

MUNICIPAL CORPORATION OF DELHI

Office of the Addl.Dy.Commissioner (HQ)
2nd Floor, Civic Centre Complex, Minto Road, New Delhi-110002

No. D-161 / ADC(HQ)/MCD/2023

Dated: 02/06/2023

Sub: uploading of NIT & tender documents regarding hiring of vehicles on the MCD web site.

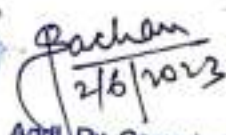
Please find enclosed herewith a copy of Tender documents along with NIT for hiring of vehicles to upload on the MCD web site.



Administrative Officer (HQ)

~~ADCA~~

~~ADC (HQ)~~



Addl. Dy. Commissioner (HQ)
Municipal Corporation of Delhi

CARETAKER
CIVIC CENTRE
MUNICIPAL CORPORATION OF DELHI

Dir (IT)

**TENDER FOR HIRING AN AGENCY FOR PROVIDING STAFF CARS/
PASSENGER VEHICLES (SEDAN, HATCHBACK INCLUDING
EECO/SIMILAR VEHICLE) ON MONTHLY AND AS ON REQUIRED
BASIS IN THE MUNICIPAL CORPORATION OF DELHI**



MUNICIPAL CORPORATION OF DELHI

2nd Floor, E-1 BLOCK, DR. SPM CIVIC CENTRE, NEW DELHI-110002

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Municipal Corporation of Delhi

DISCLAMER

This Tender is issued by Municipal Corporation of Delhi (MCD).

Each Party must conduct its own analysis of the information contained in this Tender to correct any inaccuracies therein and is advised to carry out its own due diligence into the proposed Project. Each Party must conduct its own analysis of the regulatory regime which applies thereto, and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the proposed Project. Neither the Corporations nor any of its officers or employees, nor any of their advisers or consultants shall be responsible for any direct or indirect loss or damage arising out of or for use of any content of the Tender in any manner whatsoever.

This Tender includes certain statements, estimates and projections with respect to proposed Project. Such statements, estimates and projections reflect various assumptions made by the management, officers, employees which (the assumptions and the base information on which they are made) may or may not prove to be 100% accurate. No representation or warranty is given to the reasonableness of the projections or the assumptions on which they may be based and nothing in this Tender is, or should be relied on as, a promise, representation or warranty. MCD shall be the sole and final authority with respect to qualifying a bidder through this Tender. The decision of MCD in selecting the vendor who qualifies through this Tender shall be final and MCD reserves the right to reject any or all the bids without assigning any reason thereof. MCD further reserves the right to negotiate with the selected vendor to enhance the value through this project and to create a more amicable environment for the smooth execution of the project. MCD may terminate the Tender process at any time without assigning any reason and upon such termination, MCD shall not be responsible for any direct or indirect loss or damage arising out of such a termination.


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Inviting Tender

Ref: Advt. No: - D_____ADC/HQ/MCD/2023

Date:-_____

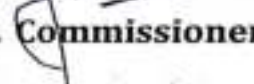
Municipal Corporation of Delhi (MCD) is serving the population of almost 3.2 crores citizens. It occupies an area of 1,397.3 km² which is further sub-divided into 12 Zones- Central, South, West, Najafgarh, Keshav Puram, Narela, Karol Bagh, Rohini, Civil Lines, City Sadar Paharganj, Shahdara(South) and Shahdara(North) Zone. MCD has also unique distinction of providing civic services from highly posh residential and Price Bid areas to rural and urban villages, JJ Resettlement Colonies, regularized and unauthorized colonies. The Head Quarter is located at SP Mukherjee Civic Centre, Minto Road, Delhi.

MCD invites Online Tenders for hiring an agency for providing staff cars/ passenger vehicles (Sedan, hatchback including EECO/similar vehicle) on monthly and as on requirement basis to the Municipal Corporation of Delhi (MCD).

The schedule of the tender is as follows:-

Particulars	Description
Tender No.	D...../ADC/HQ/MCD/2023/
Name of Work	Hiring agency for providing staff cars/ passenger vehicles (Sedan, hatchback including EECO/similar vehicle) on monthly and as on required basis in the Municipal Corporation of Delhi (MCD).
Period of Work	01 Year from the date of contract
Place of availability of tender documents	https://etenders.gov.in/eprocure/app&www.mcdonline.nic.in/mcdportal
Mode of bid submission	Online; https://etenders.gov.in/eprocure/app
Earnest Money Deposit	Rs. 1400000/-
Non-refundable cost of tender/bid document	Rs. 1000/-
Validity of Tender	180 days from last date of submission of tender
Date of Issuance of Tender Documents	02-06-2023
Pre-bid meeting date & time of tender	12-06-2023
Email id to send pre-bid queries	dchq-mcd@mcd.nic.in
Place of pre-bid meeting	4 th Floor, E1 Block, Conference Hall, Dr. SPM Civic Center, JLN Marg, New Delhi-110002
Closing date and time of tender	26-06-2023
Opening of Technical bids	27-06-2023
Opening of Financial Bids	To be informed later
Address for Communication	24 th floor, E-1, IT Department, MCD, DR SPM Civic Center, JLN Marg New Delhi-110002

The above tender document can be downloaded from the e-Tender Central Public Procurement Portal (CPPP) of Government of India, <https://etenders.gov.in/eprocure/app>. A copy of the tender documents is also available on MCD website, <https://mcdonline.nic.in/mcdportal>. The submission of e-Bids will be only through the e-Tender portal <https://etenders.gov.in/eprocure/app>. Bids will not be accepted in any other form. The terms and conditions of the tender and the project are contained in the tender documents hence forth. Interested firms/agencies may submit their tender documents along with requisite tender fee, earnest money and other documents as mentioned in the tender documents.


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Note: Eligible bids will be opened on the specified date wherein the participating bidders may present during the bid opening meeting. Notice of any changes shall be published on the website <https://etenders.gov.in/eprocure/app> & MCD website <https://mcdonline.nic.in/mcdportal>. Further, Price Bid Opening Date, Time & Venue will be intimated to the qualified Bidders at the same or a later date.

The Municipal Corporation of Delhi reserves the right to accept, reject or cancel any tender offer without assigning any reason thereof.


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MCD
Ph: - 011-2322-5250

1. GENERAL INSTRUCTIONS TO TENDERERS/BIDDERS:

- 1.1 MCD invites proposals from reputed and reliable entity/ agency/ firm/ company for hiring an agency for providing staff cars/ passenger vehicles (Sedan, hatchback including EECO/similar vehicle) on monthly and as on required basis as per scope and guidelines provided in the Tender Documents.
- 1.2 Bidders are advised to study the Bid document carefully. All the provisions listed out in the Tender Document issued by MCD shall be binding upon the participating bidders.
- 1.3 Bidder shall not tamper/modify the tender form including price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder will be liable to be blacklisted.
- 1.4 An authorized representative of the Bidder shall initial/sign all pages of the bid before submission. The authorization shall be in the form of a written power of attorney or board resolution in the name of the authorized signatory accompanying the Technical Bid. The Bidder is required to submit the copy of power of attorney or board resolution along with the Technical Bid documents, demonstrating that the representative has been duly authorized to sign.
- 1.5 Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- 1.6 Intending bidders are advised to visit MCD website: www.mcdonline.nic.in and Central Public Procurement Portal (CPPP) website regularly especially prior to due date for submission of bid for any corrigendum/ addendum/ amendment and other bid related updates.
- 1.7 Bids will be opened as per date/time as mentioned in the NIT. The response to the TENDER DOCUMENT should be submitted on or before the date and time specified in the NIT. Bids shall be submitted only online through online tender. MCD shall not be responsible for non-receipt / non-delivery of the bid documents due to any reason whatsoever.

