



Government of India
Ministry of External Affairs
India Africa Forum Summit Secretariat
Jawaharlal Nehru Bhawan, 23-D Janpath,
New Delhi-110011, INDIA

E-NOTICE INVITING TENDER FOR “HIRING OF CARS”

Tender No: IAFS/240/58/2015		DATED: 02.07.2015
<u>Important Dates</u>		
Published Date		02.07.2015 (1700 hrs)
Bid Document Download Start Date		02.07.2015 (1730 hrs)
Clarification Start Date		03.07.2015 (1000 hrs)
Clarification End Date		06.07.2015 (1200 hrs)
Bid Submission Start Date (online)		06.07.2015 (1300 hrs)
Bid Submission End Date (online)		08.07.2015 (1600 hrs)
Date of Technical Bid Opening (online)		10.07.2015 (1500 hrs)
Date of Financial Bid Opening (online)		13.07.2015 (1100 hrs)

The bid shall be submitted online only at Central Public Procurement Portal Website:
<http://eprocure.gov.in/eprocure/app> Manual bids shall not be accepted.

1. Introduction

The India-Africa Forum Summit (IAFS) is scheduled to be held in New Delhi from October 26 – 29, 2015. The Summit is likely to be attended by delegations from 54 African countries and delegates of the African Union. In this connection, Ministry of External Affairs (hereinafter referred to as 'Ministry') intends to hire Mercedes Benz E250 or E350 (Black or dark colour)/BMW 5 Series/Audi/Toyota Camry (White)/Toyota Corolla (White) cars, Tata Safari Storme, Tata Star Bus, Tata Van, Toyota Hiace/Mercedes Benz Viano vans and equivalent cars/vans of other make for official use by the Ministry for the delegates attending the Summit. The total number of aforementioned categories of cars/vans likely to be hired by the Ministry is likely to be 300. The number may, however, vary depending upon the requirement. In addition, the Ministry would also be hiring closed baggage vans. The cars/vans are likely to be hired during the period October 23 - 31, 2015. Reputed Tour and Taxi operators based in Delhi/New Delhi (hereinafter referred to as 'Company' or 'Companies') may please send bids – Technical & Financial in separate sealed envelopes in the format as given in the respective Annexure for inclusion of their company in the panel for hiring of cars during the above period.

2. Terms and Conditions

Two-bid system (Technical and Financial) shall be followed for this tender.

- The Financial Bids of companies that do not qualify in the Technical Bid stage will not be opened.
- The Ministry reserves the right to accept or reject any bid without assigning any reasons thereof.
- Companies, which have submitted their technical and financial bids but are not duly represented at the time of the opening of the two bids shall forfeit their right to make any claim or challenge the tendering process at any stage thereafter.
- All the cars which will be made available to the Ministry should be registered in the Company's name and should be registered in Delhi/NCR.
- Only those Companies which have a capacity of supplying at least 20 Company owned Mercedes Benz E250 or E350 (Black or dark colour)/BMW 5 Series/Audi/Toyota Camry (White)/Toyota Corolla (White) cars, Tata Safari Storme, Tata Star Bus, Tata Van, and Toyota Hiace/Mercedes Benz Viano vans or equivalent vehicles of other makes of 2012 or later models should take part in the bidding process.
- Ministry will not be obliged to hire a minimum number of cars from the company/firm selected.
- The companies/firms will have an option to withdraw from the panel and their security deposit will be refunded if no vehicle is hired from them.
- As the vehicles are to be hired in connection with an important event being organized by the Ministry, it is imperative that the vehicles and services provided by the company are of highest order. Punctuality, discipline and courteous behavior of highest order would be expected from the drivers.

