

D-26018/1/2016-17-Genl  
Government of India  
Ministry of Minority Affairs

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11th Floor, Pandit Deendayal  
"Antyodaya Bhawan"  
CGO Complex, Lodhi Road,  
New Delhi-110003

Dated: the 01 /11/ 2016

Subject: Invitation of Sealed Tenders for hiring of Vehicles- reg.

It has been decided that the following matters may be uploaded on the web-site for inviting, the bids for hiring of vehicles on monthly/ daily basis.

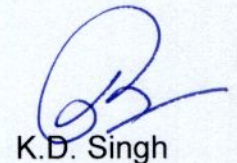
Sealed tenders are invited for hiring of vehicles (mentioned in Annexure-I) on monthly/daily rental basis from reputed travel/transport firms.

The detailed information, terms and conditions for the tenders for hiring of vehicles are available on this Ministry's website at [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in) and also are available on request from Genl. Section, Ministry of Minority Affairs (B2 Hall, 11<sup>th</sup> Floor, CGO Complex , Pt. Deendayal Antyodaya Bhawan, CGO Comlex, Lodhi Road, New Delhi-110003) Sealed quotations should reach this Ministry latest by 16/11/2016 by 3.00PM and will be opened on the same day at 3.30 PM in Room No.1151, 11<sup>th</sup> Floor, CGO Complex , Pt. Deendayal Antyodaya Bhawan, CGO Comlex, Lodhi Road, New Delhi-110003. The envelope containing the quotation must be marked as "Quotation for Hiring of Vehicles in the Ministry of Minority Affairs". The Sealed tender should be addressed to the Under Secretary (Admn.), Ministry of Minority Affairs. The sealed envelopes containing quotations may be dropped in the Tender Box at ground floor and placed inside entry Gate of Pt. Deendayal Antyodaya Bhawan Building, New Delhi by the due date and time. No tender will be accepted under any circumstances beyond the stipulated date and time which may be noted. The Ministry of Minority Affairs reserves the rights to reject any or all of the tenders without assigning any reason thereof, and is not liable to accept the lowest tender and would not be responsible for any delay/ loss/ mis-delivery of tender document.

The minimum requirement of vehicles for hiring on monthly basis is 08 to 10 Nos, however this may vary as per actual requirement.

The quotation should spell out specifically that the rates are exclusive of duties/ taxes. Applicable taxes, if any, may be shown separately and should not be included in the rates under any circumstances.

Director (NIC) for uploading the website of the Ministry.



K.D. Singh  
Under Secretary (Admn.)

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Government of India  
Ministry of Minority Affairs  
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TENDER DOCUMENT

**For providing rental Vehicle Services to the Ministry of Minority Affairs, CGO Complex, Lodhi Road, New Delhi at Delhi and NCR by reputed Vehicle Service Provider.**

Date of Issue of Tender Document	01/11/2016
Last Date & Time for submission of Tender Document	16 /11/2016 ( 3.00PM)
Pre- Bid Meeting	15/11/2016 (3.00 PM)
Date & Time for opening of Tender Document	
Technical Bids	16/11/2016
Financial Bids of Eligible Tenderers	21 /11/2016(3.00PM)



## CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of Contents
1.	Tender Notice
2.	A. Scope of work and general instructions for tenderers
3.	B. Terms and Conditions
4.	C. <b>Penalty Clause</b>
5.	D. Technical Bid Qualification Criteria
6.	E. Proforma for Technical Bid
7.	F. Details of major contracts handled by the firms during last two years
8.	G. Proforma for Financial Bid



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Government of India  
Ministry of Minority Affairs

11<sup>th</sup> Floor, Pandit Deendayal  
"Antyodaya Bhawan"  
CGO Complex, Lodhi Road  
New Delhi