- 1.8 MCD reserves the right to reject any or all the Bids in whole or part without assigning any reasons. This 'Invitation to Bid' is non-transferable under any circumstances.
- 1.9 MCD invites Open Tender under two bid systems for hiring an agency for providing staff cars/ passenger vehicles (Sedan, hatchback including EECO/similar vehicle) on monthly and as on required basis. Technical Bid along-with supporting documents, Earnest Money Deposit (in form of online) shall be submitted in online for "Technical Bid for empanelment and rate contract for hiring an agency for providing vehicles on monthly and as on required basis'.
- 1.10 The Technical bid and the Price bid shall be submitted online only for hiring an agency for providing vehicles on monthly and as on required basis'. MCD is not responsible for any delay/loss of bid in postal transit or due to other reasons will not be responsibility.

2. Technical Bid

- 2.1 The technical bids will be opened on 27-06-2023 at 2.30 PM by Bid opening committee in the presence of Bidders or their authorized representative, who wish to be present. The technical bids shall be opened as per schedule placed at Notice Inviting Tender (NIT). The vendors who are shortlisted after qualifying technical bid evaluation will be intimated the date of opening of price bids subsequently through proper means. MCD reserves the right to reject any or all the tenders/bids without assigning any reason thereof.
- 2.2 The hiring an agency for providing vehicles on monthly and as on required basis shall be initially for a period of **one year** from the date of award of contract. However, the contract may further be extended for one year in two spell of SIX months (on a half year to half year basis) on mutual agreement subject to providing satisfactory services by the firm to MCD. It may also be noted that terms & conditions of the contract shall remain unchanged during the currency of the contract. The revision of rates,, whenever there is a revision in the rates it will be revised on the basis of the rates prevailing in Central Govt./GNCT on the basis of pro-rata rates with the approval of Commissioner, M.C.D. and the decision of the commissioner, MCD will be accepted by the L-1 tenderer.
- 2.3 For any query/clarification please contact ADC (HQ) MCD during working hrs on phone no 011-2322550 or email id dchq-mcd@mcd.nic.in on all working days between **9:00 AM to 5.30 PM**. Bidders are requested to seek all clarifications through mail at the said email-id before the pre-bid meeting scheduled as per

the Tender. Please note that no query / input from bidders will be addressed from the point of view of modification in MCD requirement after the pre-bid is over. At any time, before the closing date, MCD may amend the TENDER DOCUMENT.

by issuing an addendum/corrigendum and publishing on CPPP along with MCD website. The addendum/corrigendum issued shall be binding on all the Bidders.

- 2.4 The Price Bid as per the annexure with this tender document, should be duly filled, stamped and signed by the authorized signatory of the agency/firm/company and sealed in a separate bid format for 'Price Bid for empanelment and rate contract for hiring staff cars/ passenger vehicles (Sedan, hatchback including EECO/similar vehicle) on monthly and as on required basis'. A Bidder shall submit only one Price Bid. If a Bidder submits or participates in more than one bid, such bids shall be disqualified.
- 2.5 Bidders are invited to participate in pre-bid meeting scheduled as per the NIT. In case the pre-bid meeting is not held on the due date due to unavoidable reasons, it will be held on the very next day. The bidders should be present at the 2nd Floor, Civic Centre, MCD, for this purpose. All inputs / queries will be submitted to **ADC/HQ online at dchq-mcd@mcd.nic.in** before start of the meeting. The agenda of the pre-bid meeting shall be to elaborate all terms of the tender, selection procedure, response to the queries and modification in tender document (as the case may be). The minutes of the meeting will be uploaded on the CPPP portal and MCD website. The minutes shall be binding on all participants and shall become a part of the tender document.
- 2.6 **Performance Bank Guarantee (PBG).** Even though the case is for hiring an agency for providing vehicles, performance Guarantee shall be applicable in form of PBG @ 3% of the contract value as per direction of Ministry of Finance in the format of Performance Bank Guarantee is provided with the tender document. The performance Bank Guarantee will be adjudged on the basis of apportionment (**as detailed in evaluation criteria of this tender document**) of official requirement of MCD, as assigned to the empanelled service provider, and shall be mentioned in the letter of empanelment.
- 2.7 **Earnest Money :** - The Earnest Money will be released after receipt of Performance Bank Guarantee (PBG) from the successful bidder. The Earnest Money will be returned to the unsuccessful bidders within 30 days after the award of contract. The Earnest Money declaration will be enforced in the following conditions:


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- 2.7(i) If a bidder withdraws his bid during the period of bid validity specified at NIT before the finalization process.
- 2.7(ii) In case of any lapse/default in honoring the terms and conditions at any stage after submitting the tender.
- 2.7(iii) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish performance bank guarantee in accordance with the terms and conditions of the contract.
- 2.7(iv) If the Bidder varies or modifies its proposal in a manner not acceptable to the Corporation after opening of Bid during the validity period or any extension thereof.
- 2.7(v) If the Bidder tries to influence the evaluation process or engages in canvassing.
- 2.8 **Validity of bids:** The rates quoted in the Bid shall be valid as stipulated in the NIT from the date of opening of the tender. Offers quoted with validity for a shorter period than above shall be liable for rejection.
- 2.9 **Registered office:** In order to participate in tendering process, the contractor should have a registered office in Delhi & NCR in order to provide prompt resolution of issues and quality transport service. Service Provider will have to submit documentary proof of any change in the Address, Phone number; Fax Number, etc. have to be intimated in writing by the Contractor to MCD.
- 2.10 The MCD reserves the right, at its own discretion, to extend the last date for the receipt of bids. At any time prior to the last date of receipt of bids, MCD may for any reason, whether at its own initiative or in response to a clarification, modify the Tender document by an amendment. The MCD also reserves the right to cancel the tender all together at any stage, without assigning any reason. In such case, EMD of the bidders will be returned. However, the bidders will have to collect the documents at their own cost. MCD reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
- 2.11 **Canvassing** Vendors shall not make attempts to establish unsolicited and un-authorized contact with MCD officials after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring pressures on the concerned officials/ officers of the Corporation shall be sufficient reason to disqualify the vendor.
- 2.12 The rates offered and concluded in the Rate Contract shall be valid for entire duration of the contract and any extension of the contract thereof.
- 2.13 MCD may enter into parallel rate contracts with other agency/firm/company for providing hired transport.
- 2.15 The contracting agency/firm/company shall provide the services continuously as per the contract terms. In case of

non-satisfactory services or discontinuation of services during the currency of contract, breach of contract terms and conditions and non-compliance of the relevant regulations, the agency shall be liable for necessary legal action, forfeiture of performance bank guarantee and blacklisting.