- The deposit will not be refunded if the company/firm is unable to provide satisfactory services or an inquiry based on complaints received by the IAFS Secretariat reveals that the company has violated any of the terms and conditions of the contract. In such cases, Ministry's decision will be final.
- The competent authority in the Ministry will evaluate the vehicles and services of the car providers before hiring the vehicles.
- Penalties will be levied, for the violation of terms & conditions of the contract in the following manner;

Sl. No.	Problem	Penalty (Rs)
1	Late Arrival	
	By 10 minutes	Rs. 500/-
	Between 10-15 minutes	Rs. 800/-
	15 minutes and beyond or does not turn up	Rs.2000/- In all the above cases, the Ministry would arrange another car for the delegate, payment of which shall be borne by the company.
2	Attire of the driver	
	Inappropriate	Rs.500/- to 1000/- depending upon the inappropriations
	Very inappropriate	The driver with the vehicle will be sent back and a penalty of Rs. 1000/- will be imposed. The Ministry would arrange another car for the delegate, payment of which shall be borne by the company.
3	Un-cleaned vehicles or seat cover/ smell in the vehicle	Rs. 200 for first day Rs. 500/- per day for 2 nd consecutive day and beyond. Another appropriate car should be provided immediately or payment for such other car should be borne by the company.
4	AC not working/ malfunctioning	The company to provide another vehicle in an hour's time or the Ministry would arrange another car for the delegate, payment of which shall be borne by the company.
5	Breakdown en-route	The Ministry would arrange another car for the delegate, payment of which shall be borne by the contractor
6	Recurrent malfunctioning/ Dissatisfactory vehicle condition	The Ministry would arrange another car for the delegate, payment of which shall be borne by the company.
7	Driver's poor knowledge of routes	Driver to be changed by the company immediately.
8	Driver's behavior	Rs. 1000/- to Rs. 2000/- depending upon the gravity of the misdemeanor. The driver along with the vehicle may also be sent back and the Ministry

		would arrange another car for the delegate, payment of which shall be borne by the contractor.
9	Tampering of meter	Rs. 1000/- to 2000/-. Competent authority also has the discretion to terminate the contract along with forfeiture of performance security/blacklisting of the agency.
10	Irregularities such as overwriting, forged entries etc., in the log book(to be maintained in prescribed format)	Rs. 1000/- to 2000/-. Competent authority also has the discretion to terminate the contract along with forfeiture of performance security/blacklisting of the agency.

3. Criteria for selection of the service providers

- Ministry will select an appropriate number of service providers from amongst the Companies that are technically qualified and willing to provide cars as per terms and conditions of this tender.
- In case multiple service providers are not found at L1 rates in all or any of the categories of cars, Ministry has the right to expand the search, step by step, to the next higher bidder(s) who are technically qualified and willing to work at L1 rates.
- L1 supplier for each category will be the Company/Companies which is/are technically qualified and has/have quoted the lowest rate(s) for providing the aforementioned cars either in all or any one of the categories of cars namely for Mercedes Benz E250 or E350 (Black or dark colour)/BMW 5 Series/Audi/Toyota Camry (White)/ Toyota Corolla (White), Tata Safari Storme, Tata Star Bus, Tata Van, Toyota Hiace van, Mercedes Benz Viano van and Baggage Vans or equivalent vehicles of other makes (as per Annexure I) and are willing to provide vehicles as per terms and conditions of this tender.
- Thus, L1 rates for each category will be those rates which are the lowest rates for each category of car hiring quoted by Company/Companies which are technically qualified and willing to provide cars as per terms and conditions of this tender. Preference will be given to the company (ies) which has quoted L1 rates in hiring cars. The remaining number of vehicles, if any, which the company quoting L1 rates is unable to provide, will be hired from other empanelled companies provided they are able to provide the remaining number of vehicles at L1 rates. There will be no ceiling to hire a minimum number of vehicle(s) from each of the other empanelled companies.

