



**SICOM**  
**Ministry of Environment, Forest & Climate Change**  
**Government of India**  
**Ground Floor, B-4 Wing, Pt. Deendayal Antyodaya Bhavan,**  
**CGO Complex, Lodhi Road, New Delhi- 110003**

**ONLINE TENDER**

**NOTICE INVITING TENDER (NIT) FOR HIRING OF VEHICLES FOR SICOM**

**Ref. No.: SICOM/2021-22/Non-Consultancy/3**

**Date of Publication: 6<sup>th</sup> August 2021**

Tender Inviting Authority invites tender through online bid submission at <https://moefcc.euniwizarde.com> from interested eligible, reputed, experienced and financially sound vehicle services providers engaged in the business of providing vehicles to provide rental cars on monthly basis and on as required basis (per day/km) basis. The Contract will be initially for a period of two years and may be extended on mutual agreement.

**Summary Sheet**

S. No.	Particulars	Description															
1.	Name of Work	Hiring of Vehicles for SICOM															
2.	Requirement	<table border="1"> <thead> <tr> <th>Type of Vehicle</th> <th>Terms of use</th> <th>Number of Vehicle required</th> </tr> </thead> <tbody> <tr> <td>Maruti Suzuki Swift Dzire, color-White, AC, Purchased after 01 April 2020</td> <td>26-27 days a month @ 12 Hrs per day, Maximum of 2,500 Kms</td> <td>02</td> </tr> <tr> <td>Toyota Innova, AC, Purchased after 01 April 2020</td> <td>26-27 days a month @ 12 Hrs per day, Maximum of 2,500 Kms (including Saturday/Sundays and other holidays)</td> <td>01</td> </tr> <tr> <td>Honda City, AC, Purchased after 01 April 2020</td> <td>26-27 days a month @ 12 Hrs per day, Maximum of 2,500 Kms (including Saturday/Sundays and other holidays)</td> <td>01</td> </tr> <tr> <td>Maruti Suzuki Swift Dzire, color-White, AC,</td> <td>As on Required basis</td> <td>01</td> </tr> </tbody> </table>	Type of Vehicle	Terms of use	Number of Vehicle required	Maruti Suzuki Swift Dzire, color-White, AC, Purchased after 01 April 2020	26-27 days a month @ 12 Hrs per day, Maximum of 2,500 Kms	02	Toyota Innova, AC, Purchased after 01 April 2020	26-27 days a month @ 12 Hrs per day, Maximum of 2,500 Kms (including Saturday/Sundays and other holidays)	01	Honda City, AC, Purchased after 01 April 2020	26-27 days a month @ 12 Hrs per day, Maximum of 2,500 Kms (including Saturday/Sundays and other holidays)	01	Maruti Suzuki Swift Dzire, color-White, AC,	As on Required basis	01
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		<b>The number of Vehicles required during the contract period may also be increased or decreased at the same rate and terms &amp; conditions. Please refer Annexure- VII.</b>		
3.	Method for obtaining NIT	Bidders can view/download complete bid documents from <a href="https://moefcc.euniwizarde.com">https://moefcc.euniwizarde.com</a> or SICOM website <a href="http://sicom.nic.in">http://sicom.nic.in</a>		
4.	Earnest Money Deposit (EMD)/ Bid Security	The Bidders should sign and provide a Bid Security Declaration as per <b>Annexure VIII.</b>		
5.	Address of Client	SICOM, Ground Floor, B-4 Wing, Pandit Deen Dayal Antyodaya Bhavan, CGO Complex, Lodhi Road, New Delhi-110003  For any queries/ clarifications, the bidders can visit SICOM office from 6 <sup>th</sup> August 2021 to 17 <sup>th</sup> August 2021 (on working days) between 0930 hrs to 1700 hrs or contact at the below mentioned phone number and email id: Tel.: 011-24360934 E-mail: <a href="mailto:procurment.sicom@gov.in">procurment.sicom@gov.in</a>		
6.	Pre-Bid meeting	Pre- Bid meeting will be held online on 17 <sup>th</sup> August 2021 at 1100 hrs. The link for the meeting is <a href="https://societyof.webex.com/meet/sicommoef">https://societyof.webex.com/meet/sicommoef</a>		
7.	Amendments	In case of amendments, the same will be uploaded in <a href="https://moefcc.euniwizarde.com">https://moefcc.euniwizarde.com</a> and <a href="http://sicom.nic.in">http://sicom.nic.in</a>		
8.	Last date and time of receipt of Proposals	3 <sup>rd</sup> September 2021 latest by 1400 hrs		
9.	Submission of Proposal	<b>Bidders must submit their Technical and Financial Proposals online on <a href="https://moefcc.euniwizarde.com">https://moefcc.euniwizarde.com</a></b>  Financial proposals of only those bidders will be opened who have been considered technically qualified		
10.	Date and time of opening of Technical Proposal	3 <sup>rd</sup> September 2021 at 1430 hrs		
11.	Opening of Financial Proposals	Will be advised after scrutiny of Technical bid		
12.	Bid Validity	90 days from the date of opening of Technical Proposals		
13.	Tender Process	Please refer <b>Annexure- I</b>		
14.	Minimum Eligibility Criterion	Please refer <b>Annexure- II</b>		
15.	Terms & Conditions of the Contract	Please refer <b>Annexure- III</b>		

