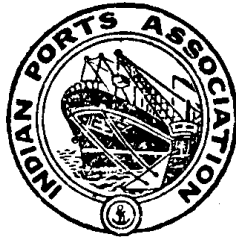


**e-RFP  
FOR  
SUPPLY OF CARS  
ON  
HIRING BASIS  
TO**

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

**Tender No. IPA/Tender/Hiring Cars/01/2020  
Last date of Submission of bid : 1500 hrs. of 27.07.2020**



**INDIAN PORTS ASSOCIATION  
1<sup>ST</sup> Floor, South Tower, NBCC Place  
Bhishma Pitamah Marg, Lodi Road,  
New Delhi – 110 003.  
Ph 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,**  
**Bhishma Pitamah Marg, Lodi Road,**  
**New Delhi – 110 003.**

Tender No. IPA/Tender/Hiring Cars/01/2020

Date: 06.07.2020

**TENDER NOTICE**

Sealed Tenders under two bids system in the prescribed Performa are invited for “Supply of cars on hiring basis” to Indian Ports Association. The estimated cost of the tender is around Rs. 38 lakhs per annum.

Tender document is available on the website [www.ipa.nic.in](http://www.ipa.nic.in) and <http://www.eprocure.gov.in> (CPPP). The tender document can 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 Rs. 1000/- 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 participating tenderers on 13.07.2020 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 27.07.2020 up to 1500 Hrs.

(Rajeev Puri)  
CHIEF ADMINISTRATIVE OFFICER

Signature of tenderer with seal

**Section 1**  
**(Instructions to Bidders)**

**Definitions:**

- (a) “**Employer**” or “**Lessee**” means the Indian Port Association, New Delhi (IPA) who has invited the bids for ‘Hiring of Cars’ and with which the selected Contractor signs the Contract for 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 ‘Dry & 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 calendar day with 24 hours in a day starting from 0000 hrs.
- (g) **Dry lease:** A **dry lease** is a Contractual Arrangement between the Lessor (Owner of the vehicle) and the Lessee (Intent to hire the vehicle) wherein, a lessor gives the physical possession of the vehicle to the lessee without providing the fuel and driver.
- (h) **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.

- (i) **Maintenance of vehicle on Dry lease** means once the vehicle is handed over by the lessor to lessee on 'Dry Lease Basis', entire maintenance on day to day work basis has to be born by lessee however, it would be the responsibility of the lessor to make all the statutory charges up to date consisting of Road Tax, Insurance, PUC & Permit etc.
- (j) **Handing over of vehicle on completion of Contract on Dry lease basis** means, Lessee has to return the vehicle to the lessor after completion of contract on 'As received basis.'
- (k) **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 born 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 in and around Delhi/NCR for supply of cars on hiring basis (Wet and Dry lease basis) for use in New Delhi/NCR as and when required basis. Eligibility Criteria for the subject tender is as under:-

- (i) Tenderers should have provided cars to Govt. Departments / Public Sector Undertakings, Registered Societies and/or Public Sector Undertakings, Registered Societies / Public Limited Companies during last 3 years i.e. during 2016-17, 2017-18 and 2018-19. Documentary proof in this regard from such users should be submitted along with Technical Bid.
- (ii) Tenderers should own at least new 10 Sedan category vehicles namely, Honda City, Ford Icon, Hyundai Verna & Swift Dezire cars of 2015 and above models, As per Annexure 'C' only to be tendered for supply to IPA and such cars should be registered in the name of tenderer. Documentary evidence in this regard shall be submitted along with Annexure 'A'.
- (iii) The tenderer should also indicate the list of vehicles proposed to be supplied on hire basis to IPA in Annexure-B.
- (iv) Tenderer should submit the Earnest Money deposit for an amount of Rs. 25,000/- in the form of Demand Draft/ Pay Order as prescribed in the tender documents.
- (v) Tenderer should have average annual turnover of more than Rs. 15 lakhs during last 3 years i.e. 2016-17, 2017-18 and 2018-19. Documentary proof in this regard shall be provided along with Technical Bid.
- (vi) The firm / bidder should have back office arrangement to serve IPA on round the clock basis. The bidder should provide / furnish declaration / proof to this effect.