Dated:the 01<sup>st</sup> Nov, 2016

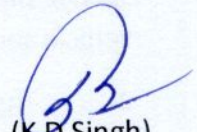
**TENDER NOTICE**

**(Hiring of Vehicle for M/o Minority Affairs)**

1. Tenders are invited by the Ministry of Minority Affairs under **two bid systems (i.e. Part I: Technical Bid and Part II: Financial Bid)** from reputed, experienced and financially sound Vehicle Service Providers for hiring of rental Vehicles by the Ministry of Minority Affairs, CGO Complex, New Delhi. The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (upto a maximum of two years) on review of performance, depending upon the requirements and administrative conveniences of the Ministry of Minority Affairs. The quantum of requirement of vehicles is tentatively 08-10 (Eight to Ten) on a regular basis, which may increase or decrease depending on the needs of the Ministry at particular moment.
2. The tender documents can be downloaded from the website of this Ministry i.e. <http://www.minorityaffairs.gov.in> from 01/11/2016 to 16/11/2016.
3. The interested service providers may submit the tenders in two bids systems [i.e. (i) Technical Bid and (ii) Financial bid] in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be attached alongwith the Tender Documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.
4. The Earnest Money Deposit (EMD) of Rs. 40,000/- (Rupees Forty Thousand Only) in the form of Account Payee Demand Draft/ Bankers' Cheque drawn in favour of **DDO, Ministry of Minority Affairs, New Delhi** has to be submitted alongwith Tender Documents. If the bid is received without EMD, it would not be considered and would be rejected summarily.
5. The technical bids will be opened on 16/11/2016 at 3.30PM by a Committee of Officers in the Ministry of Minority Affairs. At the first instance, the technical bids shall be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the Ministry. At the second stage, the **Financial Bids** of only those bidders who qualify in the technical bid will be opened on 21/11/2016 at 3.30 PM by the Committee Members. The Tender Evaluation Committee (TEC), after evaluation of the Technical and Financial Bids, will give its recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the members of the TEC.

6. The competent authority in the Ministry of Minority Affairs reserves the right to cancel the tender at any time or amend/ withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

7. The pre-bid meeting will be held on **15/11/2016** from 3.00PM to 4.00PM in the room No.1151, 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, Delhi-110003. The prospective bidders are requested to attend the aforesaid meeting for any clarification etc.



(K.D. Singh)

Under Secretary to the Govt. of India  
Tel No.011-24364277

## A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERES

1. Govt. of India, Ministry of Minority Affairs, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi requires the services of reputed well established and financially sound vehicle service providers (herein after referred to as "Service Providers") to provide rental commercial vehicle services for use in Delhi & NCR.
2. The contract shall be initially for a period of **one year** from the date of letter awarding the contract. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (upto a maximum of two years) as may be decided by the competent authority after review of performance.
3. The tender shall be accepted under **Two Bid Systems**. The interested service providers have to deposit (i) the Technical Bid and (ii) the Financial Bid at tender box. Tenders sent by any other mode will not be considered and the same will be rejected summarily. Each bid should be kept in a separate sealed cover. Both the bids should then be kept in another sealed cover addressed to Under Secretary (Admn.), Ministry of Minority Affairs. The outer sealed envelope containing the two sealed covers should bear the address, Tender Number and subject of tender as mentioned above. The two inner sealed envelopes should be super scribed with Tender Number, Subject of Tender and clearly indicating, "Technical Bid" or "Financial Bid" and date of opening of each of these envelopes. Hypothetical /Conditional/incomplete bid shall not be entertained.
4. The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT. (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by the Ministry of Minority Affairs if necessary).
5. The Earnest Money Deposit (EMD) of Rs. 40,000/- (Rupees Forty Thousand Only) in the form of Account Payee Demand Draft/ Bankers' Cheque drawn in favour of **DDO, Ministry of Minority Affairs, New Delhi** has to be submitted alongwith Tender Documents at Ministry of Minority Affairs, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 latest by 16/11/2016 at 3.00PM .If the bid is received without EMD, it would not be considered and would be rejected summarily.
6. 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.
7. The successful tenderer will have to deposit Performance Security Deposit (PSD) of Rs. 1,00,000/- (Rupees One Lakh Only) in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the DDO, Ministry of Minority Affairs, 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 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.

8. Conditional bids shall not be considered and rejected summarily.

9. All entries in the tender should be legible and filled clearly. If the space provided for furnishing the information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and uploaded. **No correction either in the Technical Bids and 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 summarily.**

10. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by 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 the attorney, which may be scanned and uploaded alongwith the tender documents. The attested copy of the Certificate of Registration of firm and the names of the authorized partner to interact with the Ministry of Minority Affairs should also be scanned and uploaded alongwith the tender documents.

11. The Technical Bid shall be opened on the scheduled date and time.

12. The financial bid of only those tenderer will be opened who qualify in the technical bid.

13. 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 submitted alongwith the tender documents. If it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents, etc., the Earnest Money Deposit or the Performance Deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained there for.

14. 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.

15. Opening of Tender: The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

16. 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 actions such as blacklisting of the firm etc.

17. L-1 will be decided on the basis of weightage of percentage as given in the Financial Bid. Please refer to Enclosure G and Illustration.

18. The contract is not transferable.

19. No payment shall be made in advance to the contractor on the basis of the order of award of contract. All payments to the contractor shall be made by ECS.