The tenders/quotations received unsigned/incomplete shall be summarily rejected.

The bidder submitting the tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts/ annexures thereof.

SICOM reserves the right to accept or reject any or all tenders without assigning any reason thereof.

SICOM  
New Delhi- 110003

## **Tender Process**

The tender will be processed following the two bid system. The technical bid and the financial bid should be submitted simultaneously online by the bidder.

1. **Technical Bid:** The Technical bid will contain the following:
  - a) An authorized representative of the bidder shall sign the original submission letters in the required format and shall initial all pages. The authorization shall be in the form of a written power of attorney as per **Annexure XI attached to the Technical Bid**.
  - b) The Bidders should sign and provide a Bid Security Declaration as per **Annexure VIII**.
  - c) Supporting Documents- Technical Bid as per **Annexure- IV**
  - d) Undertaking by the bidder in the prescribed format as per **Annexure- VI**.

**Price and other financial details must not be included in the technical bid.**

**Note: Tender will be rejected if the bidder fails to submit the required Bid Security Declaration along with the above certificates and documents and accordingly, the financial bid will be returned unopened.**

2. **Financial Bid:** The Financial bid will contain the following:
  - a) The rate should be inclusive of all taxes payable and necessary insurance premium/ service charges etc., for the labour and machinery etc. and GST shown separately as per **Annexure VII**.
  - b) No deviation of conditions or request for change of specifications or additional rate will be entertained at any stage.

**The Contract will be awarded to the bidder whose bid is found to be the lowest (including all applicable taxes & duties, Service Tax, GST etc.) and no correspondence with others shall be made.**

**Minimum Eligibility Criterion**

The minimum eligibility criterion for this assignment is as under:

1. The registered office of the bidder should be located either in Delhi/New Delhi/National Capital Region.
2. The bidder should be a registered firm.
3. The bidder must have a valid PAN and should be registered for the purpose of GST.
4. The bidder should have an experience of minimum 10 years in transport operator.
5. Submission of Power of Attorney as per **Annexure- XI**.
6. The bidder should have experience of providing 20 mid/big size cars annually on hire to at least three different Government Office/Government undertaking/Autonomous bodies during the last 3 financial years i.e. 2017-18, 2018-19 & 2019-2020. The bidder should have at least 20 vehicles in its own name. Copy of LOA to be submitted. The bidder shall not assign this agreement to a third party. The vehicle shall have the necessary permits to travel in the NCR regions.
7. The make of each vehicle must not be earlier than April 2020 model.
8. The bidder should have a minimum average annual turnover of INR 19 Lakhs (Rupees Nineteen Lakhs only) during the last three financial years i.e. year 2017-18, 2018-19, 2019-20.
9. The working capital of the firm for the last 3 financial years i.e. 2017-18, 2018-19 & 2019-2020 should be positive.
10. The bidder should have a certificate of satisfactory performance (with regard to service provided) from Two organisations served during last 5 years (FY 2015-16 to FY 2019-20).
11. The bidder should not have been suspended/ debarred/ blacklisted by any Ministry/Department/Organization/PSUs.
12. All the motor vehicles to be hired by the SICOM should be registered as vehicles and licensed in the name of the bidder.
13. Any bidder to whom Letter of Award/Acceptance was issued and later on cancelled by Client due to non-fulfilment of Contract/tender conditions, will not be eligible to apply.
14. Experience of having **successfully completed similar works** of providing vehicles to Government offices/ Departments/PSUs during last 3 years ending December 2020 should be either of the following:
  - a) Three similar completed works costing not less than INR 9,50,000/- (Rupees Nine Lakh Fifty Thousand only) each

OR

b) Two similar completed works costing not less than INR 12,00,000/- (Rupees Twelve Lakhs only) each

OR

c) One similar completed work costing not less than INR 19,00,000/- (Rupees Nineteen Lakhs only)

15. The prior experience and prior turnover are relaxed for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy and Startups as defined by Department of Industrial Policy and Promotion. In case of MSME/Startup, the bidder shall submit the requisite documents along with the Undertaking as per **Annexure X**.