- 2.16 The contracting agency/firm/company will not transfer, assign, pledge or sub- contract its responsibilities, rights and liabilities under this contract to any other agency. In case of a violation, the contract will be terminated.
- 2.17 MCD shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers engaged by agency/firm/company in the course of their performing the functions/ duties, or for any payment as compensation. In case, MCD is put to any loss / obligation, monetary or otherwise attributable to the agency / firm / company, MCD shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
- 2.18 MCD will not pay for any kind of fine/challan on account of violation of traffic rules. The MCD will not be responsible for any damage / accidental loss to the vehicle on duty or to any other vehicle by the vehicle on duty. MCD will not be responsible for any injury/loss of life involving vehicles being utilized by MCD. Contracting agency will settle such issues on their own at their own cost. Damage/Loss to the MCD officials/guests in such cases shall be made good by the contracting agency/firm/company. The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability in such cases shall be borne wholly by the Contracting agency/firm/company. MCD will have no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law. The Contractor/Vendor/ Agency/Firm shall execute an indemnity bond to make good any claim arising on account of the contractor providing transport services to MCD.
- 2.19 Sustained default in providing the appropriate/requisitioned vehicle, will lead to termination of contract with the contracting agency / firm / company.
- 2.20 The Contracting agency/firm/company shall arrange for police verification report of the drivers. Police Verification Report form should be filed before deployment of drivers to the service of MCD. Police Verification Report of the driver should be submitted to MCD before deployment of the drivers. Contracting agency/firm/company shall also arrange for medical test of the drivers to be deployed from the concerned medical authority. The report of such tests should be submitted to MCD before deployment of the drivers.


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2.21 The successful agency / firm / company will make an agreement with MCD broadly covering scope of work, requirements, terms and conditions of the services to be provided to the MCD on a judicial stamp paper of Rs. 100/- or as per the prevailing requirement, the cost of which will be borne by the contracting agency/firm/company.

2.22 The decision of the MCD in regard to interpretation of the terms and conditions shall be final and binding on the agency.

3. SCOPE OF WORK

The scope of the tender is to empanel service providers and to conclude Rate for hiring 97 staff cars/ passenger vehicles (Sedan, hatchback including EECO/similar vehicle) on monthly and as on required basis at the time of encroachment drive of MCD within its jurisdiction. Details of scope for empanelment and hiring vehicles on monthly and as on required basis is as mentioned below: -

Sl. No.	Type of Vehicle	Number of Vehicle
1.	ECCO	31
2.	Sedan Class	30
3.	Hatch Back	36

In addition to 97 vehicles, additional vehicles may be requisitioned as and when required.

3.1 The vehicles to be supplied should be in excellent condition mechanically as well as physically. The vehicles should be well-maintained and serviced during the contract period. Worn out vehicles in terms of vintage and mileage will not be accepted. MCD authorities will have the right of inspection and rejection of unsuitable vehicles in terms of mileage, vintage, outlook, cleanliness and overall suitability before assigning duty. The contractor will have to provide a suitable substitute in such cases without any extra cost.

3.2 The firm will provide vehicles whose first registration with RTO is not older than December 2022 and have not run for more than 5000 kms on the date of technical bid opening. There should not be any undue noise, vibrations or other visible issues with vehicle/s. The ride should be smooth. The vehicles should be free from past history of accidents, dents and scratch marks. The colour of vehicle should be white.

3.3 Some additional staff cars/ passenger vehicles (Sedan, hatchback including EECO/similar vehicle) may also be required on contingency basis i.e. for short period of time only. Therefore, in addition to the above required vehicles mentioned in the para 3, if any additional vehicles are required by the Department on contingency basis i.e. for short period of time only, the same has to be made available by the successful bidder immediately at the requisite time and date. Payment against the services of the said

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- additional vehicles is to be made on the pro rata basis.
- 3.4 The firm will provide vehicles having Private/commercial registration with RTO on the date of technical bid opening. There should not be any undue noise, vibrations or other visible issues with vehicle/s. The ride should be smooth. The vehicles should be free from past history of accidents, dents and scratch marks. The colour of ECCO vehicle should be white.
 - 3.5 All necessary tools like GPS Kit, spare tyre (stepney), operational First-Aid Kit and fire extinguisher should always be available at all the time in vehicle/s to cater for any exigency en-route.
 - 3.6 All necessary documents such as vehicle registration, comprehensive insurance, Pollution Under Control certificate, fitness certificate issued by Regional Transport Office and relevant permits must be available in the vehicle all the time while on duty.
 - 3.7 The contracting agency/firm/company must comply with all the Govt. rules and regulations/RTO, particularly applicable to the business. Their drivers must possess valid driving license for driving the vehicle. There should be valid and current RC, Insurance policy, Pollution check certificate, Road permit and other necessary documents as mandated by RTOs where the vehicles are deployed.
 - 3.8 The vehicles will be inspected by the authorized representative of MCD before taking in service & the firm undertakes to supply vehicles to the satisfaction of the authorized representative.
 - 3.9 The drivers deployed to MCD requirements should be fully conversant with the routes of Delhi. The drivers must wear uniform while on duty, they should be able to understand Hindi language, should take instructions seriously and follow them. They should be well mannered, courteous, and should always carry a mobile phone with them. After taking the duty, the drivers are to maintain effective communication with the user and MCD Transport team. In any circumstance, leading to delay or no show, the drivers must inform the user and MCD transport team without fail immediately. In case of violation of the term, a penalty as per tender shall be deducted from the bill of the contractor.
 - 3.10 The contracting agency/firm/company shall provide the services promptly as per requirement at MCD. Official requirements will be communicated through email/letter/telephone from HQ Department, MCD. The agency/firm/ company shall submit the bills to ADC (HQ), MCD as per the agreed rates along with duty slips duly signed by the user for payment. The contracting agency/firm/company should be in a position to supply vehicles even on short notice as and when required.
 - 3.11 In case the vehicle on monthly deployment at MCD is under repair or replaced for any other reason, the replaced vehicle should also fulfill all the requirement mentioned in this tender document.
 - 3.12 Time and Kilometer will be calculated from duty reporting point

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to the destination. The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same/equivalent type of vehicle within 30 minutes from the receipt of information of such breakdown. On failure to do so, no payment will be made, for such trip.

- 3.13 The successful agency / firm / company shall assign a supervisor/coordinator who shall be responsible for immediate interaction with MCD so that optimal services could be availed without any disruption. The supervisor/coordinator should be available round the clock directly/ on his mobile telephone so as to respond to the call for services in emergent cases. The supervisor/coordinator should be accessible on holidays/ Sundays in case of requirements of vehicles for urgent meeting/ any other official work.
- 3.14 In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
- 3.15 It shall be the responsibility of the service providing agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it and MCD shall have no liabilities in this regard.
- 3.16 During the process of tender finalization, successful bidders will be finalized for empanelment for providing staff cars/ passenger vehicles (Sedan, hatchback including EECO/similar vehicle) and additional vehicles.

