

**Subject:      Hiring of vehicles by BPPI- regarding.**

BPPI invites quotations in sealed covers from reputed vendors latest by 3.30 pm on 23/07/2015 for hiring 3 to 5 Vehicles of different models, on monthly basis for the use of its officials. The preferred Vehicles to be hired by us are Santro, Wagon R, Swift, Indica, Indigo and the similar models. Different models of vehicle from different vendors may be hired based on the financial bid received for each model. The bid shall consist of two parts – Technical bid and Financial bid. Both bids are to be placed in two separate sealed envelopes (clearly superscribing 'Technical Bid' and 'Financial Bid') which in turn are to be placed in one sealed cover. Bids of all parties whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected forthwith. All the information sought under the head 'Conditions' and 'Other Information to be supplied' is to be given in Technical Bid while price quoted for the same will have to be mentioned only in the Financial Bid. The Financial bids of only those parties will be opened whose Technical Bids are found to be eligible while the disqualified bidders' Financial bid shall not be opened.

The Technical bid shall be opened at 4.30 PM on 24.07.2015 in our corporate office, IDPL Complex, Dundahera, Gurgaon, in the presence of one representative of each of the bidder who wishes to be present.

**A. Eligibility Criteria for Bidder** (Supporting evidences should be submitted along with Technical Bid):-

**Conditions:**

- i. The Applicant Vendor should own sufficient number of vehicles, not less than 5 nos., at the time of making application for the contract and should produce evidences to that effect.
- ii. The Applicant's Annual Turnover should not be less than Rs. 10.00 lakhs from the business of hiring of vehicles in the financial years 2013-14 and 2014-15. In support of this, Applicant vendor should submit their copies of return of income filed with the Income Tax Department.

- iii. Applicant Vendor should have a reputed client base & should not have been black listed by any Govt. department in last five years. The client list along with proof of work order received should be submitted in support of the same.
- iv. The Applicant Vendor should have the experience of running a fleet of vehicles on hiring basis for at least 2 years.
- v. Vehicle shall remain at the disposal of BPPI at all time and has to be parked either at our office premises or at the residence of the concerned officials.
- vi. The above conditions will not apply to Government or Semi-Government Enterprises.
- vii. The bids shall be valid for 3 months.
- viii. Driver should be of around 35 years of age, and shall be provided with a mobile. He should have valid driving license, neatly dressed and well-behaved.
- ix. The rates quoted shall be valid and shall remains same throughout the contract period.
- x. The time & distance will be calculated from the time & place of reporting to the time & place of release. For time beyond 10 hrs, on a day, extra charge required per day, if any shall be quoted separately also for out station night stay, extra charges, if required, shall be quoted separately.

**B. TECHNICAL BID :-** Eligible transport vendors, tour/taxi operators/individuals are requested to provide the following information in the Performa enclosed with this tender document:-

- 1. Name & address of the bidder.
- 2. Nature of business.
- 3. Income Tax assessment particulars, Ward/Circle & PAN.
- 4. Number of vehicles presently owned by the vendor along with proof of ownership of each vehicle.
- 5. Turnover in the past three years along with documentary evidence.
- 6. Copies of I.T. Returns for the last two Assessment Years 2013-14 and 2014-15 along with balance sheet, P&L A/c and Auditor's Report if any.
- 7. Details of hiring of vehicles done in the past:-
  - 7.1 Name & address of the parties to whom vehicles were given on hire during last 2 Financial Years( F.Y. 13-14 to 14-15).
  - 7.2 Period for which the vehicles were hired out;
  - 7.3 Number of vehicles given on hire.

**C. FINANCIAL BID:-**

- (a) The rate for vehicles hired shall be quoted for 1500 and 2000 kms per month on an average and for 300 hours per month. Vehicles shall be of the make 2014 or later and having run for not more than 30,000 Kms as on date of submission of tender.
- (b) The balance of kilometers/hours run during the month are to be carried forward to the next month and any cumulative shortage will lapse at the end of contract year only and any cumulative excess will be paid at the end of 6 months of contract period, as per kilometer/hour utilized.
- (c) Rates for extra km beyond 1500/2000 kms per month must be separately specified.
- (d) Rates for AC and Non AC vehicle should be given separately.
- (e) Rates for 80km/10 hours per day may be separately specified for additional cars required on temporary basis.
- (f) The rates quoted should be exclusive of Service Tax as well as any other Govt. levies etc. as applicable.
- (g) Toll and parking charges at actuals shall be reimbursed along with monthly payment.

Quotation should be sent in sealed covers superscribed as QUOTATION FOR HIRING OF VEHICLES & should reach the office of the BPPI, IDPL Complex, Corporate Office, Dundahera, Gurgaon, on or before 23.07.2015 by 3.30 PM. The Technical bids will be opened on 24.07.2015 at 04.30 PM in the presence of the parties or their representative, who wish to be present. The date and timing of opening of financial bids shall be intimated separately to the bidders who are found technically qualified.

The agreement shall be valid for two years and would be renewable for further period on the same terms and conditions with mutual consent.

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