16. The Bidder should sign and provide a Bid Security Declaration as per **Annexure VIII**.

17. Joint Ventures/ Consortiums are not permitted.

18. In case any abnormally Low Bid is received, SICOM may reject the Bid/Proposal.

**Note: The absence of any of the above-mentioned document/s in technical bid should result in the rejection of the entire tender.**

**Terms & Conditions of the Contract**

**A. General:**

1. The contract will be initially for a period of two years i.e. 2021 to 2023. The Contract may further be extended on the satisfactory performance of the agency and mutual acceptance on the same terms and conditions by both the parties.
2. The agency shall commence the services within 2 days of signing of the contract or as intimated by SICOM.
3. SICOM reserves the right to terminate/ curtail the contract at any time after giving 15 days' notice without assigning any reason.
4. The rates quoted by the agency are for a period of two years and no increase in the rates for any reason including increase in price of fuel etc. shall be allowed. In case of any extended period, the same rates will apply.
5. The date of original registration of vehicle provided should not be earlier than April 2020.
6. Cars to be provided should be in perfectly good and sound condition mechanically and suitable for use by Senior Officers.
7. The driver will comply with the orders given by the Liaison officer.
8. Vehicles supplied should be fitted with all modern features.
9. The vehicles should be comprehensively insured.
10. The vehicles will have to be fitted/ provided with the following additional accessories/ utilities:
  - a) Clean seat covers;
  - b) Quality radio music;
  - c) Reading lamp;
  - d) Tissue paper box;
  - e) Car perfume; and
  - f) Seat Belts (Rear).
11. The agency should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonable educated, and conversant with traffic rules/ regulations and city roads/ routes as well as security instructions.
12. Each driver employed must have a cell-phone duly activated.
13. Each driver should wear uniform while on duty. Each driver provided to SICOM along with the vehicle should have police verification.

14. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per Govt. instructions and the log book shall be submitted to concerned officer at SICOM.
15. State entry taxes/challan/other taxes except GST, if any, shall be as borne by the agency.
16. No mileage will be allowed for lunch/ tea of the driver.
17. A list of drivers along with their bio-data who would be deployed on duty along with their valid driving license nos. (copy of DL) has to be provided to SICOM. No driver should be changed unless the officer to whom the driver reports is apprised.
18. Declaration from the agency on their letter-head stating that the drivers provided are of Good Character, verification, have valid driving license and are aware of the roads of Delhi is required. The drivers of the vehicle provided must follow traffic rules and other regulation prescribed by the Government from time to time.
19. The vehicle shall be deemed to be at the disposal of SICOM for 26-27 days a month. SICOM shall guarantee a minimum run of 2,500 Kms per month as duty for which monthly agreed rate(s) shall be paid. Beyond this, only extra charges for the kilometers shall be applicable. The kilometers will be calculated on cumulative basis at the end of the month and +/- 500 KM will be adjusted from other vehicle in case of increase in KM in one vehicle.
20. Counting of distance: Travel distance shall be counted from the starting points of the user/officer and closing the points at the point where the users/Officer completes their journey. The distance covered in each way between reporting address and the garage/normal parking place will be allowed on actual basis or 8 kilometre, whichever is less.
21. In case of any additional requirement of vehicles during the contract period, the same must be provided at the contractual rates only (as per **Annexure- VII**). Similarly, the SICOM reserves the right to reduce the number of vehicles if necessary.
22. Any overtime arising due to breakdown of vehicle supplied by agency shall be on his account and shall not be charged to SICOM.
23. The driver provided by the Agency should fulfill the following conditions:-
  - a) Should be in possession of valid driving license issued by RTO;
  - b) Should not smoke, alcohol, chew pan/ Pan Masala/ Tobacco;
  - c) Should be conversant with the routes of all Government buildings and important roads within Delhi and NCR; and
  - d) Should not indulge in any activity inimical to security of the officers travelling in his car.
24. The agency must also ensure that all the necessary documents {Registration certificate, Insurance papers, PUC certificate etc.} are available with the driver deployed for duty.
25. In case of breakdown of any vehicle during duty, it shall be the responsibility of the agency to provide a substitute vehicle, which is of similar make as replacement immediately. In case the substitute vehicle does not report on time/does not report at all, the SICOM/users/officers shall have right to hire



a vehicle from the market & the cost incurred by the SICOM/users/officers shall be borne by the agency which will be reflected in the monthly bill.