4. THE DRIVERS TO BE ATTACHED WITH THE VEHICLES.

- 4.1 The drivers of the vehicles being hired on monthly basis should have full knowledge of local city i.e. Delhi and traffic rules.
- 4.2 The drivers of the vehicles shall possess valid driving license.
- 4.3 The drivers should be well experienced, well mannered, polite, disciplined and should have unblemished record in safe driving.
- 4.4 It shall be the responsibility of drivers to get the log sheet regularly and accurately filled in by the users i.e. reporting, starting & ending time, opening & closing Km., starting & ending destinations.
- 4.5 The contractor should ensure that sufficient cash is available with the drivers to cover essential contingent expenditure viz. refilling of fuel, urgent repairs and should carry with them related RTO/Insurance papers, RTO regulatory matters relating to the registration of vehicles etc., fitness certificate of the vehicle, valid driving license etc.
- 4.6 Drivers of the vehicles should not be smoking, chewing of tobacco etc. while on duty. No prohibited items such as explosives, liquor, drugs etc. in the vehicle should be carried.
- 4.7 In case, the driver of the vehicle does not discharge his duties or commits any misconduct or offence, he shall be replaced immediately by the contractor.
- 4.8 Drivers must strictly follow the speed limits & traffic rules.

5. RATES QUOTED

The rates quoted by the tendered shall be deemed to include all expenses /taxes etc. whatsoever that the contractor may be required to incur, except GST. The corporation reserves the right to verify the authenticity of claims and if the same is not found genuine, no payment shall be made / if already made, the same will be recovered.

6. PAYMENTS

- 6.1 All payment will be made by ADC (HQ), MCD after receipt of bill along with monthly statement of service. All bills should be supported by daily vehicle usage log sheets duly signed by users and/ or Rep of MCD.
- 6.2 No claim for interest will be entertained by the MCD in respect of any payments/ deposits which will be held with MCD due to dispute between the MCD and contractor or due to administrative delay for the reasons beyond the control of MCD.
- 6.3 As per the Govt. regulation, taxes at the applicable rate will be deducted at source from the bills of the contractor. Necessary TDS certificate will be issued by MCD.
- 6.4 Whenever there is a revision in the rates it will be revised on the basis of the rates prevailing in Central Govt./GNCT on the basis of pro-rata rates with the approval of Commissioner, M.C.D. and the decision of the commissioner, MCD will be accepted by the L-1 tenderer.
- 6.5 If any of the above conditions are not adhered to and should there be unauthorized deviations to the terms and conditions stipulated above, the bill submitted is liable to be returned without payment.

7. PENALTY CLAUSE

Penalty shall be levied for shortfall in service as per 'penalty clause'. The penalty amount shall be deducted from the bill / PBG. The competent authority at MCD reserves the right to award such penalty and the decision shall be final and binding on both the parties.

8. MINIMUM ELIGIBILITY CRITERIA

MCD has set up minimum eligibility criteria for the bidding purposes. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the technical bid. Firms/ agency/ company/ entity having below mentioned minimum eligibility criteria only will be considered for further evaluation.

Sl. No	Criterion	Documents to be provided
1.	The bidder shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932/GST and who have their registered offices in Delhi.	Copy of Certificate of incorporation, Partnership Deed and proprietorship certificate. (Annexure-I)

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2.	Bidder should be registered with Income Tax, ESI, PF, TDS and Goods & Service Tax departments	a) Attested copy of PAN/GIR Card. (b) Attested copy of Goods & Service Tax registration certificate. c.) Attested copy of ESI/PF/TDS registration.
3	The bidder or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department	Self-Declaration in the format as Annexure-VIII
4	Bidder should have minimum 03 years' experience in providing vehicle on monthly basis, as on required basis to Central Govt./ State Govt./Municipal corporation/Municipality. The period for experience will be calculated on the date of technical bid opening.	Copy of Work Orders /Agreements for the award of work / service. Annexure-VII
5.	Declaration of Non Tampering of Document in case of Downloaded Tender.	Self-Declaration in the format as (Annexure-XI)
6	Declaration that firm shall be able to supply the vehicles	Self-Declaration in the format as Annexure-V
7	Bid Security of required amount in form of Demand Draft/Bank Guarantee.	In favour of Commissioner MCD, payable at New Delhi. (Annexure-II)
8	Declaration of non Black listing	To be Executed & attested by Public Notary/Executive Magistrate on Rs 10/- stamp paper) as per Annexure-VIII .
9	The bidder should have an average annual turnover of Rs. 2 Cr over last three financial years from similar vehicle Services.	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 03 financial years. Certificate duly signed by Statutory Auditor of the Bidder for turnover from vehicle services as per the Annexure-IV .
10	The Bidder should have positive net worth as on 31st March 23 .	Certificate duly signed by Statutory Auditor of the Bidder have positive net worth as on 31st March 23 as per the Annexure-IV .
11.	A Certificate declaring that Near Relative not working in MCD as per Annexure- X .	To be Executed & attested by Public Notary/Executive Magistrate on Rs. 10/- stamp paper .

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12	<p>Past Experiences:- The bidder should have experience of successful completion of similar works of providing staff cars/ passenger vehicles (Sedan, hatchback including EECO/similar vehicle) on monthly basis, as on required basis to Central Govt./ State Govt./Municipal Corporation/Municipality during the last 5 years ending 31.03.2023. The value of work orders to be counted towards work experience shall be as under:-</p> <p>A) At least three projects of value greater than Rs. 1.88 Crore each; OR</p> <p>B) At least two projects of value greater than Rs. 2.82 crore each; OR</p> <p>a) One project of value not less than Rs. 3.76 crore.</p>	<ol style="list-style-type: none"> 1. The Vendor should submit the particulars of the projects as per Annexure-VII. 2. Copy of relevant work orders along with Completion certificate from client confirming should be submitted.
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9. EVALUATION CRITERIA FOR EMPANELMENT

- 9.1 Technical bids will be opened first and evaluated based on the documentary validation and evaluation criteria (including minimum eligibility criteria) stipulated in the tender document.
- 9.2 Commercial bids of only technically suitable/ qualified bidders will be opened. Unopened commercial bids along with EMD of technically unsuitable bidders will be returned back to the bidders. Bidders will have to collect the same along-with a requisition. The bidders will have to quote the rates for supplying of the vehicles.
- 9.3 The L-1 rates shall be decided on the basis of the lowest rate offered(exclusive of GST, which shall be paid on actual as applicable).
- 9.4 This, being a rate contract, purely aims at fixing rates. It does not guarantee or promise work or specify quantity of vehicles required. MCD reserves the right to assign work to hired firms on as on required basis as per requirement.
- 9.5 The Price Bid is to be quoted after considering the scope of work and provision of service fulfilling all the tender terms.
- 9.6 No ambiguity should be there in the quoted rate and the rate must be as per the price bid format. Conditional offer or the proposal not furnished in the format attached at Annexure-VI shall be considered non-responsive and is / are liable to be rejected.

10. SPECIAL TERMS AND CONDITIONS.

The bidding firms are advised to study carefully the various clauses contained in the Special Terms and Conditions before submitting their bids. Firms willing to participate in the tender may also visit MCD and acquaint themselves with the nature and quantum of work involved before submitting the bids.