4. Submission of online bids:-

- 4.1** The bid shall be submitted online only at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>
Manual bids will not be accepted under any circumstances.
- 4.2** The online bids (complete in all respect) must be uploaded online in **Two Covers (Technical and Financial bids)** as explained below:-

Cover 1 - (Technical Bid) (following documents to be uploaded online in .pdf format)		
Sl. No.	Document	File Type
1.	Name and Postal Address of the Company along with Telephone, Mobile, Fax, Email	.pdf
2.	Name and Postal Address of the Owner along with Telephone, Mobile, Fax, Email	.pdf
3.	Is your company recognized/registered by Government of Delhi? (Attach photocopy as proof): Tick as applicable: Recognized by Government of India as Tourist Transport Operator Recognized under Shops and Establishment Act Recognized as Firm Proprietorship/Any other category (Please specify)	.pdf
4.	EMD of Rs. 4,00,000/- (Rs. four lakh) (scanned copy) and Bank Details (certified copy)	.pdf
5.	Income Tax return for last three financial year and VAT / Sales Tax registration certificates along with TIN No. and Annual turnover (in crores)	.pdf
6.	Detailed statement of Owned & Registered Cars not older than three (3) years as per format at Annexure-II A and copies of Registration Certificate of at least 20 cars in the name of the bidding Company	.pdf
7.	Proof of minimum two years of experience of providing different categories of vehicles to the Departments / Ministries / Organisations of the Govt of India / State Govt./PSUs/Embassies, etc.	.pdf
8.	Undertaking that the bidder has not been blacklisted by any Departments / Ministries / Organisations of the Govt of India / State Govt.	.pdf
9.	Registration and incorporation particulars of firm / Company and Compliance statement that bidder agrees to all terms and conditions of this tender document	.pdf
10.	Details of Award / Certificates of merit etc. received from any organization	.pdf
	Cover 2 - (Financial Bid) (to be uploaded online in .pdf format)	
Sl. No.	Document	File Type
1.	Financial bid as per Annexure II of this tender document	.xls

5. Tenderer/Bidders are advised to follow the instructions provided in the **‘Instruction to Tenderer’** specified at Annexure-III of this Tender document for e-submission of the bids online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> before proceeding with the tender;
- 5.1 All documents as per tender requirement shall be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> and further **no documents will be accepted offline.**
- 5.2 Bidders not submitting any of the required documents online will be summarily rejected;
- 5.3 Both technical and financial bid are to be submitted concurrently duly digitally signed on the Central Public Procurement Portal;
- 5.4 The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective tenderer;
- 5.5 Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal;
- 5.6 The original hard copy of **Earnest Money Deposit (EMD)** of Rs. 4,00,000/- in the form of Demand Draft / Pay Order in favour of **“Pay & Account Officer, Ministry of External Affairs”** is also required to be submitted in a sealed envelope superscribed **“Tender for Cars”, on or before the closing date and time of e-submission of online bids** to Administrative Officer (IAFS) , Room No. : 1139 C-Wing, Jawaharlal Nehru Bhawan, 23-D Janpath, New Delhi-110011. Failing which the bids will not be considered.
- 5.7 **Financial Bid:-** The bidder must submit their financial bid in the prescribed format (BOQ.XXXX File) – specified at Annexure II of this tender document and no other format is acceptable. Bidders are required to download the BOQ File, open it and complete the unprotected cells with their respective financial quotes **[the rate per unit for each item]** and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected. The bidders are strictly advised to refrain from quoting unrealistic prices, at which they may not make supplies later.
6. **Critical Dates:- Given in page one of the Tender document**
7. **Non transferability:-** This tender is non transferable. The incomplete and conditional tenders will be summarily rejected.
8. **Basis of awarding the contract:-**
- 8.1 The contract shall be awarded to the technically qualified companies on the basis of the lowest quote for each item.
- 8.2 If two or more bidders have offered the same rate, the Ministry reserves the right to classify all such bidders as lowest and divide the purchase order suitably between them;
- 8.3 During the period, no request for increase in quoted rates shall be accepted under any circumstances.

- 9. Performance Guarantee:** If a firm after award of the contract violates any of the terms and conditions, it shall be blacklisted and its EMD/performance guarantee shall be forfeited.