Note: Bids which do not fulfill the above ELIGIBILITY CRITERIA will be summarily rejected.

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

The tender document can be downloaded from IPA website & CPP Portal. At the time of submission, the duly filled in tender document is to be accompanied by Rs. 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 in Annexure – A and Annexure – B should be submitted in one envelope along with requisite documents, Tender fee for Rs. 1,000/- & EMD for Rs. 25,000/- as mentioned at point (d) below. The Cover shall be superscribed as Technical – Bid.
- b) The duly filled in Financial Proposal as per Annexure-C and Annexure-C-1 shall be submitted in another envelope as per the Price Schedule given in Financial Proposal. The Cover shall be superscribed as Financial - Bid. The price Bid submitted through eProcurement mode only will be taken up for the purpose for evaluation as prescribed in this tender document.
- c) Both the envelopes should be submitted in one envelope and shall be superscribed as ‘Tender No. IPA/Tender/Hiring Cars/01/2020’ and to be submitted as defined in Clause No.4.
- d) Documentary evidence should be accompanied with the tender document under Annexure “A” establishing that the tenderer is eligible to submit their tender document.
- e) The tenderer should 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 Rs. 1,000/- & Rs. 25,000/- respectively by way of demand draft/Pay Order from any Nationalized or Scheduled bank drawn in favour of “Indian Ports Association payable at New Delhi” should be attached to the tender document (Technical Bid).
- g) 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 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 order 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 submission 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 be put in a cover quoting Tender No. IPA/Tender/Hiring Cars/01/2020. The completed tender should reach to the Chief Administrative Officer, Indian Ports Association, 1<sup>st</sup> floor, South Tower, NBCC Place, Bhisam Pitamah Marg, Lodi 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, Bhisma Pitamah Marg, New Delhi – 110 003 not later than 1500 hrs. on 27.07.2020 and the opening of tender will be 1530 Hrs. (3:30 PM) on 27.07.2020.

#### **6. Tender opening and evaluations**

- ⓪ A pre-bid/pre-tender meeting will be held on 13.07.2020 at 1400 Hrs. in order to clarify doubts of prospective bidders, if any, before the tenderers submit their tender on the prescribed date and time.

- (i) A Committee will open the Tender and its Technical bid along with Tender fee and EMD on 27.07.2020 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.
- (ii) 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 is eligible and have adequate experience as laid down in the tender document.
  
- (iii) 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**

- (i) IPA will 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 same rates, terms and conditions.
- (ii) Work order and signed tender document by the successful tenderer will form part of the contract.
- (iii) Within 15 days of receipt of work order, the successful tenderer shall sign an agreement and return the same to IPA.
- (iv) EMD/PBG of successful tenderer will be refunded after 30 days of completion of the contract, without any interest thereof.
- (v) The term of contract shall be for two years which may be extended at the same rates, terms and conditions on mutual consent.
- (vi) Placement of work order will be on lowest rate quoted for the respective category.

## **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 of 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 for the 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 placed at Annexure-D whereas; the bill of the vehicle hired on Dry lease basis will be released on monthly basis.

## **12. Fuel Escalation Clause**

The rates agreed is subject to adjustment on account of increase/decrease in fuel price 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) One car of sedan category (model & make as described in Annexure-C-1) is required on dry lease basis for which the total hours of operation will be  $24 \times 7 \times 365$ .
- b) In case of vehicle being sourced on dry lease basis, driver shall be provided by IPA. Maintenance and service, spares, insurance, road tax and other statutory levy are to be provided by the contractor.

- c) If the vehicle provided by the Contractor is found not according to requisite specifications or not in good condition or without proper document, the vehicle may be rejected and sent back to the Contractor. No payment shall be made on account of car so rejected.
- d) 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.
- e) The Tenderer shall maintain the duty slip as per performa 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 counter signed by AM(RH)/In-charge(RH).
- f) 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.
- g) 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.
- h) 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.
- i) 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.
- j) Insurance: The vehicle on duty must be fully and comprehensively insured covering the risk of the driver and all passengers also.
- k) Parking and 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.

