



सागरमाला डेवेलपमेन्ट कम्पनी लिमिटेड

भारतसरकारकाउपक्रम

**Sagarmala Development Company Ltd.**

**(A Government of India Enterprise)**

**Website: [www.sdclindia.com](http://www.sdclindia.com)**

**CIN No: U74999DL2016GOI305194**

**GSTIN No. 07AAYCS0357B1Z8**

File No: SDCL/HT/61/252

**LIMITED QUOTATIONS INVITING TENDER**

**Name of Work: Providing Services of Cars on Hiring Basis To Sagarmala Development Company Limited (SDCL) New Delhi.**

Proposals are invited from interested parties for the captioned services, under the following terms and conditions.

**Terms, Conditions & Instructions for Bidders:-**

1. Proposal is to be accompanied by Tender Fees of Rs. 1,000/- in the form of Demand Draft in favor of "Sagarmala Development Company Limited" payable at New Delhi.
2. Bidder must have carried out at least 5 similar kind of works (minimum 1 with Govt./PSUs) in last 3 years and should submit proof of work along with proposal.
3. Bidder should have average annual turnover of around Rs. 50 lakh for the previous 3 years i.e. 2019-20, 2020-21 and 2021-22. Documentary proof in the form of CA Certificate shall be provided along with Technical Bid.
4. Bidder should have its office within a radius of 8 km from SDCL's Office i.e. Janpath, Connaught Place, New Delhi.
5. Bidder should not be blacklisted or barred from any Govt. department/ PSUs/ Registered Societies or any related agencies and should provide a self-declaration certification in this regard.
6. SDCL's reserves the right to ask for additional vehicles for short duration on Prorated basis as mentioned in the contract.
7. Bidder should submit Technical Bid, which is enclosed herewith as Annexure-A, along with all requisite documents in envelop no. 1.
8. Bidder should submit Financial Bid, which is enclosed herewith as Annexure-B in envelop no. 2.
9. Both the envelopes No. 1 & 2 should be kept inside the third envelop with TITLE as given in the Name of Work.
10. Successful bidder should deposit Rs.50,000 as security deposit in the form of Performance Bank Guarantee.
11. The last date for submission of proposals is on or before 1500 hours on **17/10/2022** at SDCL's office i.e. at 1<sup>st</sup> Floor, 124, Thapar House, Janpath Lane, New Delhi 110001.

12. The term of contract shall be for Two years which may be extended at the same rates and conditions on mutual consent for another year.
13. Proposal should be submitted in two envelopes i.e. Technical Bid and Financial Bid under separate sealed envelopes along with Demand Draft for Tender Fees.
14. Financial Bid of only eligible bidders shall be opened.
15. The tenderer quoting the lowest "rate per month" in S.No 1 of the Financial Bid will be the selected bidder.
16. The vehicle shall be operated as per direction of SDCL's officials.
17. The rates are net and nothing extra shall be paid on any account.
18. Petrol/Diesel and other oils (P.O.L.) etc., shall be arranged by the contractor and nothing extra shall be paid on this account.
19. Repairs, spare parts and the salary of the driver etc., of the vehicle shall be borne by the contractor.
20. The contractor will be fully responsible for any type of accident during running of vehicle.
21. The vehicle shall be kept clean and well equipped with curtains, tissue papers, seat cover and duly ventilated.
22. Photocopy of all documents (Pollution certificate/Insurance or other ) of vehicles and driving license of the drivers as required as per Motor Vehicle Act should be kept in the vehicle for inspection.
23. In case of any road accident due to negligence of driver or any other reason, SDCL shall not entertain any claim. This shall be the sole responsibility of the contractor /driver
24. The contractor shall make his own arrangement of lodging etc., for driver.
25. The contractor shall make his own arrangement of water/food for driver.
26. Driver of the vehicle shall possess valid driving license as well as shall have minimum three years' experience. The driver should be able to get his documents and license etc., inspected as and when required and these shall remain available in vehicle.
27. Driver shall be fully conversant with Delhi Traffic Rules and road signs as well as Delhi routes etc.
28. If services of vehicles are not found satisfactory, the contract will be terminated with a notice of 15 days.
29. In case of any break down or absence of driver, an alternative arrangement is to be made by the contractor, failing which recovery at the rate of Rs. 5,000/- per day will be made for the day for which the vehicle is not provided.
30. The Start date will be 8 AM 23 October, 2022.

Sagarmala Development Company Limited

**Encl: Annexure A (Technical Proposal Form)**

**TECHNICAL BID****A) GENERAL INFORMATION OF THE BIDDER:**

|     |   |                       |
|-----|---|-----------------------|
| 01. | Name of the Tenderer  | :                     |
| 02. | Office Address :<br>Tel No. :<br>Mobile No. :<br>Fax No.<br>E-mail Address  | :<br>:<br>:<br>:<br>: |
| 03. | Name of authorized signatory  |                       |
| 04. | Details of Cars proposed by tenderers per the eligibility criteria<br><br>Attach copies of R C Books of each car  | :<br><br>:            |
| 05. | Experience of 5 similar works (at least one Govt./ PSUs) in last 3 years 2019-20, 2020-21 and 2021-22<br><br>Attach certificate of satisfactory service from users    | :<br><br>:            |
| 06. | Average Financial Turnover during the last three FYs<br><br>Attach Copies of Audited Balance Sheet, Profit & Loss Account, Auditor/ Chartered Accountant Certificate. | :<br><br>:            |
| 07. | Copies of GST Registration (Attach copy)  | :                     |
| 08. | Copy of PAN attached  | :                     |
| 09. | Proof of having its office within the radius of 8 KM to SDCL's office.  |                       |

Signature of Tenderer with Seal



**FINANCIAL BID**

| S.No.                  | Description of item   | Quantity  | Unit      | Rate | Amount |
|------------------------|---|-----------|-----------|------|--------|
| 1.                     | Providing chauffeur driven vehicle in good condition for official use as and when required, limited to a maximum travel of 28800km or below in 12 months period starting from 8AM 23 <sup>rd</sup> October 2022 and for a duration of upto 320 hours per month as per direction of official for the following models of cars:<br><br><b>Note:</b> <i>Cars must be of 2022 model and will be of Petrol/ Diesel model only. No CNG Model will be acceptable</i> |           |           |      |        |
| a)                     | Honda City <u>ZXCVT</u> (1* Number)   | 24 months | Per Month |      |        |
| b)                     | CIAZ/Honda City (1 Number)  | 24 months | Per Month |      |        |
| c)                     | Extra Charges per hour for working beyond 320 hours per Month.  | 500 Hrs   | (Per Hr.) |      |        |
| d)                     | Extra Charges per km for usage beyond 28800 km annually.  | 1000 Km   | (Per Km)  |      |        |
| e)                     | Outstation Charges  | 50        | Per Night |      |        |
| Total                  |   |           |           |      |        |
| Total Amount in words: |   |           |           |      |        |

**\*No of vehicle at serial no 1.a) may increase to 2 numbers at the same rate & terms & conditions of the contract on the sole discretion of the competent authority in SDCL.**

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8. Bidder should submit Financial Bid, which is enclosed herewith as Annexure B in envelop no. 2.
9. Both the envelopes No. 1 & 2 should be kept inside the third envelop with TITLE as given in the Name of Work.
10. Successful bidder should deposit Rs.50,000 as security deposit in the form of Performance Bank Guarantee.
11. The last date for submission of proposals is on or before 1500 hours on 17/10/2022 at SDCL's office i.e. at 1<sup>st</sup> Floor, 124, Thapar House, Janpath Lane, New Delhi 110001.
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