

**LIMITED NOTICE INVITING QUOTATIONS**

**No. : SDCL /HT/61/120**

**Date : 22/09/2020**

**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 to be is to be accompanied with Quotation Fees of Rs. 1,180/- (i.e.Rs.1,000/-+GST) in the form of Demand Draft in favor of "Sagarmala Development Company Limited" payable at New Delhi.
2. Bidder must have carried out atleast 5 similar kind of works (minimum 1 with Govt./PSUs) in last 3 years and should submit proof of work alongwith proposal.
3. Bidder should have average annual turnover of around Rs. 50 lakh for the previous 3 years i.e 2016-17, 2017-18 and 2018-19. 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, 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 certificate in this regard.
6. SDCL's reserves the right to ask for additional vehicles on Prorated basis as mentioned in the contract.
7. Bidder should submit Technical Bid, which is enclosed herewith as Annexure A, alongwith 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 30/09/2020 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.
13. Proposal should be submitted in two envelopes i.e. Technical Bid and Financial Bid under separate sealed envelopes alongwith Demand Draft for Quotation Fees.
14. Financial Bids of only eligible bidders shall be opened.
15. The Quotationer 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 for travel both within and outside Delhi/NCR. Any parking charges or toll tax incurred for the same would be reimbursed on actuals on submission of proof of payment.
17. The vehicle assigned for use by MD would be parked at his residence.
18. The kilometers quota would be calculated for a year and capped at 30,000 kms each year. For all months except the last, the billing would be at a constant rate on per month basis. So, even if the car was used for 2600 kms in the first month of contract, the billing would still be for 2500 kms ( $30,000/12 = 2500$ ). The bill would be generated for the same amount unless the cumulative kilometers covered exceeds 30,000 kms in a year. Any extra kilometers beyond 30,000 Kms will be billed in the bill of 12<sup>th</sup> month's bill. If vehicle runs less than 30,000 kms in a year, the balance will lapse on expiry of the 12<sup>th</sup> month.

19. The rates are net and nothing extra shall be paid on any account except taxes enforced by law.
20. Petrol/Diesel and other oils (P.O.L.) etc., shall be arranged by the contractor and nothing extra shall be paid on this account.
21. Repairs, spare parts and the salary of the driver etc., of the vehicle shall be borne by the contractor.
22. The contractor will be fully responsible for any type of accident during running of vehicle.
23. The vehicle shall be kept clean and well equipped with curtains, tissue papers, seat cover and duly ventilated.
24. Photocopy of all documents of vehicles and driving license of the drivers as required as per Motor Vehicle Act should be kept in the vehicle for inspection.
25. In case of any road accident/challan/fine 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.
26. The contractor shall make his own arrangement of lodging etc., for driver.
27. 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.
28. Driver shall be fully conversant with Delhi Traffic Rules and road signs as well as Delhi routes etc.
29. If services of vehicles are not found satisfactory, the contract will be terminated with a notice of 15 days.
30. 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.
31. Normally, the vehicle will not be required on Sundays and Gazetted holidays. However, if the vehicle is called for by SDCL officials on these days, nothing extra shall be paid.

sd/-

(Dal Veer Singh)

Company Secretary,

Sagarmala Development Company Limited

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

**Annexure B (Financial Bid Format)**

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

01.	Name of the Quotationer	:	
02.	Office Address :	:	
	Tel No. :	:	
	Mobile No. :	:	
	Fax No.	:	
	E-mail Address	:	
03.	Name of authorized signatory	:	
04.	Details of Cars proposed by Quotationeras per the eligibility criteria	:	
	Attach copies of R C Books of each car	:	
05.	Experience of 5 similar works (atleast one Govt./ PSUs) in last 3 years	:	
	Attach certificate of satisfactory service from users	:	
06.	Average Financial Turnover during the last three years i.e. 2016-17, 2017-18& 2018-19	:	
	Attach Copies of Audited Balance Sheet, Profit & Loss Account, Auditor/ Chartered Accountant Certificate.	:	
07.	Copies of GST Registration (Attach copy)	:	
08.	Copy of PAN attached	:	
09.	Contractor have its office within the radius of 8 KM to SDCL's office.	:	

Signature of Quotationer with Seal



**FINANCIAL BID**

S.No.	Description of item	Quantity	Unit	Amount
1.	Providing chauffeur driven vehicle in good condition for official use on all working days in the month as and when required, limited to a maximum travel of 60000km or below in 24 months and for a duration of upto 10 hours each day as per direction of official for the following models of cars:			
a)	Honda City AT/MT Top Model (Petrol) <b>Note:</b> <u>Car must be of 2020 model and will be of Petrol model only.</u>	1 car for 24 months	Per Month	
b)	Maruti Suzuki Ciaz / Swift Dezire/Honda Amaze (Petrol/Diesel) <b>Note:</b> <u>Car must not be older than 2018 model.</u>	1 car for 24 months	Per Month	
c)	Extra Charges per hour for working beyond 10 hours daily.	1200 Hrs	Per Hr.	
d)	Extra Charges per km for usage beyond 2,500 km monthly for: Honda City AT/MT Top Model (Petrol)		Per Km	
e)	Extra Charges per km for usage beyond 2,500 km monthly for: Maruti Suzuki Ciaz / Swift Dezire/Honda Amaze (Petrol/Diesel)		Per Km	
f)	Outstation Charges		Per Night	
		Total		
		Total Amount in words:		

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