- 10.2 TDS @ applicable rate shall be made from the amount payable to the Contractor. The TDS certificate will be issued by MCD. Payment of income tax is the sole responsibility of the Contractor.
- 10.3 Sub-contracting of the work will not be allowed.
- 10.4 Persons below the age of 18 years shall not be engaged for the work. The Contractor will submit medical certificate/any other certificate as age proof of the workmen deployed by him. The Contractor will also submit medical certificate to the effect that the workmen deployed by him are fit for work and are not suffering from any contagious disease.
- 10.5 The Contractor will be accountable for any accident, injury and loss of life to the workers deployed by him and shall be responsible for payment of compensation as per law. If need arises, the corporation will recover such amount from the Contractor to effect payment to the affected person(s).
- 10.6 Notwithstanding the allocation of the volume of work during the Contract period and/or tenure of Contract, MCD reserves the right to terminate the contract at any time without assigning any reason. Wherever feasible the corporation may consider notification of the annulment one month in advance to the Contractor.

11. **PERFORMANCE BANK GUARANTEE (PBG)**

The successful agency / firm / company will have to deposit a refundable interest free security deposit of 3% of the anticipated apportioned value of service in form of Performance Bank Guarantee (PBG) in favour of The Commissioner, MCD, payable at New Delhi within 15 days from award of work from a scheduled/ nationalized bank payable at Delhi. This PBG shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. Deductions shall also be made from Contractor's PBG during implementation of the contract that may become due as penalties for violation of rules, terms and conditions, damages, liabilities or for other causes. The format of PBG is given at an Annexure-III to this document. The successful bidder has to renew the Bank Guarantee on same terms and conditions for the period of extension of contract including claim period.

The Bank Grantee /demand draft can be forfeited by the order of commissioner MCD in the event of any breach or negligence or non observance of any terms /condition of contract or for unsatisfactory performance or for non acceptance of the work order.

12. **SAFETY & INSURANCE**

12.1 The Contractor shall follow safety procedures in all respects.

12.2 The Contractor will adhere to safe working practices and will take all safety measures necessary for safety of his workmen. He will remain responsible for the safety of his engaged persons. The Contractor should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.

12.3 The Contractor shall be liable to bear all expenses/damages/compensation in the event of any injury or loss of life of the personnel engaged by him while on duty.

Sachan
Addl. Dy. Commissioner (HQ)
Municipal Corporation of Delhi

13. SECURITY

- 13.1 The Contractor shall be bound by all security procedures followed at MCD and abide by security instructions for all purposes. Workmen engaged by him will be liable for check and search by the security on duty while mustering in and out and also at the other random places and timings. Any breach/violation of security regulations in the work premises by any of the Contractor's personsshall be Contractor's responsibility.
- 13.2 The Contractor will be responsible for good conduct of his workmen. If any workman is found indulging in undesirable activities, he will have to be withdrawn immediately as asked by the corporation and replaced with a new person.
- 13.3 Corporation reserves right to disallow any or all of the Contractor's men from being deployed inside the corporation campus without assigning any reason.
- 13.4 In the event of any damage to the property of the corporation or life of its employees and/or their dependents the Contractor shall be liable for payment of compensation and/or prosecution in accordance with applicable law and provisions. Compensation for damage to the property of the corporation will be as assessed by authorized representative(s) of the corporation and shall be recoverable from the Contractor at market value.

14. STATUTORY OBLIGATIONS

- 14.1 The Contractor shall abide by and comply with the provisions of all the Acts, Rules and notifications issued by Central/State Govt. as applicable from time to time in respect of the contracted work and all staff employed by him at his own cost and risk, including the following:
- 14.1(i) Motor Vehicle act 1988
- 14.1(ii) Contract Labour (Regulation and Abolition) Act 1970
- 14.1(iii) Contract Labour (Regulation & Abolition) Central Rules 1971
- 14.1(iv) Payment of Wages Act 1936, Payment of Wages (Amendment) Act 2005
- 14.1(v) Minimum Wages Act 1948
- 14.1(vi) Minimum Wages (Central) Rules 1950
- 14.1(vii) Employees' Compensation Act 1923
- 14.1(viii) The E.P.F. and Miscellaneous Provisions Act 1952
- 14.1(ix) Employees State Insurance Act 1948
- 14.1(x) The Child Labour (Prohibition and Regulation) Act 1986
- 14.2 Liability arising due to failure to adhere to statutory or other legal provisions attributable to the Contractor shall be borne by the Contractor himself.
- 14.2(i) The Contractor shall maintain up to date records required for compliance with the provisions of all the Acts and Rules made by Central/State Govt. as applicable from time to time in respect of the contracted work.
- 14.2(ii) If a bidding firm/ Contractor is found violating any statutory provisions concerning motor / vehicle/ labour laws or has given

incorrect/false/misleading information, affidavit or documents at any stage of tender or contract, necessary action as deemed fit, that may include debarring of the firm, shall be initiated.

15. CRITERION FOR EVALUATION OF TENDER

The evaluation of the tenders will be made first on the basis of technical information furnished in form given at **Annexure-IX** and covering letter as **Annexure-IX** and then on the basis of financial information furnished in form given at **Annexure-IV**. The Financial bid of only such bidder will be opened whose technical bid qualifies. Time and venue for opening the financial bid will be informed after evaluation of the technical bids. The rates will be determined on the basis of fixed monthly charges.

16. GENERAL

16.1 The persons employed by the Contractor, will have no right whatsoever to claim permanent/temporary employment in this organization. There will be periodical as well as surprise checking of the services provided by the Contractor for the subject job by the representative of the corporation. In case of default, the contract will be liable for short closure of supply order forfeiting the security deposit.

16.2 If any employee of the Contractor is found to have committed misconduct or misbehavior, the MCD at its sole discretion, may direct the Contractor to remove such employee and the Contractor shall remove such employee(s) without questioning the decision of the MCD.

16.3 Further, the personnel deployed by the Contractor shall not engage themselves in any undesirable activities within the corporation premises. They shall not indulge in any business dealings with any agency directly or indirectly associated with Corporation or in trade union activities. In the event of violation, they will be debarred from entering the Corporation and contract can also be considered for termination and forfeiture of the security deposit.

16.4 The personnel deployed by the Contractor shall be available at the place of work defined for them. They must not visit undesignated places without valid authorization by Corporation.

16.5 No housing/accommodation will be provided by the MCD to the personnel deployed by the Contractor unless otherwise specifically provided in the contract.

17. RIGHT OF ACCEPTANCE

The Commissioner, MCD reserves all rights to reject any tender at any stage without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Commissioner, MCD in this regard shall be final and binding.

18. INDEMNITY CLAUSE

The Contractor has to execute an indemnity bond stating "The Contractor indemnifies MCD of any issues arising due to "providing vehicles to MCD" i.e. that may cause any adverse claim against MCD".

19. GOVERNING LAW AND DISPUTE RESOLUTION

19.1 The agreement between Corporation and vendor shall be governed by and construed in accordance with the laws of India,

- without giving effect to conflict of law rules.
- 19.2 In case of any dispute arising out of or in connection with the agreement, which is not resolved as per the governance structure provided in this tender, only the Courts in Delhi shall have sole and exclusive jurisdiction in respect of the dispute arising out of the present agreement.