10 Amendment of Bidding Document:-

- 10.1** At any time prior to the deadline for e-submission of bids, the Ministry may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document;
- 10.2** Any amendment in the bidding document, at any time prior to the deadline for e-submission of bids, shall be uploaded as “corrigendum” on <http://eprocure.gov.in/eprocure/app> and www.mea.gov.in. Such amendments/modifications shall be binding on all the prospective bidders;
- 10.3** Ministry at its discretion may extend the deadline for the e-submission of bids if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into the consideration the amendments while preparing their bids;
- 10.4** The Ministry reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
- 10.5** Further Addendum/Corrigendum if any will be uploaded onto website of MEA only besides the CPP portal. The decision of Ministry, in this regard, shall be final and binding on all.

11 Corrupt or Fraudulent Practices:-

- 11.1** It is expected that the bidders who wish to bid for this tender have the highest standards of ethics;
- 11.2** Ministry shall reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract;
- 11.3** Ministry may declare a bidder ineligible, either indefinitely or for a stated duration, if it at any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of contract.

12 Force Majeure:-

- 12.1** Ministry may consider relaxing the penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure.
- 12.2** Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premise, etc.

13 **Basic duty description for the hired cars**

- Quotations are invited on the basis of 4/8 hours of duty and/or 50/100 kms of mileage.
- The duty points will be the hotel/place of stay of the delegation or Jawaharlal Nehru Bhawan or any other place that may be intimated to the company.
- Counting of distance will be from the starting point of the user and closing at the point wherever user completes his/her travel.

14 **Other Terms and Conditions**

- i. Eligibility Criteria: (a) The bidding company should have minimum two years of experience in supplying aforementioned categories of vehicles to Ministries/Departments of the Government, PSUs, Embassies, etc. (b) The bidding company's annual turnover should be more than Rupees One Crore.
- ii. The Transport Company bidding for the tender must possess a valid registration of their Company with the Delhi Government and shall not further assign this agreement to a third party. The vehicles shall have the necessary permits to travel in the NCR regions also. The transport company will have to arrange for such permits and will have to charge on the basis of actuals. The vehicles and the drivers provided by the Company shall work under the overall supervision of the Ministry.
- iii. In view of the security considerations for the event, dedicated cars and drivers with proven integrity must be provided. Security clearance from the police authorities in respect of each driver should be furnished by the Company. The Company shall provide the name, address, mobile number, badge number and a photocopy of driving license of each driver deployed four weeks prior to the hiring of cars by the Ministry.
- iv. The drivers of the cars provided must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important places in Delhi, New Delhi and NCR regions and hold **valid driving license and the valid badge number issued by the transport department for driving their vehicles**. Drivers must be thoroughly briefed and trained about the nature of the event and shall be advised to demonstrate courteous behaviour at all times. Ministry reserves the right to terminate the services of the Company on account of complaints received about alleged misconduct or discourteous behaviour of drivers.
- v. The Companies shall maintain mileage meter and log book properly. Tampering with the mileage meter, wrong recording of cars usage timings, overwriting of summary/log sheet and misbehavior of driver while on duty may lead to cancellation of the contract. The Ministry reserves the right to conduct checks or verify the mileage meters and other records. Ministry also reserves the right to terminate services of the empanelled company/firm due to failure on the part of the company to comply with this requirement.