26. The liability of the SICOM will be limited to the hiring charges agreed in the contract.
27. The agency will be responsible for compliance of all statutory provisions related to minimum wages, etc., in respect of the drivers deployed by it. The agency will be fully responsible for payment of wages and other dues and compliance of all labor laws, welfare schemes applicable to the drivers deployed by them in the SICOM.
28. While the SICOM has a requirement for hiring of vehicles, it shall have the right not to utilize the service at all at any time for any period without giving any notice. The SICOM will also reserve the right to hire taxis from any other provider of such services even during the period of contract.
29. 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 SICOM in that event and the Security Deposit in the form of Performance Security shall be forfeited.
30. The Performance Security can be forfeited by order of the Competent Authority in the event of any breach or negligence or non-observance of any terms/ conditions of contract or for unsatisfactory performance or for non-acceptance of the work order.
31. During the contract period or even after expiry of the contract to cover any incorrect or excess payment made on the bills to the agency, shall be retained until the final audit report on the account of agency's bill has been received and examined.
32. For all disputes/ difference / interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of SICOM shall be final and binding on both parties.
33. The agency shall not at any time sub-contract or assign in whole or in part its obligations, liabilities, privileges, benefits and rights in or under this contract for any purpose and to any intent in favor of any third party without prior consent of the SICOM.
34. Periodical maintenance of the vehicles shall be done by the agency at its own cost and expenses. During the period of maintenance, the agency shall provide suitable standby vehicle of same make and model, which again shall be in good condition and road worthy and safe in all respects.
35. The agency shall be responsible for all legal compliances prescribed by Government of India and the State Governments concerned which shall among others include law relating to Income Tax, Accidents, ESI, EPF, Insurance, Contract Labor (Abolition & Regulation) Act, Industrial Disputes Act, Workmen Compensation Act, Payment of Wages Act, Minimum Wages Act etc. The agency along with the Motor vehicle Insurance Premium etc. shall submit proof of payment of statutory dues. Any breach of the applicable laws, rules and regulations would entitle SICOM to cancel the contract.
36. The vehicles shall always carry mandatory spares viz., tool kit, fuses, tire, spark plugs, fan belts & First Aid Box, etc.

37. The vehicles and the drivers provided by the agency shall work under the overall supervision of the SICOM.
38. The agency 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.
39. Prior to signing of the agreement for hiring of cars a copy of the (i) Fitness certificates (ii) Insurance papers (iii) Registration Certificate (iv) Pollution under control (PUC) certificate must be submitted.
40. Vehicles to report at SICOM office at any place as per prior instructions.
41. The duty hours shall normally be 12 hours per day for 26/27 days (for 30/31 days month). However actual duty hours/days shall be specified by actual users/Officers of said vehicles.
42. The vehicle shall be at the disposal of client at least for 6 days a week (Monday to Saturday). However, the user /officer may require vehicles on Sunday also. In that contingency, the agency shall have to provide the earmarked vehicles on Sunday as well.
43. **Notice period for supply of vehicles-** It shall be normally one day in advance for regular requirement. However, during urgency, the agency shall provide vehicle at very short notice (Telephonic intimation shall be considered as notice).
44. The counting of time will start from the starting point of the users/officer and closing at the point where the users/officers complete their journey.
45. It will be checked periodically by any authorised officer of the SICOM and reserves the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error / fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides the agency shall be liable for any other penal action as may be decided by SICOM, including termination of contract.
46. Proper identity cards shall be provided by the agency to the drivers and /or any other his personnel, after verifying their antecedents through local Govt offices.
47. In the case of any accident met by the vehicles and all the claims arising out of it shall be met by the agency only and the SICOM shall have no liability whatsoever on this count.
48. A daily record indicating time and mileage for each vehicle shall be maintained in a log-book. The log-book shall be signed by the drivers from the users /officers of his /her personal staff on regular basis.
49. Dedicated vehicles & drivers shall be provided and changes shall be allowed only in exceptional circumstances. The vehicle shall be made available at any time of the day as desired by the users/officers concerned.
50. All Govt. Taxes/Levies/Duties for plying the vehicles in Delhi NCR region shall be borne by the agency.