- l) No Passenger Tax, Road Tax, Insurance, PUC and other Statutory Charges as applicable, confirming to Motor Vehicle Act shall be paid by IPA.
- m) 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 actual by shortest route. Mileage from Garage to IPA/IPA Guest House & back to Garage shall not be considered for payment purposes.
- n) No advance payment shall be made under any circumstances.
- o) The cars sent on duty to IPA as per the requisition must have all relevant & valid documents like registration Book/ Commercial Driving License/Insurance/Road Tax Receipt/PUC certificate/Fitness certificate including non-pollution certificate as per norms and requirements under the Motor Vehicle Act as applicable on date. The Contractor shall conform to all Govt. rules and regulations being in force from time to time.
- p) Drivers of the hired cars should 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.
- q) The Contract is liable to be cancelled for repetitive breach of the contract and in such cases, EMD/PBG will be forfeited.
- r) IPA may terminate the contract at any time without assigning any reason through one month's notice.
- s) Payment of Car hire charges will 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, which ever 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.
- t) 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.
- u) Successful bidder has to submit a PBG equivalent to 10% of the Contract value or Rs. 25,000/- which ever is less for smooth execution of Contract Agreement.

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

- a) The vehicles proposed to be supplied by the tenderer should be in perfect condition as these vehicles are being used by very senior officials. All the vehicles proposed to be supplied should have upholstery, good ambience.
- b) The drivers so engaged should wear uniform as prescribed by the authorities and also keep the badge indicating the name of the driver.
- c) The drivers so engaged should be well behaved with good conduct.
- d) The vehicle(s) to be supplied against this tender should be 2015 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 R C 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 turnover during the last three years i.e. 2016-17, 2017-18 and 2018-19.  Attach Copies of Audited Balance Sheet, Profit & Loss Account or 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 proposed to be supplied on hire basis to IPA**

Sl. No.	Vehicle Model		Registration 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 Copy of RC, Insurance, PUC, Permit for each car.

Signature of Tenderer with Seal

**PRICE BID****NAME OF WORK: Hire of Cars on Daily/Monthly basis (Wet Lease):**

Sl. No.	Type of Cars	Basis	Lump-sum Rate (Rs.)		Rate for extra Hour (Rs.)		Rate for extra Kms. (Rs.)	
			AC	Non AC	AC	Non AC	AC	Non AC
1.	Sedan Category Sedan Category namely Honda city, Ford Icon, Hundai Verna, Swift Desire and Tata Nexon of 2015 & above Models etc 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 (if required ) Mahindra XUV 500, Renault Duster, Toyota Fortuner 4*4 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.	Hatch cars like Swift, volkswagon, Datson, Kwid, Indica, Hundai i-10, i-20, Maruti Suzuki Wagon R. (if required ) 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 will be made for travel from IPA/IPA Guest House/Garage to the destination and back to IPA/IPA Guest House/Garage which ever is nearer.
2. If a car is used for more than 4 hrs. but less than 8 hrs. then the payment will be made as per the rate for extra Km indicated above
3. In case a car is used for more than 8 hrs. Payment will be made as per rate for extra Km indicated above.

Signature of Tenderer with Seal

**PRICE BID**

**NAME OF WORK: Hire of Car on Dry Lease basis**

<b>Category</b>	<b>Make/Model</b>	<b>Year</b>	<b>Required no. of vehicles</b>	<b>Monthly lease rental (Rs.)</b>
Sedan	Indigo/or Equivalent makes namely Honda city, Ford Icon, Hundai Verna, Ciaz and Swift Desire of 2016 & above models.		01	

**Amount in words:**

Monthly lease rental (in Rupees): \_\_\_\_\_

Signature of Tenderer with Seal

**Annexure – D**

**DUTY SLIP**

(Name & Address of Contractor)

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) or his representative	(Name & Signature of the Hirer in IPA)

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