- vi. The Companies should abide by and comply with all statutory requirements and provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour/Laws/Acts/Rules in force from time to time at their own cost. In case the Company or its owner is found to be violating any such statutory provision under Labour Laws or any other law, it would constitute sufficient ground for consideration of immediate termination of the contract.
- vii. The Company or its owner shall adopt and follow industry-recognised Best Management Practices, which *inter alia* would include fitting of a Global Positioning System (GPS) in the vehicles provided to the Ministry of External Affairs. However, providing a GPS facility in the vehicle will be a desirable qualification and not a mandatory requirement for qualification in the technical bid.
- viii. Given the nature of the event, the Company is expected to provide a proper uniform, preferably a suit as per specifications of this Ministry. Non-compliance with these conditions will lead to summary termination of contract. Bidders will be required to give an undertaking to this effect while submitting their technical bids.
- ix. The Ministry will have no responsibility and will in no way be liable towards taxes, fees, penalties, cost of fuel, payment of salary to the drivers, maintenance of the cars etc. or any other charges except payment of the hiring charges, parking charges and toll tax, if any. Consumables like lubricants, tyres, battery and repair, maintenance, taxes, insurance etc. will be the Company's liability. The rates in the Financial Bid should be quoted inclusive of all expenses such as fuel, taxes, insurance, maintenance, repair and servicing, driver's wages, any other liability of the company towards their vehicle and drivers, etc.
- x. The Companies have to ensure that all necessary documents [Registration certificate, Insurance papers, Pollution Under Control (PUC) etc.] are available with the drivers, and that the drivers are well mannered and neatly dressed. The drivers should always carry a mobile phone with them to facilitate quick contact. The names and full addresses with mobile numbers of the drivers (along with copy of their driving licence), who will attend the duty, should be furnished as and when deployed. A 24-hrs helpline number of the company should also be provided.
- xi. The Company shall not employ any driver who has not completed twenty-one years of age and who does not have at least three years of driving experience. The driver should be physically fit as per the requirements of the job. Any change in cars or drivers will be allowed only in exceptional circumstances and that too with prior information/approval of the IAFS Secretariat or the Secretariat's designated officer.
- xii. All the cars should be provided with duty slips/log books. Car engaged for duty must be certified by the users indicating clearly the kilometers reading and time of arrival for duty and end of duty on duty slips/log books and the driver should be able to maintain the same independently, with proper care. The bills submitted to the IAFS Secretariat at the time of settlement should clearly delineate elements like hiring charges, charges

on account of extra hours/kms, taxes, etc. Failure to do so will lead to rejection of those bills.

- xiii. The successful bidders will sign an Indemnity Bond with the Ministry at the time of entering into Agreement. The Company shall indemnify MEA against all other damages/charges for which MEA may be held liable or pay on account of the negligence of the Company or their driver or any person under their control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. Ministry shall not be responsible financially or otherwise for any injury to the driver or person deployed by the Company or for any challan, loss, damage to the car or any other car during the course of performing the duties.
- xiv. All the cars to be provided to this Ministry should be black or dark colour in respect of Mercedes Benz, silver grey or white colour in respect of other categories and should not be a model registered earlier than 2012. In no circumstance should a vehicle which is more than 3 years old (from the date of manufacture) be provided to the Ministry. No car should have run more than 36,000 kms as on the date of signing of the contract. The interior of the cars should be neat and clean and should have excellent upholstery.
- xv. The cars provided to the Ministry for the above event would have been serviced before these are hired and all the accessories would be in perfect working condition at all times. A/Cs and/or Heating systems should be in proper working condition as per the season.
- xvi. Payment will be made after the conclusion of the event and on submission of pre-receipted bills (in triplicate) duly supported by duty slips/log books duly signed and stamped by the concerned officers using the cars/authorized signatories.
- xvii. The Company should have enough resources to repair their cars in minimum possible time when required. They should be in a position to substitute/ replace or arrange extra car at short notice.
- xviii. The cars provided to the Ministry should be insured comprehensively. The cars should have necessary permits from the Transport Department/Authority and should preferably bear Commercial Taxi Registration Numbers.
- xix. Operation and function of vehicles and drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.
- xx. All the drivers shall be the employees of the Company providing the cars and the Ministry recognizes no employer-employee relationship between the Ministry and the drivers deployed by the Company. The Company shall be required to provide to Ministry a copy of the employment contract signed between the Company and the drivers employed by them.