51. Parking/Toll charges, if any, paid by the drivers of the vehicles deployed on duty may be claimed by producing valid parking /Toll slips along with monthly bills.
52. Duty slips in duplicate copy to be printed and serially numbered by the agency shall be got signed from the users/officers at the end of duty.
53. The vehicles must be covered with comprehensive insurance policy against every conceivable liability, Road taxes, State permits / licenses etc, and the agency must comply with all the statutory obligations in respect of the driver and the vehicle more specifically those contained in the Motor Vehicles Act from time to time and at all times. Proof of such compliance will have to be furnished to the SICOM at half yearly intervals.
54. The agency agrees to indemnify the SICOM against all losses or claims in respect of any or all statutory/ financial obligations arising out of any negligence or misconduct on the part of the driver/contractor howsoever and in whatsoever manner caused to the SICOM. The SICOM will not enter into any litigation whatsoever under any circumstances in respect of afore-stated statutory / financial obligations. Any litigation if so warranted/compelled will be conducted and pursued by the SICOM at the cost of the agency only.
55. SICOM shall have no obligation for the following:-
  - a) No liability whatsoever for payment of wages/salaries other benefits and allowance to the drives/personnel of the agency that might become applicable under any Act of order of the Govt. in this regard. The agency shall indemnify the SICOM against any/all claims which any arise under the provisions of various Acts. Government Orders etc. and breach of such laws or regulations shall be deemed to be breach of this contract;
  - b) No direct or indirect liability arising out of any negligent, rash and impetuous driving by the driver which is an offence under the Motor Vehicle Act of Indian penal Code any loss caused to the SICOM either by the driver or because of agency shall be compensated to the SICOM by the agency;
  - c) Theft, burglary, fire or any mischievous deeds by the driver/staff of the agency; and
  - d) Any dispute, fully or partially, that may arise between the agency and his drivers/workers. The agency shall be the employer for his drivers/workers and SICOM shall not be liable.
56. The agency undertakes to perform the services with the highest standards of the professionalism, ethical competence, integrity and character. The agency shall immediately replace any of the vehicles or drivers, provided under this contract, if the SICOM finds the performance of such vehicles /drivers unsatisfactory.
57. The driver shall maintain a log- book showing inter-alia the name of the users/officers using the vehicle, destination, time for which it is used and distance covered and gets it signed from the users/officers who has used the vehicle or from his personal staff. In case of forgery/manipulation in maintaining of log- book, entire payment shall be stopped without prejudice to the right of the SICOM to take such necessary action as may be deemed necessary including termination of contract.
58. The agency shall appoint a supervisor for managing the vehicle engaged by the SICOM and shall be available during the normal period of deployment of vehicle. The supervisor shall ensure prompt availability of vehicle with drivers, arrange for extra vehicle for emergency requirements and shall ensure in maintaining strict discipline of the drivers/staff.

59. During the Contract period, in case statutory taxes and duties increases/decreases, agency will inform the same to SICOM.
60. The security deposit of the agency shall remain deposited with the SICOM during the period of contract which can be forfeited in case agency violates the terms and conditions of tender during this period and will not carry any interest.
61. The agency shall ensure, that the drivers are following the Government/Bank's guideline relating to COVID-19.
62. The agency shall furnish, a Performance Security for an equal to 3% (three percent) of successful bid amount in the form of Bank Guarantee/ Demand Draft from any scheduled Bank in favour of the "Society of Integrated Coastal Management," payable at New Delhi at the time of execution of contract which should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the agency. In case the contract is further extended beyond the initial period, the performance bank guarantee will have to be accordingly renewed by the successful agency.
63. No interest will be accrued and paid on the security deposits.
64. The vehicle and the driver provided by the agency shall work under the overall supervision of the SICOM.

**B. Terms of Payment:**

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. All payments shall be made on monthly basis as the case may be against the bill duly supported by duty slips to be signed by user(s) or concerned authorized officer of this office.
3. SICOM shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding Para.
4. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 21 days of the submission of the complete documents.
5. Duly signed bills in triplicate shall be submitted along with the daily log- book car's usage signed by the officer who used the vehicle. The car registration number should be mentioned on the bill.
6. During the Contract period, in case of increasing statutory taxes and duties, SICOM will reimburse the same on production of documentation by the agency and in case of decreasing statutory taxes and duties, SICOM will deduct the same.
7. Parking charges shall be paid on actual basis on submission of slips.

**C. Penalty:**

1. In case of vehicles older than the model specified, penalty at the rate of one day's vehicle rent will be levied per day.