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## **B. TERMS AND CONDITIONS**

1. The contract shall be initially for a period of one year from the date of letter awarding the contract. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (upto a maximum of two years) as may be decided by the competent authority after review of performance.
2. The contract can be terminated at any time on account of unsatisfactory services upon review of performance by the competent authority in the Ministry of Minority Affairs. The unsatisfactory service shall mean and include non- compliance and non-fulfillment of any of the contractual obligations by the service provider or poor performance or violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/ shortcomings, brought to its notice in writing by the Section Officer, General Administration, Ministry of Minority Affairs.
3. By virtue of this agreement, no relationship of employees and employer will be created between the drivers deployed and the Ministry. 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 will be entertained by the Ministry.
4. The agreement can be terminated earlier by giving one month's written notice by the Ministry 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.
5. All the vehicles to be provided by the successful bidder should be of 2014 or newer (as per Registration Certificate) and should be mechanically sound and also have decent interiors with other necessary accessories.
6. The quoted rates will be all inclusive and no other charges will be paid extra, except the applicable service tax.
7. **No night charges will be payable.**
8. The services shall be provided on 24X7 basis.
9. The mileage for the purpose of "vehicle run" and "hours of duty" shall be reckoned from CGO Complex.
10. No mileage will be allowed to drivers for lunch/ breakfast or for filing of petrol/ diesel etc.
11. The average running of vehicles and duty hours may at times exceed the prescribed limit of hours and kilometers in a day/month.
12. The firm will ensure that the fuel tank of vehicles provided is completely filled up before deputing the vehicle for duty.
13. The firm will ensure that all drivers have live mobile phone connection so that they can be contacted, whenever required.
14. 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 NCR area, punctual, with valid driving license and he 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.





- v. Car perfume
  - vi. Mobile charger
  - vii. Seat Belts (Front & Rear)
  - viii. Umbrella during Monsoon
  - ix. Vehicles should be in **perfectly sound working condition and suitable** for use by Senior Officers.
  - x. Vehicles should be preferably of **white Color**, having **private Numbers**.
  - XI. Preference will be given to the vehicles less than **two (02) years**. However vehicles older than **three (03) years** will not be considered
27. The firms should have sufficient numbers of drivers having experience of driving in Delhi and in NCR.
28. A declaration on the printed letter-head of the firm stating, inter-alia, that the drivers 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 to the Section Officer, General Administration, Ministry of Minority Affairs.
29. The firm should have an adequate number of telephones for contact round the clock and the number of the same should be given to the Under Secretary, Section Officer and Assistant/UDC dealing with the Staff Cars in the Ministry of Minority Affairs as well as to the Officers with whom the respective vehicles have been provided.
30. The firm should have a provision to take bookings 24 Hrs.
31. The successful firms/ agency shall not deploy any of the taxies, provided/ attached to the Ministry on monthly basis, for any other commercial purposes, after duty hours or on holidays.
32. The agency shall ensure that the odometer of the vehicles/ cars supplied is properly sealed so that no tampering could be done with a view to inflate the distance travelled.
33. The authorized officer of this ministry may conduct a surprise checking of the cars/ vehicles supplied from any workshop and the cost thereof will be borne by the agency.
34. While the Ministry of Minority Affairs has a regular requirement for hiring vehicles, it shall have the right not to utilize the services at all at any time for any period without giving any notice.
35. Revision of rates will not be entertained during the period of contract.
36. Breach of Terms and Conditions: In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the security deposit in the form of Performance Bank Guarantee shall be encashed.

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15. Out of the vehicles supplied by the firm to the Ministry of Minority Affairs, at least one vehicle should have all necessary permits for operating in NCR area i.e. Faridabad, NOIDA, Greater NOIDA, Ghaziabad, and Gurgaon etc. A detailed map book NCR area should be kept in the vehicle/car.
16. During the periodical maintenance of the vehicles, contractor/service provider shall provide standby vehicles of same make & year.
17. Vehicle shall always carry first aid box and mandatory spares, viz. toilet kit, fuses, spark plugs, belts, fire extinguisher, torch, umbrella, etc.
18. 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.
19. 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 drivers and any other parties involved in the event of deaths/ injuries/ damages arising out of accidents and due to various other causes etc.
20. It will be the responsibility of the service provider to comply with all statutory obligations on his part arising out of this contract.
21. Bills for supply of vehicle for any month along with duly signed duty slips and/ or proper records of movements of vehicles by the users shall be submitted in the first week of the following month to the Under Secretary, General Administration, Ministry of Minority Affairs, 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 for arranging payment.
22. In case of any officer desires, the firm shall provide roof carriers on their vehicles/cars.
23. In case of dispute of any kind, the firm shall abide by the decision of the competent authority in the Ministry of Minority Affairs. 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 vehicles insured in compliance with the provisions 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 Ministry from any loss on this account.
26. The vehicles will have to be fitted/ provided with the following mandatory accessories/ utilities:
- i. Clean seat covers
  - ii. Quality radio music system
  - iii. Reading lamp
  - iv. Tissue paper box