20. DUTY HOURS

Twelve hours per day for **six days per week** and maximum **26 days** per month. Weekly off will be given. The normal duty hours would generally start from 8.00 AM, however actual duty hours shall be specified by user officer of the vehicles.

- a. **Reporting Place:** Any place within the jurisdiction of Delhi. Actual place of reporting shall be specified by users of vehicles.
- b. **Jurisdiction:** Vehicle shall be required to run within jurisdiction of M.C.D.

21. TERMINATION OF CONTRACT

21.1 MCD may, without prejudice to any other right/remedy for breach of contract, terminate the contract in whole or in parts .

21.1(i) If the contractor fails to arrange the supply of any or all of the vehicle(s) within the period specified in the contract or any extension thereof granted by the MCD.

21.1(ii) If the contractor fails to perform any other obligations under the contract agreement.

21.2 MCD may, without prejudice to any other rights under the law or the contract provided, get the hiring done at the risk and the cost of the contractor, in the above circumstances.

21.3 Notwithstanding anything contained herein, MCD also reserves the right to terminate the contract at any time or stage during the period of contract, by giving notice in writing without assigning any reason and without incurring any financial liability to the service provider/contractor.

22 SERVICES TO BE PROVIDED

22.1 Service: Provision of vehicles with licensed drivers, registered vehicles on hiring basis for running in Delhi.

22.2 Contract Period: Under normal circumstances, the contract shall be valid for a period of one year from date of signing of agreement.

However, contract may be extended on the same rate and terms & conditions, if agreed by the contractor and the MCD.

22.3 Quantity: Estimated number of vehicles to be hired are 30 sedan Class, 36 hatch back, 31 ECCO.

22.4 MCD reserves the right to increase or decrease the required quantity of vehicle specified in the schedule of requirements without any change in the hiring charges of the offered quantity and other terms and conditions. The actual expenditure may vary considering

For
Addl. Dy. Commissioner (HO)
Municipal Corporation of Delhi

requirement of demand of vehicles, if any, up to 25% in case of extension/ reduction subject to increase in limit as per the demand of vehicles in the MCD.

23. TERMINATION FOR INSOLVENCY

MCD may also by giving written notice and without compensation to the service provider/contractor terminate the contract if the service provider becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

24. COUNTING OF DISTANCE

The counting of distance will be effective from the starting point of the user and closing at the point wherever user completes his/ her travel. The distance covered in each way will be allowed on actual basis.

25. ACCURACY OF METER READING

The accuracy of meter reading should tally with the actual distance of run at any instant and controlling / authorized officer shall have full power to check up the meter for its correctness and to take action to recover the actual loss to the MCD.

26. PENALTIES

26.1. In case of break down, vehicles have to be replaced by other immediately or within not more than one hour. In case of non availability of suitable vehicle a penalty up to Rs. 5,000/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs. 10,000/- per break down shall be imposed.

26.2. In case of non-availability of vehicle penalty of Rs. 5000/- per day shall be imposed in addition to deduction at pro-rata basis for that day.

26.3. In case of meter found faulty, the vehicle with faulty meter should be repaired immediately or vehicle should be replaced till the meter is rectified. The controlling / authorized officer shall have full powers to check up the meter and to take action to recover the actual loss to the MCD. No payment shall be made in respect of a vehicle that has a faulty meter. However cases of tempering of the Meter would be dealt seriously and a penalty of Rs 20,000/ would be imposed in case of tempering of the meter.

26.4. In case of late reporting of vehicle for more than half an hour a penalty of Rs. 1000/- per case will be imposed.

26.5. In case a vehicle of lower category is provided a penalty of Rs. 5000/- per day will be imposed.

27. SUBLETTING OF CONTRACT

Subletting the whole or any part of the contract to any other person or party shall not be allowed.

28. SPECIAL:

28.1 The contractor must have a telephone where requisition of Vehicles can be conveyed all the 24 Hrs. Telephone Number must be specified in the bid.

28.2 Payment of any Govt. Tax including service tax or duty for playing the vehicles in the service area will be liability of contractor.

28.3 Parking and Toll Charges, if any may be claimed by producing the Parking/ Toll slips.

28.4 The Contractor will pay the salary to the each driver on every 10th of each month, in case of not payment of salary and if any complain

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Municipal Corporation of Delhi

received in the office of the MUNICIPAL CORPORATION OF DELHI regarding this penalty of Rs. 10,000/- will be imposed in each case.

28.5 Driver appointed by the agency shall not have been prosecuted at any time in court of law.

28.6 Police verification be also carried out for the drivers and a copy of the same submitted to the Addl. Dy. Commissioner (HQs)/MCD before commencement of contract.

29. FORCE MAJEURE:

In any time, during the continuance of this contract the performance in whole or in part by either party obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine, restrictions, strikes, lockouts or act of god (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of MCD as to whether the supplies /services have been so resumed or not shall be final and conducive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

30. No conditions of the RFP/Tender document is restrictive in nature and will help in bider participation of the vendors in the tender process.


Addl. Dy. Commissioner (HQ)
Municipal Corporation of Delhi

Bidder's details

(To be submitted on the Letterhead of the vendor)

Dated:

To,

Add. Deputy Commissioner (HQ),
MCD, E1- 2nd Floor, Dr. SPM Civic Centre,
J.L. Nehru Marg, New Delhi - 110002.
Sir,

Ref. Tender No.....

Bidder's Details

S. No.	Particulars	Details to be furnished
Bidder's Profile		
1.	Name of the company	
2.	Status of the company (Proprietorship, Partnership, Public/Private Limited)	
3.	Address:	
4.	Authorized Person with designation	
5.	Contact No.	
6.	Email ID	
7.	Website of the company	
8.	Incorporation Certificate	
9.	Income Tax Registration /PAN No.	
10.	GST Registration No.	
11.	Self-declaration for not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.	

Signature of the bidder

Bachan
Addl. Dy. Commissioner (HQ)
Municipal Corporation of Delhi

BID SECURITY DELECTATION

Whereas (Hereinafter called "the Bidder") has submitted its bid dated for hiring contract of vehicles Tender No: MCD/Tender/Vehicle-Hire/23-24/....., KNOW ALL MEN by these Presents that We of having our registered office at (herein after called "the bank") are bound unto... MCD, in the sum of Rs for which payment will and truly to be made the bank binds itself, its successors and assigns by these presents. THE Conditions of the obligation are:

1. If the bidder withdraws its bid during the period of bid validity specified by the Bidder on the bid form; or
2. If the bidder, having been notified of the acceptance of its bid by the Corporation during the period of bid validity.
 - a) Fails or refuses to execute the Contract, if required, or
 - b) Fails or refuses to furnish performance security, in accordance with the instructions to Bidders.

We undertake to pay to Commissioner / MCD up to the above amount upon receipt of its first written demand, without having to substantiate its demand, provided that in its demand MCD will note that the amount claimed by it is due to it owing to the occurrence of one or two or both conditions specifying the occurred condition or conditions.