2. In case the vehicle provided by the concerned agency has not reported on time or not reported to Office of SICOM/ Reporting Officers for further assignment of official duties on day to day basis, it will attract penalty amounting @ INR 2,000/@ per day per vehicle.
3. If the above default continues on regular basis, SICOM reserves the right to cancel the contract without giving statutory one month's notice and performance security of the concerned agency will be forfeited.
4. Any complaint from the users regarding poor upkeep, maintenance, non-availability of above accessories or any of the conditions prescribed for drivers not being met would attract a cut from the bill for that day{s} on pro- rata basis @25% in the first instance, 50% in the second instance and removal of driver and/ or vehicle from the fleet on the third instance either from per day rate on pro rata basis. The unsatisfactory services rendered may lead to cancellation/ blacklisting of the agency.
5. SICOM is entitled to terminate this contract for any reason at its absolute discretion forthwith without notice without assigning any reason and without payment of any compensation, in the following cases:-
  - a) The agency is adjudicated insolvent by a Competent Court or files for insolvency or if the agency being a company is ordered to be wound up by a Court of competent Jurisdiction.
  - b) If any charge sheet is filed by a competent authority of the Government against the Agency/ Company, or the agency is convicted by a criminal court on grounds of moral turpitude.
  - c) For any reason whatsoever, the agency becomes disentitled in law to perform his obligations under this contract.
  - d) The agency is involved in wrongful billing. In addition, hereto wrongful billing shall also result in the organization being debarred from participating in any other tender of the SICOM.

**D. Conditions in case of disputes:**

1. Any dispute with regard to any point in connection with hiring of vehicles will be referred to SICOM who will discuss the problem mutually and the decision taken by the SICOM will be final and binding on agency.
2. For all disputes/ differences/ interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of the SICOM shall be final and binding on both parties.
3. Alternative vehicles will be provided immediately in case of break-down / accident etc. failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the agency.
4. Inspection of vehicles / drivers shall be carried out from time to time by SICOM/ Reporting Officers.

**Supporting Documents- Technical Bid**

<b>S. No</b>	<b>Technical Eligibility Criteria</b>	<b>Supporting Documents</b>	<b>Page No.</b>
1.	The registered office of the firm should be located either in Delhi/New Delhi/National Capital Region	Self- attested copy of the registration certificate of offices in Delhi/New Delhi/National Capital Region	
2.	The bidder should be a registered firm	Certificate of Incorporation	
3.	Name of the Organization/ Firms with full address with pin code, Phone No, Fax No, email etc. along with the name of the Proprietor/ Partners / Directors	Details as stated	
4.	PAN Card	Self- Attested copy	
5.	GST Registration	Certified copy of the registration	
6.	Power of Attorney	As per <b>Annexure- XI</b>	
7.	The bidder should have an experience of minimum 10 years	Declaration  In case of MSE & startups, a copy of valid registration certificate/Udyog Aadhaar Memorandum and other mandatory documents as per GFR 2017 shall be enclosed, failing which their tender will be liable to be ignored/rejected. Also Undertaking as per <b>Annexure-X</b> shall be submitted	
8.	The bidder should have experience of providing 20 mid/big size cars annually on hire to at least three different Government Office/Government undertaking/Autonomous bodies during the last 3 financial years i.e. 2017-18, 2018-19 & 2019-2020	Contract details as per <b>Annexure- IX</b>  In case of MSE & startups, a copy of valid registration certificate/ Udyog Aadhaar Memorandum and other mandatory documents as per GFR 2017 shall be enclosed, failing which their tender will be liable to be ignored/rejected. Also Undertaking as per <b>Annexure-X</b> shall be submitted	
9.	The bidder should have fleet of minimum 20 cars registered and licensed in the name of bidder in Delhi or NCR	Details as per <b>Annexure- V</b>	
10.	The make of each vehicle to be provided to SICOM must not be earlier than April 2020 model	Details as per <b>Annexure- V</b>	
11.	Annual turnover during the last three financial years i.e. 2017-18, 2018-19, 2019-2020	A copy of the annual turnover statement duly certified by the Chartered Accountant along with the ITR Returns and Balance Sheets	

		In case of MSE & startups, a copy of valid registration certificate/ Udyog Aadhaar Memorandum and other mandatory documents as per GFR 2017 shall be enclosed, failing which their tender will be liable to be ignored/rejected. Also Undertaking as per <b>Annexure-X</b> shall be submitted	
12.	The working capital of the firm for the last 3 financial years i.e. 2017-18, 2018-19 & 2019-2020 should be positive	Declaration along with the Balance Sheets as stated at S. No 11 above	
13.	The Bidder should not have been suspended/ debarred/ blacklisted by any Ministry/Department/Organization/PSUs	Undertaking in firm's letter head as per <b>Annexure- VI</b>	
14.	<p>Experience of having <b>successfully completed similar works</b> of providing vehicles to Government offices/ Departments/PSUs :</p> <p>(i) During the last 3 years ending December 2020 should be either of the following:</p> <p>a) Three similar completed works costing not less than INR 9,50,000/- (Rupees Nine Lakh Fifty Thousand only) each</p> <p style="text-align: center;">OR</p> <p>b) Two similar completed works costing not less than INR 12,00,000/- (Rupees Twelve Lakhs only) each</p> <p style="text-align: center;">OR</p> <p>c) One similar completed work costing not less than INR 19,00,000/- (Rupees Nineteen Lakhs only)</p> <p>(ii) During last 5 years (FY 2015-16 to FY 2019-20), the bidder should provide certificates of satisfactory performance (with regard to service provided) from Two organisations served.</p>	<p>Copy of Work orders and satisfactorily completion certificate from the Client</p> <p>In case of MSE &amp; startups, a copy of valid registration certificate/ Udyog Aadhaar Memorandum and other mandatory documents as per GFR 2017 shall be enclosed, failing which their tender will be liable to be ignored/rejected. Also Undertaking as per <b>Annexure-X</b> shall be submitted</p>	
15.	The bidder must undertake to pay minimum rates of wages to the drivers as per the relevant orders of Govt. of India	Declaration as per <b>Annexure VI</b>	
16.	Bidders should provide Bid Security Declaration	Declaration as per <b>Annexure VIII</b>	
17.	The Vehicles to be provided shall be in the name of bidder/firm	Undertaking as per <b>Annexure XII</b>	

