

**Small Farmers' Agri-Business Consortium,  
NCUI Auditorium Bldg., 5<sup>th</sup> Floor, 3, Siri Institutional Area,  
August Kranti Marg, Hauz Khas, New Delhi-110016  
Tel:91-11-26966017, 26966037 Fax:91-11-26862367  
Email: sfac@nic.in, Web: sfacindia.com**

Tender No. 1-2/36/2005-Genl.Admn.

Dated: 30.05.2019

**Sub: Notice Inviting Tender calling quotations for hiring of vehicle/car for senior officer of SFAC on monthly basis**

Small Farmers' Agri-Business Consortium (SFAC), New Delhi-110016 invites tenders from prospective service providers to provide **01\* (one) mid-sized vehicle** (Swift Dzire/Ciaz or like vehicles in Diesel/Petrol engine) with latest model 2019 or not more than one year old with well maintained to be used **upto 26 days per month and 2600 kms** per month, on hiring basis for a period of one year as per terms and conditions mentioned in this notice.

**Technical Eligibility Criteria**

The bidder must fulfill the following technical specifications in order to be eligible for opening of financial bids and award of the contract:-

1. The Registered Office of the bidder should be located either in Delhi/ New Delhi preferably in South Delhi near Hauz Khas. An attested copy of the registration Certificate of their office in Delhi/NCR shall be enclosed. The bidder should be an ISO certified firm with sufficient experience in serving Govt. organizations, good reputation and financially sound. The ISO certificate issued after the bid invitation date will not be accepted.
2. The bidder should have its own bank account.
3. A self attested copy of PAN Card in the name of firm to be attached with the quotation.
4. A self certified copy of the GST registration along with copies of last 3 filed returns must be attached with the quotation. Without this, the bid will be summarily rejected.
5. The bidder must have sufficient cars and not older than one year registered in its name in Delhi or NCR. A list of such vehicles with self-attested copies of RCs should be attached with the quotation.
6. An undertaking from the bidder firm stating that the firm has not been blacklisted by any Central Government Department/Ministry/PSU/Bank, or State Government etc. must be attached with the bid documents.
7. The bidder must have a minimum three years experience in supplying cars on rent basis to reputed organizations particularly Central/State Govt. Govt. Departments/PSUs. The bidder will required to submit along with the bid document a proof of successful and satisfactory completion of service from at least three contracts/work. The certificate should be from a prominent organization (Government organization/PSU/Bank).
8. The firm should follow labour laws and should be registered with ESIC.
9. Police verification of the firm must be attached.
10. The age of driver should not exceed 45 years.
11. The experienced driver (10 years) having good knowledge of Delhi & surrounding areas & knowledge of locations of Govt. offices, Ministries. The driver shall be paid minimum wages equal to semi-skilled category of manpower & other statutory deductions like ESI, EPF etc. Police verification of the driver is to be done. The driver should be well manner and should be on duty with proper dress or uniform.
12. Driver should not be change without the knowledge of SFAC. Agency shall identify suitable driver and on acceptance by SFAC, the driver shall be on duty of SFAC.

*\* requirement may be increase by one*

**Sealed quotation will be submitted in two parts namely Technical and Financial in two different cover and the same should be kept in a sealed third cover superscribing "QUOTATIONS FOR HIRING OF CARS ON MONTHLY BASIS". The technical bid will contain only documents relating to eligibility criteria and EMD. The financial bid shall be submitted as per prescribed format. Tenderer who qualify the Technical Bid shall be eligible for opening of Financial Bid.**

13. Earnest Money Deposit (EMD) The contractor shall deposit Bid Security (EMD) for an amount of Rs.5,000/- (Rupees Five Thousand only) in any of the following forms. Bid Security may be furnished in the form of an Account Payee Demand Draft from a commercial bank in an acceptable form in favour of SFAC, New Delhi along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period.
14. The Bid Security will be forfeited in the following conditions:-
  - (a) If at any stage, any of the information/declaration given by the bidder is found false.
  - (b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
  - (c) In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
  - (d) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

15. **Performance Security**

The firm whose tender is accepted shall deposit Performance Security for an amount of Rs.25,000/- (Rupees Twenty Five Thousand only) in any of the following forms within 10 days from the date of issue of offer of work order by SFAC. Performance Security may be furnished in the form of an Account Payee Demand Draft from a commercial bank in an acceptable form in favour of SFAC, New Delhi. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be payable on this amount. The contract will be signed only after furnishing the Performance Security. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the SFAC and the firm shall be blacklisted in addition to the termination of the contract.

**Terms and Conditions of the Contract**

1. The contract will be for a period of one year and it is likely to commence from the date of signing of the agreement which may be extended on yearly basis for further two years depending upon satisfactory performance, same rates and same terms & conditions depending upon the requirement of the SFAC. Any further extension can be considered on mutually agreed terms and conditions. SFAC, New Delhi however, reserves the right to terminate/curtail the contract at any time after giving one week's notice without assigning any reason.
2. The vehicles to be provided should not be older than one years and in good running condition. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time or any other delay, a penalty will be levied as deemed fit on day to day basis and the officer has right to hire a vehicle from the market and the cost incurred has to be borne by the agency/firm.
3. The cars should be fitted with all modern features such as clean loose seat covers, clean towel, reading lamp, tissue paper box, car perfume, seat belts front and rear, umbrella during monsoon.
4. The vehicles should be comprehensively insured.
5. The firm should have sufficient number of drivers having experience of driving in Delhi/NCR.