- xxi. No employee of the Ministry who is involved in this tendering process shall have any fiduciary interest or connection with the Company or its owner directly or indirectly in any manner.
- xxii. Prior to signing of the agreement for hiring of cars a copy of the (i) Fitness certificate (ii) Insurance papers (iii) Registration Certificate (iv) Pollution under control (PUC) certificate (v) valid Road permit in respect of the cars to be hired by the Ministry must be submitted to the Administrative Officer, IAFS Secretariat, Ministry of External Affairs, Jawaharlal Nehru Bhawan, New Delhi – 110011.

15 Legal Jurisdiction

In case of any dispute, Delhi Court alone shall have the territorial jurisdiction to adjudicate upon the matter arising out of this contract.

16 Arbitration

i) In the event of any dispute or difference between the parties hereto, such dispute or difference shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of External Affairs on the recommendation of the Secretary, Dept of Legal Affairs ('Law Secretary') Government of India. The provisions of Arbitration and conciliation Act, 1996 (No 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Delhi or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the award which shall be final and binding on the parties). The cost of the arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

ii) pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is published, the parties shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

- 17** The services of any Company which fails to comply with any of the conditions stipulated above will be liable to be terminated immediately without any notice at point of time during the currency of the contract. Incorrect claims and misrepresentation of facts shall render the Company to be disqualified. The decision of the Ministry, as to whether terms and conditions were violated, shall be final.

- 18** The tender must be accompanied with the following documents failing which the tender will be rejected:-

- i. **Earnest money deposit of Rs.4,00,000/-** (Rupees Four Lakhs only), equivalent to two per cent of the estimated contract value (Rupees Two Crores only) in the form of

Account Payee Demand draft / Bankers cheque in favour of Pay and Accounts Officer, Ministry of External Affairs, New Delhi which will be refunded to unsuccessful bidder(s) after completion of tender process. A Company which qualifies as a successful bidder but refuses or fails to fulfil the terms of the contract shall forfeit the bid amount (Earnest Money Deposit). Earnest money deposit shall not carry any interest.

- ii. PAN/TAN number allotted to the Company by Income Tax Department and Service Tax Number allotted by Service Tax Department to the Company should be clearly mentioned in the tender and copies should also be enclosed.
 - iii. Copies of Registration Certificate of at least 20 cars in the name of the bidding Company should be enclosed. The registration/model of these 20 cars should be 2012 onwards.
- 19** Successful bidder has to deposit fixed deposit/**bank guarantee of nationalized bank for Rs. 10,00,000/- (Rupees ten lakhs only)** equivalent to five per cent of the estimated value of the contract (Rupees two crores only) in favour of Pay and Accounts Officer, Ministry of External Affairs, New Delhi at the time of awarding the contract as security deposit/performance security. Only after deposition of such fixed deposit/ bank guarantee the earnest money deposited by the bidder will be refunded. The performance security should be invocable/valid up to one month after the date of completion of Agreement.
- 20** The rates once quoted and approved will be valid for the period immediately preceding and succeeding the Summit (**15 October – 15 November 2015**). No request for revision of rates will be entertained during this period.
- 21** The Ministry reserves the right to reject any or all the bids, without assigning any reason(s). Ministry also reserves the right to vary the numbers of cars hired as well as to alter/modify the terms and conditions in public interest.
- 22** The Company shall furnish the information as given in the Annexure-I along with the bid.
- 23** Bidder shall furnish the documents as per **Technical Bid Form at Annexure - II & IIA**. Every page of the bid documents should be signed by the bidder as a token of having read and understood the terms and conditions of the tender.
- 24** The **Financial bid** may be submitted in the prescribed format as given in **Annexure-I**; otherwise the bids are liable to be rejected.
- 25** The **Technical and Financial bid** shall be submitted **online**.
- 26** For more information and details please log on to Ministry's website **www.mea.gov.in** (under MEA tenders) or contact Administrative Officer, IAFS Secretariat, Ministry of External Affairs (Tel. 49018108). The tender information in

detail is available at <http://eprocure.gov.in/eprocure/app> from where the tender documents may be downloaded and duly completed bids uploaded.