**Details of Vehicles (On Firm's Letter Head)**

The information, as per the following format, of minimum 20 vehicles should be provided:

<b>S. No.</b>	<b>Type of Vehicle (s)</b>	<b>Registration Number</b>	<b>Year</b>	<b>Registration Name</b>

Attach following documentary evidence:

- Registration Certificate

Signature of Bidder:

Seal / Stamp

Date:

Place:



**UNDERTAKING (On Firm's Letter Head)**

- a) I / We read and understood all the conditions and requirements in the tender document for Hiring of Vehicles for SICOM.
- b) I / We hereby certify that all the information furnished above are true to my knowledge. I have no objection to SICOM verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- c) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling SICOM to avoid/ cancel any resultant contract and forfeit the Performance Security.
- d) I / we further undertake that as and when called upon by the SICOM for inspection, to produce original (s) of the documents of which copies have been attached hereto.
- e) None of the vehicles to be provided by us under this contract shall be owned by or registered in the name of any SICOM's employee or his/her close relation (husband/wife/son/father/brother/sister).
- f) The bids are valid till 90 days from the date of opening of Technical bid.
- g) It is certified that I/ we have not been suspended/ debarred/ blacklisted by any Ministry/Department/Organization/PSUs.
- h) None of the Letter of Award/Acceptance issued to us was cancelled by Client due to any non-fulfilment of Contract conditions.
- i) I/ we undertake to pay minimum rates of wages to the drivers as per the relevant orders of Govt. of India.
- j) I / We also certify that, I / We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally.

Date

Signature of Bidder/Authorized signatory

Name of the Bidder

Seal of the Bidder

**Financial Bid (On Firm's Letter Head)**

**The financial bid should be submitted in the following proforma (To be filled only in EXCEL FORMAT):**

S. No	Particulars	Vehicle details	Units	Rates (INR) per month per car	Total Rates (INR) per month	Service Tax/GST		Total amount per month (INR)
						%	Figures	
A	B	C	D	E	F (D*E)	G	H	I (F+H)
<b>Taxi for monthly basis</b>								
1	Rates (INR) per month (26-27 days for 12 hrs per day subject to a maximum of 2,500 kms)	Maruti Suzuki Swift Dzire, color-White, AC	02	-----	-----	-----	-----	-----
2	Rates (INR) per month (26-27 days for 12 hrs per day subject to a maximum of 2,500 kms)	Toyota Innova, AC, Purchased after April 2020	01					
3	Rates (INR) per month (26-27 days for 12 hrs per day subject to a maximum of 2,500 kms)	Honda City , AC, Purchased after April 2020	01					
	<b>Taxi as on required basis</b>							
4	Per day charges upto 80 kms and 6 hrs		01					
5	Per day charges upto 100 kms and 12 hrs		01					

6	Extra KM charges in INR/KM(considering 500 Kms per month)	Per Km rate	500					
7	Extra Hrs Charges in INR/Hrs (Considering 100 hrs per month)	Per hr cost	100					
	<b>Grand Total (INR)</b>							-----

**Amount in words: Rupees \_\_\_\_\_ only per month including all taxes, duties, Service Tax, GST etc.**

**Note:**

- Rates indicated at column no E are inclusive of all Taxes, levies, and duties except GST.
- The monthly run per Car is fixed at 2,500 kms for 26-27 days a month.
- The extra kms and per day estimation given at S. No. 4,5,6 & 7 will also be considered for evaluation. However, in case of requirement, it'll be hired as per the rates mentioned in the above table.
- The above charges are fixed which will be paid by SICOM as per actuals.
- All the rates mentioned in the above table are fixed for a duration of 2 years. In case of any extended period, the same rates will be applied.
- Extra Hrs/Km mentioned in S.No. 6 and 7 are tentative and for evaluation of tender only. No claim should be claimed in future considering these figures.
- The maximum limit of 2,500 Km is for one vehicle but upto 500 Km shall be adjusted from other vehicle. In simpler terms, 5,000 kms will be adjusted for 2 cars.