### C. PENALTY CLAUSE

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

Sl. No.	Violations	Penal Amount per month per car			Amount deducted per day per car	Remarks
		First Instance	Second Instance	Third Instance		
1.	Non functioning of AC in a car/ vehicle	----	----	----	500/-	In case the Car is neither repaired nor replaced within an hour
2.	Failure to provide alternative arrangement within one hour of vehicle breakdown	500/-	1000/-	2000/-	---	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 the forfeiture of Performance Security/ blacklisting of the firm
4.	Usage of attached vehicles for other private/ commercial purposes	2000/-	---	---	---	For each such contravention
5.	Change of driver without prior intimation to the Ministry and the Officers with whom the vehicle is attached	500/-	---	---	---	On each occasion
6.	Delay (more than 30 minutes) in reporting for duty by driver/ vehicle	500/-	1000/-	2000/-	---	Rental charges for the day will also not be paid
7.	Non-compliance of any other terms & conditions	500/-	1000/-	2000/-	---	For each violation per vehicle

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#### **D. TECHNICAL BID QUALIFICATION CRITERIA(TBQC)**

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 provider should be located either in Delhi/New Delhi. A copy of the proof of address is to be attached with bid documents.
- 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 sent along with the Bid documents.
- C. The service providers must have a **minimum of two years experience** in supplying vehicles to the Government Ministries/ Departments/ Public Sector Companies/ Nationalized Banks or reputed companies. **Proof of at least one contract relating to supply of vehicle services to Ministries/ Departments of Central Government/ State Government, PSUs, Nationalized Banks in last two years along with the attested copies of the supply order should be furnished. A Copy of said documents are to be sent alongwith the Bid Documents.**
- D. **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. 2014-15 and 2015-16 (i.e. Assessment Year 2015-16 & 2016-17) should also be submitted. The said documents are to be sent alongwith the Bid Documents.**
- 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 sent alongwith the Bid Documents.
- F. Self attested copy of the **PAN Card of the bidding firm** shall be sent alongwith the Bid Documents.
- G. The service provider agency (not individual) should be **registered with Service Tax Departments**. Certified copy of the registration shall be sent alongwith the Bid Documents.
- H. Self Certificate that the firm has not been blacklisted by any Central Government Departments/ Ministries/ PSUs/ Banks etc. should be sent alongwith the Bid Documents.(Bidder should give correct information).
- I. If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, its bids will be ignored and EMD/Performance Security will be forfeited and/or the firm shall be black listed.

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**E. PROFORMA FOR TECHNICAL BID**

<b>CRITERIA</b>	
1.	Name of Agency
2.	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization)
3.	Full Address of Reg. Office i. Telephone No. ii. FAX No. iii. e-Mail Address
4.	Full Address of Operating/ Branch Office in Delhi i. Telephone No. 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 Number of the Banker
6.	Registration No. of the Agency/ Firm
7.	PAN
8.	Service Tax Registration No.
9.	Service tax paid during <b>financial years 2013-14 and 2014-15</b>
10.	Financial turnover and IT Returns of the Agency for the financial years <b>2013-14 and 2014-15</b>
11.	Number of vehicles registered with the agency.
12.	Details of major contracts handled in last two years (Please attached proof of at least on e contract as per para-C of TBQC on pre-page.
13.	Certificate of satisfactory performance from the organization to whom the service was provided.
14.	Certificate- (Firm Not Blacklisted etc. to be attached)

**DECLARATION**

1. I, \_\_\_\_\_ son/ daughter/ wife of Shri \_\_\_\_\_ proprietor/ Director/ authorized signatory of the agency mentioned above, is competent to sign this declaration and execute this tender;

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 alongwith 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 documents would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of EMD and Performance Security.

Date:  
Place:

Signature of authorized person  
Name:  
Seal:



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

Sl. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. lakh per year)	Duration of Contract	
			From	To
1.				
2.				
3.				