K. Swaminathan
Administrative Officer
IAFS Secretariat, MEA
Tel No.: 49018108
Email id: iafssummit@mea.gov.in

Annexure I

Cover 1 - (Technical Bid) (following documents to be uploaded online in .pdf format)		
Sl. No.	Document	File Type
1.	Name and Postal Address of the Company along with Telephone, Mobile, Fax, Email	.pdf
2.	Name and Postal Address of the Owner along with Telephone, Mobile, Fax, Email	.pdf
3.	Is your company recognized/registered by Government of Delhi? (Attach photocopy as proof): Tick as applicable: Recognized by Government of India as Tourist Transport Operator Recognized under Shops and Establishment Act Recognized as Firm Proprietorship/Any other category (Please specify)	.pdf
4.	EMD of Rs. 4,00,000/- (Rs. four lakh) (scanned copy) and Bank Details (certified copy)	.pdf
5.	Income Tax return for last three financial year and VAT / Sales Tax registration certificates along with TIN No. and Annual turnover (in crores)	.pdf
6.	Detailed statement of Owned & Registered Cars not older than three (3) years as per format at Annexure-II A and copies of Registration Certificate of at least 20 cars in the name of the bidding Company	.pdf
7.	Proof of minimum two years of experience of providing different categories of vehicles to the Departments / Ministries / Organisations of the Govt of India / State Govt./PSUs/Embassies, etc.	.pdf
8.	Undertaking that the bidder has not been blacklisted by any Departments / Ministries / Organisations of the Govt of India / State Govt.	.pdf
9.	Registration and incorporation particulars of firm / Company and Compliance statement that bidder agrees to all terms and conditions of this tender document	.pdf
10.	Details of Award / Certificates of merit etc. received from any organization	.pdf

ANNEXURE – II**FORMAT FOR SENDING FINANCIAL BIDS**

Sl. No.(1)	Item Description (2)	Maximum Quantity Required (3)	How many you can supply (4)	BASIC RATE In Figures To be entered by the Bidder (8 Hrs. / 100KMs.) (5)	VAT (6)	Any Other Taxes/Duties/ Levies (7)	TOTAL AMOUNT With Taxes (8)	TOTAL AMOUNT In Words (9)
1	Hiring of Cars							
1.01	Mercedes Benz E250 or E350(Black or dark colour)	55	0				0.00	INR Zero Only
1.02	BMW 5 Series / Audi	55	0				0.00	INR Zero Only
1.03	TATA Safari Storme	55	0				0.00	INR Zero Only
1.04	Toyota Camry (White)	55	0				0.00	INR Zero Only
1.05	Toyota Corolla (White)	55	0				0.00	INR Zero Only
1.06	Toyota Hiace van	55	0				0.00	INR Zero Only
1.07	TATA Van (12-seater)	55	0				0.00	INR Zero Only
1.08	Mercedes Benz Viano van	55	0				0.00	INR Zero Only

1.09	TATA Star Bus	15	0				0.00	INR Zero Only
1.1	Baggage Van(Closed body)	10	0				0.00	INR Zero Only
Total in Figures							0.00	INR Zero Only

ANNEXURE II A**STATEMENT OF VEHICLES OWNED AND REGISTERED IN THE NAME OF BIDDING COMPANY**

BIDDER'S NAME: _____

COMPANY'S NAME: _____

S.No.	Registration No.	Model (Year)	Date of Regn.	Vehicle Owner's Name	Validity Details			
					Permit	Fitness	Road Tax	Insurance

Note: Use additional sheets if required.

Declaration:

The details as above furnished are true and correct. I undertake to produce original documents of the above said vehicles for verification as and when called for.

Date:**Bidder's Signature:****Official Seal**

Annexure III

Instruction to bidders

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells

with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.