Signature of Authorized person with date: \_\_\_\_\_

Name & full address: \_\_\_\_\_

Telephone No: Office: Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Seal: \_\_\_\_\_

**BID SECURITY DECLARATION (On Firm's Letter Head)**

**Ref. No.:** *[insert: title and ref. number]*

**To:** *[insert: name and address of Purchaser]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

We accept that we, and in the case of a Joint Venture all partners to it, will automatically be suspended from being eligible for participating in bidding for any contract with you for the period of time of 24 months, in case of, and starting from the date of, breaching our obligation(s) under the bidding conditions due to:

- (a) withdrawing our bid, or any part of our bid, during the period of bid validity of 90 days or any extension of the period of bid validity which we subsequently agreed to; or
- (b) having been notified of the acceptance of our bid by you during the period of bid validity, (i) failing or refusing to execute the Contract Agreement, or (ii) failing or refusing to furnish the performance security, if required, in accordance with the Instructions to Bidders.

We understand this Bid Security Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the period of bid validity.

If the submission of alternative bids was permitted, and in case we did submit one or more alternative bids, this Bid Security Declaration applies to these parts of our bid as well.

**Signed:** *[insert: signature of person whose name and capacity are shown below]*

**Name:** *[insert: name of person signing the Bid Security Declaration]*, in the capacity of *[insert: legal capacity of person signing the Bid Security Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert: name of Bidder]*

**Dated** on \_\_\_\_\_ day of \_\_\_\_\_, 2021

*[add Corporate Seal (where appropriate)]*

**Details of Vehicles (On Firm's Letter Head)**

**Details of experience of providing 20 mid/big size cars to at least three different Government Office/Government undertaking/Autonomous bodies during the last 3 financial years i.e., 2017-18, 2018-19 & 2019- 2020 are as under:**

<b>S. No.</b>	<b>Name of Client</b>	<b>Type of Vehicles</b>	<b>Nos. of Vehicles</b>	<b>Duration</b>	<b>Contract value (INR in Lakhs)</b>

Copy of Work orders and satisfactorily completion certificate issued from the Client should be attached.

Signature of Bidder:

Seal / Stamp

Date:

Place:

**Undertaking by MSME/Startups (On Firm's Letter Head)**

- a) I/ We have read and understood all the conditions and requirements in the tender document.
- b) I/ We are applying in this tender in the capacity of MSME/Startup and comply with all the laid down provisions as per General Financial Rules 2017 and as amended from time to time.
- c) The following documents, to substantiate my claim as MSME/Startup as required under GFR 2017, are enclosed:
- -----
  - -----
  - -----
  - -----
- d) I/ We hereby certify that all the information furnished above are true to my knowledge. I have no objection to SICOM verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- e) In case I/ We haven't submitted any of the requisite/ mandatory documents as per GFR 2017 then SICOM reserves the right to accept or reject the proposal without assigning any reason thereof.
- f) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling SICOM to cancel the proposal at any point of time.
- g) I/ We also certify that, I/ We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally.

Date

Signature of Bidder/Authorized signatory

Name of the Bidder

Seal of the Bidder

**Power of Attorney (On Stamp Paper of INR 100/- or Letter Head of Firm)**

We (name of the company and address of the registered office) do hereby appoint and authorize Mr./Ms. (full name and residential address) who is presently employed with us and holding the position of \_\_\_\_\_, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid document for \_\_\_\_\_, including signing and submission of all documents and providing information/ responses to SICOM in all matters in connection with our bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said ----- pursuant to this Power of Attorney and that all acts, deeds and things done by him/her shall and shall always be deemed to have been done by us.

Dated \_\_\_\_\_ day of 2021

For

(Signature)

(Name, Designation and Address) Accepted

(Signature)

(Name, Title and Address of the Authorized Person) Date

**Note:** The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure. In addition, wherever required, the bidder should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the bidder.

In case the bid is signed by an authorized Director / Partner or Proprietor of the bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

**UNDERTAKING (On Firm's Letter Head)**

It is certified all the vehicles to be provided by us under this contract shall be registered as vehicles in our name / company's name fulfilling the norms prescribed by Govt. of India.

Date

Signature of Bidder/Authorized signatory

Name of the Bidder

Seal of the Bidder