6. Only such tour operator/agency may submit their quotations whose cars/taxis have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their premises/garage/stands from where such taxis/cars are to be operated and can be requisitioned by this Department.
7. The contractor shall provide names, addresses of the drivers along with their driving licence number and copies within one week of the award the contract. Each driver employed by the firm must have a cell-phone duly activated.
8. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the SFAC.
9. The Department will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the SFAC recognizes no employer-employee relationship between the SFAC and the personnel deployed by the contractor/agency.
10. Any person who is in Government service or an employee of this office should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
11. Each driver should wear uniform while on duty. The drivers to be deployed with the Department should have got their antecedent verified by the local police.
12. The firms/agencies would ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in any major accident in the past three years.
13. Punctuality will have to be ensured and log book shall be maintained by the drivers. The drivers shall be responsible for proper completion of the log books including obtaining the signatures of the user.
14. Rates once finalized will be fixed at least for a period of one year and used as base rate in the case of upward and downward change in rates in fuel prices.
15. Any overtime arising due to breakdown of vehicle supplied by the agency shall be on its account and shall not be charged to SFAC, New Delhi.
16. 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 staff car rules of the Govt. of India and the log book shall be submitted to the concerned officer in SFAC, New Delhi along with bill for scrutiny, etc.
17. A vehicle will be allowed for use only in good condition when the Milo Meter is sealed. If during the running of the vehicle it is found that the milo metre is tempered/unsealed then forfeiture of hiring charges and a penalty as fixed by SFAC, New Delhi will be imposed.
18. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and drivers should not be changed unless so requested for by the SFAC, New Delhi. The vehicles must be available at any time of day as required by Department.
19. In case of any accident, all the claims arising out of it, shall be met by the agency/firm.
20. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
21. Vehicles provided by the Department should bear commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving Licence and Badges.
22. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of NCT of Delhi.
25. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the Department has the right to hire vehicle from any other sources at the expense of the contractor.

26. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.
27. No advance payment will be made.
28. The bills should be made on monthly basis by the contractor and should be submitted by 10th of each succeeding month along with logbook of the vehicle for scrutiny/ Verification of the bills. The bill should indicated the GST registration No. and PAN No.
29. The Department will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
30. The contractor shall ensure that all the necessary documents i.e. RC, Insurance papers, PUC certificate, etc are available with the drivers deployed for duty in the Department.
31. Guidelines mentioned in New Vehicle Policy, 2017 to be scrupulously followed under all times.
32. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Government and the firm shall be blacklisted in addition to termination of the contract in question. The right of action will rest with the authority entering into the agreement.
33. The price quoted is exclusive of all Taxes.
34. In case of any dispute, the decision of the Managing Director, New Delhi shall be final and binding.
35. No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.

36. The tender process of the contract can be terminated at any time without any notice at the discretion of the SFAC, New Delhi. Last date for submission/receipt of tender(s) is **18<sup>th</sup> June, 2019 at 15:00 hours**. The Technical bids will be opened by a Tender Evaluation Committee (TEC) in the presence of tenderers who wish to present or their authorized representatives on the same day at 1600 hours in the Office premises of SFAC, New Delhi-110016. The financial bids of the technically qualified bidder will be opened on the same day or any other day as decided by the TEC. Technical bids should be sent as per the attached technical bid check list. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained. Tender document could be downloaded by under **CPPP: - e-publishing portal or SFAC website: - sfacindia.com**.

Managing Director

TECHNICAL BID FOR HIRING OF VEHICLE ON MONTHLY BASIS IN SFAC, NEW DELHI

The details in respect of the company are as given under:

Sl. No.	Description	Details	Page No.
1	Name of Firm & Address and distance from SFAC		
2	Name of the proprietor of the firm		
3	Telephone No. of Agency and Proprietor		
4	The Tender should be accompanied by earnest money of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of SFAC, New Delhi without which the Tender will not be considered.		
5	Certificate regarding registration of firm in Delhi/New Delhi. Copies of Documentary proof of same must be enclosed.		
6	The Bidder must have PAN No. in the name of firm; Copy of Documentary proof of same must be enclosed.		
7	Successful and satisfactorily completion of at least three contracts/works during last three years. Enclose certificate from prominent Organizations (Government organizations/PSU/ Bank)		
8	GST Registration Number. (Copy of GST Registration Certificate along with copy of last 3 filed returns to be attached).		
9	List of at least 10 cars of not older than 2016 and at least two cars of not older than two years (2018-19) model registered in the name of firm along with copies of RCs, and Insurance		
10	Copy of Police verification certificate of the firm		
	The Bidder must submit an undertaking on its letter head stating that they have not been blacklisted by any State/Government/ Central Government/ PSU Department in India.		
11	Vehicle detail to be provided to SFAC (Make & Year of manufacturing)		

I / We undertake that, I/We have carefully studied all the terms and conditions of the contract as indicated in Annexure-I and understood the parameters of the proposed work and shall abide by them. I / We further undertake that the information given in this tender are true and correct in all respects.

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

**FINANCIAL BID FOR HIRING OF VEHICLE ON MONTHLY BASIS IN SFAC,  
NEW DELHI (PROFORMA FOR QUOTING RATES)**

To be submitted in sealed envelope describing "FINANCIAL BID"

1	Name and Address of the Contractor/ Firm/ Company	
2	Name of Proprietor/Partners/ Directors	
3	Rate quoted per month for 26 days 2600 Kms & 320 hrs. (Exclusive GST)	
4	Rate for extra travel beyond prescribed limit (Kilometer basis)	
5	Rate for extra duty per hrs. basis beyond prescribed hrs.	
6	Night Charge after 11.30 pm beyond 6 am	

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

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