This guarantee will remain in force as specified in clause 6.1 of Section I of the bid document up to and including thirty (30) days after the period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Signature of Witness
Name of Witness
Address of Witness

Signature of Bank
Name
Signed in the Capacity of
Full Address of Branch
Tel. No. of Branch
Fax No. of Branch

Signature of Bidder


Addl. Dy. Commissioner (HQ)
Municipal Corporation of Delhi

PERFORMA OF PERFORMANCE SECURITY BOND

1. In consideration of Commissioner MCD having agreed to exempt _____ (hereinafter called the said Service Provider(s) from the demand of security deposit/earnest money of Rs _____/- on production of Bank Guarantee for Rs _____/- for the due fulfilment by the said service provider of the terms and conditions to be contained in an Agreement in connection with the contract for the supply of _____ we, (name of the bank) _____ (hereinafter referred to as "the bank") at the request of _____ service provider's do hereby undertake to pay to Commissioner MCD an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by MCD by reason of any breach by the said service provider's of any terms & conditions contained in the said agreement.
2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the MCD stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the MCD reason of breach by the said service provider's of any of the terms & conditions contained in the said agreement or by reason of the service providers failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the MCD in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____/-.
3. We undertake to pay to the MCD any money so demanded notwithstanding any disputes raised by the service provider(s)/suppliers in any suit or proceeding pending before any court or tribunal relating there to our liability under the present being absolute and equivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider(s) /supplier(s) shall have no claims against us for making such payment.
4. We (name of the bank) _____ further agree that the guarantee therein contained shall remain in force and effect immediately for a period of 14 months from date herein and further agree to extend the same from time to time (one year after) on mutual consent so that it shall continue to be enforceable till all the dues of the MCD under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till MCD certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said service provider(s) and accordingly discharges this guarantee.
5. We (name of the bank) _____ further agree with the MCD that the MCD shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the MCD against the said service provider(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider(s) or for any forbearance, and or any omission on the part of MCD or any indulgence by the MCD to the said service provider(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the bank or the service provider(s) /supplier(s).
7. This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by the MCD

Dated: _____

For _____

(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act.

[Signature]
Addl. Dy. Commissioner (HQ)
Municipal Corporation of Delhi

Financial Information of Vendor

(To be submitted on the Letterhead of the statutory Auditor)

To,

Dated:

Addl. Deputy Commissioner (HQ),
MCD, E1- 2nd Floor, Dr. SPM Civic Centre,
J.L. Nehru Marg, New Delhi - 110002.
Sir,

Ref. Tender No.....

Sub: Financial Information of the Vendor

Sir/Madam,

We have examined the books of accounts and other relevant records of <<Vendor Name along with registered address>>. On the basis of such examination and according to the information and explanation given to us, and to the best of our knowledge & belief, we hereby certify that the annual turnover, Profit before Tax and Profit after tax for the three years i.e. from FY 2020-21, 2021-22 to FY 2022-23 was as per details given below:

Financial Information			
	2022-2023	2021-2022	2020-2021
Turnover (in INR Crores)			
Profit Before Tax (in INR Crores)			
Net Worth (in INR Crores)			
Turnover from Similar services of vehicle services (in INR Crores)			
Any Other Relevant Information			

(Signature of the Chartered Accountant)

Name:

Designation:

Membership Number:

Date:

Company Seal:

Business Address:

FINANCIAL BID PERFORMA

For empanelment and rate contract for hiring vehicles on monthly and as on required basis.

Sr. No.	Particulars (X)	Total Amount per day (in respect of one vehicle)	Total Amount per Month (in respect of one vehicle)
1	Rate for hiring of one CNG driven vehicles of Sedan class (CIAZ Only) for first 2600 Kms per Month. Average 12 hours and 100 kms per day.		
2	Rate for hiring of one CNG driven vehicles of A/C Hatchback class (Swift Desire Only) for first 2600 Kms per Month. Average 12 hours and 100 kms per day.		
3	Rate for hiring of one CNG driven vehicles of ECCO for first 2600 Kms per Month. Average 12 hours and 100 kms per day.		
	Total		

(Rs.

)

Note: (i) Total Amount to be written in words

(ii) Rates should be inclusive of all taxes/duties (Central, State, and Municipal).

Date

Place:

Signature with Seal of Authorized Signatory

In witness whereof the parties have set their hands and seals on
March 2023.

Bachan
 Addl. Dy. Commissioner (HQ)
 Municipal Corporation of Delhi

Annexure-VI**Compliance Sheet for Eligibility Criteria**

The Eligibility Criteria should comprise of the following documents:

S. No	Compliance Criteria	Mandatory Documents	Submitted (Yes/No)	Reference in Response to Proposal (Section # and Page #)
1.	Technical qualification Bid Covering Letter	As per the format specified in Annexure-IX.		
2.	Submission of RFP Processing Fees	Scan copy of Demand draft of RFP Fees		
3.	Submission of Earnest Money Deposit	Scan copy of Demand draft of EMD Fees		
4.	Authorized Signatory of the Bid	Power of Attorney, in the name of person signing the Bid, authorizing them to submit / execute the agreement as a binding document on the letter head of the vendor.		
5	The bidder shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in Delhi.	Copy of Certificate of incorporation and Partnership Deed or an affidavit stating that it is a proprietary concern. (As the case may be) .		
6.	Bidder should be registered with Income Tax, ESI, PF, TDS and Goods & Service Tax departments	a) Attested copy of PAN/GIR Card (b) Attested copy of Goods & Service Tax registration certificate. c.) Attested copy of ESI/PF/TDS registration.		
7.	The bidder or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department.	Self-Declaration in the format as appended.		

8.	Bidder should have minimum 03 years' experience in providing vehicle on monthly basis, as on required basis to Central Govt./ State Govt./Municipal corporation/Municipality. The period for experience will be calculated on the date of technical bid opening.	Copy of Work Orders /Agreements for the award of work / service.		
9.	3 Successfully completed works of providing vehicle on monthly rate basis/rate contract , as on the date of tender opening. This must include the most recently completed work.	Satisfactory Work Completion Certificates of the work, along-with verifiable contact details of certifying authority. The reference will be contacted to verify the certificate and quality of service.		
10.	Declaration of Non Tampering of Document in case of Downloaded Tender.	Self-Declaration in the format as appended.		
11.	Declaration that firm shall be able to supply the vehicles in taxi category.	Self-Declaration in the format as appended.		
12.	Bid Security of required amount in form of Demand Draft/Bank Guarantee.	In favour of Commissioner MCD, payable at New Delhi.		
13.	A Certificate declaring that Near Relative not working in MCD as per Annex III.	To be Executed & attested by Public Notary/Executive Magistrate on Rs 10/- stamp paper).		
14.	The bidder should have an average annual turnover of Rs. 02.50 Cr over last three financial years from similar vehicle Services.	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 03 financial years. Certificate duly signed by Statutory Auditor of the Bidder for turnover from vehicle services as per the Format provided.		
15.	The Bidder should have positive net worth as on 31 st March 21.	Certificate duly signed by Statutory Auditor of the Bidder have positive net worth as on 31 st March 21.		
16.	Document showing proof of ownership in case of owned vehicles. In case of lease/hold vehicles	A power of Attorney/affidavit, authorizing the bidders to use the vehicles for hiring on stamp paper duly notarized, will have to be submitted.		
17.	A Certificate declaring that Near Relative not working in MCD as per Annex III.	To be Executed & attested by Public Notary/Executive Magistrate on Rs. 10/- stamp paper.		

