duty must be fully and comprehensively insured covering the risk of the driver and all passengers also.
- j) Parking & Toll Tax charges shall be reimbursed as per actuals by IPA on certification by the user of the hired vehicle on submission of original receipt or documentary proof.
- k) No Passenger Tax, Road Tax, Insurance, PUC and other Statutory Charges as applicable, confirming to Motor Vehicle Act shall be paid by IPA.
- l) If the hiring is on KM basis, the mileage from IPA/IPA Guest House to the requisitioned destination and back to the IPA/IPA Guest House shall be charged as

per actuals by shortest route. Mileage from Garage to IPA/IPA Guest House and back to Garage shall not be considered for payment purposes.

- m) No advance payment shall be made under any circumstances.
- n) The cars sent on duty to IPA as per the requisition must have all relevant documents like registration Book/ Commercial Driving License/Insurance/Road Tax Receipt/PUC certificates/ Fitness certificate including non-pollution certificate as per norms and requirements under the Motor Vehicle Act as applicable on date. The Contractor shall confirm to all Govt. rules and regulation being in force from time to time.
- o) Drivers of the hired cars must have a thorough knowledge of the NCR Roads and locations of various Ministries/Departments and Public Sector Undertakings. They should be properly dressed in uniform and have mobile phone.
- p) The Contract is liable to be cancelled for repetitive breach of the contract and in such cases, EMD/PBG will be forfeited.
- q) IPA may terminate the contract at any time without assigning any reason through one month's written notice.
- r) Payment of Car hire charges shall be made for travel from IPA/IPA Guest House/Reporting place as per Work Order issued by IPA to the destination and back to IPA/IPA Guest House/Vehicle release point to IPA/IPA Guest House/Garage of vehicle supplier, whichever is nearer. In case, reporting place of the vehicle is other than IPA/IPA Guest House then the charges for distance from vehicle supplier's garage to reporting place would be paid by IPA.
- s) Bidder with valid registration under MSME or NSIC in 'Supply of vehicles on hiring basis' are exempted from submission of Application/Tender fee and EMD payment, subject to submission of valid document (s) issued by MSME/NSIC.
- t) Successful bidder has to submit a PBG equivalent to 10% of the Contract value of ₹ **25,000/-** which ever is less for smooth execution of Contract Agreement.

#### **14. Condition of Vehicles, etc.**

- a) The vehicles (Petrol/Diesel) proposed to be supplied by the tenderer must be in perfect condition as these vehicles are being used by very senior officials. All the vehicles proposed to be supplied must have upholstery, good ambience.
- b) The drivers so engaged shall wear uniform as prescribed by the authorities and also keep the badge indicating the name of the driver.
- c) The drivers so engaged must be well behaved with good conduct.
- d) The vehicle(s) to be supplied against this tender must be 2016 and above model.

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**TECHNICAL BID**

**A) GENERAL INFORMATION OF THE TENDERER**

01.	Name of the Tenderer	:
02.	Office Address : Tel No. : Mobile No. : Fax No. E-mail Address	: : : : :
03.	Name of authorized signatory	
04.	Details of Cars owned by tenderer as per the eligibility criteria, Attach copies of RC Book, Insurance, PUC and Permit of each car, showing the ownership details.	: :
05.	Experience in supply of cars Attach certificate of satisfactory Service from users	:
06.	Financial turn over during the last three years i.e. 2017-18, 2018-19 & 2019-20  Attach Copies of Audited Balance Sheet, Profit & Loss Account, Auditor/ Chartered Accountant Certificate.	: :
07.	Copies of Goods & Service Tax Registration (Attach copy)	:
08.	Copy of PAN attached	:
09.	Back office strength to serve IPA on round the clock, pl. specify the details.	

Signature of Tenderer with Seal

**Annexure – B**

**TECHNICAL BID**

**B) List of cars (Petrol/Diesel) proposed to be supplied on hire basis to IPA**

Sl. No.	Vehicle Model		Reg. No.	Condition of the Vehicle to be certified by the tenderer.
	Name	Year		
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Note: Enclose duly signed copy of RC, Insurance, PUC and permit for each car.

Signature of Tenderer with Seal

**PRICE BID****Annexure – C****NAME OF WORK: Hire of Cars (Petrol/Diesel) on Daily/Monthly basis (Wet lease):**

Sl. No.	Type of Cars	Basis	Lump-sum Rate		Rate for extra hour		Rate for extra Kms.	
			AC	Non AC	AC	Non AC	AC	Non AC
	Category							
1.	Sedan category: Ciaz, Honda City, Ford Icon, Toyota Yaris, Hyundai Verna & Swift Dezire cars of 2015 and above models. As per Annexure 'C'	4 hrs. & 40 Kms						
		8 hrs. & 80 Kms						
		IPA/ IPA Guest House to Domestic Airport						
		Domestic Airport to IPA/IPA Guest House						
		On monthly basis 2400 Kms and 240 Hrs.						
2.	SUVs :- Innova/Bolero/ Scorpio, Nexon, Duster, Mahindra TUV 300, Ecosport and Mahindra XUV 500 of 2015 & above models	4 hrs. & 40 Kms						
		8 hrs. & 80 Kms						
		IPA/ IPA Guest House to Domestic Airport						
		Domestic Airport to IPA/IPA Guest House						
		On monthly basis 2400 Kms and 240 Hrs.						
3.	LUVs :- Toyota Fortuner Ford Endeavour	4 hrs. & 40 Kms						
		8 hrs. & 80 Kms						
		IPA/ IPA Guest House to Domestic Airport						
		Domestic Airport to IPA/IPA Guest House						
		On monthly basis 2400 Kms and 240 Hrs.						
4.	Hatch Cars :- Swift, Volkwagon Polo, Datson Go, Indica Tigor, Hyundai i-10, i-20 and Wagon r of 2015 & above models	4 hrs. & 40 Kms						
		8 hrs. & 80 Kms						
		IPA/ IPA Guest House to Domestic Airport						
		Domestic Airport to IPA/IPA Guest House						
		On monthly basis 2400 Kms and 240 Hrs.						

1. Payment shall be made for travel from IPA/IPA guest House/Garage to the destination and back to IPA/IPA guest House/Garage whichever is nearer.
2. If a car is used for more than 4 hrs. but less than 8 hrs. then the payment shall be made as per the rate for extra Km indicated above
3. In case a car is used for more than 8 hrs. Payment shall be made as per rate for extra Km indicated above.
4. If the price is not in the above proforma, it shall be rejected.

Signature of Tenderer with Seal

DUTY SLIP

(Name & Address of Supplier)

Name of Driver .....	Mobile No.....
Car No. ....	Date of Hire .....
Closing Meter reading .....	Closing Time .....
Starting Meter reading .....	Starting Time .....
Total Mileage .....	Total Hrs. ....
Name of User .....	Purpose of Car Use.....
Comment of User if any ..... ..... .....	
(Signature of the User)	(Name & Signature of the Hirer in IPA) or his representative

Note: Starting and Closing will be at IPA/IPA Guest House/Garage of Lessor whichever is nearer to reporting/release point.