(If the space provided is insufficient, a separate sheet may be attached)

*63*

**G. PROFORMA FOR FINANCIAL BID**

**I. Proforma for Financial Bid**

Rates (including all taxes and levies except service tax) of taxis

			A	B	C	D	E
Sl. No.	Make		Rate for Half Day (5 hrs. and 40 Kms)	Rate for full day (10 hrs. and 80 kms)	Rate for one month (3000 KM and 300 hrs.)	Rate for each extra kilometer	Rate for each extra hour
		Percentage of weightage	4%	10%	70%	10%	6%
1	Nissan (Sunny)/Maruti Ciaz/ Honda City(AC Vehicle)	40%					
2	Innova (8 Seater) (AC Vehicle)	5%					
3	Maruti SX-4/ Etios (AC Vehicle)	40%					
4	Swift Dzire/ Indigo (AC Vehicle)	5%					
5	Indica/ Wagon-R (Non AC Vehicle)	10%					

2. Rates for all respects must be filled in otherwise quotations should not be entertained.

3. Any other information:

Dated: \_\_\_\_\_

(Signature of Tenderer

Place: \_\_\_\_\_

with stamps of the firm)

## EVALUATION OF LOWEST TENDERS

Rates (including all taxes and levies except service tax) of taxis

Sl. No.	Make		A	B	C	D	E
			Rate for Half Day (5 hrs. and 40 Kms)	Rate for full day (10 hrs. and 80 kms)	Rate for one month (3000 KM and 300 hrs.)	Rate for each extra kilometer	Rate for each extra hour
		Percentage of weightage	4%	10%	70%	10%	6%
1	Nissan (Sunny)/Maruti Ciaz/ Honda City(AC Vehicle)	40%					
2	Innova (8 Seater) (AC Vehicle)	5%					
3	Maruti SX-4/ Etios (AC Vehicle)	40%					
4	Swift Dzire/ Indigo (AC Vehicle)	5%					
5	Indica/ Wagon-R (Non AC Vehicle)	10%					

For evaluation of the lowest tenders, following shall be computed on the weightage of monthly basis:

- A. Rate for 200 kms per month.
- B. Total for hiring a vehicle on daily basis for 7 days (in a month).
- C. Rate for the 2500 Km
- D. Rate for the 3000 KM
- E. Total for extra 500 kms.
- F. Total for Extra 100 hrs.





### ILLUSTRATION

Sl. No.	Make		A	B	C	D	E
			Rate for Half Day (5 hrs. and 40 Kms)	Rate for full day (10 hrs. and 80 kms)	Rate for one month (3000 KM and 300 hrs.)	Rate for each extra kilometer	Rate for each extra hour
		Percentage of weightage	4%	10%	10%	3%	3%
1	Nissan (Sunny)/Maruti Ciaz/ Honda City(AC Vehicle)	40%	450	1000	45000	10	50
2	Innova (8 Seater) (AC Vehicle)	5%	500	1100	50000	11	55
3	Maruti SX-4/ Etios (AC Vehicle)	40%	450	1000	45000	10	55
4	Swift Dzire/ Indigo (AC Vehicle)	5%	400	900	40000	8	45
5	Indica/ Wagon-R (Non AC Vehicle)	10%	300	700	25000	7	35

**For evaluation of the lowest tenders, following shall be computed on the weightage of monthly basis:**

- A. Rate for 200 kms per month.**
- B. Total for hiring a vehicle on daily basis for 7 days (in a month).**
- C. Rate for the 2500 Km**
- D. Rate for the 3000 KM**
- E. Total for extra 500 kms.**
- F. Total for Extra 100 hrs.**

**Formula for Calculation:**

(A)				(B)			
450x	0.40x	0.04=	7.2	1000x	0.40x	0.10=	40
500x	0.05x	0.04=	1	1100x	0.05x	0.10=	5.5
450x	0.40x	0.04=	7.2	1000x	0.40x	0.10=	40
400x	0.05x	0.04=	0.8	900x	0.05x	0.10=	4.5
300x	0.10x	0.04=	1.2	700x	0.10x	0.10=	7
			Total(A)				Total(B)
			17.4				97
(C)				(D)			
40000x	0.40x	0.70=	11200	45000x	0.40x	0.10=	1800
45000x	0.05x	0.70=	1575	50000x	0.05x	0.10=	250
40000x	0.40x	0.70=	11200	45000x	0.40x	0.10=	1800
36000x	0.05x	0.70=	1260	40000x	0.05x	0.10=	200
20000x	0.10x	0.70=	1400	25000x	0.10x	0.10=	250
			Total (C)				Total(D)
			26635				4300
(E)							
10x	0.40x	0.03=	0.12				
11x	0.05x	0.03=	0.0165				
10x	0.40x	0.03=	0.12				
8x	0.05x	0.03=	0.012				
7x	0.10x	0.03=	0.021				
			Total(E)				
			0.2895				
Grand Total=(A+B+C+D+E) = Rs. 31049.68							

*62*