Gachan
Addl. Dy. Commissioner (HQ)
Municipal Corporation of Delhi

18	<p>Past Experiences:- The bidder should have experience of successful completion of similar works providing vehicle on monthly basis, as on required basis to Central Govt./ State Govt./Municipal Corporation/Municipality during the last 7 financial years ending 31.03.2023. The value of work orders to be counted towards work experience shall be as under:-</p> <p>C) At least three projects of value greater than Rs. 1.88 Crore each; OR</p> <p>D) At least two projects of value greater than Rs. 2.82 crore each; OR</p> <p>E) One project of value not less than Rs. 3.76 crore.</p>	<p>The Vendor should submit the particulars of the projects as per Annexure-XI</p> <p>Copy of relevant work orders. Completion certificate from client confirming year of Go Live/Completion.</p>		
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 Addl. Dy. Commissioner (HQ)
 Municipal Corporation of Delhi

Project Experience

(To be submitted on the Letterhead of the vendor)

S. No.	Details Sought	Details Provided
General Information		
1.	Name of the Project	
2.	Name of the Client	
3.	Contact Details of the Client	
Project Details		
4.	Description of the Project	
5.	Scope of Services	
Other Details		
7.	Total Cost of the Project	
8.	Duration of the Project	
9.	Start Date	
10.	Current status	

*Please use separate forms for multiple citations.

*Attach copy of work order.

Bachan
Addl. Dy. Commissioner (HQ)
Municipal Corporation of Delhi

Annexure-VIII

**DECLARATION REGARDING BLACKLISTING / DEBARRING
FROM TAKING PART IN GOVT. TENDER BY CENTRAL GOVT. / STATE GOVT.
DEPT/MUNICIPAL CORPORATION/MUNICIPALITY.**

**(To be executed & Attested by Public Notary / Executive Magistrate on Rs. 10/-
Stamp Paper by the bidder.)**

To,

Dated:

Deputy Commissioner (HQ),
MCD, E1- 2nd Floor, Dr. SPM Civic Centre,
J.L. Nehru Marg, New Delhi - 110002.

Sir,

Ref. Tender No.....

Sub: Undertaking of not being Ineligible / banned / blacklisted / debarred

Sir/Madam,

I/We confirm that our company is not under a declaration of not ineligible / banned / blacklisted / debarred in any manner whatsoever by any State Government, Central Government or any other Public sector undertaking or a Corporation or any other Autonomous Organization of Central or State Government as on Bid submission date.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/ cancelled by MCD and EMD/SD shall be forfeited.

In addition to the above MCD will not be responsible to pay the bills for Any completed / partially completed work.

Yours Sincerely,

Name & Signature of authorized signatory:

Name of the Firm:

Full Address:

Company Seal:

Technical qualification Bid Covering Letter

(To be submitted on the Letterhead of the vendor)

Dated:

To,

Director (IT),
MCD, E1- 24th floor, Dr. SPM Civic Centre,
J.L. Nehru Marg, New Delhi - 110002.
Ref. Tender No.....

Sub: Submission of Technical qualification Bid Documents for for hiring an agency for providing staff cars/ passenger vehicles (Sedan, hatchback including EECO/similar vehicle) on monthly and as on required basis in the MUNICIPAL CORPORATION OF DELHI (MCD).

Sir/Madam,

Having examined the requirement mentioned in the Tender, the scope of work for hiring an agency for providing vehicles on monthly and as on required basis in the MUNICIPAL CORPORATION OF DELHI (MCD) and other terms and conditions, I/We, the undersigned, offer to provide all the services as required and in accordance with the entire Scope of Work as detailed in your Request for Proposal and our technical Proposal.

I/We are hereby submitting our Technical qualification bid in compliance with the 'compliance sheet for the Technical qualification'.

I/We hereby declare that all the information and statements made in this Technical qualification bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

I/We agree to abide by all the terms and conditions of this tender document. I/We would hold the terms of our proposal valid for the number of days as stipulated in the tender document.

I/We have not mentioned any Price Bid information anywhere in the Technical qualification bid.

Further, I/We hereby declare that the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Yours Sincerely

Name & Signature of authorized signatory:

Name of the Firm:

Full Address:

Company Seal:

Bachan
Addl. Dy. Commissioner (HQ)
Municipal Corporation of Delhi

Annexure-X

Certificate

(To be executed & attested by Public Notary/Executive Magistrate on Rs 10/- Stamp paper by the bidder)

To,

Dated:

Deputy Commissioner (HQ),
MCD, E1- 2nd Floor, Dr. SPM Civic Centre,
J.L. Nehru Marg, New Delhi - 110002.
Sir,

Ref. Tender No.....

CERTIFICATE

I _____, S/o
_____, R/o _____ hereby certify that none
of my relative(s) as Defined in Section- II Clause 6 of tender document is/are
employed in MCD as per details given in tender document. In case at any
stage, it is found that the information given by me is false/incorrect, MCD
shall have the absolute right to take any action as deemed fit, without any
prior information to me.

Signature _____
(For and on behalf of the contractor)
Name _____
Place _____
Date _____

Certificate

(To be submitted on the Letterhead of the vendor)

To,

Dated:

Deputy Commissioner (HQ),
MCD, E1- 2nd Floor, Dr. SPM Civic Centre,
J.L. Nehru Marg, New Delhi - 110002.
Sir,

Ref. Tender No.....

CERTIFICATE

I/we declare that:

Proprietor/Partner(s)/Director(s) of M/s _____ hereby
declare that I/we has/have not been tampered the Tender document vide
Tender No: _____ downloaded from website **Error!**
Hyperlink reference not valid..

Signature

Name

Name and Address of Firm


Addl. Dy. Commissioner (HQ)
Municipal Corporation of Delhi

Authorization for Representation at Bid Opening

(To be submitted on the letter head of the vendor)

To,

Dated:

Deputy Commissioner (HQ),
MCD, E1- 2nd Floor, Dr. SPM Civic Centre,
J.L. Nehru Marg, New Delhi - 110002.
Sir,

Ref. Tender No.....

Sir,

Sub: Authorization for Representation at Bid Opening

I/We declare and confirm that Mr./Ms. _____ has been duly authorized by
<Vendor Name> to represent us at the opening of Technical bid/Price Bid (whichever
applicable) bids. He/ She shall be carrying valid photo identification as per below details:

Name as on the ID	
ID Number	
Designation	

*Maximum 2 persons per vendor

We undertake to furnish any additional documents that may be requested by you in respect of the aforesaid authorization.

Encl: <Photocopy of the ID of the representatives>

Yours Sincerely,

Name & Signature of authorized signatory:

Name of the Firm:

Full Address:

Company Seal:

Bachan
Addl. Dy. Commissioner (HQ)
Municipal Corporation of Delhi